

## REGULAR MEETING~BOARD OF TRUSTEES

San Mateo-Foster City SD

June 01, 2017 7:00PM

1170 Chess Drive Foster City, CA 94404

### Mission Statement:

VISION STATEMENT: "The San Mateo-Foster City School District educates and inspires students to live, lead, and learn with integrity and joy."

#### 1. CALL TO ORDER: 6:00 P.M.

#### 2. RECESS TO CLOSED SESSION

##### 2.1. GOVT. CODE § 54957.6 – CONFERENCE WITH LABOR

NEGOTIATOR(S) – Agency Designated Representative: Dr. Joan Rosas.

Employee Organization: SMETA, CSEA and/or SMEAA. GOVT. CODE §

##### 54956.9 – CONFERENCE WITH LEGAL COUNCIL – PENDING

LITIGATION. Significant exposure to litigation to paragraph (2) of

subdivision (d) of Section 54656.9 of the Government Code (one case –

Committee for Responsible Growth in Foster City et al. v. San Mateo-

Foster City School District et al., San Mateo Superior Court Case No.

17C1V00018). GOVT. CODE § 54957 - PUBLIC EMPLOYEE

DISCIPLINE/DISMISSAL/RELEASE. GOVT. CODE § 54957 - PUBLIC

EMPLOYEE PERFORMANCE GOALS/EVALUATION. Title:

Superintendent. GOVT. CODE § 54956.8 - CONFERENCE WITH REAL

PROPERTY NEGOTIATOR - Property: [Charter Square, 791 Beach Park

Blvd., Foster City.] Agency Negotiator: Superintendent. Under

Negotiation: property acquisition, price and terms of property

lease/purchase. If these discussions are not completed before 7:00 p.m.,

the closed session will continue following the regular meeting.

#### 3. RECONVENE TO REGULAR MEETING

##### 3.1. Report out of Closed Session

##### 3.2. Flag Salute

##### 3.3. Roll Call

##### 3.4. Approval of Agenda: June 1, 2017 (v)

##### 3.5. Approval of Minutes: May 18, 2017 (v)

##### Attachments:

5-18-17 Board

Minutes

#### 4. RECOGNITION

##### 4.1. Kent Award - San Mateo Park Elementary School

##### Rationale:

The Board will honor San Mateo Park Elementary School on winning the 2017 Kent Award for their Panther Reading Program.

##### 4.2. Retiree Recognition

##### Attachments:

Personnel Action/2016-17

Retirees

#### 5. STATEMENTS

- 5.1. Public Statements related to non-agenda topics:
- 5.2. Public statements related to agenda items: Persons will be called on at the appropriate time.
- 5.3. Advisory Committee Reports
- 5.4. Foundation/Committee Reports
- 5.5. District Staff Statements
- 5.6. Statement of Board members
- 5.7. Statement of Superintendent

**6. PROPOSED CONSENT AGENDA (v)**

**6.1. EDUCATION/STUDENT SERVICES**

**6.1.1. Board Policy 5030 - Wellness Policy**

**Rationale:**

Each Local Educational Agency (LEA) that participates in the National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA)

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to develop a revised local school wellness policy during school year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

**Financial Impact:**

None to General Fund

**Attachments:**

Wellness Policy update

**6.1.2. Board Policy 5141.52 - Suicide Prevention Policy**

**Rationale:**

Governor Jerry Brown signed into law AB2246 – Suicide Prevention Policies in Schools - in December of 2016. requiring the District to update existing Board Policy 5141.52 on Suicide Prevention.

**Financial Impact:**

None

**Attachments:**

BP 5141.52 Suicide Prevention

**6.1.3. Local Education Agency (LEA) Addition**

**Rationale:**

Public School Districts, County Offices of Education, and Charter

Schools can be added to or removed from the San Mateo County Special Education Local Plan Area (SELPA) as an LEA by the SELPA Governing Board. The San Mateo County SELPA has a process for adding or removing LEAs including Charter Schools. Additionally, the SELPA Governing Board can approve changes of the By-Laws of the Community Advisory Committee and of the formatting and updating of the Local Plan.

