

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of September 10, 2020**

**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.

President Patricia Murray said the Board values community engagement and appreciates and encourages participation. She shared the link for the public to provide comments and join the meeting. As SSFUSD is an inclusive school district a Spanish language translation of the Board meeting was also available to the Spanish speaking community.

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

**A. CALL TO ORDER**

**B. ROLL CALL**

Board Members:	Mr. John Baker - Present Mr. Eddie Flores - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Abigail Verino, Student Board Member - Present
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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
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**C. PLEDGE OF ALLEGIANCE** was led by Superintendent Shawnterra Moore and Trustee Daina Lujan.

**D. REVIEW OF AGENDA**

Vice President Eddie Flores requested that Action Item 1d, the Superintendent's contract extension be removed until after the September 28 Board workshop. Dr. Moore said the September 28 meeting is to establish goals. He said the contract renewal was never discussed by the Board in closed sessions. Trustee Mina Richardson noted that the contract is not due for two years and there is no hurry to do this at this time, until goals are agreed upon. She said Dr. Moore wanted a consultant and the Board is accommodating her. President Murray said it was not Dr. Moore's choice and the Board did the goals incorrectly. Trustee Lujan said it would be appropriate to move the item and have everyone get on the same page.

**E. PTA COUNCIL REMARKS** – PTA Council Communications Officer, John Sanna, said an LCAP email was received today and provided to leadership for their comments. On Tuesday, officers' training was held for both SSF officers and those from other 17<sup>th</sup> District PTA Councils. He thanked President Murray and Superintendent Moore for attending the first Council meeting. President Murray said that meeting was great and everyone was moving along and doing their work. Mr. Sanna said that at the last Board meeting, it was decided to hold a PTA webinar. He is working with the units on the slow-moving membership and asked community members to consider joining the PTA by contacting schools directly. During distance learning, PTAs are working on frontline programs and fundraising to provide teacher stipends and supplies which will be needed once students are back on campus.

Vice President Flores thanked Mr. Sanna, PTA Council President Juanita Flores and the Council for the webinar, which will be a great success and help build bridges. He asked Mr. Sanna to bring information on which sites are in the most need of increasing their PTA membership. Mr. Sanna said some smaller units barely have any members and the Council has only one third their normal membership in place. He asked community members to join whenever they are able to, now or in the future.

Trustee Richardson said the perception is that only females attend the PTA meetings, but dads and senior citizens are encouraged. Mr. Sanna noted that they have had grandparents serve as President. Trustee Richardson added that community members don't need to have children in the District to join this public organization.

**F. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** - President Danny Yanow welcomed the Student Trustees. He said teachers understand the importance of the PTA. He may have felt apprehensive on the first day of school,

but the students were happy to return, even if only via distance learning. He hopes the Board and administration understand that teachers are working harder than ever before in creating new curriculum, learning new technology and new techniques, and establishing and maintaining relationships with students and parents. He is inspired by teachers that are happy to be working with students again and they are worried about the long-term impact of COVID-19 on students. He referenced this meeting's budget item and said teachers bargained in good faith and the District should show they are being appreciated by giving them an incentive to remain in the District.

**California School Employees Association Chapter 197** - President Jolene Malfatti reported that she is disappointed that it took five months for health techs to be discussed and that they were needed before COVID-19. It is unfair to the site secretaries to perform their jobs and also attend to the health needs of the students. She is seeing more employees hired in non-bargaining jobs than ever before. Ms. Malfatti wants to see at least one more health tech position posted before Phase 2 begins. She enjoys assisting employees in Technology and acknowledged their resiliency and patience in this trying time. Certificated and Classified employees are giving their best in the interest of the students and are supporting one another in stressful times.

## **H. ITEMS FROM BOARD**

Trustee Lujan said SMCSBA is hosting a candidate orientation on September 14 with information on how to run a successful campaign.

Vice President Flores thanked individuals for supporting and uplifting students including the Elks Club and their President Brian Rogers, 2<sup>nd</sup> Harvest Food Bank, and the Rotary Club's leadership for their generous donations. He acknowledged SSFHS Head Football Coach Dion Evans for revamping the Warriors program, profiling each student, and having momentum and energy. He was featured in a San Mateo Daily Journal article and has so far received \$19,200 in on-line donations on a goal of \$20,000.

President Murray thanked all teachers for their hard work. She reported that she serves on the Mayor's Commission on Racial and Social Equality, representing SSFUSD. They meet the first and third Wednesdays of each month. At their September 16 meeting, Superintendent Moore will be presenting on the topic of education. President Murray and Vice President Flores are working on the Kent Awards Committee to hold a virtual ceremony for the 2019-20 teachers and programs. This year, the District is up for one award for Ruby Bridges Day and last year for Ponderosa ES's Peer Tutors.

