

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of June 10, 2021**

**CORONAVIRUS DISEASE (COVID-19) NOTICE**

This meeting was conducted pursuant to the provisions of the Governor's Executive Order N-35-20 issued on March 21, 2020 allowing for deviation of teleconference rules required by the Brown Act and pursuant to the order of the Health Officer of San Mateo County dated March 16, 2020 as this meeting is necessary so that the South San Francisco Unified School District can conduct necessary business and is permitted under the order as an essential governmental function.

As SSFUSD is an inclusive school district a Spanish language translation of the Board meeting was also available to the Spanish speaking community.

This meeting included closed captions which required the Board to provide a break, for the stenographer's benefit, after approximately every 1.5 hours.

**OPEN SESSION - 6:30 p.m.**

**A. CALL TO ORDER**

**CLOSED SESSION - 6:30 p.m.**

1. Conference with Labor Negotiators  
Agency Designated Representative: District Assistant Superintendent for HR/Student Services  
Employee Organization: SSFCTA
2. Public employee evaluation of assignment and performance, Title (teacher).

**RECONVENE INTO OPEN SESSION - 7:10 p.m.**

**A. ROLL CALL**

|                  |  |
|------------------|--|
| Board Members:   | Mr. John Baker - Present<br>Dr. Chialin Hsieh - Present<br>Ms. Daina Lujan - Present<br>Mrs. Patricia Murray - Present<br>Mrs. Mina Richardson - Present                                     |
| Cabinet Members: | Dr. Shawnterra Moore, Superintendent - Present<br>Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present<br>Mr. Ted O, Assistant Superintendent, |

Business Services - Present  
Dr. Jay Spaulding, Assistant Superintendent,  
Human Resources and Student  
Services - Present

**B. PLEDGE OF ALLEGIANCE** was led by President Daina Lujan.

**C. REPORTING OUT FROM CLOSED SESSION**

Dr. Jay Spaulding reported that there was no action for Item #1 at this time, but the Board and Cabinet would be returning to closed session after the open session part of this meeting.

MOTION #187 (Murray/Baker) to uphold the placement of employee #8439 for the 2021-22 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**D. REVIEW OF AGENDA** - no changes.

**E. PTA COUNCIL REMARKS** - Dr. Shawnterra Moore said President John Sanna and Past President Juanita Flores wanted to thank the Board and Cabinet for their engagement and participation at this year's PTA Council meetings.

**F. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

**South San Francisco Federation of Adult Educators** - None

**South San Francisco Classroom Teachers Association** – Heather Burns, a CTA Vice President reported for Mr. Yanow. She encouraged all members, staff, families, and students to attend and speak at these meetings so their voices and perspectives can be heard. She complimented teachers for their work during the pandemic and reaching out to all students and families. Both staff and students adapted to new ways of teaching and learning this year under the most stressful circumstances. Teachers are preparing for the new school year and will be providing students with the emotional and academic support they will need. Teachers are dealing with finding daycare or after-school care for their own children or working extra jobs to make ends meet with rising housing and grocery prices. She said the CTA bargaining team will continue their work over the summer. They are negotiating for class sizes, increased student time, and higher salaries. Ms. Burns wanted the community to know about the funds SSFUSD has at its disposal. She said in excess of \$8M in the Genentech appeal funding and around \$9M in books and supplies could be used to enhance student learning, extend the student day, and give teachers a desperately needed pay increase. This funding totals approximately \$27M to be used between now and 2024. She said the funds are contingent upon the plans of the Board, Superintendent, and

Cabinet, but the community should also have a say in how they are used. SSFCTA will continue fighting to improve the lives of District staff, students, and families.

**California School Employees Association Chapter 197 – None**

- H. PERSONNEL COMMISSION** - Assistant Superintendent Spaulding reported that the next Commission meeting will take place on June 21, 2021.

**I. ITEMS FROM BOARD**

Vice President Mina Richardson announced that society will open up on June 15. She will be attending a celebration which is planned that day in Colma, starting at 11:00 a.m.

President Daina Lujan reported that she and Trustee Patricia Murray participated in a City Subcommittee Liaison meeting earlier this week. It was a productive meeting and items discussed included child care and possibly renaming the Community Learning Center.

