

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of April 15, 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 1.5 hours.

**OPEN SESSION - 7:00 p.m.**

**A. CALL TO ORDER**

**B. ROLL CALL**

Board Members: Mr. John Baker - Present  
Dr. Chialin Hsieh - Present  
Ms. Daina Lujan - Present  
Mrs. Patricia Murray - Present  
Mrs. Mina Richardson - Present  
Ms. Jessica Rangel-Cruz, Student Board Member - Present

Cabinet Members: Dr. Shawnterra Moore, Superintendent - Present  
Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present  
Mr. Ted O, Assistant Superintendent, Business Services - Present  
Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services – Present

**C. PLEDGE OF ALLEGIANCE** was led by a group of Sunshine Gardens ES students.

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

**E. PTA COUNCIL REMARKS** - PTA Council Communications Officer, John Sanna, said this is the time of year when school PTA boards elect their new officers. Many of their units have full slates of officers and we will be in full operation. A few may still have some issues to work on. Today President Juanita Flores sent an email to Dr. Shawnterra Moore indicating would like to open a dialogue with the District regarding PTAs returning to campuses to do business and work on events and activities. They need to know what rules of engagement are in place so they can advise their boards and they hope a notification will be then to parents during the summer as to what the rules are. One consideration is, if PPE will be required while on campus will the District provide or will PTA. The other concern is the vaccination situation and if volunteers on campus will be required to show proof of vaccination or will there be some sort of protocol put together. Also, when parent volunteers are cleared, will they also need to have a proof of COVID vaccination. Lastly, if parents and students are not vaccinated or prefer not to get vaccinated, will they be able to volunteer with students on campus. Mr. Sanna said the email also mentioned the possible need to have both CTA and CSEA provide input as well based on the fact that parents would be interacting with their membership.

**F. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** - President Danny expressed happiness that next Monday, teachers will be in their classrooms with students after more than a year. While it is only elementary students and only for a couple of hours in the afternoon, it is a good start and a welcome one. CTA's bargaining team negotiated an MOU with the District which was approved by over 96% of the voting members. He thanked the CTA and District's bargaining teams for their hard work and determination. The MOU has protections for students and teachers and guarantees a return to classrooms that are well ventilated and sanitized regularly. He noted that every classroom will have some kind of air purification system, which is not only essential to keep the virus from spreading, but also will be very useful in future fire seasons. He acknowledged the passing of a former SSFCTA President, Gene Mullin who taught at SSFHS for 32 years, had a long political career, and lived an exemplary life of service to the community. CTA sent their condolences to his family and many friends.

**California School Employees Association Chapter 197** - President Jolene Malfatti acknowledged that Mr. Sanna's report raised important questions and said CSEA's leadership would be happy to meet with him. She shared a concern with Dr. Spaulding regarding Classified employee positions are not being refilled or a long term employee losing their job with grant money running out. Classified staff been on the front lines during the pandemic, showing up to work and following all the protocols to not contract the virus, and giving 200% to support the District and now they have to worry about losing their jobs. Ms. Malfatti said if things change

regarding the pandemic and CSEA is allowed to have public meetings, they would like to hold an end of the year get-together and invite the Board and Cabinet. With all the demands on the Board and Superintendent she hopes CSEA can have an in person opportunity to get together to honor everyone, especially Dr. Moore for her perseverance and good work. She said there are no words to describe how the Superintendent can do all that she does and still maintain her professional presence.

- G. PERSONNEL COMMISSION** - Assistant Superintendent Jay Spaulding reported that that the next Commission meeting will take place on April 19, 2021.

**H. ITEMS FROM BOARD**

Trustee Patricia Murray reported that on April 13, she attended a General Plan Committee meeting. This 20-year plan has an impact on almost every aspect of the community. The committee would like to hear from the community through a number of interactive surveys on several topics on [shapessf.com](http://shapessf.com). The Race and Social Equity Commission meeting will be held on Wednesday, April 21.

Vice President Mina Richardson said as of today, 16-year-olds are eligible to receive the COVID vaccine without having a pre-existing condition. However, an appointment is needed. Also, the County Fair is selling tickets at [smccountyfair.com](http://smccountyfair.com). The prices per ticket will be \$10 for children 6 to 12 and seniors, adults will be \$15, and children under 5 will be free. Beginning next Thursday, April 22, all libraries in San Mateo County will be open for limited in-library services.

President Daina Lujan announced that the SMCSBA Kent Awards virtual ceremony will be held on May 7, from 4:00 to 6:00 p.m.

**I. SUPERINTENDENT'S REPORT**

- a. Kent Awards update** - Superintendent Moore said this award was named after a past San Mateo County Superintendent of Schools, Russell J. Kent. The awards are given to recognize innovative programs being implemented in a school district, the SMCOE, or a community college district in San Mateo County. This year, the SMCSBA recognized the impact COVID-19 has had and challenged every educator, community, and district to think creatively of how to support students academically, socially, and emotionally. She congratulated the five SSFUSD schools which will earn the recognition under Innovations in Distance Learning; Spruce ES, ECHS, SSFHS, Los Cerritos ES, and Parkway Height MS.
- b. Summer school** - Dr. Moore reminded the community that the District sent out a flyer again earlier this week, and are communicating with families about summer school offerings.