Trustee Richardson reported that a final push is on for the 2020 Census. She advised that court challenges may extend the end date. San Mateo County is doing better than the State with responders and SSF is currently at 77%. San

Mateo County Manager Mike Callagy said the County may lose \$70M if they don't reach 80% of responders. President Murray confirmed the current census deadline is September 30.

- G. PERSONNEL COMMISSION** – Assistant Superintendent Jay Spaulding reported that the next Commission meeting will take place on September 21, 2020.

**I. SUPERINTENDENT'S REPORT**

- a. Introduction of Student Trustee and ASB President** - Superintendent Moore said she was pleased to introduce Abigail (Abby) Verino, the ASB President from El Camino High School who will serve as the Student Trustee this fall, and Jessica Rangel Cruz, the ASB President for South San Francisco High School. Jessica will be the Student Trustee in the spring. They will both be reporting out on any events for their school during each Board meeting and also providing the student point of view on issues which arise during the school year. Later in this meeting, the Board will be discussing the role of the Student Trustees also.
- b. Educational equity** - Dr. Moore said the District is working hard to strengthen systems and ensure they are aligned, coherent, and equitable. At a Board study session, equity was defined as "SSFUSD recognizes that educational excellence requires a commitment to equity. We believe that educational equity means that each student receives what they need, when they need it, to develop to their full potential." This will be the lens everyone will be engaged in for educational and equitable outcomes for all students.
- c. Nutritional Services update** - the Superintendent said there was some confusion with meals being charged when school began on August 17 even though the waiver did not expire until August 31. The reason was because the waiver allowed for free meals until school began or August 31, whichever came first. With a new waiver, the District won't change for meals through the end of 2020 or until available Federal funds expire. Parents are still encouraged to complete the Free and Reduced application which provides extra funding for the District.
- d. Parent Webinar update** - Dr. Moore reported that the parent webinar will take place on September 23. Next week the District will elicit questions from parents. Some panelists will be teachers and site administrators. She complimented the Educational Service Department for the parent webinars they are holding this week and next, which are scheduled by grade span.
- e. Mayor's Commission on Racial and Social Equity** – Superintendent Moore said she would be making a presentation next Tuesday which will focus on equity work in the District.

**f. County Mental Health Grant** - Dr. Moore said the District expressed interest in this grant, but there was a tight deadline and administration was focused on reopening schools and did not apply on time. However, while the District will not be receiving the financial support from the grant, the District can access professional development concerning mental health support. She stated that the District has provided counselors and support at sites for several years. To capitalize on other grant opportunities, two dedicated staff members will be communicating with the SMCOE directly.

▪ ASB Reports

- Abigail Verino, ASB President, El Camino High School, said she was honored to speak as a Trustee in spite of distance learning and several things happening in the world. She highlighted the following recent and upcoming events: the year kicked off with a virtual Spirit Week; through social media platforms, ASB is focused on National and International Awareness Days and Weeks, Hispanic Heritage Month, American Sign Language International day of Sign Language, and the International Day of Peace to highlight their importance and why they are being celebrated; clubs are recruiting this month and the Black Student Union is returning to the school this year. Staff and Teacher Appreciation is a key focus to recognize their hard work, especially the custodians who keep the campus clean and safe during the pandemic. They are also welcoming new teachers.
- Jessica Rangel-Cruz, ASB President, South San Francisco High School, shared the following events: Freshman orientation with personal emails from the ASB are being sent to each student and they are provided an overall view of clubs, sports, and campus events; the freshman class is holding elections; and next week is Spirit Week with an Instagram platform.

Vice President Flores said holding Spirit Week during COVID-19 is great and keeps up the tradition. He and Trustee Richardson attended the parents' training this week and he thanked Assistant Superintendent Keith Irish for putting together great technology information. Vice President Flores expressed concern about the District missing the grant. He said County Superintendent Nancy Magee noted those districts that didn't apply because they could not get their ducks in a row, which very much bothered him. Other districts, also dealing with COVID-19, distance learning, and other issues applied. He said so many students would have benefited from the grant and it would behoove the District to hire a grant writer. In reference to Dr. Moore participating in the Mayor's Commission meeting, Vice President Flores said it is a good practice to inform the Board before she makes such a commitment. Dr. Moore said she is

also disappointed about the missed grant and acknowledged that the staff cannot take on every grant opportunity. They are currently working on more than 300 District programs. She did communicate with President Murray about her participation in the Mayor's Commission meeting and noted that, in her role as Superintendent, she is invited to speak at other events. While she does inform the Board, she was not under the impression their approval was needed. President Murray said the Superintendent is the face of the District and is the representative at City functions, clubs, and companies such as Genentech, and it is not necessary for her to share every speaking event with the Board.

## **J. COMMUNICATIONS**

Public comments were submitted in advance of the meeting and were read by all Board members. President Murray stated that these comments would no longer be read at the Board meetings but are posted on the District's website before the meeting.

### The following were live comments:

Eddy Holman, an alumnus, thanked teachers and students for continuing during a difficult time. He is disappointed about missing the grant and said it is critical to hire a grant writer. He referenced the last Mayor's Commission meeting and said he was confused by a comment made by President Murray regarding arresting "kids" at school. He supports the Student Trustees and said their voices are important and they are in touch with what is going on. He said the CARES Act Fund money should go to mental health resources and be set aside for counseling.

Lisa Ferrari, a Martin ES teacher, thanked Dr. Spaulding for his assistance with the Children's Center this summer which made the teachers feel that they were part of the District. He learned about the regulations of the State-licensed program and helped get them fair contract language. She also thanked Mr. Yanow and the day custodian at the site. She said the pre-school teaching team is not as valued as other teachers and she appreciated Dr. Spaulding making it happen.

## **K. PRESENTATION**

### **1. BUSINESS SERVICES**

#### **a. Report on Year-End Unaudited Actuals**

Assistant Superintendent Ted O presented the Unaudited Actuals Financial Report for the 2019-20 fiscal year ended June 30, 2020.

**Unaudited Actuals** – the District's annual financial report of operations for the fiscal year which is the basis of the annual audit.

The report is a statement of revenues, expenditures, and changes in fund balance.

**Closing the Books** – allows a district to prepare financial statements that give a picture of the financial status for the end of a fiscal year. This captures carryover as well as other future obligations. Independent auditors also audit the data, procedures, and practices used on the report.

**2019 - 20 General Fund - Revenues**

- LCFF sources, Federal, State, and Local revenue, Transfers In, and contributions for SpEd, Transportation, and Routine Restricted Maintenance

<b>Unrestricted</b>	<b>Restricted</b>	<b>Combined</b>
\$81,710,028	\$41,016,899	\$122,726,927

**Combined Revenues** – 84.32% of the District’s total revenue came from Property Tax and State Aid, 3.50% came from the Federal Government, 7.16% from the State and 5.01% from Local Sources.

**2019 - 20 General Fund - Expenditures**

- Salaries, benefits, books/supplies, services, capital outlay, other outgo, and transfers out.

<b>Unrestricted</b>	<b>Restricted</b>	<b>Combined</b>
\$76,654,648	\$36,992,003	\$113,646,651

**Unrestricted Expenditures** – 88.32% of the District’s total unrestricted expenditures were dedicated to salaries and benefits. Services and Other Operating category include insurance, utilities, copiers, phone systems, audit and legal fees, etc.

**Restricted Expenditures** - 65.23% of the District’s total restricted expenditures were dedicated to salaries and benefits.

**Combined Expenditures** - 80.80% of the District’s total expenditures were dedicated to salaries and benefits. Services and Other Operating category include insurance, utilities, copiers, phone systems, audit and legal fees, etc.

**2019 - 20 General Fund Summary**

The projected ending fund balance before the State required designations and District designations is approximately \$39.9M. The \$11.6M in undesignated reserve will be needed to balance the budget for the current year and the next two years unless the District receives additional revenue.

<b>General Fund (Unrestricted and Restricted)</b>	<b>2019-20 Unrestricted</b>	<b>2019-20 Restricted</b>	<b>2019-20 Total</b>
Revenues	102,758,997	19,954,628	122,713,625
Interfund Transfer In	13,301	-	13,301
<b>Total Sources of Funds</b>	<b>102,772,298</b>	<b>19,954,628</b>	<b>122,726,926</b>
Expenditures	76,538,637	35,453,450	111,992,087
Interfund Transfer Out	116,011	1,538,553	1,654,564
<b>Total Usage of Funds</b>	<b>76,654,648</b>	<b>36,992,003</b>	<b>113,646,651</b>
Net Increase/Decrease In Fund Balance			9,080,275
Beginning Fund Balance			30,775,191
Projected Ending Fund Balance			39,855,466
Nonspendable			160,777
Restricted			11,051,682
Committed			-
Assigned/Designated			
Various Designations *			11,359,186
Unassigned/Unappropriated			
Designated for Economic Uncertainties			5,682,333
Undesignated Reserve			11,601,488
* Details provided on Slide 18			

	<b>2019-20 Unaudited Actuals</b>
Assigned/Designated	
STRS/PERS Increases: 2023-24	241,000
STRS/PERS Increases: 2024-25	525,000
Property Tax Re-Payment - Litigation (Rough Estimate)	8,500,000
Dual-Immersion Program (Estimate)	550,000
2 Athletic Trainers - HS Football	220,000
PCRC-CIS Program Costs (Estimate)	150,000
Staffing - Nurse (1)	108,473
Staffing - Health Technicians or Others	176,565
School Logo Change	100,000
Carryover Funds: Site Discretionary	188,004
Carryover Funds: Site LCAP	246,245
Carryover Funds: Needs Assessment	187,128
Carryover Funds: One-time Special Ed. Grant	166,771
	<b>11,359,186</b>

The carryover of site discretionary funds for one year can only occur one time due to COVID-19.

**Next steps**

December 2020

- 1<sup>st</sup> Interim report for 2020-21

January 2021

- Audit report for 2019-20
- Governor's proposed 2021-22 State budget released

Trustee Richardson asked about new State legislation which requires the District to pay for charter schools now, which is a drain on the budget. Mr. O replied that the District normally allocates a portion of its Title 1 funds to charter schools and now we must also donate a portion of Federal COVID-19 funds to charter schools. She said charter schools are particular on who can attend. Mr. O noted that a few months ago, the SFUSD billed the District for two students that attended their schools, but it was realized that the students lived in San Francisco, so SSFUSD did not have to pay.

Vice President Flores asked about the \$176K for health techs. Mr. O said it is set aside for three health techs or other positions to support the sites.

Vice President Flores inquired about the \$100K to change the SSFHS logo and said he thought repainting the mural had already taken place. Mr. O replied that a consultant needed to be hired for other items. Mr. Irish said part of the cost is for rebranding the school including all sports uniforms and clubs to remove the logo, which will likely be more like \$150K. He is working with Principal Kevin Asbra and will report back at a future Board meeting.

Vice President Flores questioned the carryover funds for needs assessment. Mr. O said not all of the contracted services in the first year were received due to COVID-19, so the money is being carried over. Dr. Moore said the funds are to cover work that's come out of the needs assessment and not creating another one.

Vice President Flores said more conversation was needed on the \$550K for Dual Immersion. Dr. Moore said these funds were previously removed due to other priorities and they were asked to bring it back, although the District is not ready to begin the program. Mr. Irish said a future discussion will happen regarding Dual Immersion. Mr. O added that he may need to remove the funds by the 2<sup>nd</sup> interim when he has an idea of the amount of property tax funds the District is receiving.

Trustee Lujan said the State budget is balanced with future IOUs concerning education. STRS and PERS will need to be paid in the future. She noted the District received COVID-19 CARES Act Funds in

the amount of \$692K and asked for a report on what has been spent so far and on-going costs. Mr. O said additional State funds of \$5.6M for Learning Loss Mitigation is included in the LCAP. He can provide information on the CARES Act Funds which have mostly been spent on technology.

Trustee John Baker looked at the last two adopted budgets which indicated the District took in about \$5M more in LCFF revenue than expected but spent \$3M more than in the 2019-20 budget. He noted that the unallocated end of year funds are much higher this year than last year. Property tax revenue for the District won't be known until after April. He asked to confirm that the budget does not include CARES Act funds which won't arrive until September. Mr. O said those funds will be budgeted in 2020-21. Trustee Baker said \$176K is low for three health techs and said he that the SSFHS logo change was a Board mandate and the Board should pay for it. He thinks there are relatively few uniforms with imagery. He said we won't know the effects of COVID-19 until the property tax revenue comes in.

### **COMMUNICATIONS** *(continued)*

Samantha Avila, a SSFHS junior, thanked teachers and staff for helping the youth and community during these times. She also thanked Vice President Flores for dealing with "micro-aggressions on the Board" while fighting for students of color. She does not understand why President Murray silences Vice President Flores when dealing with racial equity as he understands being a person of color in an oppressive society. By not filing for the grant, it shows how the District is out of touch with the community. She would like a Student Council with middle school and 5<sup>th</sup> grade representation.

Liliana Rivera, a member of the Mayor's Commission, said many racist comments were made at the last meeting and she thanked Vice President Flores for standing up for them. She appreciates his advocacy and asked to get him on the commission instead. The discussion should be on solving a problem rather than determining if there is one.

Megan Woodrich, a Parkway Heights MS teacher, commented on the missed grant, which she feels was a huge misstep. The training and work she and her colleagues did prior to school reopening may be undermined due to a lack of appropriate mental health training and services.

Marcela Rivera said she was glad to see trainings for parents. She is disappointed about the missed grant and is in favor of hiring a grant writer. She is confused with President Murray's public comment at the Mayor's Commission meeting that "police are not arresting kids" but she believes three students were arrested. She thanked Vice President Flores for his support.

Cesar Rodriguez said he is an advocate for underserved families and students. He

thanked students and staff for pivoting and Vice President Flores for advocating. He is disturbed with President Murray's "kids" quote made at the Mayor's Commission meeting. He does not understand why President Murray advocates for the legitimacy of police in District schools. He said the missed grant failed students. He feels there are not adults going to bat for the community and they deserve better.

Russell Lee thanked the Board and teachers during the current circumstances and the students who are dealing with distance learning. He asked how the District missed the grant deadline which had a devastating result on students. He said the District is understaffed and underfunded on mental health when students are suffering.

***In accordance with the Brown Act, since Board members were videoconferencing during this meeting, all items required a roll call vote.***

## **L. CONSENT AGENDA**

Dr. Spaulding corrected a detail in Item 3b. Maria McCord, a Buri Buri ES Library Media Assistant's hours are temporarily being increased by 1.5 hours for a total of 5.0 hours per day.

Trustee Baker commented on Item 4a and expressed thanks for the science grant and the parents who made donations.

MOTION #23 (Flores/Lujan) to approve Item 1a, Minutes to the special Board Meeting, July 27, 2020; Item 1b, Minutes to the special Board Meeting, August 7, 2020; Item 1c, Minutes to the regular Board meeting, August 13, 2020; Item 1d, Superintendent's participation in 2021-21 conferences; Item 2a, SMCOE BTSA agreement for 2020-21; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Gifts to the District August 2020; Item 4b, 2020-21 fundraising events; Item 4c, Professional service agreements under \$25,000. (AYES: Student Trustee Verino, Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

#### **a. Discussion of October Community Forum Topic(s)**

The Board of Trustees discussed the feasibility of and possible topics for the October 8 Community Forum.

Trustee Baker suggested the topic of mental health programs.

Vice President Flores suggested a panel presentation including representatives from ChangeSSF and FLY (Fresh Lifelines of Youth),

which works to dismantle the school to prison pipeline. The third presenter could be chosen from suggestions made by the community. He would like to change the traditional community forum to more of a roundtable format which would benefit the Board and students. Trustee Lujan supported this idea and recommended Nicole Anderson be the facilitator. Trustee Richardson agreed.

Trustee Baker asked for the Student Trustee's ideas for topics. Ms. Verino suggested exploring how the District is supporting sexual assault cases and how a student attends the same school as their attacker. September is National Suicide Prevention Month and the Board can show support and provide resources for students to make the system better for their own health. Ms. Rangel-Cruz recommended the Board focus on people of color and representation at schools.

Trustee Baker said some topics could be folded together. Vice President Flores suggested break-out rooms which lead to action.

Dr. Moore summed up that the theme is mental health and counseling support with a moderated panel discussion and building in opportunities for break out rooms to determine next steps. Vice President Flores commented on a recent JUHSD panel discussion with Ms. Anderson. He said ChangeSSF has a presentation which the District should hear. President Murray said Dr. Moore is getting the data. Vice President Flores said he did not want to wait longer and this is a community discussion. President Murray said they requested data for the next steps. Trustee Lujan said the umbrella is the topic of mental health and within that are topics of suicide, equity, and COVID-19 support. She questioned whether to have multiple community forums so as not to do any topic a disservice.

Trustee Baker recommended prioritizing two topics. Dr. Moore noted multiple topics were brought up and asked what the focus is. For the topic of mental health, did the Board want statistics, needs, counseling, etc. Vice President Flores said the topic is mental health with the lens of equity and identifying the gaps.

President Murray stated that the forum topic would be on mental health in the District with a facilitator and breakout rooms.

#### **b. Discussion of the Role of Student Trustees**

Superintendent Moore reported that she and Senior Executive Assistant Nalani Allen-Cantley conduct an on-boarding session with Student Trustees annually. They discuss the role of Student Trustees on the Board, review sample agendas and staff reports, protocols for

meetings, their input and preferential voting and the need for the student voice to be elevated.

Vice President Flores referenced Josh Becker who is running for State Senate and encourages elevating student voices for equity. He noted that Baden HS is not represented at Board meetings and those students should go through the election process. He wants all three Student Trustees to serve the entire year on the Board and to modify the Board bylaw so their term continues until July 31. He also wants them to sit on the dais when in-person meetings resume. Vice President Flores said JUHSD has five Student Trustees, one from each high school in their district, on the dais, who serve the entire school year. The JUHSD Board created a Student Advisory Council composed of multiple students from each school site to strength the student voice in their district.

Trustee Lujan said there is value in having all high schools represented. She noted that in JUHSD, there is an application process for Student Advisory Council students to meet certain criteria to demonstrate their interest and commitment. They attend all Board meetings and study sessions. She recommended SSFUSD first have all high schools represented.

Trustee Richardson agreed to move forward with a Baden HS Student Trustee. President Murray said she spoke with Principal Redmond and a Baden HS counselor but there is not much interest from his students. She said the Board bylaw lists the Student Trustee term from July 1 through June 30.

Mr. Irish said he is familiar with JUHSD and has access to the creation of their Student Advisory Council. He said there is lots of structure and training and advised taking small steps.

Ms. Rangel-Cruz said the approach for Baden HS students should be one that emphasizes the Student Trustee role. President Murray said Dr. Moore would speak with Principal Redmond about a Student Trustee.

Trustee Baker said students are more in touch with what's happening and he wants the Student Trustees to speak up and be active members of the Board. He asked if JUHSD ASB Presidents are not always Student Trustees. Mr. Irish said there is an application process and ASB Presidents are not automatically Student Trustees. The Student Advisory Council polls students on topics and reports back to the Board. He offered to be a conduit with JUHSD on this item.

President Murray confirmed the directive is to gauge student interest at

Baden HS and the Board bylaws committee will review the Student Trustee term. She advised not to rush things right now. Vice President Flores expressed concern with delay and wants to see action now with recruitment and examining the bylaws.

Trustee Richardson suggested a pilot project for a year with a counselor facilitating.

**c. Discussion of Criteria for Posting Resolutions on Website**

Dr. Moore said the Board would develop the criteria on which resolutions to post on the District website.

Trustee Richardson said there should be a place on the website to post Board presentations and reports. Mrs. Allen-Cantley noted that all presentations and reports are included on the website page where Board agendas and minutes are maintained. Trustee Richardson thanked her and said she was not aware of this.

The Board will give direction on individual resolutions they want to have posted during each meeting.

The Board considered various locations to post the resolutions and Trustee Lujan recommended they be housed on a separate page so they are not buried under the other documents. It was agreed to have a separate page for the resolutions.

**2. HUMAN RESOURCES**

**a. District Health Technicians**

Assistant Superintendent Spaulding said he has had conversations with CSEA President Malfatti who is concerned that site administrative assistants need to attend to student health complaints, which take them away from their regular work. The June 25, 2020 presentation provided information on the number of student visits to site offices for a one-week period. One specific middle school, Alta Loma MS, had twice as many students visit compared to other sites.

Dr. Spaulding said there are currently four health technicians working in the District. The cost for a new tech is \$59,100. These techs report to the Director of Special Education with general direction from the District nurse, Bonnie White. While there are currently no students coming onto campus, Dr. Spaulding said eleven more techs would be needed for all sites, at the approximate costs of \$600K. He said the Alta Loma MS office space is not conducive for Principal Reichle's

administration. He has spoken with him about reconfiguring the space to decrease the administrative assistant's interaction with students needing health attention.

Trustee Richardson said it is unknown when students will return to the classrooms. She asked about time needed to hire more techs. Dr. Spaulding replied the process would take six weeks from posting the position to hiring.

Trustee Baker noted that at the March 12, 2020 Board meeting the issue of additional health techs was discussed and it was hoped they would be in place for this year. He suggested, in addition to the current three techs, that three more be hired.

Vice President Flores said in preparing for reopening Phase 2 and Phase 3 this should be the priority. He recommends three or four new techs be hired now. The positions could be part time or filled by nursing students. Alta Loma MS specifically needs a tech hired now.

Trustee Lujan recommended moving forward with hiring now. President Murray said it should be an action item in a future agenda.

MOTION #24 (Baker/Lujan) to approve extending the meeting to 11:45 p.m. (AYES: Student Trustee Verino, Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

Student Trustee Verino left the meeting at 10:22 p.m.

The Board recessed at 10:22 p.m. for a break and reconvened at 10:30 p.m.

#### **b. Mental Health Support**

Assistant Superintendent Spaulding said he and Director Ryan Sebers led the Social and Emotional Well Being Task Force. He noted that in the last five years, the Board has allocated \$500K, through YSB, for mental health support in the District. They are working with Yaelan Wong and Jane Chandler regarding additional staff training on trauma informed practice at a cost of \$36K. Additional support groups for staff at all sites would cost \$40K. He is working with Mr. Irish on social emotional learning instruction for students. A Crisis Response Team at the District level is also being developed to support any school site(s) if a situation arises. The Board has also approved additional positions under SpEd, such as behaviorists, who would be able to identify students in need. He noted that the Board approved an Assistant Director of SpEd and a coordinator of Mental Health, Behavior and Assessments. A mental health questionnaire is also being developed for students and staff.

Trustee Richardson said she appreciates the efforts to staff the SpEd department and develop a good program under Director Sabrina Yacoub.

Vice President Flores asked when counselors assess a student's mental health whether it is done in-person or through Zoom. Dr. Spaulding said he would check on this.

Vice President Flores inquired about the number of psychologists at SSFHS. Dr. Spaulding replied there are four academic counselors and one psychologist. Vice President Flores stated that one psychologist for 1,250 students at that site is not adequate.

Assistant Superintendent Irish said there were nine third-party psychologists two years ago and now there is one per school site. He noted that some districts have counselors trained in the mental health field who provide on-going support.

## **PUBLIC HEARINGS**

### **a. Sufficient student textbooks/instructional material**

A Public Hearing, in accordance with California Education Code Section 60119 and SB 550 provided an opportunity for members of the public to comment on the sufficiency, appropriation and disbursement of instructional materials throughout the District.

The Board meeting was suspended to open a public hearing at 10:40 p.m.

Trustee Baker asked when new history and social studies books will be adopted. Mr. Irish said he would check and get back to the Board on this.

The public hearing was closed and the Board meeting resumed at 10:43 p.m.

### **b. Draft of 2020-21 Local Continuity and Attendance Plan (LCAP)**

A Public Hearing provided an opportunity for members of the public to comment on the 2020-21 LCAP.

The Board meeting was suspended to open a public hearing at 10:43 p.m.

The public hearing was closed and the Board meeting resumed at 10:44 p.m.

Vice President Flores acknowledged the work of Mr. Irish and his team with the LCAP. He said stakeholder engagement indicated that parents initially favored hybrid learning or distance learning. Assistant Superintendent Irish said that as District Office staff continued calling families who had not completed the survey,

those families prioritized safety and wanted distance learning.

Vice President Flores noted a few programs which were not introduced to the Board. Mr. Irish said the CDE had a tight timeline on submitting the LCAP which hindered sharing some details. Vice President Flores asked if the projections were rough estimates. Mr. Irish replied that for some expenditures the exact costs were known and some items have placeholder costs. Vice President Flores asked if they addressed mitigating learning loss and a change in teachers with hybrid learning. Mr. Irish said they are trying to consider every scenario and are concerned with the transition of teachers or sites in Phase 2 and Phase 3. He thanked CTA, DELAC, SEPAC, AAPAC, PTA, and CSEA for their engagement.

## **ACTION**

### **1. ADMINISTRATION**

#### **a. Resolution No. 20-60 for Hispanic/Latinx Heritage Month**

Board Clerk Baker read the English language resolution and Vice President Flores read the Spanish language resolution.

Vice President Flores requested the name be changed to include the word “Latinx”.

MOTION #25 (Flores/Baker) to adopt Resolution #20-60 (English and Spanish versions): Honoring Hispanic/Latinx Heritage Month. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

#### **b. Resolution No. 20-54 for Attendance Awareness Month**

Trustee Richardson read the resolution.

MOTION #26 (Lujan/Richardson) to adopt Resolution #20-54: Recognizing Attendance Awareness Month and supporting activities to increase awareness of the importance of daily attendance. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

#### **c. Resolution No. 20-57 In Support of Immigrant Communities**

Board Clerk Baker read the English language resolution and Vice President Flores read the Spanish language resolution.

Vice President Flores requested the language “...the recent national elections...” be changed to ...recent national events...”.

MOTION #27 (Baker/Flores) to adopt Resolution #20-57: (English and Spanish versions): Setting forth the District's support of immigrant communities and ensuring all students, including those that are undocumented, receive education in a safe and supportive environment. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**d. Approval of Superintendent's Contract Extension**

This item was pulled and was moved to the October 22 agenda.

**e. Nominations for CSBA Directors-at-Large**

Trustee Richardson self-nominated for the Director-at-Large, Hispanic. Vice President Flores stated that Joaquin Rivera, a Trustee at the Alameda County Board of Education, currently holds the office and has much support for continuing in that position.

MOTION #28 (Richardson/Lujan) to nominate Trustee Richardson for the CSBA Director-at-Large Hispanic. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**2. EDUCATIONAL SERVICES**

**a. Resolution No. 20-55 for Confirmation of Sufficient Student Textbooks/Instructional Materials**

MOTION #29 (Baker/Lujan) to adopt Resolution #20-55: To confirm and certify that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**3. HUMAN RESOURCES**

**a. Approval of a CBEST Waiver for Substitute Permit**

MOTION #30 (Lujan/Baker) to approve the CBEST Waiver for Substitute Permit for Melida Sandoval-Orozco, an employee at Alta Loma MS. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**b. Approval of Variable Term Waiver**

MOTION #31 (Lujan/Flores) to approve the Variable Term Waiver for Lauren Allard, a certificated employee at Ponderosa ES. (AYES:

Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**c. Adoption of Memorandum of Understanding (MOU) Between SSFUSD and the SSFCTA to Address Conditions Related to Reopening of the District**

MOTION #32 (Lujan/Richardson) to adopt the tentative agreement, between the SSFUSD and the SSFCTA to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic and the reopening of the District. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**d. Approval of Memorandum of Understanding (MOU) Between SSFUSD and the SSFFAE to Address Conditions Related to Reopening the District**

MOTION #33 (Baker/Lujan) to adopt the tentative Agreement, between the SSFUSD and the SSFFAE, Chapter 6178, to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic and the reopening of the District. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**4. BUSINESS SERVICES**

**a. Approval of Unaudited Actuals Report**

MOTION #34 (Richardson/Baker) to approve and authorize the submittal of the 2019-20 unaudited actual financial operating results of all District funds, to the San Mateo County Office of Education. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**b. Resolution No. 20-56 GANN limits**

Trustee Baker said the GANN limits is a relic of propositions 4 and 13 in that it restricts school districts per capita, adjusted for inflation, spending per student, to what they did in 1978. This is unfair to SSFUSD where the cost of living has exceeded the cost limitations of inflation. He said the legislature needs to resolve this.

MOTION #35 (Baker/Lujan) to adopt Resolution #20-56: Certifying the actual Gann Limit for 2019-20 and the estimated Gann Limit for 2020-

21. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None).  
Motion Carried (Unanimous)

**c. Approval of Change Order #4 to the Suarez Munoz, Inc. agreement for the SSFHS Baseball and Softball Fields Project**

Trustee Richardson asked if this was the last change order. Facilities Management Consultant Bill Savidge replied the contractor was working on the punch list today and he expected to bring the notice of completion to a future Board meeting.