The SELPA Governing Board recommended that KIPP Valiant Community Prep be added to the San Mateo County SELPA as a new Charter LEA on July 1<sup>st</sup>, 2017. Pursuant to E.C. § 56195.7 all of the LEA Boards in the SELPA have to approve the attached resolution. When an LEA is added to a SELPA it changes the Local Educational Agency Section of the Local Plan thereby requiring approval of all School Districts' Boards of Trustees. Additionally, the By-Laws of the Community Advisory Committee have been updated and other formatting of the Local Plan (available upon request) have been updated.

**Attachments:**

2017 LEA Participants  
Resolution No. 35/16-17

**6.1.4. District-wide Secure Copy and Print Solution - Ray Morgan Co.**

**Rationale:**

The San Mateo-Foster City School District requires printing/copier services. The current provider is at the end of their lease due to expire on June 30, 2017. In March 2017, a Request for Quote #20170410-001 was released to find a document technology solution provider to enter into a new lease for those services. After a diligent and careful evaluation from six (6) vendor responses, the Administration recommends awarding the contract to the Ray Morgan Company.

**Financial Impact:**

General Fund

**Attachments:**

Printer RFQ Bid Tabulation

**6.2. BUSINESS/FINANCE**

**6.2.1. Listing of payments to meet District expenditures**

**Rationale:**

Board Policy 3314 states the following: It shall be the practice of the administration to present the Board of Trustees with copies of all

warrant registers for information and review at each regularly scheduled meeting of the Board of Trustees. As Policies 3100 (budget) and 3110 (transfer of funds) provide criteria for Board authorization of all expenditures, both personnel and non-personnel items, prior to the actual payment of the obligation, warrants will be distributed to the vendors and employees after audit by the County Superintendent of Schools.

Education Code Sections 42631-36 requires the Board of Trustees approve all expenditures made by the District.

**Financial Impact:**

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Funds have been provided for the goods and services paid by these warrants through the budgetary process. There is no impact on the various funds of the District beyond what has been budgeted.

**Attachments:**

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District Expenditures

**6.2.2. Notice of Completion - Districtwide Extra Cameras Project - VAS Security Systems, Inc.**

**Rationale:**

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Pursuant to the contract awarded by the Board of Trustees, VAS Security Systems, Inc. has furnished all material and finished all labor for the completion of work related to the Districtwide Extra Cameras Project #15-99. With the approval of the Board of Trustees, the attached Notice of Completion will be filed with the San Mateo County Recorder's Office as required by law.

**Financial Impact:**

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None

**Attachments:**

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Districtwide Extra Cameras Project

**6.2.3. Bowditch - 4 Classroom Portables - Mobile Modular Management Corp.**

**Rationale:**

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In the Spring of 2016, the Administration, through public contract code, solicited bids for the leasing of four portable classrooms as part of the Bowditch Middle School Portable Replacement Project.

The District entered into a three year lease with Mobile Modular Management Corp. in May of 2016, totaling \$74,160. On May 5, 2016 the Board of Trustees approved the funding for a 2-year period in the amount of \$50,400, to be paid by Measure X funding, as the administration anticipated using the portables for interim housing during Measure X construction. On May 26, 2016 the Board of Trustees approved funding for an additional 1-year period in the

amount of \$23,760, to be funded with Measure L funding.

Due to the timing of construction on Measure X projects, it has become evident that it is more appropriate to fund the entire 3-year lease period utilizing Measure L funds. The Administration recommends transferring the funding of 2 years of the lease (\$50,400), from Measure X to Measure L.

