



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402
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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: November 12, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: November 12, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2lMfFeFHvR.1>

Meeting ID: 868 9739 6127

Passcode: 041879

Find your local number: <https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2lMfFeFHvR.1>

Board Members:

Pam Merkadeau (President)
Andrew Aquino (Vice President)
Shirin Bakhshay
Uy Ut
Ranya Francis

Staff:

Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Julie Fernandez (EEC Director)
Mike Koenig (K-8 Childcare Director)
Amanda Ceccanti (EEC Assistant Director)

1. Call to Order

The meeting was called to order at 7:00 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Bakhshay second, to approve the Regular Board Meeting Minutes from 10/08/2024. The motion passed.

Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Abstain

3. Public Forum:

No public comments were received.

4. Manager's Report

- a. Administration
- b. Programming

5. Financial Report

- a. October 2024 Monthly Statement

6. Old Business

- a. Discussion/Motion: Terminate Christopher Gurr Interim General Manager Contract
 - i. Board Member Aquino made a motion, Board Member Ut second, to terminate Christopher Gurr's Interim General Manager Contract. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Y
- b. Discussion: Transitional Kindergarten (TK) Update

7. New Business

- a. Discussion: Draft 2025-2026 Budget Schedule
- b. Discussion: Draft 2024-2025 Month End Close Schedule
- c. Discussion: Draft IIPP (Injury and Illness Prevention Program Policy- 1st read)

8. Upcoming Meetings: December 10, 2024 – January 14, 2025 – February 11, 2025

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Bakhshay made a motion, Board Member Aquino second, to pay the bills. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Bakhshay made a motion, Board Member Ut second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Y

The Meeting adjourned at 8:30 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Pamela Merkadeau

Signature:

