

# **San Carlos School District Minutes**

## **Board of Education Regular Board Meeting**

January 14, 2016, 6:15 PM

San Carlos School District Board Room

1200 Industrial Road, Unit 9B

San Carlos, CA 94070

Closed Session 6:15 PM/ Immediately Followed By Open Session

### **1. Call to Order**

Minutes:

President Farley called the meeting to order at 6:10 PM at the District Office, San Carlos School District, 1200 Industrial Road, Unit 9B, San Carlos.

Present at the Board Meeting: Trustees Kathleen Farley, Nicole Bergeron, Michelle Nayfack, Eirene Chen and Carol Elliott and Superintendent Craig Baker.

Others present: Chief Operations Officer Robert Porter, Assistant Superintendent Mary Jude Doerpinghaus and Director of 21st Century Learning & Educational Technology Thomas Keating.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **2. Announcement of Closed Session**

Minutes:

President Farley announced closed session.

### **3. Public Comment of Closed Session Items**

Minutes:

There was no public comment on closed session items.

### **4. Adjourn to Closed Session**

Minutes:

President Farley adjourned to closed session at 6:15PM.

### **5. Closed Session**

**5.A. Conference with legal counsel, and possible action, regarding pending litigation - G.C. 54956.9 (1 case)**

### **6. Reconvene to Open Session**

TimeCertain:

6:30 PM

Minutes:

President Farley reconvened to open session at 6:32 PM.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **7. Report from Closed Session**

Minutes:

President Farley reported that the Board authorized the District staff to enter into a settlement of a confidential special education litigation matter. Motion to enter into a settlement was made by Trustee Nicole Bergeron. Motion was seconded by Trustee Elliott.

Vote: 5-0 (unanimously approved)

Kathleen Farley - YES  
Nicole Bergeron - YES  
Eirene Chen - YES  
Michelle Nayfack - YES  
Carol Elliott - YES

Motion carries.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **8. Approval of Agenda**

Minutes:

Superintendent Baker requested to pull agenda items 12B (Improvements to Arundel School Upper Play Area) and 14C (Board Endorsement of Four Corners Recommended Traffic Plan). Superintendent Baker stated that these two items will be brought back for discussion in the near future.

A motion to approve the agenda as amended, excluding items 12B and 14C, was made by Trustee Elliott. Motion was seconded by Trustee Nayfack.

Vote: 5-0 (unanimously approved)

Kathleen Farley YES  
Nicole Bergeron YES  
Eireen Chen YES  
Michelle Nayfack YES  
Carol Elliott YES

Motion carries.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **9. Communications**

Minutes:

There were no communications from the public.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **10. Consent Agenda**

Minutes:

Consent agenda items are those considered routine and for which general agreement among board members is expected, and as such do not need discussion before a vote. Unless a board member requests that an item be removed for discussion, the entire package is voted on at once without explanation or comments.

There were no changes to the consent agenda. Motion to approve consent items 10A - 10P was made by Trustee Chen and seconded by Trustee Bergeron.

Vote: 5-0 (unanimously approved)

Kathleen Farley YES  
Nicole Bergeron YES  
Eirene Chen - YES  
Michelle Nayfack YES  
Carol Elliot YES

Motion carries.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

#### **10.A. Approval of Revised contract with Starfish Therapies for Student #32**

**Motion Passed:** Board approval of revised contract with Starfish Therapies. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

#### **10.B. Approval of Revised contract with PALS for Student #1**

**Motion Passed:** Board approval of revised contract with PALS for behavioral services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

#### **10.C. Approval of Revised contract with PALS for Student #11**

**Motion Passed:** Board approval of revised contract with PALS for behavioral services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

#### **10.D. Approval of Revised contract with All Hands In for Student #15**

**Motion Passed:** Board approval of revised contract with All Hands In for behavioral services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott

Yes Kathleen Farley  
Yes Michelle Nayfack

**10.E. Approval of Revised Contract for Student # 10 with All Hands In**

**Motion Passed:** Board approval of revised contract with All Hands In for behavioral services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.F. Approval of Contract with All Hands In for Student #31**

