

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of August 13, 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 - 5:30 p.m.**

**A. CALL TO ORDER**

**CLOSED SESSION - 5:00 p.m.**

1. Conference with Legal Counsel - Existing Litigation pursuant to Government Code Section 54956.9, subd. (d)(1) - Name of case: USS Cal School Construction Cases.
2. Superintendent evaluation.

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

**A. ROLL CALL**

Board Members:	Mr. John Baker - Present Mr. Eddie Flores - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - 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 Trustee John Baker.
- D. **REPORTING OUT FROM CLOSED SESSION** - Nothing to report
- E. **REVIEW OF AGENDA** - No changes.
- F. **PTA COUNCIL REMARKS** – PTA Council Communications Officer, John Sanna, said an informal, informational meeting took place on Tuesday night. The discussion concerned automated membership and possible fundraising internet scams which members were cautioned to avoid. An open forum was also held for concerns parents had about the upcoming school year. Questions included knowing what each grade level is doing, how teachers are handling classes, and presentations on Zoom. He asked if this topic might be included in the September Community Forum.

**G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** - President Danny Yanow said kids only learn when they are not worried, anxious, or scared. Teachers are stressed this week. Professional development sessions were held by teachers and TOSA's and he shared that his stress dissipated when he listened to them. He thanked them for their skill, knowledge and empathetic manner in which they made their presentations. While teachers have varied digital skill levels, everyone is in the same boat and doing the best they can. Students returning to classes on Monday need to feel calm and comfortable. More questions than answers in the unknown territory have led to frustration. He recognized Assistant Superintendents Jay Spaulding and Keith Irish for trying their best. Mr. Yanow said it is bizarre to form relationships with students who appear as squares on computer screens. He acknowledged that distance learning will take time and said the best strategy is to "open our hearts and open their minds".

**California School Employees Association Chapter 197** - President Jolene Malfatti reported that CSEA has not settled on the COVID-19 MOU, but the agreement should be done by Monday. She said there is employee stress throughout the District and she is concerned that there are no postings for Health Technicians yet, especially for Alta Loma MS. She asked Dr. Spaulding to check on the progress.

**H. PERSONNEL COMMISSION** – Assistant Superintendent Spaulding reported that the next meeting will take place on August 17, 2020.

**I. ITEMS FROM BOARD**

Trustee Mina Richardson reported that County Superintendent Nancy Magee spoke on County distance learning. The County Medical Officer disagrees with the State that some elementary schools should be reopening with in-person learning.

Vice President Eddie Flores said, in light of COVID-19, the annual CSBA conference planned in Anaheim has shifted to virtual meetings. This will mean a significant savings for the District. He reported that the second on-line Zoom SSF General Plan workshop is scheduled on Monday, August 17, in Spanish, with an English translation. The meeting will focus on residents living in the downtown area.

Trustee Daina Lujan said SMCSBA hosted a call with CSBA leadership regarding their push for advocacy. In a month, SMCSBA will hold a candidate orientation for school board seats.

President Patricia Murray welcomed new and veteran teachers. She congratulated fellow Trustee Lujan since they are both running opposed in this year's election for districts A and B and will continue to serve on the Board. She also congratulated SSF Councilmember Mark Nagales who is also running unopposed in the Westborough district. She reported the first meeting of the Mayor's Commission on Racial and Social Equity, on which she serves, met on Saturday with fourteen participants. The commission members are working together for systemic change. She welcomed the public to attend the virtual meetings. President Murray said City Manager Mike Futrell sends his best thoughts to the entire school community at the start of the new school year.

**J. SUPERINTENDENT'S REPORT**

**a. Update on preparations for school reopening** - Superintendent Shawnterra Moore said District and site leaders have been working hard with Certificated and Classified staff and are excited to welcome students back to their virtual classrooms on Monday. She hosted this week's Welcome Back event, with the theme of educators being superheroes. She said Educational Services held engaging teacher trainings last week and this week on Board-approved curriculum, SeeSaw and Google platforms, and Chrome books. Consistently will be across grade spans, lessons, platforms, information, and health and hygiene practices. Families received information on their teachers, their usernames and passwords, and Gmail accounts to log into the District's portal. The Ed Tech team has created "how to" guides in both English and Spanish. Tutorial videos are being discussed. The communication process for District staff has been tightened up. Everyone is

working hard for students and staff. She is proud of the educators' commitment. Thousands of meals were provided to the community and Dr. Moore acknowledged volunteers who helped during the summer and will continue in the school year, including Colma Mayor John Goodwin, and Trustee Richardson's husband Bob Richardson and said the District could not provide the meals alone. She thanked the Board, unions, and staff for coming together. Reopening won't be perfect, but they will focus on progress.