**J. SUPERINTENDENT'S REPORT**

- a. Introduction of New Administrators** - Superintendent Moore introduced two new members of the District's leadership team. She congratulated and welcomed Ms. Luann Daniel, the incoming Skyline ES Principal. Ms. Daniel said it has been a pleasure serving the District for 22 years and taking on the administrative role is a dream of hers. She is very excited to work with the Skyline ES community and appreciates the opportunity. Dr. Moore introduced Dr. Marcos Garcia who will serve as the Director of Special Projects, Categoricals, and English Learner programs. He thanked the Board, Superintendent Moore and Assistant Superintendent Keith Irish for letting him be part of the team. He looks forward to serving the students and families.
- b. Board Study Sessions** - Dr. Moore acknowledged the Board and the Board Governance Team for the number of meetings that they have participated in this year. In April, the Board met with two consultants to further engage in the District's equity work which included developing an equity statement and a Board policy that has led to establishing Board priorities. In May, the Board participated in a study session to analyze student and District data, looking at not only academic data but discipline data, grading data, course placement data and enrollment data, as well as staff demographic data. The intent is to ensure that they have a clear picture of the District and to inform their thinking on the pillars. SSFUSD wants to be known for excellence, because of the equitable ways they interact, operate, and engage. They spent time talking about key actions in the focus areas for next year, which are academic excellence, engaging in the classroom, teaching the curriculum, ways to

engage the students, providing more feedback and coaching to teachers to consistently work on improving. Another area studied was talent management and looking at how to equitably and intentionally recruit, hire, train staff, and make sure that the process is really inclusive and equitable. The next area was operational and fiscal stewardship. This is about becoming really intentional and focused on developing processes to ensure equity in how to allocate and monitor resources and being focused on community engagement and connectedness. It is a sense of belonging, of safety, including how to create opportunities for more restorative practices and programs, and more mental health supports. Last Saturday, she and the Board spent the day together focused on strengthening their own Board Governance Team. This involved really discussing some agreed upon norms, protocols, how they want to engage and interact as a Board, staying focused on District priorities and what they have agreed to do. Dr. Moore noted that this is not something that all school boards do, and she wanted to take the time to highlight, for the community, what the Board is committed to doing, and acknowledge and thank them for this commitment to ongoing professional learning where the discussion is about what the community has said, what they have heard from staff, and what they are looking at in terms of the data, so they can come together and collectively focus on the needs and priorities of the District. There is a willingness to reflect and keep working on this consistent way of continuous growth and improvement.

- c. **Summer School** - Superintendent Moore said the majority of the summer school programs begin next week, but high school started this week with about 300 students. The Elevate Math program began online with 270 students. Most everything has gone smoothly. There was some bottlenecking at the high school level in terms of health screenings, but they can learn from it and make some adjustments before the fall. Big Lift and STEAM have been conducting professional development with teachers this week, emphasizing how important it is to make sure they are connecting with students so that they feel both social and emotionally secure, as they are being welcomed back on campus. Staff have a lot of time to come together, collaborate, and talk about preparing for successful summer programs. Virtual parent and family meetings have taken place for all the programs to make sure they know what the health and safety protocols are that will be implemented.

## **K. COMMUNICATIONS**

Public comments were submitted in advance of the meeting, were read by all Board members and posted on the District's website before the meeting.

There were no live comments during the meeting.

## L. PRESENTATIONS

### 1. HUMAN RESOURCES

#### a. YSB School Counseling and Safe School Advocates Services

Jane Chandler, Director of Mental Health with the Urban Services YMCA of San Francisco (YSB), presented information related to on-campus mental health programs and services in the District.

##### Services

Ms. Chandler shared a table which highlighted the number of students served and clinician hours by site, for 2020-21. The total number of all scheduled sessions was 3,858. Total services was 3,432 compared to 3,274 last year. Due to the pandemic, they had more therapeutic interventions than in previous years. Zoom meetings were challenging, but they still ended up with a large number of services delivered.

##### Demographics

The biggest populations of approximately 424 students served were Latinx, Filipino, Mexican-American, and Asian.

##### Most Frequent Presenting Categories This Year

1. Anxiety
2. Depression
3. Trauma adjustment
4. Sleep
5. Impulsivity/hyperactivity
6. Substance use

These are similar to previous years, with depression and anxiety being the top two. 25 students were referred for safety concerns, either suicidal ideation (possible suicide risk or attempt), or self-harm.

*At this point in the presentation, Ms. Chandler had technical problems. President Lujan decided to proceed to the Consent Agenda and return to the presentation afterwards.*

## M. CONSENT AGENDA

President Lujan advised the Board that she shared the land acknowledgement statement with a member of Ramaytush Community who requested a minor change in the statement. He recommended using the plural version of people, but they actually liked the land acknowledgment as it is written. Trustee John Baker said the land acknowledgment will be presented at the beginning of each Board meeting recognizing that the District is on unceded ancestral home lands. This statement represents peoples who have not been represented before. The Board

agreed to state the words after the presentation and then share it at the beginning of future agendas.