**Financial Impact:**

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\$50,400.00 - Measure L Funding

(\$50,400.00) - Measure X Funding

**6.2.4. Abbott, Bayside Prop 39 Interior Lighting Project - Edges Electrical Group**

**Rationale:**

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On August 21, 2014, the Board approved the Prop 39 Energy Expenditure Plan for interior lighting at District schools. The project includes replacing and installing new light fixtures at Abbott Middle School and Bayside Academy.

Bids were solicited for the purchase of materials as per public contract code. The Administration recommends awarding the contract for the base bid amount of \$145,796.67 with Edges Electrical Group. The contract is within the California Clean Energy Jobs Act (Prop.39).

**Financial Impact:**

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\$145,796.67 - California Clean Energy Jobs Act (Prop.39)

**Attachments:**

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Prop 39 Lighting Material Abbott-Bayside

**6.2.5. Bayside STEM Academy Classroom Conversion - TRC - Amendment No. 1**

**Rationale:**

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On June 30, 2016, the Board of Trustees approved the contract for Cal Pacific Construction, Inc., regarding the Bayside STEM/STEAM Classroom Conversion Project.

TRC was selected as a consultant to provide Geotechnical Observation and Testing Services. Due to numerous project delays and weather conditions creating unforeseen conditions, the anticipated observation and testing exceeded the original cost estimate in the area of subgrade and aggregate cost compaction. An additional field work, compaction curve testing, and management are required to finish the scope of the extended project.

To implement the above services, the present original fee of TRC services of \$22,000 will be increased by the not-to-exceed fee of \$8,800, for a total of \$31,000.

**Financial Impact:**

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\$8,800.00 - Developers Fee

**Attachments:**

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Amendment No. 1, TRC, Bayside Conversion Project

**6.2.6. Bayside STEM/STEAM Classrooms Conversion - Change Order No. 7 - Cal Pacific**

**Rationale:**

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On June 30, 2016, the Board of Trustees approved the contract for Cal Pacific Construction, Inc., regarding the Bayside STEM/STEAM Classrooms Conversion Project in the amount of \$4,017,000.

The District working with Cal Pacific Construction, Inc., encountered unforeseen conditions, architects/District requests, necessary field changes, as well as corrections.

The cost of Change Order No. 7 to the original contract is \$55,194 (1.37% of the original contract). The cost of Change Orders Nos. 1-7 to the original contract is \$380,234 (9.47% to the original contract).

The new contract amount will be \$4,397,234, within the Bayside STEM/STEAM Conversion Project budget.

**Financial Impact:**

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\$55,194.00 - Special Reserve Fund

**Attachments:**

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Cal Pacific, CO No. 7, Bayside

**6.2.7. Sunnybrae Elementary School - New Flooring Installation - LGI**

**Rationale:**

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The existing carpet flooring in the Large Group Instruction (LGI) space at Sunnybrae is original to the building and in need of a replacement flooring. Based on the activities that occur in the LGI, it was determined that the best replacement flooring material is sheet vinyl.

Through the California Uniform Public Construction Cost Accounting (CUPCCA), any California Agency is able to contract directly with a vendor if the cost is under \$45,000. The District solicited a bid from one vendor who has previously installed flooring at one of the District's school.

The bid is from HLM Flooring, Inc. for \$35,860.

**Financial Impact:**

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\$35,860.00 - Routine Restrictive Maintenance

**6.2.8. Bay Area School Nutrition Collaborative Request for Proposal (RFP)**

**Rationale:**

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Child Nutrition Services, through public contract code, solicited a

Request for Proposal (RFP) for Food and Nutrition Products, Paper Supplies, and Delivery Services for the 2017-2018 school year. The RFP was issued on behalf of the Bay Area School Nutrition Collaborative which represents twenty (20) school districts throughout the San Francisco Bay Area. San Mateo-Foster City School District – Child Nutrition Services served as the lead district for this proposal.