## **K. 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.

There were no live comments at this meeting.

## **L. PRESENTATION**

### **1. EDUCATIONAL SERVICES**

#### **a. Summer School**

2020 summer school administrators presented information on the various District programs offered this year. Except for the Big Lift Inspiring Summer (BLIS), all programs were held virtually.

Dr. Karla Groth oversaw the summer programs. She said there were many challenges with the instructional programs this year and educators pivoted between traditional and distance learning models. Administrators not only rose to the occasion but exceeded expectations.

For the BLIS Program, Lindsay Summers and Luann Daniel were administrators. The program ran for 20 days with 12 students per class and two staff members. BLIS took place at two sites, Los Cerritos ES and Spruce ES. To insure everyone's health and safety the San Mateo County Pandemic Recovery Framework was used as the basis for the bubble model. Social distancing took place, students wore masks, supplies were not shared, screening and temperature checks were done, classrooms were kept separated, and hand washing and sanitizing were embedded within the daily schedule. Family and community engagement were used to communicate messages and progress reports. This year the closing ceremony was held virtually during which students received certificates for their

participation and took part in special activities to celebrate their accomplishments.

The Extended School Year (ESY) Program was led by Jonathan Berg, principal, and Seemaa Prasad, assistant principal. The program serves students from preschool through adult education. ESY services are designed to mitigate atypical regression and recoupment of IEP goals, not to introduce new skills. Over 100 staff members worked together to insure the ESY program was successful in spite of difficult circumstances. 142 students were served this year.

Math Elevate was led by Principal Daniel Lunt. The program was geared towards students entering 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade, who were nearing the math standards, get ready for their next grade and the meet standards level. This was a good opportunity to work with the distance learning instructional model prior to the start of the new school year. Seven teachers served 109 students.

The High School Summer program was led by Assistant Principal James Briano and teacher Vincent Rharmili. Eight teachers provided instruction to 266 students. Courses offered were Algebra and Geometry, Edgenuity (credit recovery), a new ELD Health program, English, and Modern World History.

Trustee John Baker thanked all the administrators during an especially challenging summer. In particular, he acknowledged the BLIS program with its constant changes. He asked Mr. Briano if there were any tips that could be applied to the wider school community or help those students without much experience with on-line work. Mr. Briano said during in-person summer school, teachers get in touch with students and deal with behavior problems directly, but with distance learning they made calls and sent emails directly to student's homes. He noted that texting was a useful resource and they had good responses from parents and students. One take away in Math concerned test integrity where questions required students to explain their reasoning, making it difficult to cheat.

President Murray thanked everyone for taking on this challenge in the summer. She observed the BLIS program and watched both closing ceremonies on two computers. She acknowledged Assistant Superintendents Jay Spaulding and Keith Irish as well as Dr. Groth. She appreciated the collaboration and the lessons to take forward.

Vice President Eddie Flores thanked each person for their team approach, their leadership, their commitment, and passion to help students during the pandemic. He acknowledged the informative and detailed BLIS website and said he also watched the closing

ceremonies. He appreciated the sensitivity to the community and the equity with Spanish speaking elements throughout.

Vice President Flores asked what unique challenges parents had with the BLIS program. Ms. Summers, the Spruce ES program manager, said they had a contact case on day two which resulted in parental concerns. Parents were not complaining but wanted assurance with health and safety protocols. BLIS staff were able to maintain strong communication with families, who saw how their children were being cared for. Ms. Daniel said they had to squelch rumors of an exposure case and the children were happy to be in school.

Vice President Flores inquired whether Mr. Berg had any recommendations in regard to school reopening plans. Mr. Berg emphasized the importance of parents as partners, especially in the SpEd program with its many models. He said it would have been hard for those students to participate without the help of parents or family members on camera with them. When parents called for tech assistance, the response was quick and help was provided on using the equipment. He said it is essential to provide technology assistance, especially to Spanish-speaking parents. It is important to get buy-in from parents who are working or don't want to admit they don't have certain skills by helping them to engage in distance learning and to provide resources on how to use technology.