- c. **Reopening** - the Superintendent said she was very, very excited to welcome back elementary aged students back to school. Initially a survey indicated 1,112 families wanted their students to return. There are now 1,356 students who will be returning on April 19. Schools have been diligently and enthusiastically preparing to welcome the students back.
- d. **Air purifiers** - Dr. Moore said the District wanted to make sure it was providing additional safety to staff, students, and the community, so approximately 200 air purifiers were purchased and delivered to the classrooms in need. This is one more step to bring kids and staff back feeling comfortable and safe.
- e. **Athletics** - Superintendent Moore reported that they have met several times internally with staff to move forward with the season for athletics. It is now the responsibility of the sites to schedule their own competitions. Right now, it is a work in progress. Assistant Superintendent Keith Irish has been meeting regularly with the Assistant Principals to initiate season 2 sports and to launch a testing program for athletes as the District adheres to all of the latest guidance.
- f. **LCAP Community Meetings** - Dr. Moore stated that the next meeting will take place on May 5, starting at 6:00 p.m. This is an opportunity for community members to share insights and feedback about what they think the District needs in order to support its students.
- g. **GoGuardian** - the Superintendent said a letter was sent out yesterday to all families about GoGuardian. This is a program being implementing that will support all District students when they are online and will keep them safe.

Dr. Moore thanked Ms. Malfatti for her wonderful and kind words, which deeply touched her. She said if everyone is able to get together, it really would be a celebration of the entire community. While she appreciates CSEA wanting to honor her, the honor goes to everyone for weathering the storm and showing up with a positive can-do attitude and still willing to do everything they can on behalf of kids.

- **ASB Reports**

- Jessica Rangel-Cruz, ASB President, South San Francisco High School, shared the following events: On March 2, the ASB class visited Parkway Heights MS and presented a slide show encouraging freshmen students to join the ASB; on March 26, students attended the No Place for Hate assembly at Jefferson HS, which highlighted the importance of creating a safe space for students at school and in the community that does not tolerate any form of bullying; in the past two weeks ASB executives and seniors have been interviewing potential commission members for the 2021-22 class; their EL Support Task

Force has spent hours preparing for their tutoring program that has begun this week; the class of 2023 has also been selling their merchandise; the ASB class will be selling crystal rings for two weeks beginning Monday; the South City Earth club held a community clean-up on April 10; other clubs have been meeting regularly and holding their own fundraisers; the boys soccer team won yesterday against Oceana HS; today the girls soccer team won against Mills HS; the annual bell game is this weekend against ECHS; the South City Cheer Team opened their sign-ups to all students starting April 7; next week will be the start of mandatory CAASPP testing and they will be pushing out content this weekend to for students to relieve any stress this test may cause.

- Abigail Verino, ASB President, El Camino High School, highlighted the following recent and upcoming events: ASB has concluded class elections for 2021-22 school year and the new elected officers are excited to work together to rebuild the culture for the incoming school year; on April 7, ASB officers and class presidents led a middle school outreach workshop with Parkway Heights MS, Alta Loma MS, and Westborough MS, to welcome incoming freshmen; the Interclub Council wrapped up their club elections; the freshman office is working on a plan to give in-person campus tours to freshmen on asynchronous Wednesdays; the junior class officers recently hosted a Game Night; and the sophomore office will also be hosting an April Game Night tomorrow; senior officers facilitated cap and gown distribution yesterday in preparation for graduation; the senior office is also planning the Senior Sunset for next month; the ASB class is working on a flyer to bring attention to the COVID vaccine availability; this is Spirit Week to prepare for the Bell Game on Saturday; Friday will be Colt Pride Spirit Day where people can dress up in their gear; the Drama Club met yesterday in the courtyard for rehearsals for the spring musical; tomorrow is Advance Performing Arts auditions, where students can audition to bump up a dance level from level 1 through 4; April is also Sexual Assault and Harassment Awareness Month and the student-led program known as S.T.O.P. meant to stop the stigma towards this abuse is continuing to open up a brave healing space for students; they are working on a feminine hygiene drive making sure students have access to the necessities that they need; they have partnered with the Lucille Packard Children's Hospital where they will write letters to young patients; 11<sup>th</sup> and 12<sup>th</sup> grade testing is next week; teachers are working very hard to keep students focused and motivated in the final few weeks of the school year, so they are successful in meeting the standards and expectations of each class; and students are excited to see the progress being made on several construction projects, including the remodel of the culinary arts

classroom, installation of new cable internet infrastructure, repairs to the roof, and art garden with a California artist.

Vice President Richardson asked Abby if she has seen the culinary arts class. She got a peek from outside the gate, and it looks really big. Vice President Richardson asked about attending the Spring Musical and Ms. Verino directed her to the school's webpage for details and offered to send her VIP access.

## **J. 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.

The following were live comments:

Rhonda Clements, a member of the South City Educators Action Committee spoke about reopening. She said the committee is concerned about class size, facilities' readiness, and planning. They have been told to prepare for class sizes with a cap of 36, but at least 50% of the SSFHS classrooms cannot maintain a 3-foot social distance with that many students. In many cases, there is little ventilations in the rooms and they are not air-conditioned. Fans are used in the new buildings, but the CDC does not recommend using them in enclosed spaces. While air purifiers are a great first step, they are questioning what is being planning to make the anticipated capacity safe. She said they have been asked to consider schedules discussed three years ago and questioned if it is the District's hope that everything will be back to normal by August 15. It is April 15 and there are no meetings that involve educators currently scheduled. SSFHS is excited for the fiberoptic cabling and a new roof over 'S' wing. They will be able to use the picnic tables and the sports fields as outdoor learning spaces.

Patrick Kelly, who is also a member of the South City Educators Action Committee, expressed concern with classroom space, facilities, etc. He asked for help to avoid past mistakes, help plan so next school year can be as enriching as possible for all students, and provide an equitable experience for them. His classroom cannot accommodate 36 students even if desks are right next to each other, let alone 3 feet away. He asked why they are preparing for the same seven-period block schedule that we were planning for pre-COVID. Additional teachers, support staff, or mental health experts are not being hiring and there is no planning for outdoor learning spaces. No work is being done in the rooms on a ventilation system. He asked for help in preparing for next year by adapting and taking the best of their hybrid lives in order to provide students with the best chance to thrive and move forward in a post-pandemic world.

Phill Naranjo, a Spruce ES teacher, said he appreciates how the Board has been thoughtful, attentive, and aware of the ramifications with moving forward to

reopening too quickly. Many upcoming decisions will need the essential fifth vote in making wise decisions to move the District forward. He spoke about the CDC guidelines which changed social distancing from 6 to 3 feet for elementary students. A company was hired to come to each classroom and determine the number of students that could be safely accommodated. He said classrooms need to be a learning environment for kids, not just a room where square footage determines safe distancing. Also, putting a student in the back of the room is a concern since they cannot see the board. There must be traffic flow considerations when kids line up to go outside. The furniture is not movable, and the teacher has to be able to circulate the room safely without running into student desks. He asked the Board to help make it safe for the kids coming back to school next week.

President Lujan asked Dr. Moore to follow-up with the speakers outside of this meeting.

## **K. PRESENTATIONS**

### **1. EDUCATIONAL SERVICES**

#### **a. Teaching and learning presentation: Sunshine Gardens Elementary School**

Principal César Gaytán shared educational priorities and programs at Sunshine Gardens Elementary School. He also recognized the following parent volunteers with certificates of appreciation from the Board: Katie DeLeuw, Kate San Felipe, Erica Vallejo Sánchez, and Rachel Williams.

Student Trustee Rangel-Cruz asked about the dance-a-thon and the safe walking and biking assembly. Principal Gaytan replied that during the pandemic, they actually happen remotely. They received a \$5,000 grant through the Safe Routes to School Program and used that money to have assemblies at different grade levels. They are collaborating with the Silicon Valley Biking Group to do a bike rodeo. They will train children at their learning hubs for a safe bike rodeo.

Trustee Murray thanked Mr. Gaytan for the presentation and said each time principals and families come to meetings, it reminds her how much she misses them and how grateful she is for site leaders, teachers, and staff members. She is looking forward to visiting a few schools next week. She participated in the walk audit a few months ago and got to see all around the Sunshine Gardens ES neighborhood.

Trustee John Baker said as an avid cyclist, he is happy to see the bike rodeo and the bike shed. The Sunshine Gardens neighborhood is very walkable and bikeable, and he would like to see the percentage of the

children that are driven to school go down over time. He is glad the reading numbers are being addressed and asked how having the extra reading teacher at the site has worked out during the pandemic and distance learning. Principal Gaytan said he is thankful for the support and that the position is being renewed. Every one of his students that attends Reading Intervention has made progress and grown from either two to five reading levels during the pandemic.

Trustee Baker asked Principal Gaytan what something is he has learned during the pandemic that has worked and he might want to keep post pandemic or share with his fellow elementary schools. Mr. Gaytan replied that he has learned to not always assume what he is doing is working. He should be asking questions and asking for feedback. For example, because of the pandemic, when everything became digital, he invited parents and caregivers that are not comfortable with technology to the office and showed them how to create an email account. He also records messages personally, so they will hear his voice. It requires looking at your actions and seeing how effectively they are addressing the needs of those they serve.

Trustee Chialin Hsieh complimented Principal Gaytan on the great reading achievement at and above grade level for the third graders. She said differentiated instruction does make the world different. She thanked him for his work and that of his team in supporting students. She asked with such a diverse group of students whether there is any disparity in various ethnicities and also socioeconomic challenged students. Mr. Gaytan said data guides every action they take. He said the platform Literably only provides a report that is not organized in any way. He is having conversations with District staff to have a platform that is streamlined and makes gathering the data, in a centralized location, and making the disaggregation process easier for everyone.

Vice President Richardson said she had viewed one of Principal Gaytan's videos on how parents and students could log onto their computer and knows he is committed to that technology. She enjoys seeing his dedication to attendance and engagement monitoring. She appreciates his efforts in reaching out to that sector of the population which may not text or have a cell phone. She is also happy with the progress that he is making with reading. Mr. Gaytan gave credit to his team because together they are able to better engage the student population, look at data, and regroup in order to better address the instructional needs of the learners.

President Lujan commended Principal Gaytan for following up on a walk audit in the fall and applying for the Safe Routes to School Program grant. He said the attendance data and the conversation

about the reading data highlighted the strategic effort to collect data, the monitoring processes he has in place, and the responses. She acknowledged him and his team for their efforts in the area of differentiated instruction. Disaggregated data helps target responses, and she thanked him for highlighting the challenges with making two systems talk in order to each other and highlighting an area of opportunity so they can better support him.

The Board recessed at 8:18 p.m. for a break and reconvened at 8:28 p.m.

**b. Performance Management – Educational Technology and Data Governance**




**Performance Management**

The District has adopted Performance Management (PM) as a strategy to improve student achievement and keep the focus on continuous improvement and growth over time. PM presentations will be on a variety of topics and will provide the Board and community with a high-level look at District priorities, goals, and progress. To better understand the metrics, the PM information and coding legend is below.

**NOTE: Performance Management (PM) Reminders:**

- These are intentionally designed to be concise, informative, and high-level information for the Board.
- The purpose is to provide ongoing updates to the Board about our progress on LCAP goal related items and district priorities

**Color coding legend for the dots**

-  Green dot means - the action/goal is on target or has been met
-  Yellow dot means - the action/goal is moving toward target
-  Red dot means- the action/goal is off target (and is something that may need deeper analysis, support, or resources)

Director Marianne Hew reviewed the District's Educational Technology and Data Governance in terms of Performance Management as a tool for analysis and improvement of performance.

Dr. Hew recognized the Educational Technology Team of Martin Santos, Mark Johnson, Gavin Maeda, Liz Luaulu, and Genevieve Chan.

### Key Topics

- Provide an overview of how we are strengthening our systems through the lens of data governance.
- Review progress made in support of student and parent/guardian access to information during Distance Learning.
- Discuss next steps.

Referencing the District's Communication, Achievement, and Relationships (CAR) car graphic, Dr. Hew said the GPS makes sure of the direction they are headed, but the main focus of the work aligns with the engine in the car, using data as part of our performance management processes.

### Data Governance

This refers to people, processes, and tools to help ensure the management of all of the data assets within the organization so data governance often includes methods, technologies, and behaviors around the proper management of that data. Some of the areas that they have been focusing on heavily this year, especially due to the distance learning context, are data integrity, security and privacy, usability, integration and accessibility. They are creating practices and processes, and policies which are both systematic and systemic. They are being strategic in the tools being used to provide better access to information for all stakeholders and they are building capacity among users to ensure frequent communication, on-going training, and support for using the tools available to them.

### **Goal 1: Academic Achievement**

Dr. Hew said that due to COVID closures last year, there is not a typical reporting cycle for 2019-20, so there are not as many metrics to report at the State level. She focused on the 2019 California dashboard. Her team's work is on refining processes and practices to ensure that they are reporting accurate information which reflects what District students and schools are doing. They have been feeding this into the system and will start to see the fruits of that effort next year.

### **Related Data Projects**

Two areas where visibility comes to light are:

#### CALPADS

- Data integrations and collaboration across departments - reporting accurately for students who are completing rigorous CTE pathways towards college and career readiness is one area with collaboration across departments and across schools which feed into CALPADS.
- Processes for collecting, monitoring, correcting data

Illuminate Education

- Literably Reading Assessment data
- Diagnostic Assessments - summer, fall

They have been working with reading specialists and staff to create reports which show the growth from assessment one to assessment two on Literably and they are able to disaggregate that. They are also going to be using Illuminate for assessments, starting with some pre and post assessments of the summer programs and diagnostic assessment in the fall.





**Goal 3: Stakeholder Engagement**

Access to information

They contracted with Modern Teacher in August when they learned the District would be in 100% distance learning. The company helped them design a digital ecosystem which was a very important part of how they wanted to make sure they were streamlining the information for families and making it easy for them to find.

The Campus Portal for high school students started in the fall and provided access to information such as attendance, grades, class schedules, and State assessment reports. Throughout the school year, they rolled it out to the middle schools. It was introduced to elementary schools this spring and those sites will be using the Infinite Campus Portal to conduct the daily health checks through a survey for those returning in person starting next week.

**Campus Portal Metrics**

<u>Metric</u>	<u>#/%</u>	<u>PM Progress</u>
Students with accounts	8,144 (98%)	
Student log-ins last month	6,766	
Parents with accounts	9,943	
Parent log-ins last month	692	

Parent Outreach Webinars

SSFUSD workshops

- Distance Learning Tools - elementary
- Distance Learning Tools - secondary
- Campus Portal
- CAASPP support office hour

Common Sense Education

- Setting Distance Learning Norms
- Digital Wellness

- Digital Safety series - spring 2021

### **Looking ahead to 2021-22**

Online registration - the first big initiative which they are working on in collaboration with Student Services. The rollout will begin with continuing students at the high schools in the spring, then new students in the fall. They will be incrementally rolling it out to different student groups with the goal that by end of spring 2022 all District students will be using online registration. This is a very big project and it will require a lot of support and training across the system.

### Building Systems and Capacity

- Routinize data processes
- Regular meetings with staff to facilitate consistent data practices
- Ongoing training and support based on user roles

### Assessment, Monitoring and Evaluation

- Build and pilot diagnostics in summer 2021
- Diagnostic and benchmark assessments 2021-22

Making data easier to access and disaggregate to home in on supporting students and which groups of students need additional support and then also building out some assessments.

Trustee Baker said in the previous presentation, it was stated that the District is switching from Fountas and Pinnell and asked if they are able to make direct translations or do they have that data from the other package or are they having to basically set a new baseline to work on. Dr. Hew replied it is a hard question to answer because they do not have access to all of the information from previous years. However, her understanding is that the Fountas and Pinnell data was not consistently housed in one place which makes it challenging to run an analysis across all District. If a reading system had that in their own computer for their own data, there are some ways there could be some comparisons made. She added that there are different levels, if you have elementary, a-z, those correlate across different assessments, but they are different so it would be minimal that they could make those sorts of one to one translations. Trustee Baker asked if now that this is in place and more centralized, it would be easier going forward to make those year to year comparisons. Dr. Hew said it is her intent that all of their data gets housed in one spot, which is Illuminate, and then they can do the disaggregation and an historical look across years. With Literably for this year and next year, they can boost the data to measure the growth across schools, across years, and really track a student's progress over time. Assistant Superintendent Irish added context on two main differences. With Fountas and Pinnell, the

teacher sat across from the student and conducted a running record. That leads to some variance on how a teacher and educator is evaluating the running record. With Literably it is all recorded artificial intelligence and is easier for the teacher. They plan on keeping Literably, of which the State is supportive, but will use records in the one-on-one when needed with some students.

Trustee Murray thanked Dr. Hew for the presentation and said the Board has talked about data to help the District get on the equity pathway. She said they need the data to make data-informed decisions.

Trustee Hsieh said it was an excellent presentation with great information showing the progress that has been made and continues to be made. She appreciates the emphasize on building capacity, which she believes without people any perfect system would not be able to run. Building capacity is important for professional development so with the Illuminated Education, they can start to train Principals, reading specialists, and teachers, and then they will be able to utilize that to disaggregate information. Teaching people how to utilize how to interpret the information is the key.

Dr. Hew said it really is a team effort and she is excited to be part of the group. The Educational Services team has spent a lot of time this year talking about data and data analysis and the team has developed a protocol with administrators furthering the work on their analysis and using that information to feed back into the systems and their work.

Dr. Moore said people might be thinking why the District does not have a data system in place. The District did have a data system in place several years ago and they were ready to launch Illuminate a few years ago, but there were some challenges. Another organization came in and they took a step back because they wanted to be really thoughtful how they moved forward and the type of support and customer service they would receive. The other data system ended and she wanted the community to know they are very excited with the ability to engage and have the right people and the right positions to help the District move this work forward. She acknowledged Dr. Hew for doing a phenomenal presentation, for hitting the ground running, and doing so much in a short period of time which is very impressive.

Vice President Richardson said she was impressed with the data and looks forward to seeing what the data, the interventions, and the aggregate will show the at the end of gathering the information.

President Lujan thanked Dr. Hew and her team for all their work. SSFUSD is not alone in adopting a system to address a need the

District sees. There are often challenges with a new system talking to an old system or when imported data is not clean. She thanked Dr. Hew you for her effort to work through systems talking with each other and for ensuring the data that is input is clean and that people actually know how to access it.

Dr. Hew reiterated it is a team effort and she appreciates the support from the District. Her team has risen to the challenges they have been given this year to make systems work and to make sure everybody had access to all the tools that they needed for distance learning.

## **L. CONSENT AGENDA**

Trustee Baker asked to pull Items 1b, and 1c for corrections.

MOTION #151 (Richardson/Murray) to approve Item 1a, Minutes to the special Board meeting, March 1, 2021; ~~Item 1b, Minutes to the regular Board meeting, March 11, 2021; Item 1c, Minutes to the special Board meeting, March 17, 2021;~~ Item 1d, Minutes to the special Board meeting, March 18, 2021; Item 1e, Minutes to the special Board meeting, March 22, 2021; Item 1f, Children’s Center CSPP 2020-21 QRIS block grant; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 3a, Gifts to the District for April 2021; Item 3b, Professional service agreements under \$25,000. (AYES: Student Trustee Rangel-Cruz, Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

Trustee Baker requested the following corrections be made in the March 11 and March 17 Board minutes: on page 40, he stated “...no new **educational** content”, on page 44, he stated “...a **staggered** return, and on page 49 Samantha Avila’s comment should be “...equity **lens**.”

MOTION #152 (Baker/Murray) to approve Item 1b, Minutes to the regular Board meeting, March 11, 2021; Item 1c, Minutes to the special Board meeting with the changes noted above. (AYES: Student Trustee Rangel-Cruz, Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **a. ADMINISTRATION**

#### **a. Discussion of Return to in Person Board Meetings**

The Board and staff discussed whether they are prepared to return to in person meetings, consider what the needs might be and if staff is able to successfully meet those needs. Dr. Moore said this is an

opportunity to discuss both advantages and opportunities for either remaining with virtual meetings or transitioning back to in person or some type of hybrid meetings. She said that if the Board can tell staff what they are thinking, what the preference is, they can tell them whether or not it can be appropriately supported.

Trustee Murray asked what other San Mateo County school districts are doing. President Lujan replied that there is one district where the Board and County meet in person. Only the speaker in the room unmutes and the public participates via Zoom, so that would be a possible hybrid option. That district's return to in person Board meetings in that fashion coincided with the request of all staff to return to school in person for delivering instruction over Zoom, but students have not returned.

Trustee Murray said, as leaders, if the Board is requiring teachers to come back in any capacity, then they should come back in some capacity. She has heard from people in the community they do like the Zoom meetings and being able to tune in to the meetings and watch the discussion. Also, a public commenter said they liked watching it on YouTube. Although the Board meetings have always been open to the public and they were audio streamed, some people prefer seeing it. Trustee Murray said she would like to have public comment in person as there is something to be said for actually seeing the person express their viewpoints and their perspectives.

Trustee Baker noted that the Board was asking vaccinated people to go back. He would be interested in seeing this sometime in June or July. He said that through the pandemic they have had a lot more people in attendance at Board meetings than were listening to the previous live streaming. They are getting a more representative sample of the community speaking at the meetings. One thing they should discuss when they come back is keeping at least a remote commenting, if not a remote streaming option, open for the public.

Trustee Hsieh said there are two different things being considered. One is Trustees coming back in person to the Board meetings and the other is allowing the public to come back.

President Lujan asked if they were going back to the way things were, with regular public Board meetings with the public present and what kind of parameters they are looking at with a hybrid option where potentially Board members and Cabinet would return in person and have a virtual option, or public engagement and some sort of hybrid.

Trustee Hsieh noted that the Governor said on June 15 everything is open, so those are some of the factors the Board may want to

consider. From her experience in the district where she worked, the participation online is much bigger than face-to-face. They need to make sure they are not replacing something that is already good.

Vice President Richardson said she was fine with what everybody wants to do. They have missed the presentations and giving children certificates of acknowledgment and taking their picture. As a child, you can carry that for decades.

President Lujan said there is some interest in potentially having Board and Cabinet return in person, and then there is recognition that with the virtual option, there is a lot more engagement than they have had. With prior in person Board meetings, there were a lot people who showed up, but not on a consistent basis. Towards the end of the meetings it was only the Board, Cabinet, and five members of the audience. She said if they decide to have the Board and Cabinet return in person, she would like to see some sort of accommodation for people who may not feel comfortable or may not be able to return in person, and that would be up to an individual Trustee's personal level of comfort and their life circumstances. Her experience with Zoom is that it does change the flow of the meeting, because if you are in a room with others, you can hear them through the earbuds as well and through your ears which causes a delay throughout the entire meeting. You are trying to process and make sure you really understand what people are saying. For public comment and people participating remotely it is the same experience as it is right now. But for the people in the room, there is an echo. She confirmed that if they are asking staff to return in person, as leaders, Cabinet and the Board should return to in person with virtual options and for the time being do a Zoom in a Room with a plan of potentially moving toward regular in person meetings. If the State is opening up like normal on June 15 that would be a reasonable target date to potentially return to just in person. She would also like to explore options to potentially still have a way to watch over YouTube as an option.

Superintendent Moore asked if the consensus of the Board would be to move in a hybrid model with a transition plan starting with Zoom in a Room and perhaps by mid-June transition to meetings as previously held. An option to explore would be to allow members of the community to still observe through YouTube. She said IT Director Joe Siam could share what is possible, which may or may not influence the Board's thinking about how and when they may return.

Mr. Siam said that with the technology they have on hand, they are able to easily support the Zoom in a Room. If they can continue to use the Zoom platform, it is easy to stream what is being Zoomed straight

to YouTube. If they were to transition away from Zoom and return to the regular in person Board meeting format without Zoom, in order to be able to stream to YouTube, there would have to be some other system in place to capture all the faces. In his previous district, he had a very elaborate and expensive multi-camera system that was operated by a single operator in a control room. That will require a custom set up and hardware to be purchased. If they were to continue to use Zoom, each person has a camera in front of them on their devices and this is the control system which is the Zoom platform which can easily be directly streamed to the District's YouTube page. He confirmed that an echo, as President Lujan spoke about, would be a problem.

Trustee Baker pointed out that keeping the meetings going via Zoom offers the Board accessibility they did not have before. They have a captioner and one click translation. Those are two fantastic features. He wants the Board to consider some way to keep them connected with the non-English speaking and hard of hearing populations.

President Lujan asked about the ongoing cost of maintaining the District's Zoom account so the Board is making an informed decision. Dr. Moore said staff would research that and bring it before the Board.

President Lujan said she is hearing support for a Zoom option, for accessibility in general, and then captioning and translation, and ease of access. She did not hear a strong opposition to having the Board and Cabinet, who feel comfortable, returning to in person.

Trustee Hsieh inquired about any additional costs, like safety protocols with adding custodial and technology. She said she personally would like the District to spend the money on students, faculty, or schools, instead of spending it when they go back to the Board room. There is no law saying they have to go back face-to-face as a Board. She would rather not spend the money because the schools are going to reopen and need that funding support.

Dr. Moore said they certainly need to just be prepared with safety and essential protective equipment and custodians will have to clean and sanitize after the meeting and do something a little more than pre-COVID. With the impact of COVID there are new safety, cleaning, and disinfecting protocols the custodian would have to take on. And it would take staff time just to manage all the health screenings and implement protocols, exactly what they are doing with staff returning at the elementary level. There would be some financial considerations for cleaning and then just the human impact of putting things together. If the Board is going to do in person verses the portal, there is training

needed for the Board, and also someone taking temperatures. This is not impossible, and is definitely manageable, but it is an added component she had not considered.

President Lujan said she heard general support for returning in a hybrid type format and keeping the Zoom option and YouTube feature available. Knowing that there are two questions related to costs, and the Board is supposed to be fiscally responsible with expenses, she asked to have this item brought back with the additional information so they can provide staff clearer direction on returning to a hybrid model after looking at costs.

President Lujan said for her it is beyond costs and financial decisions. If they are asking staff to figure out a lot as they transition back to in person working with students the Board should be comfortable doing it too. With a little bit more information they can discuss it more and ideally get very firm on what they want staff to do.

Dr. Moore confirmed that the two areas the Board would like more research on are on-going costs for a Zoom upgrade and any other associated costs and to bring it back to discuss a potential due date. Speaking for staff, she said they would support whatever the Board would like them to do, since Cabinet has been working in person since the onset of the pandemic.

Student Trustee Rangel-Cruz left the meeting at 9:05 p.m.

## **2. HUMAN RESOURCES**

### **a. Williams Uniform Complaints for Third Quarter Ending 3/31/21**

Dr. Spaulding presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/20, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

He stated that there were no complaints filed in the District for this quarter.

## **ACTION**

### **1. ADMINISTRATION**

#### **a. 2nd Reading of District's Updated Board Policy**

Assistant Superintendent Irish said if the Board decides to move

forward, BP 6146.1 for high school graduation requirements, they need to discuss when the District would start to implement it.

Trustee Murray said they should have discussed it at the first reading, but she did not realize that Ethnic Studies was not a graduation requirement. Given the direction the District is going in; it should be a graduation requirement. The State of California will require it in the 2024-25 school year. Mr. Irish agreed and if they are going to consider adding additional graduation requirements, they might need to contemplate the total number of graduation requirements, as well. Right now, the total number of credits is 220. The District is still trying to figure out what next year is going to look like in terms of periods and the schedule, because they are awaiting guidance from the CDE, as well as local guidance from the San Mateo County Public Health and the California Public Health Office. He thinks the Board and Cabinet should not be making decisions on what to add and the total number of credits for high school graduation. He recommended creating a committee. There is a valid number on both sides with the total number of credits. The reason for the math requirement was to help all students qualify for A-G, three years of college prep.

President Lujan said she was open to pulling the BP since a valid point was raised and she would not be comfortable dictating and letting everyone figure it out. Dr. Moore said if the item is pulled, her team would not be able to turn it around quickly as they have a long list of things that are being prioritized. Trustee Murray agreed it is better to do it right than quickly.

Trustee Baker said the BP was always considered to be a living document. When a third year of Math was discussed, he was under the impression it would be for the next year, after it was approved. He said he was fine with pulling it until the end of the summer, but also wants students to take that extra year of Math.

Trustee Hsieh agreed with Trustee Baker that the third course in Math is critical. She recommended approving the BP and after a task force discusses Ethnic Studies, leadership can update the Board.

Vice President Richardson asked if Ethnic Studies becomes a graduation requirement, can the BP be amended at some point. President Lujan said all the District's BPs are living documents and can be amended. The Ethnic Studies piece is somewhat hot off the press and they do not have clear guidance. Vice President Richardson said she would defer to Mr. Irish's judgement because he knows the process better than the Board.

Mr. Irish recommended moving forward and putting the third year Math

requirement in place for the incoming class of 2025 to make SSFUSD competitive with other districts in California. Then get the task force committee together and get more information on Ethnic Studies this summer. He wants to look at other potential graduation requirements including CTE for the District and Board to consider.

President Lujan provided some input on timing. She said master schedules are already being built and asked if it feasible to have this start in the 2021-22 school year. Mr. Irish said it would be made with Math departments for Algebra 1, Geometry, and Algebra 2, with other college prep electives for students that might struggle with Algebra 2.

Trustee Murray asked about BP 3551a, food service operations, and whether shared tables would be included in the policy. Dr. Moore said the BP has to do with operational aspects and not necessarily what would be offered to students or how it might be offered. Trustee Baker, speaking on the bylaws committee side, said this policy has to do with physical procurement rather than actual nutrition and food. Trustee Murray noted that some new laws went into effect regarding waste sorting and asked if that is included with BP 3551a. President Lujan said the BP is more about finances and contracting out for services. Trustee Baker noted that CSBA would be producing revised BPs, but the Board needs to catch up on approving the backlog of BPs. He said BP 3551a mostly has to do with procurement and fiscal matters. It is just one of many cafeteria policies and he suspects any disposal would be in a separate policy.

MOTION #153 (Baker/Murray) to approve the District's new and updated Board Policies listed below. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

1. BP 1340 - Community Relations
2. BP 3551(a) - Food Service Operations/Cafeteria Fund
3. BPs 4127(a), 4227, 4327 - Temporary Athletic Team Coaches
4. BP 4312.1(a) - Administrative and Supervisory Personnel
5. BP 6142.93(a) - Science Instruction
6. BP 6146.1 - High School Graduation Requirements

## **2. EDUCATIONAL SERVICES**

### **a. Approval of Local Control Funding Formula (LCFF) Supplemental Funded Positions**

MOTION #155 (Murray/Hsieh) to approve the LCFF supplemental funded positions for 2021-22. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

### **3. HUMAN RESOURCES**

#### **a. Adoption of Declaration of Need for Fully Qualified Educators**

MOTION #156 (Murray/Richardson) to approve the Declaration of Need for Fully Qualified Educators for the 2021-22 school year to the California Commission on Teacher Credentialing. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **b. Resolution No. 21-09 for Classified School Employee Week**

Board Clerk Murray read the resolution.

MOTION #157 (Murray/Hsieh) to adopt Resolution #21-09: Designating May 16 to May 22, 2021, as Classified School Employee Week. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **c. Approval of Elimination of Classified Positions in the Parent Involvement Project and Resolution #21-10**

Dr. Spaulding clarified a title change in the position. He said the actual position in their financial system was not the exact actual job. The title of the position is Early Learning Center Coach, instead of Early Child Development Coach.

MOTION #158 (Baker/Hsieh) to approve the elimination of Classified positions in the Parent Involvement Project and adopt Resolution #21-10 with the title change noted above. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **d. Approval of Elimination of Classified Positions in Adult Education and Resolution #21-11**

MOTION #159 (Baker/Richardson) to approve the elimination of Classified positions in Adult Education and adopt Resolution #21-11. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**e. Resolutions No. 21-12 through 21-32 for Retirements**

MOTION #160 (Baker/Murray) to adopt Resolutions #21-12 through #21-32: Honoring employees for their years of service to the School District. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

The retirees are Diana Ariani, Susan Bacigalupi, Cynthia Benedetti, Paula Campbell, Lisa Davis, Edward Fristoe, Marianne Galli, Diane Gretter, Claire Hawkins, Elizabeth Kvarna, Edith Luther, Debbie Mangone, Sharon Ng, Rory Nunsiale, Ululau Seamaala, Catherine Souza, Tausa'afia Tofaeono, Peter Unsinn, Ron Vose, Margaret Weiss, and Bonnie White.

**f. Adoption of Memorandum of Understanding (MOU) Between SSFUSD and the SSFCTA to Address Conditions Related to COVID-19**

MOTION #161 (Murray/Hsieh) to approve an MOU between the SSFUSD and the SSFCTA to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**4. BUSINESS SERVICES**

**a. Approval of Auditor Contract Renewal**

MOTION #162 (Hsieh/Richardson) to approve the renewal of a three-year contract with Eide Bailly, LLP to provide annual auditor services for the District. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

**April 26, 2021 – Special Meeting/Study Session** *(teleconference)*

- Equity Network session #4

**April 29, 2021** *(teleconference)*

- Teaching and learning presentation - Monte Verde ES
- Presentation on Performance Management - Information Technology
- Information on Outdoor Education
- Approval of School Loop renewal agreement renewal for 2021-22
- Update selection of Trustees to District subcommittees/committee (Board Polices and Bylaws, City Subcommittee, and County Committee on School

- District Organization)
- Review progress on selected District resolutions
- Resolution honoring Asian Pacific American Heritage Month
- Resolution for Day of the Teacher (5/13)
- Resolutions for retirees
- Approval of Bell XCEL contact for the Big Lift

**May 13, 2021** (*teleconference*)

- Recognition for outgoing Student Trustee Rangel-Cruz
- Teaching and learning presentation - Westborough MS
- Approval of the Board meeting calendar for the 2021-22 school year
- Approval of Graduates – Baden HS, ECHS, SSFHS, and Adult Ed.
- Approval of Certificates of Completion - Baden, ECHS and SSFHS
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Resolution for Fund 11 & Fund 14 account balances

**May 27, 2021** (*teleconference*)

- Teaching and learning presentation - Baden HS/Adult Ed
- Approval of Children’s Center Program Self-evaluation annual reports
- Approval for destruction of Disposable Class 3 records
- Approval of SPSAs
- Discussion on changing name of Junipero Serra ES (report on logistics, costs, etc.)
- Information on May revision of the Governor’s 2021-22 budget
- Resolution in support of LGBT Pride Month

**June 5, 2021 – Special Meeting/Board Workshop** (*teleconference*)

- Good Beginnings

**June 10, 2021** (*teleconference*)

- Approval of School Services 2021-22 contract
- Approval of DWK contract for legal services in 2021-22
- Public Hearing 2021-22 LCAP draft plan
- Public Hearing 2021-22 Preliminary Budget
- Resolution in support of LGBT Pride Month
- Approval of Board of Trustees Compensation increase for 2021-22
- Approval to increase school meal prices
- Resolution on Budgetary increases and year end transfers

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

- Approval of Children’s Center 2021-22 CCTR childcare contract
- Approval of Children’s Center 2021-22 CSPP childcare contract
- Approval of Consolidated Application and Reporting System Spring 2021

- Approval to increase facility use fees
- Approval to increase District rental/leasing rates
- Approval of Commercial Food Items and Food Supplies Award
- Adoption of 2021-22 LCAP
- Adoption of 2021-22 Preliminary Budget
- Resolution on Education Protection Account Funds

### **SUMMARY OF BOARD DIRECTIVES**

1. Staff to bring back information and costs associated with the Board returning to hybrid in person meetings and possible return date.
2. Dr. Moore to follow-up with staff who spoke in public comments.

**GOOD AND WELFARE** - due to the late hour of the meeting and to avoid needing to take another break, the Board did not make comments.

### **ADJOURNMENT – 10:00 p.m.** in memory of

- **Daunte Wright**, a youth who was killed in Minnesota.
- **Gene Mullin**, who passed away on April 5. He taught History and coached at SSFHS for 32 years. He also served as mayor of South San Francisco in 1997 and again in 2001. In addition, he served as a California State Assembly Member, representing the District between 2002 and 2008.