Trustee Baker questioned the distance markers in the outfield. Mr. Savidge said they were left off the plans and otherwise would have been a part of the signage package. The error was surfaced by coaches. Trustee Baker asked if the price was appropriate for four signs. Mr. Savidge replied it was the best price they could get.

Trustee Richardson asked if districts can include contingencies in contracts to reduce the number of change orders. Mr. Savidge replied there are small contingencies, called an allowance for unforeseen conditions, built into each one.

MOTION #36 (Baker/Lujan) to approve change order #4 to the Suarez Munoz, Inc. agreement, in the amount of \$41,270, for the SSFHS fields project. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**d. Approval of Change Order #2 to the Agbayani Construction Corporation for the ECHS Softball Field Project**

Trustee Baker asked if there are outfield signs. Mr. Savidge replied he would check and get back to the Board on this.

MOTION #37 (Baker/Lujan) to Change Order #2 to the Agbayani Construction Corp. agreement, in the amount of \$88,443.20, for the ECHS Softball Field project. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**e. Approval of Change Order #2 to the Interstate Grading and Paving, Inc. for the Buri Buri ES Field Project**

MOTION #38 (Lujan/Richardson) to approve the deductive Change Order #2 to the Interstate Grading and Paving, Inc. agreement, in the reduced amount of -\$19,131, for the Buri Buri ES Field project.

(AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None).  
Motion Carried (Unanimous)

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

Trustee Baker requested some items be moved from the September 24 agenda. The Junipero Serra ES name change discussion will move to the November 12 meeting. Trustee Richardson would like the item moved to January to allow time for more community input.

Vice President Flores said he was retracting the cell phones for Board members item. He requested three additional items, which may be included in Board updates. They are; looking into the feasibility of hiring a grant writer; simplifying the registration form process; and starting the discussion of some students having different teachers once in-person learning begins.

Trustee Lujan asked for a discussion of healthy, functional Boards, the selection of officers, qualifications, and length of terms.

### **September 24, 2020**

- Approval of the Board Governance calendar for 2020-21
- Approval of San Mateo Co. 2019-20 CSPP preschool contract
- Information on SSFUSD and SSF PD relationship
- Resolution honoring Filipino American History Month
- Resolution #20-61: In support of Proposition 16
- Resolution #20-62: In support of Proposition 18
- Approval of CSEA COVID-19 MOU
- Resolution for California Week of the School Administrator (10/11-10/17/20)
- Adoption of 2020 – 2021 Local Continuity and Attendance Plan (LCAP)

### **September 26, 2020 – Board self-assessment workshop**

### **September 28, 2020 – Board workshop/Superintendent’s evaluation**

### **October 8, 2020 - *Community Forum***

- Mental health in the District

### **October 22, 2020**

- Teaching and learning presentation - Alta Loma MS
- EI presentation
- Discussion of healthy, functional Boards, the selection of officers, and length of terms
- Update on Safe School Plans
- Williams report for 3rd quarter ending 9/30/20
- Approval of Superintendent’s contract extension
- Approval to amend the EL Master Plan

**November 12, 2020**

- Teaching and learning presentation - Buri Buri ES
- Nutrition Services presentation
- Discussion on changing name of Junipero Serra ES
- Resolution honoring American Indian Heritage Month
- CSBA Delegate Assembly nomination(s)

**December 10, 2020**

- Resolution ratifying election
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- CSBA Annual Conference report
- Teaching and learning presentation - ECHS
- Teaching and learning presentation – SSFHS
- CTE presentation
- Approval of the 2021 Summer School programs
- Presentation and approval of First interim budget report “positive certification”
- Selection of Trustees to District sub-committees/committees (Board Policies and Bylaws, City sub-committee, and County Committee on School District Organization)

**SUMMARY OF BOARD DIRECTIVES**

1. Staff to provide summary of up-to-date Cares Act Fund expenditures.
2. For the role of Student Trustees:
  - Dr. Moore to discuss a possible Baden HS Student Trustee.
  - Mr. Irish to obtain information on JUHSD Student Advisory Council.
  - Bylaws committee to look into Student Trustee’s term of office.
3. Create separate page on District website for posting specific resolutions.
4. HR to begin the process of hiring three District health technicians.
5. Dr. Spaulding to confirm if counselors can conduct student mental health assessment through Zoom or only in-person.
6. Mr. Irish to report back on the timing for adoption of history and social studies textbooks.
7. Mr. Savidge to report back on the ECHS outfield signs.
8. Look into the feasibility of hiring a grant writer.
9. Simplifying the registration form process.
10. Starting the discussion of some students having different teachers once in-person learning begins.
11. Discuss healthy, functional Boards, the selection of officers, qualifications, and length of terms.

**GOOD AND WELFARE - None**

**ADJOURNMENT - 11:40 p.m.**