The participating districts, including San Mateo-Foster City School District are:

Alum Rock Union Elementary School District, Antioch Unified School District, Benicia Unified School District, Berryessa Union School District, Brentwood Union School District, Byron Union School District, Cupertino Union School District, Fremont Union High School District, Liberty Union High School District, Milpitas Unified School District, Mountain View-Los Altos Union High School District, Mount Diablo Unified School District, New Haven Unified School District, Oakley Union School District, Old Adobe Union School District, Petaluma City Schools, Sonoma Valley Unified School District, South San Francisco Unified School District, and Wright Elementary School District

Pricing was requested for items broken down into ten food categories (Beverages-Shelf Stable; Bread Products; Cereals; Snacks; Dry Goods; Dairy Products; Lunch: Center of the Plate; Assorted Frozen & Refrigerated Items; Potatoes, Frozen; and Breakfast: Center of the Plate). Paper Supplies were categorized into seven categories (Paper; Plastic; Aluminum Foil and Trays; Film: Overwrap and Lidding; Biodegradable and Compostable Products; Food Service Preparation & Other Supplies; and Cleaning Supplies).

Proposals were received from eight companies: Athens Baking Company, The Danielsen Company, Gold Star Foods, Hayes Distributing, P&R Paper Supply Co., The Platinum Packaging Group, Pressed Paperboard Technologies, and Sysco San Francisco. Proposals were considered by a group of 10 individuals from the participating Member Districts on May 16, 2017.

The evaluation criteria and vendor awards are attached.

**Attachments:**

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Consortium Award Criteria

**6.2.9. Abbott - Resolution No. 34/16-17 - Notice of Categorical Exemption - New Gym and Classrooms Project**

**Rationale:**

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On January 21, 2016, the Board of Trustees approved the Abbott Middle School New Gym and Classrooms Project. On September 1, 2016, the Board of Trustees approved EMC Planning Group Inc. to provide the District with California Environmental Quality Act (CEQA) services including the completion of a CEQA report. The report and finding from EMC Planning Group indicate that by using a Class 14

(Minor Addition to Schools) the project qualifies for a Categorical Exemption.

The Notice of Exemption will be filed at the County Clerk-Recorder's Office and mailed to the State Clearinghouse upon approval by the Board of Trustees.

**Financial Impact:**

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None

**Attachments:**

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Resolution 341617

**6.2.10. George Hall - Toilet Rooms Remodel, Phase II - Eternal Construction, Inc.**

**Rationale:**

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On November 20, 2014, the Board of Trustees approved HKIT Architects to design the remodel of toilet rooms at George Hall Elementary School - Wings 2 and 4, as well as to change existing fountains along the path of travel to American Disability Act (ADA) approved fountains.

To address both the present competitive construction market, as well as school needs, the Administration split the project into Phase 1 (toilets in Wing 4), previously bid, and Phase II (toilets in Wing 2), in which the construction will start during the summer break of 2017.

The Administration, through public contract code, solicited bids for the remodel of toilet rooms (one for boys and one for girls) in Wing 2 at George Hall. The work is scheduled to start during the summer break. All toilet rooms are scheduled to be functional before the start of the 2017-2018 school year.

The Administration recommends awarding the Phase II contract in the amount of \$248,600 to Eternal Construction, Inc. to remodel two sets of toilet rooms in the Wing 2 at George Hall.

If Eternal Construction, Inc. pulls their bid, the Administration recommends awarding the contract to the next lowest responsible and responsive bidder.

**Financial Impact:**

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\$248,600 - Deferred Maintenance

**Attachments:**

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Eternal Construction, Inc. - Bid tabulation

**6.3. HUMAN RESOURCES**

**6.3.1. Assignments noted for individuals listed**

**Rationale:**

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The Human Resources Department has received and processed all necessary documents for personnel actions.



**Financial Impact:**

None – Expenditure provided for in the 2016-2017 budget

**Attachments:**

Personnel Actions

**6.3.2. Resignations, Releases, and/or Retirees**

**Rationale:**

The Superintendent has been granted authority by the Board to accept the resignation, release and/or retirement requests from District employment. The Human Resources Department has received and processed all necessary documents for personnel actions according to the California Education Code.