MOTION #188 (Baker/Murray) to approve Item 1a, Land acknowledgement statement for Board meetings (with one change noted above); Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 4a, Gift to the District for May 2021; Item 4b, Professional service agreement under \$25,000. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

*Ms. Chandler continued with her presentation.*

#### School Life Referrals

1. School achievement/grades - 56 students, with lower than 50% showed improvement
2. Social functioning/peer conflict - 40 students, with the same number remaining the same as those who got better
3. School attendance - 27 students with some improvement shown
4. School behavior - 16 of the 23 students showed improvement

#### Student Environments

- 15 of 88 students in their assessment cohort were referred for the cluster of behavior that includes oppositional, conduct, anger outbursts, sexual aggression and/or danger to others. All but two students showed improvement in treatment plan of care goals with their clinician.
- 65 of the 88 showed one or more actionable needs on the assessment under the umbrella of family needs and/or functioning, and 13 of those specifically challenged immigration with the US government.
- CPS was called in to support with 8 situations that warranted safety concerns.

#### Community Life and Connection

54 students of the 88 assessed had identifiable needs in the Strengths/Needs continuum of ratings. The categories, in order of prevalence were:

1. Talents and Interests - could not identify something that students were interested in such as a hobby or a talent.
2. Resiliency - students stated that they did not feel as if they could do things again, get better, pick themselves up, improve, or change their minds,
3. Community Life - could not identify any real community connections like positive identity connections. This may have been due to the pandemic need to stay at home.

More than half of the students with identifiable needs in this category showed measurable improvement in functioning by the end of the year. The clinicians have a myriad of interventions and activities designed to help students find interests, grow participation in positive and pleasurable activities and learn skills to weather the day-to-day difficulties and accept challenges.

### Grades and Attendance

#### **Middle School**

Over 60% of the kids increased their attendance by over 60%. 18% of the students, demonstrated a gigantic decrease in attendance. This was less than 20% of the kids that were referred, but they absolutely fell off the cliff. This may have been due to nobody at home to make sure they went to school or Zoomed or there were technological issues. Over 30% of the kids grades worsened by 65%.

#### **High School**

GPA's dropped from 2.9 to 1.93 on average, a significant decrease. Over 65% of the students had decreased attendance.

### Clinician Surveys

Ms. Chandler reviewed responses to surveys provided to her clinicians. A lot of them tried to see kids for about 15 or 20 minute check-ins in between classes, in between changing schedules, and most clinicians reported that they had a lot of kids who had anxiety. There were not a lot of parents calling back to set up therapy.

Trustee Chialin Hsieh asked how many clinicians are in this program serving the District. Ms. Chandler replied that in her staff they have one at the elementary school level, one at the high school level, and two at the middle school level because they have a staff member and a mental health trainee. So, the total is 18.

Trustee Baker asked, of the 88 students in the cohort, how many of them were seen for the first time during the pandemic. Ms. Chandler said her clinicians saw many new students, more than they ever had before. One of the biggest things they noticed throughout the year was that there were very few kids that had no change because of the pandemic. Some students appreciated it and were more engaged and more able to focus on studies and they got better with grades and attendance, so virtual learning was better for them. For many other students it did not work and they were vaguely attached to their educational process. Many of them were high schoolers and were not turning on their Zoom or their camera. Those were kids that the clinicians had not seen before. Her clinicians saw a lot of high schoolers for the very first time and they had never previously been

referred for mental health. Ninth graders had a very hard time because they were suddenly in a social demographic where their developmental task was to at least individuate and become themselves, so their peer group becomes incredibly important. They were the most depressed and anxious kids. Trustee Baker said he understood how it is usually hard for teenagers to develop a relationship quickly and likely much more difficult over telecommunication.

#### California Children's Trust

Ms. Chandler said she is working with this group on how to tap into Medicaid dollars in community mental health, particularly in schools. It is a gigantic undertaking, but it is very possible.

#### **Mental health and substance use disorders are the leading causes of disease burden in the US**

DALY, or the Disability-Adjusted Life-Year, is a metric that combines the burden of mortality and morbidity (non-fatal health problems) into a single number. One DALY can be thought of as one lost year of "healthy" life. As of 2015, the population of 100K Americans lost over 3,000 days in health due to mental health and substance abuse disorders.

#### **Behavioral health is the fundamental driver of morbidity for 10-to 24-year-olds**

After almost steadily declining between 1986 and 1999, the national suicide rate increased a startling 24% between 1999 and 2014, with a 2% increase per year beginning in 2006. The suicide rate for young women ages 10-14 increased the most in that time, jumping 200% from 0.5 suicides per 100,000 to 1.5 suicides per 100,000. Among comparable countries, the US has the highest rate of death from mental health and substance abuse disorders. The second highest country is half of the US rate.