**Motion Passed:** Board approval of contract with All Hands In for behavioral services Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.G. Approval of Contract with Starfish Therapies for an assessment**

**Motion Passed:** Board approval of the contract with Starfish Therapies for physical therapy assessment services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.H. Approval of Contract with Starfish Therapies for an Assessment**

**Motion Passed:** Board approval of the contract with Starfish Therapies for physical therapy assessment services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.I. Approval of Total Compensation Systems, Inc. Consulting Services Agreement 12-15-2015**

**Motion Passed:** Approve Consulting Services Agreement with TCS for GASB 43/45 actuarial services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.J. Approval of Preliminary Services Agreement for Tierra Linda Campus Improvements with Blach Construction**

**Motion Passed:** Approval of Agreement for preliminary services for the construction of Tierra Linda Campus school improvements with Blach Construction Company. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.K. Approval of Personnel Report**

**Motion Passed:** Approval of the presented Personnel Report. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.L. Approval of Fueleducation Service Order 2015-2016**

**Motion Passed:** Board approval of contract with FuelEd for online math curriculum. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.M. Approval of MOU between Hillsborough and San Carlos for Student #13**

**Motion Passed:** Board approval of MOU with Hillsborough School District for special education services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

**10.N. Approval of MOU between Hillsborough and San Carlos for Student #30**

**Motion Passed:** Board approval of MOU with Hillsborough School District for special education services. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

## **10.O. Approval of CLC Multi-Use Room Engineering and Design Proposal with Design Building Systems, Inc.**

**Motion Passed:** Approve engineering and design proposal for new CLC Multi-Use Room with Designed Building Systems, Inc. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

## **10.P. Approval of Board Committees for 2016 Calendar Year**

**Motion Passed:** Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

## **11. Information / Presentations**

### **11.A. Personal Learning - Presentation of World Language Pilot Results and Lessons Learned**

Minutes:

Marie Crawford, Design Team Principal on Special Assignment and SCSD teacher Carol Campbell presented an overview of the current World Language pilot program at Central Middle School. Ms. Crawford provided an overview of the pilot program with the 6th grade exploratory wheel class and the 7th & 8th grade year-long elective classes at Central Middle School. Ms. Crawford and Ms. Campbell presented the results of a survey that was provided to the students and parents of the 6th, 7th and 8th grade participants. Ms. Campbell discovered a number of successes and challenges of the pilot program, specifically the need to have more conversations among the students. They presented a "flex model" for to promote blended learning. Ms. Crawford and Ms. Campbell recommended starting the elementary program in the 4/5 schools, staff the middle school with primary language teachers when available, finalized blended learning approach that works best for the World Language, and augment the current language options at Tierra Linda in order to have parity at the two middle schools.

President Farley took public comment at this time.

Joe Stapleman, parent at Central Middle School, expressed his concerns regarding the World Language program. He felt that his daughter learned a lot in the program last year but felt that she has not learned anything this year. He feels that you cannot learn a language online.

Megan Miller, parent at Central Middle School, thanked Ms. Crawford and Ms. Campbell. She shared her experience with and expectation for the program. She felt her daughter is not learning how to speak the language very well. She has hired a tutor for her daughter.

Mark Maxwell, parent at Central Middle School, is familiar with Middlebury College as he is a graduate of the college. He feels we need to make clear what the goals are for the program. He feels that a sixth grade goal is to expose students to foreign language and he feels that it has accomplished this. The goal of middle school 7th & 8th grade language courses need to be made clear to families prior to students signing up for the class.

Trustees asked Ms. Crawford and Ms. Campbell specifics regarding the survey including the households surveyed, what the language requirements are in middle and high school, specifics regarding the conversation time needed, and the possibility of seeking a primary language teacher.

Trustees discussed the students that were currently in pipeline and whether they would be able to continue next year. Trustees thanked Carol Campbell for her work in the pilot program. Trustees agreed to schedule future conversations about what the goals of our foreign language program will be during agenda setting.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **12. Discussion Items**

### **12.A. Enrollment Projections and Plans to Ensure Balanced Enrollment at All School Sites**

Minutes:

Superintendent Baker and Chief Operations Officer, Robert Porter brought to the Board the school enrollment projections, which for the first time in over 12 years show some potential for a leveling off, if not a slight decline in enrollment. Additionally, Baker noted the importance of maintaining enrollment balance across all district schools, with an eye toward Elementary schools being capped at around 400 students, and middle schools at 600. If projections are correct, when the 4/5 School soon to be built at Tierra Linda opens, Arundel will still be slightly above 400 students, while the other elementary schools will be closer to 300 to 350 students. Superintendent Baker further noted that for the first time in recent history, the District had a significant number (76) of no-shows at the beginning of the school year.

Superintendent Baker presented the Board with enrollment projections from District consultants, Decision Insite, noting that further study is warranted in order to ascertain whether this past year was an anomaly, or whether there may be a new trend emerging. Dr. Baker noted that there is no need to do so right away, but that the Board may want to consider whether slight modifications in School Zones would help with balancing school sizes.

Consensus of the Board is that they need more information regarding the data models provided by Decision Insite and that the Board will need to revisit the quality of space at each school. Trustees will be asked to discuss the impact to the District's budget due to potential drop in enrollment in out years.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **12.B. Improvements to Arundel School Upper Play Area**

Minutes:

This item was pulled during approval of agenda.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **13. Discussion / Action Items**

### **13.A. Update on opening of Arroyo for 2016-2017 and Approval of Mascot**

Minutes:

Marie Crawford, Principal on Special Assignment, updated the board on the opening of Arroyo School for the 2016-2017 school year. This included an update on the PTA structure, process of selecting the official mascot, teaching team, learning structure with sample schedule, handbook, a brief description of the garden and Wild Zone. She stated that the PTA Coordinating Council began working over a year ago. The PTA will be a coalition PTA with Central Middle School. Ms. Crawford presented some of the mascot submissions made by kids and the process for selecting the mascot. Arroyo School's mascot will be the Eagle. Ms. Crawford shared that the teachers are working on how they can collaboratively teach and how the schedule will allow them to continue that collaboration. Ms. Crawford is currently working on a way to share PE and music teachers with CMS and is looking at

how to utilize Legarza and Music for Minors. She provide a brief update on the SMART-E Arroyo Care that will be put in place at Arroyo. Ms. Crawford stated that the Facebook page is updated weekly and that the website will be launching on January 18th at <http://arroyoschool.org>.

Trustees and Superintendent Baker thanked Ms. Crawford and Megan Miller for all of their work.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>

### **13.B. Approval of Revision to AR 4112.23 - Special Education Staff**

**Motion Passed:** Approval of Revision to Administrative Regulation 4112.23 - Special Education Staff. Passed with a motion by Nicole Bergeron and a second by Carol Elliott.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding AR 4112.23 - Special Education Staff. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.C. Approval of AR 4161.8 / 4261.8 / 4361.8 - Family Care and Medical Leave**

Minutes:

Trustee Elliott requested clarification regarding AR 4161.8(e) on page 5 on the second line. She requested clarification on how much time sufficient notice would be. Assistant Superintendent Doeringhaus stated that county counsel stated that there were pros and cons to having it specified. Director of Human Resources, Leticia Gomez, stated that the law states, "30 days when possible".

Consensus of the Board is to have the staff add "at least 30 days notice when possible" and then to bring back on consent with the modifications.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.D. Approval of Revision to BP 4231 - Classified Staff Development**

**Motion Passed:** Approval of revision to Board Policy 4231 - Classified Staff Development. Passed with a motion by Nicole Bergeron and a second by Michelle Nayfack.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding Board Policy 4231 - Classified Staff Development. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.E. Approval of Revision to BP 4131 - Certificated Staff Development**

**Motion Passed:** Approval of revision to Board Policy 4131 - Certificated Staff Development. Passed with a motion by Carol Elliott and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding Board Policy 4131 - Certificated Staff Development. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.F. Approval of Revision to BP 4143/4243 - Negotiations / Consultation**

**Motion Passed:** Approval of revision to Board Policy 4143 / 4243 -Negotiations / Consultation. Passed with a motion by Eirene Chen and a second by Michelle Nayfack.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustee Farley stated that "reasonable" is never defined. Ms. Doerpinghaus reported that County Counsel said the term "reasonable" is commonly used education policy. It is considered an "industry standard". Human Resources Director, Leticia Gomez stated that "reasonable" could be negotiated with each union and that the board policy is supposed to set a baseline. We can be more specific in the contract than what is stated here in policy.