**Financial Impact:**

None - Replacement will be employed to fill vacated positions

**Attachments:**

Resigns, Releases, Retirees

**6.3.3. Reduced Workload Program**

**Rationale:**

The following District certificated personnel has requested to participate in the Reduced Workload Program beginning the 2017-2018 school year. The Human Resources Department has verified the eligibility of the participant. The employee may participate in the program for a maximum of ten (10) years.

DRABKIN, Inesa - .50 FTE Teacher/Abbott - Effective: 08/14/2017

**Financial Impact:**

None – Expenditure provided for in the 2017-2018 budget

**7. SUPERINTENDENT/BOARD SERVICES**

**7.1. Agendas - June 8, 2017 Special Board Meeting**

**Rationale:**

At the May 18, 2017 Board Meeting, the Board was provided the opportunity to plan for the following topics to be discussed at the June 8, 2017 Special Board Meeting:

- Budget Review
- Parcel Tax Debrief
- School Board Candidate Workshop

Draft agendas will be shared for the June 8, 2017 Special Board Meeting.

## **8. EDUCATION/STUDENT SERVICES**

### **8.1. Public Hearing - 2017-2018 LCAP**

#### **Rationale:**

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State legislation calls for districts to seek input and develop an accountability plan for increasing student achievement. The district has worked with a variety of community and staff groups to develop a comprehensive plan focused on the programs and services required to increase student achievement.

#### **Financial Impact:**

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None

#### **Attachments:**

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2017-18 LCAP

## **9. BUSINESS/FINANCE**

### **9.1. Public Hearing - 2017-2018 Budget (Draft)**

#### **Rationale:**

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Pursuant to Education Codes 33129 and 42127, the governing board of each school district shall adopt a budget, on or before July 1 of each year, using the State-adopted Criteria and Standards and in the format prescribed by the Superintendent of Public Instruction. The budget will be filed with the County Superintendent of Schools for review prior to state submission. Per Education Code, 42103, the District is required to publish the time, date, and location of the public hearing to adopt the budget. This action is consistent with the updated budget calendar previously adopted by the Board.

The Draft 2017-2018 Budget will be presented to the Board for information on June 1, 2017.

The proposed Budget is available for inspection at the District Office (Business Services).

#### **Financial Impact:**

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Details in attached 2017-2018 Budget (Draft)

#### **Attachments:**

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Budget Hearing Presentation

Public Hearing Notice - Budget

## **9.2. Public Hearing - 2017-2018 Fund Balance in Excess of Minimum Reserve Level**

### **Rationale:**

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Education Code Section 42127 (a)(2)(B) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

The District is to provide public review and discussion at its Public Hearing.

At the June 1, 2017 Regular Board Meeting, staff will present the statement for the required Public Hearing.

### **Financial Impact:**

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None

### **Attachments:**

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Public Hearing Notice - min. fund balance

## **9.3. Middle School Gyms/Classrooms Projects - Budget (v)**

### **Rationale:**

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At the May 18, 2017 Board meeting the Board of Trustees received information on the project status and cost estimates of the Middle School Gyms and Classrooms Projects. Following the presentation, the Trustees asked clarifying questions and engaged in discussion. The Board of Trustees gave staff direction related to budget solutions to allow these projects to move forward into the schematic design phase.

### **Financial Impact:**

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Fund 1 Knolls Rental: \$1,800,000

Fund 1 Tech Refresh Savings: \$2,200,000

Fund 1 Facility Use: \$2,000,000

Fund 25 Developers Fees: \$2,000,000

Measure X/State Facilities Bond: \$2,700,000

## **9.4. Governor's May Revise - Update**

### **Rationale:**

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On May 19, 2017, Administration attended the School Services of California May Revision Workshop. The Board presentation will include updates from this workshop related to the state budget adoption process and the resulting impact to the District's draft 2017-2018 Budget.