#### **Crisis in Young People's Mental Health**

For children ages 1 to 17, there was a 104% increase in inpatient visits for suicide, suicide ideation, and self-injury. There was a 50% increase in mental health and hospital days for youth between 2006 and 2014 and a 61% increase in the rate of self-reported mental health needs. California ranks 43<sup>rd</sup> in the country for providing behavioral, social, and development screenings that are key to identifying early signs of challenges. And the price is higher for black and brown children. 81% of children on Medicaid in this country are people of color, and the suicide rate for black children, ages 5 to 12, is two times the rate of their white peers. 70% of California's juvenile justice system have unmet behavioral health needs and most of those kids have never

seen a therapist or a therapist that worked or that they liked. And youth of color are dramatically overrepresented in juvenile justice. Schools can and must be essential actors in the response, because schools are ground zero for children's mental health crisis. Children have the lowest rate of primary care utilization of any demographic in Medical. And 75% of mental illness manifests in adolescents. Being able to identify early mental health needs is key. Ms. Chandler thanked the District for being a valuable partner in whole child care and having them grow academically, physically, socially, and emotionally.

Vice President Richardson asked how much time was spent in group or individual sessions. Ms. Chandler replied that while they usually have many groups each year, virtual learning was not conducive with group therapy. Several sessions took place at Parkway Heights MS and Spruce ES. However, the clinicians had mostly individual sessions of 20 to 40 minutes depending on the age of the child. High school sessions generally last a whole period, anywhere from half an hour to 50 minutes. So, the older the child gets, the longer they see them.

Trustee Baker said last year was not the best situation for some kids mentally and physically. Now that things are getting back to a more normal situation, he recommended stepping up and addressing issues which the pandemic created. He asked Ms. Chandler how to help her get back up to speed as students return to classrooms and if there is anything specific the District can do to assist the students. She said in the short term, her clinicians said their biggest worries are social functioning, dealing with quadruple amounts of depression and anxiety, and also tending to those kids that fell off the cliff. They are very worried about the small fraction of students whose lives got much worse during shelter in place. A lot of them already had stressful home environments, and the pandemic made the stress of their lives even more intense. She feels their engagement with their own educational process really took a hit, although the teachers did their best to reach out. Ms. Chandler said doubling down on social/emotional tending, doing early assessments, and making an effort to check in with every kid and family at the start of the next school year is important. Really pushing to get kids back engaged in their own education is paramount.

Trustee Murray said the statistics and data are disturbing. Students that have fallen off the cliff keep her awake at night. She thanked Ms. Chandler for the work she and her team do.

Ms. Chandler said school-based work is her and her team's passion. Even though it is an educational system, it is the world that their children live in.

President Lujan thanked Ms. Chandler for the presentation, doing the work, and assembling the team she has in place to support District students.

Board Clerk Murray read the following:

**Land Acknowledgement Statement**

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

**PUBLIC HEARINGS**

**a. 2021-22 Draft Local Control Accountability Plan (LCAP)**

Assistant Superintendent Irish thanked the Ed. Services team for their work and the community for their input. Last week an LCAP survey was sent to the community and 16 respondents provided feedback. Ed. Services will be meeting with County representatives on Monday who will be providing some input. All suggestions will be incorporated into the LCAP, which will be brought back for approval at the June 24 Board meeting. He noted that the LCAP template has changed and is now about 67 pages instead of the normal 250 to be concise and more readable for the community. Mr. Irish stressed that mental health is a large issue and thanks to the Board's support with the addition of seven wellness counselors, the focus will be on wellness. That is going to be a priority with the return to in person instruction for the students, working in conjunction with YSB. A key focus for the upcoming year and beyond will be to meet with the students and provide those social/emotional supports as they transition back to the classroom. A big thing, at the elementary level, is to continue to support students in a buddy system. There will be more targeted assistance at the elementary grade span level, so the middle school students are more prepared. One suggestion from a community member is a need to work together as an entire District to create a college-going culture starting at the elementary level, including AVID classes.

Trustee Hsieh said the LCAP is an amazing document with the district's direction for 2021-22 laid out clearly with metrics and actions. And on top of that, with all the funding, it also indicates the budget for each item. She appreciates the thoughtfulness behind this document.

President Lujan also thanked Mr. Irish, his staff, and the members of the community, students, parents, and staff members who responded. This is

supposed to be a collaborative process and she appreciated Mr. Irish's thinking through how to engage the community in an abnormal year.

A public hearing provided an opportunity for members of the public to comment on the draft 2021-22 Local Control Accountability Plan (LCAP).

The Board meeting was suspended to open the public hearing at 8:19 p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 8:22 p.m.

**b. 2021-22 Preliminary Budget**

Assistant Superintendent Ted O provided a short presentation on the preliminary 2021-22 District budget to the Board. He will be providing a more in-depth review at the June 24 Board meeting.