Vice President Flores asked Mr. Lunt how his team assessed social media conversations regarding mitigating learning loss. Mr. Lunt said assessment is key and the Elevate program has built-in diagnostic exams to evaluate where the students are in their learning. Metrics are used to best cater to the students that need it. The three-hour classes meant the students needed to be resilient. He said engagement is more important than learning loss and teachers need to get students into the cadence of engagement. The pace of the course was asking questions, checking in, and making decisions based on that. By using the building blocks of finding out where students are in their learning, doing frequent assessments, and maintaining engagement, the lessons learned can be transferred to larger classes.

Trustee Daina Lujan gave kudos to everyone in the big effort. They worked to make certain students did not have the option to disengage and she is thankful for the programs.

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

## **L. CONSENT AGENDA**

Trustee Richardson asked for a change to Item 1b, the July 16 Board minutes. She requested the addition of a word in the following sentence on page 50. "Trustee Richardson asked about new lesson plans and said the spring (**session**) had a lot of review."

MOTION #20 (Baker/Lujan) to approve Item 1a, Minutes to the special Board Meeting, July 11, 2020; Item 1b, Minutes to the regular Board Meeting, July 16, 2020 (with the change noted above); Item 1c, Minutes to the special Board meeting, July 25, 2020; Item 2a, Consolidated Application and Reporting System Spring 2019; Item 2b, Infinite Campus contract renewal for 2020-21; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, July 1 - 31, 2020; Item 4b, Warrant Register, July 1 -31, 2020; Item 4c, Cash Receipts, July 1 - 31, 2020; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District July 2020; Item 4f, 2020-21 fundraising events; Item 4g, Professional service agreements under \$25,000. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

#### **a. Discussion of Second Fall 2020 Community Forum Topic(s)**

The Board of Trustees discussed the feasibility of and possible topics for a second Community Forum this fall, prior to the October Community Forum.

Vice President Flores said the District is hitting the ground running and he wanted to be sensitive to parents and PTA. He is reconsidering the forum and suggested an educational town hall for parental support with home teaching, connectivity, or other questions. He would like it to be more of an hour of "Check-in and Chat". President Murray asked how much it would impact staff. Dr. Moore said they would need to consider the format. If it is just a Q&A session, staff would need the questions in advance to provide answers. She asked if a facilitator would be used or whether it would just be Board members. She acknowledged that this is a way to engage the community. However, it is only one month out and while she wants to be responsive, it would be hard for her staff to take this on now. She suggested possibly eliciting feedback through principals.

Trustee Baker noted that no topics have yet been selected for the October 8 Forum and asked if a second meeting is needed. While he likes the ideas of the town hall, September might be too soon.

Trustee Richardson agreed with a later date, so people could have more time to comment on what is not working. She would like to keep it light.

Dr. Moore asked if the October 8 Community Forum would be used more for a Q&A.

Vice President Flores said he does not want to miss the opportunity to have a Community Forum. He shared that he answered questions for two hours at a Padres en Acción meeting and there is a need for clarification and answers. He wants to educate, support, and bridge.

President Murray said Dr. Moore was working with staff for the parent information. She noted Mr. Sanna said parents want information on school programs before October. The Superintendent said she would speak with Mr. Sanna and PTA Council President Juanita Flores on collaborating, what makes the most sense and timing/logistics. She will then provide the Board with possible dates for a town hall Q&A, partnering with the PTA, in September.

## **ACTION**

### **1. BUSINESS SERVICES**

#### **a. Approval to Renew the Childcare MOU with the City of SSF**

Dr. Moore said the District is working with the DEDAP and the Parks and Recreation programs. The Children's Center put out a letter to parents to assess an extended day care program at Junipero Serra ES, Skyline ES, and Buri Buri ES from 2:30 - 6:00 p.m. There are no State regulations to run the program during the school day, but they are looking for a way to support parents. Due to the virus, it would be a limited program. If there is a need for the program, due to staffing shortages, it would likely not start until September.

MOTION #21 (Lujan/Flores) to approve the renewal of the Childcare MOU with the City of South San Francisco for the 2020-21 fiscal year. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **b. Approval of Buri Buri ES Fields Project Close Out**

Trustee Richardson asked Mr. O to explain the close out process for the community and when the field will be available. Mr. O explained that the notice is filed when the project is totally completed. He said the City will help to maintain the field, starting in early September.

Although the field would be ready to use, it is not currently available due to COVID-19. Trustee Richardson noted brown spots in the field and questioned who is responsible for watering. Mr. O said District grounds people are maintaining the landscape and sprinklers are on a timer. The City is responsible for mowing and maintaining the field.

MOTION #22 (Richardson/Lujan) to approve the authorization for District staff to execute and file the Notice of Completion for the Buri Buri ES fields project. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

Vice President Flores noted that a mental health update for this meeting dropped off the list of agenda items. Dr. Moore said because of the bargaining taking place, the work on the health techs item was not done and the item would be on the September 10 agenda. Vice President Flores said he thought the item would be different from the health tech information for which he and Trustee Baker had asked. Dr. Spaulding said he was not able to get the health tech analysis in time, but it would be in the September agenda. He will review previous minutes for a mental health item.

Vice President Flores asked to have specific resolutions posted on the District website. These would be resolutions which acknowledge heritage, denounce racism, support ethnic studies, etc. via a link, the public would be able to read the resolutions. Dr. Moore said a Board consensus will determine the criteria. Trustee Lujan recommended adding an agenda item for the criteria to a future Board meeting.

Vice President Flores asked for an agenda item to examine the role of the Student Trustees. It is important to hear their voices as they serve as ambassadors. He also raised the possibility of adding a Student Trustee from Baden HS. Superintendent Moore said she and Senior Executive Assistant Nalani Allen-Cantley hold an on-boarding orientation with Student Trustees. President Murray said their roles could be discussed at a Board workshop. Trustee Bush suggested reaching out to former Student Trustees on what they saw as their role on the Board. It was agreed to add the conversation as an agenda item. Mrs. Allen-Cantley noted that if Baden HS were to also have a Student Trustee, that student, as with the other high schools would need to be elected by the student body.

### **September 10, 2020**

- Introduction of Student Trustees/ASB High School Presidents
- Presentation and approval of year end unaudited actuals
- Discussion of October 8 Community Forum topic(s)
- Discussion on the role of Student Trustees

- Discussion of criteria for posting specific resolutions on the District website
- Information on mental health and health tech analysis
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Public Hearing on Draft of 2020-21 Local Continuity and Attendance Plan
- Resolution Honoring Hispanic Heritage Month
- Resolution for Attendance Awareness Month
- Resolution in support of immigrant communities
- Approval of Superintendent's contract extension
- Nomination(s) for CSBA Directors-at-large
- Approval of Advocacy and Legislative Ad Hoc Sub-committee Board member(s)
- Approval of Children's Center MOU
- Approval of AFT MOU
- Approval of CSEA MOU
- Resolution on GANN limit

#### **September 24, 2020**

- Update on Safe School Plans
- Approval of the Board Governance calendar for 2020-21
- Discussion on changing name of Junipero Serra ES
- Information on applicable, school related ballot measures
- Information on SSFUSD and SSF PD relationship
- Adoption of 2020 – 2021 Local Continuity and Attendance Plan
- Resolution for California Week of the School Administrator (10/11-10/17/20)
- Resolution honoring Filipino American History Month
- Approval of cell phones for Board members
- Approval to amend the EL Master Plan
- Approval of District's plans for use of CARES Act funding

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

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

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

- Topic(s) TBD

#### **October 22, 2020**

- Teaching and learning presentation - Alta Loma MS
- Williams report for 3rd quarter ending 9/30/20

#### **November 12, 2020**

- Teaching and learning presentation - Buri Buri 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
- 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. Dr. Moore to work with PTA on September town hall Q&A possible dates.
2. Agendize discussion of criteria for posting resolutions on website.
3. Agendize discussion on role of Student Trustees and reach out to former Student Trustees on what they saw as their role.
4. Agendize information on mental health and health techs.

**GOOD AND WELFARE**

Vice President Flores thanked Superintendent Moore, Cabinet, and staff for the workshops this week. He participated in the Welcome Back ceremony and wished everyone a successful and safe year.

Trustee Richardson wished a welcome back to returning teachers and welcomed new teachers, who she hopes will remain in the District for many years.

Trustee Lujan welcomed everyone back and hoped the first day of school works well. She thanked everyone for their hard work and said she has faith in them.

Trustee Baker welcomed back teachers, students, and staff. He has faith everyone will pull off the new year and wished them good luck on the first day of school.

President Murray said the Welcome Back and New Teacher Academy were great. She thinks students will do well and be engaged on the first day of school. She thanked Dr. Moore, staff, and Mrs. Allen-Cantley. She wished everyone a great school year.

**ADJOURNMENT – 8:38 p.m.**