### **Financial Impact:**

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To Be Determined

### **Attachments:**

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Governor's May Revise Presentation

### **9.5. Gifts presented to the schools (v)**

#### **Rationale:**

Board Policy 3290 requires the Superintendent to obtain final approval and acceptance for gifts donated to the school district.

#### **Financial Impact:**

The District receives direct benefit from these gifts, either in the form of cash contributions, or goods and services.

#### **Attachments:**

Gift List for June 1, 2017

## **10. HUMAN RESOURCES**

### **10.1. Job Description - Site Kitchen Operator - Elementary (v)**

#### **Rationale:**

The job description is being updated to reflect current practice and to be consistent with current Federal, State and local regulations related to the operation of the Child Nutrition Programs, and food facilities.

#### **Financial Impact:**

Fiscal impact to the Cafeteria Fund is \$10,930.00

#### **Attachments:**

Site Kitchen Operator-Elementary School

### **10.2. Job Description - Food Production Manager (v)**

#### **Rationale:**

The job description is being updated to reflect current practice and consistency with current Federal, State, and local regulations related to the operation of the child nutrition programs and food facilities.

#### **Financial Impact:**

None

#### **Attachments:**

Food Production Manager

### **10.3. Job Description - Confidential Assistant To Superintendent (v)**

#### **Rationale:**

This job description is being updated to reflect current practice and to be consistent with the other confidential administrative assistants' job

descriptions.

**Financial Impact:**

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None

**Attachments:**

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Confidential Asst. to Supt. description

**10.4. Job Description - Confidential Administrative Assistant - Business (v)**

**Rationale:**

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This job description is being updated to reflect current practice and consistency with the other confidential administrative assistants' job descriptions.

**Financial Impact:**

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None

**Attachments:**

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Draft Confidential Admin Asst (Business)

**10.5. Job Description - Confidential Administrative Assistant - HR (v)**

**Rationale:**

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This job description is being updated to reflect current practice and consistency with the other confidential administrative assistants' job descriptions.

**Financial Impact:**

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None

**Attachments:**

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Draft Confidential Admin Asst (HR)

**10.6. Crossing Guard Agreement - City of San Mateo (v)**

**Rationale:**

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Through a joint effort, the City of San Mateo and the District will continue to provide protection for the children of San Mateo by placing crossing guards at specific locations in San Mateo. The City of San Mateo recently passed a resolution that enables the District to hire and supervise crossing guards and provide substitute crossing guards as needed. The crossing guards will be employed during the hours the students are walking to and from school on student days during the school year. The City of San Mateo will reimburse the District up to a maximum of \$55,000 for wages, benefits and

administrative costs. The City of San Mateo will provide the District with crossing guard equipment.

**Financial Impact:**

\$27,219.00

**Attachments:**

City of San Mateo Crossing Guard Agreement

**10.7. Crossing Guard Agreement - City of Foster City (v)**

**Rationale:**

Through a joint effort, the City of Foster City and the District will continue to provide protection for the children of Foster City by placing crossing guards at specific locations in Foster City. The crossing guards will be employed during the hours the students are walking to and from school on student days during the school year. The City of Foster City will reimburse the District up to a maximum of \$21,600 for wages, benefits and administrative costs.

Historically, the San Mateo-Foster City School District and the City of Foster City have analyzed and determined heavily crossed locations and partnered in providing protection for students by placing crossing guards at specific sites.

**Financial Impact:**

None

**Attachments:**

Crossing Guard Agreement-City of Foster City

**11. BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**12. FUTURE MEETING DATES**

**Attachments:**

Future Meeting Dates

**13. ADJOURNMENT**

**13.1. Adjournment (v)**

**Disability Information:**

"Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office at 1170 Chess Drive, Foster City, during normal business hours." ----- If you are an individual with a disability and need an accommodation to participate in this meeting, please contact the Superintendent's office at 312-7348 at least 48 hours in advance.