Education Code Reporting Requirements

Education Code Section 42127 (a)(1) states that:

On or before July 1 of each year, the governing board of each school district shall accomplish the following:

- Hold a public hearing on the budget to be adopted for the subsequent fiscal year
- Adopt the budget in a separate meeting
- Submit the budget to the SMCOE for approval - if the District is not able to balance the budget for all three of the years, it would not be approved.

LCAP Goals/Actions in Budget

- Under the Local Control Accountability Plan (LCAP), districts are required to put aside funds to provide additional support for the unduplicated students in the district.
- The unduplicated students include English Learners, Students on Free and Reduced Price Meals, and Foster Youth/Homeless.
- For 2021-22, the District has budgeted \$6,691,445 as LCAP-Supplement Funds to support these students. However, the District has put aside more than this required amount to provide additional support to these students as well.
- The LCAP is made up of three goals and multiple actions within each goal.

2021-22 Assumptions

- Projected reduction in property tax
- Projected reduction in on-going RDA revenue
- District will remain Community Funded/Basic Aid
- Estimated Step & Column cost included

- Enrollment/ADA declining
- LCAP Goals/Actions are included in the budget
- Continue Deferred Maintenance transfer
- Maintain contribution to Routine Restricted Maintenance
- Estimated STRS/PERS increase included
- Contribution to Special Ed is budgeted
- Gifts and donations are budgeted when received
- Program carryovers not budgeted until books are closed

2021-22 Preliminary Budget General Fund Projected Revenues

| <b>REVENUES*</b>       | <b>2021-22</b>       | <b>PERCENTAGE</b> |
|------------------------|----------------------|-------------------|
| <b>LCFF Revenue</b>    | <b>\$104,941,552</b> | <b>82.72%</b>     |
| <b>Federal Revenue</b> | <b>\$11,652,588</b>  | <b>9.18%</b>      |
| <b>Other State</b>     | <b>\$7,908,089</b>   | <b>6.23%</b>      |
| <b>Other Local</b>     | <b>\$2,354,874</b>   | <b>1.86%</b>      |
| <b>Transfers In</b>    | <b>\$13,301</b>      | <b>0.01%</b>      |
| <b>TOTAL</b>           | <b>\$126,870,404</b> | <b>100%</b>       |

These amounts will change when the budget is finalized in two weeks. These amounts include both restricted as well as unrestricted funds.

2021-22 Preliminary Budget General Fund Projected Expenditures

| <b>EXPENDITURES*</b>         | <b>2021-2022</b>     | <b>PERCENTAGE</b> |
|------------------------------|----------------------|-------------------|
| <b>Certificated Salaries</b> | <b>\$52,307,418</b>  | <b>37.81%</b>     |
| <b>Classified Salaries</b>   | <b>\$19,673,293</b>  | <b>14.22%</b>     |
| <b>Benefits</b>              | <b>\$32,462,013</b>  | <b>23.46%</b>     |
| <b>Books &amp; Supplies</b>  | <b>\$10,761,996</b>  | <b>7.78%</b>      |
| <b>Services</b>              | <b>16,382,858</b>    | <b>11.84%</b>     |
| <b>Capital Outlay</b>        | <b>\$818,019</b>     | <b>0.59%</b>      |
| <b>Other Outgo</b>           | <b>\$4,091,922</b>   | <b>2.96%</b>      |
| <b>Transfers Out</b>         | <b>\$1,850,000</b>   | <b>1.34%</b>      |
| <b>TOTAL</b>                 | <b>\$138,347,519</b> | <b>100%</b>       |

These amounts include both restricted as well as unrestricted funds.

Excess Minimum Reserve Requirements

|  |  | Adopted Budget                                     |  |
|--|--|--|--|
|  |  | 2021-22 Budget Attachment                          |  |
|  |  | Balances in Excess of Minimum Reserve Requirements |  |
| Reasons for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves<br>(Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiates 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.) |  |  |  |
| <b>Combined Assigned and Unassigned/unappropriated Fund Balances</b>   |  |  |  |
|  |  | 2021-22  |  |
| <b>Form</b>  | <b>Fund</b>  | <b>Adopted Budget</b>                              |  |
| 01   | General Fund   | \$18,933,154.00                                    | <-- a) Form 01                                       |
| 17   | Special Reserve Fund for Other Than Capital Outlay Project | \$16,382,528.00                                    | <-- b) Form 17                                       |
| Total Assigned and Unassigned Ending Fund Balances   |  | \$35,315,682.00                                    |  |
| District Standard Reserve Level  |  | 3%   | <-- Source: Form 01CS Line 10B-4                     |
| Less District Minimum Reserve for Economic Uncertainties   |  | \$4,150,426  | <-- Source: Form 01CS Line 10B-7                     |
| <b>Total Assigned &amp; Unassigned Ending Balance in Excess of Minimum</b>   |  | <b>\$31,165,256.00</b>                             |  |
| <b>Reasons for Fund Balances in Excess of Minimum Reserve for Economic Uncertainties:</b>  |  |  |  |
| <b>SACS Form</b>   | <b>Fund</b>  | <b>2021-22 Adopted Budget</b>                      | <b>Description of Need</b>                           |
| <i>(These are samples only; please modify as appropriate)</i>  |  |  |  |
| 01   | General Fund   | \$1,700,000.0                                      | STRS/PERS Projected Increases 24/25 & 25/26          |
| 01   | General Fund   | \$8,500,000.0                                      | Property Tax Re-Payment - Litigation (Est.)          |
| 01   | General Fund   | \$570,000.0  | Carryover - 20/21 Site Discretionary Funds           |
| 01   | General Fund   | \$600,000.0  | Carryover - 20/21 Site LCAP Funds                    |
| 01   | General Fund   | \$3,412,728.0                                      | Needed to cover deficit spending in 22/23 and 23/24  |
| 17   | Special Reserve Fund for Other Than Capital Outlay Project | \$3,382,528.00                                     | Reserve for insurance deductible for flood and       |
| 17   | Special Reserve Fund for Other Than Capital Outlay Project | \$13,000,000.00                                    | 3-months Payroll Reserve to cover district's deficit |
| <i>Insert Lines above as needed</i>  |  |  |  |
| Total of Substantiated Needs   |  | \$31,165,256.00                                    |  |
| Remaining Unsubstantiated Balance  |  | \$0.00   | Balance should be Zero                               |

This shows what the District is designating in reserves, including both the State required reserves as well as the District set aside reserves. When they are aware of a future expenditure, the District set aside is a designation because they will eventually need to pay that expenditure.

Next Steps

- June 24, 2021 - Public Hearing & Adoption of the 2021-22 Budget
- September 2021 - 2020-21 Unaudited Actuals
- December 2021 - 2021-22 First Interim Report

Trustee Hsieh noted that the projected revenue is \$126.8M and the expenditures are \$138M, so the District is short \$12M. Mr. O said, for the last

few years, the District has been deficit spending and has been using part of the reserves to cover the excess of expenditures over the revenue. More details will be presented in two weeks with a huge deficit. This could be a one-time contribution because of the loss in revenue due to the pandemic. He said there are a lot of factors that change each year. For example, in three years the District could get more revenue coming in from property taxes, so that number moves back and forth. Trustee Hsieh asked if the District will eventually have a balanced budget. Mr. O said it would eventually, but it is good and bad, with sometimes having some deficit spending because of spending more to support students in a certain year. Next year, the District will support mental health, wellness counselors, and other things, and spend more a certain year but maybe less in another year to offset that.

Trustee Baker said during the June 24 presentation, he wants to see more details on one time vs. on-going revenue.

A public hearing provided an opportunity for members of the public to comment on the draft 2021-22 preliminary budget.

The Board meeting was suspended to open the public hearing at 8:29 p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 8:30 p.m.

The Board recessed at 8:33 p.m. for a break and reconvened at 8:45 p.m.

## **ACTION**

### **1. ADMINISTRATION**

#### **a. Childcare Contract CCTR-1260 and Resolution No. 21-41**

Vice President Richardson asked how many child care centers the District operates. Dr. Moore replied that the District operates before and after school programs at four locations: Buri Buri ES, Spruce ES, Junipero Serra ES, and Skyline ES. The District's extended day program is overseen by Eric Claybon.

MOTION #189 (Baker/Murray) to approve the Department of Education California State Preschool Program contract CCTR-1260 to provide childcare and development services and the adoption of Resolution #21-41: Authorizing designated District personnel to sign contract documents for FY2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**b. Childcare Contract CSPP-1536 and Resolution No. 21-42**

MOTION #190 (Baker/Murray) to approve the Department of Education California State Preschool Program contract CSPP-1536 to provide childcare and development services and the adoption of Resolution #21-42: Authorizing designated District personnel to sign contract documents for FY2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**c. Approval of Board of Trustees Compensation Increase**

Trustee Baker suggested not restarting the mileage stipend until August, when schools are back in session. With no school visits in July, he did not think the Board members deserved a mileage stipend for that month.

Vice President Richardson said Trustees had been attending graduations and were not compensated for mileage this school year. She considered it a matter of practical accounting to reinstate the mileage stipend at the start of July. They will be attending an in person Board meeting in July and will be using their own vehicles.

Trustee Baker recommended a one-time agreement for Trustees to be reimbursed for actual mileage expenses in the month of July. Since he rides a bike and uses public transportation, he would not have any expenses next month. He said if the other Trustees think they are going to incur \$100 worth of travel in July, they should vote that way. He restated that the Board does not need a July mileage stipend.