There were no further questions or comments regarding revisions to Board Policy 4143/4243 - Negotiations/Consultation. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.G. Approval of Revision to Exhibit 4112.9/ 4212.9/ 4312.9 - Employee Notifications**

**Motion Passed:** Approval of Exhibit 4112.9 / 4212.9 / 4312.9 - Employee Notifications Passed with a motion by Michelle Nayfack and a second by Carol Elliott.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding revision to Exhibit 4112.9/4212.9/4312.9 - Employee Notifications. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.H. Approval of BP 4154/ 4254 / 4354 - Health and Welfare Benefits**

**Motion Passed:** Approval of new Board Policy 4154/ 4254/ 4354 - Health and Welfare Benefits. Passed with a motion by Eirene Chen and a second by Nicole Bergeron.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding Board Policies 4154/ 4254/ 4354 - Health and Welfare Benefits. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **13.I. Approval of Revision to AR 4119.11 / 4219.11 / 4319.11 - Sexual Harassment**

**Motion Passed:** Approval of revision to Administrative Regulation 4119.11 / 4219.11 / 4319.11 - Sexual Harassment. Passed with a motion by Nicole Bergeron and a second by Carol Elliott.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding 4119.11 / 4219.11 / 4319.11 - Sexual Harassment. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **14. Action Items**

### **14.A. Approval of 2014-2015 Audit Report**

**Motion Passed:** Acceptance of the 2014-15 independent audit performed by Wilkinson, Hadley, King and Co. Passed with a motion by Carol Elliott and a second by Michelle Nayfack.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Chief Operations Porter stated that the findings in the Audit Report were benign. He stated that the ASB findings at Central Middle School are being worked on. There were no further questions or comments. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **14.B. Approval of SamTrans Resolution**

**Motion Passed:** Approve Resolution in support of restoration of public bus routes within the City of San Carlos. Passed with a motion by Carol Elliott and a second by Eirene Chen.

Yes Nicole Bergeron  
Yes Eirene Chen  
Yes Carol Elliott  
Yes Kathleen Farley  
Yes Michelle Nayfack

Minutes:

Trustees had no questions or comments regarding the SamTrans Resolution. President Farley requested a motion.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

#### **14.C. Board Endorsement of Four Corners Recommended Traffic Plan**

Minutes:

Trustees pulled this item during approval of the agenda.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

### **15. Comments**

#### **15.A. Employee Group Comments**

Minutes:

There were no employee group comments.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

#### **15.B. Board Member Comments**

Minutes:

Trustee Elliott wished everyone a Happy New Year!

Trustee Nayfack shared that she spent the morning at Central Middle School and wanted to thank staff for their time. It helped her understand how the schools use technology.

Trustee Chen stated that she attended the Overloaded and Underprepared and felt it was a great presentation.

Trustee Bergeron shared she attended the Overloaded and Underprepared education night, as well. She read the book and likes the idea of communities reading the same books. She shared that she attended a Central Middle School basketball game at another facility and is concerned about the safety of the students when traveling to other schools whose facilities may not be in good shape.

Trustee Farley expressed that this community is amazing with such a great turnout at multiple events throughout this week. She was excited to see the math pathways questions were answered at the Central Middle School night.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

#### **15.C. Superintendent Comment**

Minutes:  
There were no comments from the Superintendent.

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **16. Agenda Setting**

Minutes:  
Future agenda items identified by the Board were:

- Superintendent Baker suggested that the Superintendent Committees should be the one to review World Languages and then bring back to the Board for discussion.
- Presentation by DecisionInsite to explain how they develop their projections.
- Enrollment and quality of space

For more information watch the video at <https://archive.org/details/BoardMeeting01142016>.

## **17. Adjournment**

Minutes:  
President Farley adjourned the meeting at 9:01 PM.

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Signature

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Signature