Vice President Richardson noted that the price of gas has spiked since last year and Trustees did not get compensated when they went to several graduations. She said the Board should continue with what they had agreed upon.

Trustee Baker said Vice President Richardson lives centrally in the District and if she made eight trips and incurred 80 miles worth of travel, that would be \$44 based on the 55 cents a mile federal reimbursement rate.

Vice President Richardson moved to reinstate the mileage as the Board planned at the end of the school year. Trustee Murray seconded the motion, but chose to waive her \$100 stipend for the month of July.

Trustee Baker said they would need to ask Mr. O if payroll could handle a one-month waiver.

Vice President Richardson said it is just \$100 and it not providing it to the Trustees would probably be much more of a hassle for the administration to deal with. She stated that “This is California, where everything is expensive, and there's never enough money and there's enough gas but, you know, gas keeps going up.”

Trustee Baker suggested the Board move on to more important business and said he and Trustee Murray would both waive their July mileage stipend.

MOTION #191 (Richardson/Murray) to approve a two percent compensation increase and the continuation of a monthly \$100 stipend for mileage expenses for the Board of Trustees. (AYES: Hsieh, Lujan, Murray, Richardson; NOES: Baker). Motion Carried on a 4-1 vote.

**d. Approval of Change in Summer Board Meetings Start Time**

President Lujan noted that last summer the Board had agreed to start their meetings earlier as they were working from home. She is not able to begin earlier this year based on her current work and child care schedule.

Trustee Baker said 6:00 is very early and suggested the Board continue to maintain a 7:00 p.m. open session start time.

MOTION #192 (Baker/Murray) to not begin open sessions of the summer Board meetings earlier than 7:00 p.m. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**2. EDUCATIONAL SERVICES**

**a. Approval of Skyline Middle College Memorandum of Understanding (MOU)**

President Lujan recused herself from voting on this item as she is an employee of Skyline Community College.

Trustee Hsieh asked if the Board would be getting results from the program. Mr. Irish replied that under normal circumstances, he would have an annual Middle College presentation. It did not happen this year, due to it being virtual. He will work with Ms. Martina Goodman, Middle College Director, to resume the presentation as things start to return to normal in the 2021-22 school year.

MOTION #193 (Richardson/Murray) to approve the Skyline Middle

College MOU for the 2021-22 academic school, with the cost of \$6,800 per student. (AYES: Baker, Hsieh, Murray, Richardson; NOES: None; ABSTAIN: Lujan). Motion Carried.

**b. Approval of Health Connected Memorandum of Understanding (MOU)**

Vice President Richardson asked for clarification on the program. Mr. Irish said the District has had a partnership with Health Connected, based in San Mateo. They conduct the Teen Talk Program at the eighth grade for middle school students. Last year with the Board's support, the program was expanded to also include District students with severe disabilities as well. Last year it all done virtually so it could be combined with the three middle schools. It is usually done in the spring semester each year and is required by law.

MOTION #194 (Murray/Hsieh) to approve the Health Connected MOU for a sexual health education program provided to 8th grade students in 2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**c. Approval of College and Career Access Pathways (CCAP) Agreement**

Trustee Hsieh asked if the Board would also receive a report and results for the program. Mr. Irish replied that CCAP is an annual agreement, so the District can conduct dual enrollment for students. His team will be giving the College Career Readiness presentation and sharing the results of the District's dual enrollment for students.

MOTION #195 (Hsieh/Baker) to approve the agreement with CCAP for their 2021-22 partnership with the District. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**d. Approval of DocuSign, Inc. Agreement**

Vice President Richardson noted that the cost of the agreement is \$39K and asked what the District is getting for the money. Mr. Irish explained that when the District conducted many virtual meetings last year, DocuSign was used to conduct Individual Education Plan (IEP) meetings for students with disabilities. Parents and the community appreciated the flexibility with being able to sign confidential documents. It also helped the District get the documents back in a timely manner. He said this is one of the things they would like to continue, otherwise they would need to return to using hard copies

where parents would be signing in person. Regarding the cost, Mr. Irish said 11,000 virtual meetings were held last year. There are generally one to two meetings for a student or a parent. Some students who have IPEs have multiple meetings and every meeting must be signed off.

MOTION #196 (Richardson/Murray) to approve the agreement with DocuSign, Inc. to provide secured and stored documents in 2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

### **3. BUSINESS SERVICES**

#### **a. Resolution No. 21-36 for Budgetary Increases and Year End Transfers**

MOTION #197 (Baker/Murray) to adopt Resolution #21-36: for Budgetary Increases and Transfers at year end of the FY2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **b. Resolution No. 21-40 for the Student Activity Special Revenue Fund**

MOTION #198 (Richardson/Baker) to adopt Resolution #21-40: for the establishment of the Student Activity Special Revenue Fund (Fund 08). (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **c. Approval of All City Management Cross Guard Services**

Trustee Baker acknowledged that the cost of the services has gone up considerably since last time, but the explanations in the letter from All City were very clear. They are paying employees what they deserve. The crossing guards are some of the most important people at the schools. A lot of experience is needed and the company has had a lot of turnover. He said it is very important that the Board passes this important safety measure.

MOTION #199 (Richardson/Baker) to approve the agreement with All City Management to provide crossing guard services for 2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

### **REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS** *(subject to change)*

President Lujan said she would be working with Dr. Moore to add a discussion for renaming the Community Learning Center which was reviewed at the City Subcommittee meeting.

Trustee Baker commented on future Board meetings being listed as “teleconference”. President Lujan stated that the Board is still telecommuting, but as they move forward with in person meetings, that designation will potentially fall off.

**June 12, 2021 – Special Meeting/Board Workshop** (*teleconference*)

- Superintendent evaluation/Closed Session only

**June 24, 2021** (*teleconference*)

- Approval of SMCOE Outdoor Education dates for 2021-22
- Approval to increase facility use fees
- Approval to not increase District rental/leasing rates for 2021-22
- Approval of Commercial Food and Supplies award for 2021-22
- Approval of updated Board Governance Handbook
- Adoption of 2021-22 LCAP
- Adoption of 2021-22 Proposed Budget
- Approval of NPA contracts for 2021-22
- Approval of NPS contracts for 2021-22
- Approval of IXL Learning Contract for 2021-22
- Resolution on Education Protection Account Funds
- Approval of award of contract for Los Cerritos ES paving project

**July 15, 2021** (*teleconference*)

- Approval of Infinite Campus agreement for 2021-22
- Williams report for 2nd quarter ending 6/30/21
- Approval of MOU for YSB School Counseling and Safe School Advocates Services
- Approval for Superintendent and Board to participate in the annual CSBA Conference
- Resolution for Work Experience Can Work (WCW) contracts for 2021-24

**August 12, 2021** (*teleconference*)

- Summer School report
- Resolution for Attendance Awareness Month

**September 9, 2021** (*teleconference*)

- Teaching and learning presentation - TBD
- Introduction of Student Trustees/ASB High School Presidents
- Presentation and approval of year end unaudited actuals
- Approval for Superintendent to participate in 2021-22 conferences and seminars

- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution Honoring Hispanic Heritage Month
- Resolution on GANN limit

**September 23, 2021** (*teleconference*)

- Teaching and learning presentation - TBD
- Discussion of October 21 Community Forum topic(s)
- Update on Safe School Plans
- Resolution for California Week of the School Administrator
- Resolution honoring Filipino American History Month
- Approval of the Board Governance calendar for 2021-22

**October 7, 2021** (*teleconference*)

- Teaching and learning presentation - TBD
- Williams report for 3rd quarter ending 9/30/21

**October 21, 2021 - Community Forum** (*teleconference*)

- Topic(s) TBD

**SUMMARY OF BOARD DIRECTIVES - None**

**GOOD AND WELFARE**

Trustee Murray said she attended the City Subcommittee meeting. She is very appreciative of all the District's teachers and staff members. She wished everybody a happy summer and looks forward to when they come back.

Trustee Baker reported that he and Vice President Richardson attended the SSFHS graduations and it was great to see all the graduates and hear the great speeches, including one from the former Student Trustee Jessica Rangel-Cruz. He congratulated all District graduates and wished good luck to students in summer school.

Vice President Richardson said she appreciated being with the students and everyone else at the graduations. She acknowledged Dr. Moore's leadership in putting together such remarkable ceremonies, which were a great end of the year. She said both high school principals did a wonderful job. Yesterday she attended the San Mateo County Fair and encouraged everyone to go before it is gone for another year. It was a wonderful time to be at the fair and be reminded of when things were normal.

Trustee Hsieh asked if future teaching and learning presentations could be a little longer, now that the District priorities are very defined and the LCAP has detailed information. President Lujan said that if Dr. Moore thinks it is appropriate, this would be added to a future agenda for discussion.

President Lujan said she also attended the City Subcommittee meeting. She congratulated all the graduates and hoped students enjoy the summer school courses.

**ADJOURNMENT - 9:19 p.m.**

**RECESS INTO CLOSED SESSION – 9:20 p.m.**

**RECONVENE INTO OPEN SESSION – 9:44 p.m.**

**REPORTING OUT FROM CLOSED SESSION** - Nothing to report.

**ADJOURNMENT - 9:44 p.m.**