

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS  
Special Meeting - Friday, August 7, 2020**

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

This meeting will be 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.

**The Board of Trustees invites the community to participate in the meeting virtually.**

The Board meeting will be streamed live and you can view it by visiting this web page for the Board meeting streaming link:

<https://www.ssfusd.org/onlineboardmeeting>

***(The link will be active shortly before 6:00 p.m. on August 7)***

**OPEN SESSION - 6:00 p.m.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. COMMUNICATIONS**

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/boardmeetingaug7> beginning at 4:00 p.m. on Monday, August 3, until 3:00 p.m. on Friday, August 7. These comments will be read by all Board members and posted on the District website's 2020-21 Board meetings page <https://www.ssfusd.org/20202021boardmeetings> prior to the meeting.

To comment during the meeting, please use the following link:

<https://www.ssfusd.org/publiccomment>

**NOTE:** You will need to register and follow the instructions to comment during the meeting.

The meeting is recorded. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

**E. ACTION**

	<u>PAGE</u>
<b>1. EDUCATIONAL SERVICES</b>	
<p><b>a. Approval of IXL Learning Contract for the 2020-21 School Year</b></p> <p>Staff recommends the approval of the IXL web-based assessment program contract for grades K-12 in mathematics and ELA, as presented to the Board.</p>	1 - 2
<p><b>b. Approval of the Literably Contract for the 2020-21 School Year</b></p> <p>Staff recommends the approval of the Literably reading assessment contract for K-8 students, as presented to the Board.</p>	3 - 5
<p><b>c. Approval of the Nearpod Contract for the 2020-21 School Year</b></p> <p>Staff recommends the approval of the Nearpod contract for student standard aligned lessons for grades K-12, as presented to the Board.</p>	6 - 9
<b>2. HUMAN RESOURCES</b>	
<p><b>a. Approval of CTA Tentative Agreement</b></p> <p>Staff recommends the adoption of the tentative agreement between the District and the SSFCTA to address conditions related to the declared state of emergency as a result of the COVID-19 pandemic, as presented to the Board.</p>	10 - 20
<p><b>b. Approval of Revised 2020-21 Instructional Calendar</b></p> <p>Staff recommends the approval of the revised 2020-21 Instructional Calendar with new start and end dates of the school year in order to provide additional Professional Development days, as presented to the Board.</p>	21 - 22

**ADJOURNMENT**

The agenda is available for review at the District’s website: [www.ssfusd.org](http://www.ssfusd.org) (Click on *Board Meeting Agendas and Minutes*).

A recording is made of the Open Session of each meeting. Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: [ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Keith B. Irish, Assistant Superintendent, Educational Services and Categorical Programs

**DATE:** August 7, 2020

**RE:** Approval of IXL Learning for Grades K-12 in ELA and Math for the 2020-21 school year.

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**BACKGROUND:**

IXL is a web-based assessment program for grades K-12 in Mathematics and ELA. It will serve approximately 8,500 students. **IXL** (from "I excel") combines a comprehensive curriculum, the Real-Time Diagnostic, personalized guidance, and actionable analytics personalized instruction and helps students progress faster. A math and language arts practice website provides a comprehensive report on student performance.

**FISCAL IMPLICATIONS:**

The fiscal impact, \$123,250.00; will be paid using the CARES Act, the Coronavirus Relief Fund.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the IXL Learning for the 2020-2021 school year, as presented.



IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

# QUOTE

QUOTE # 946690-7  
 DATE: JULY 31, 2020

**TO:**  
 Jason Brockmeyer  
 South San Francisco Unified School District  
 398 B ST  
 S SAN FRAN, CA 94080

**COMMENTS OR SPECIAL INSTRUCTIONS**

SALESPERSON	TERMS	SUBSCRIPTION DURATION	QUOTE VALID UNTIL
Katherine Plommer		August 14, 2020 – August 14, 2021	August 31, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license (Grades K-12: 8,500 students) Subjects: Math and ELA  <i>Unlimited instructor accounts included</i>	\$123,250.00	\$123,250.00
		SUBTOTAL	\$123,250.00
		SALES TAX	--
		SHIPPING & HANDLING	--
		TOTAL DUE	\$123,250.00

**Ordering instructions**

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Keith B. Irish, Assistant Superintendent, Educational Services and Categorical Programs

**DATE:** August 7, 2020

**RE:** Approval of Literably for Grades K-8 for the 2020-21 school year.

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**BACKGROUND:**

Literably is a reading assessment for K-8 students that identifies A-Z reading levels, diagnoses skill gaps, screens students for reading difficulties, and monitors progress.

**FISCAL IMPLICATIONS:**

The fiscal impact, \$27,000.00; will be paid using the CARES Act, the Coronavirus Relief Fund.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the use of Literably Software for the 2020-21 school year, as presented.



# Price Quote

<b>Prepared By</b>	Tyler Borek	<b>Quote For</b>	South San Francisco Unified 2020-2021
<b>Phone</b>	(513) 673-6662	<b>Bill To</b>	South San Francisco Unified
<b>Email</b>	tyler@literably.com	<b>Date</b>	31-Jul-2020

Product	Quantity	Sales Price	Total Price
One-Time Implementation Fee (includes 2 webinar trainings)	1	\$4,500.00	\$4,500.00
2 mins A-G, 3 rounds, Grade K	500	\$7.50	\$3,750.00
2 mins A-G, 3 rounds, Grade 1	500	\$7.50	\$3,750.00
2 mins A-G, 3 rounds, Grade 2	500	\$7.50	\$3,750.00
2 mins A-G, 3 rounds, Grade 3	500	\$7.50	\$3,750.00
2 mins A-G, 3 rounds, Grade 4	500	\$7.50	\$3,750.00
2 mins A-G, 3 rounds, Grade 5	500	\$7.50	\$3,750.00

**Annual Software Subscription Price:** \$22,500.00

**Grand Total (adjusted for duration):** \$27,000.00

Please send purchase orders to [orders@literably.com](mailto:orders@literably.com). We will reply with an invoice referencing the PO number. If a PO is unnecessary, we will invoice for card payment. Invoices for card payment will only be sent once a sales order has been signed.

**Notes:**

- Literably's W-9 can be found at: [https://s3.amazonaws.com/literably-assets/literably\\_w9\\_latest.jpg](https://s3.amazonaws.com/literably-assets/literably_w9_latest.jpg).
- Payment terms are net-30.
- All quotes are in U.S. dollars.
- Discounts are available for prepaid multi-year contracts.
- For customers on a Northern Hemisphere calendar, all subscriptions are fixed windows ending July 31. Orders placed for the current school year between November 1 and March 1 receive a 1/3 discount and after March 1 receive a 2/3 discount. You may also order after March 1 for the following school year and immediately begin Literably use, at no extra charge. Similar policies apply to the Southern Hemisphere, with a contract end date of December 31.
- The grand total reflects any prorating for the first year of the contract, as well as the cost for future years in the case of a quote for a multi-year contract.

- Issuance of a purchase order or payment pursuant to this Quote shall indicate the customer has read and agrees to be bound by Literably's Terms of Service, available at <https://literably.com/terms>.

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Keith B. Irish, Assistant Superintendent, Educational Services and Categorical Programs

**DATE:** August 7, 2020

**RE:** Approval of Nearpod for 2020-21

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**BACKGROUND:**

Nearpod is K-12 student standard aligned lessons, an engagement platform that can be used in the classroom. Teachers can create presentations that contain quizzes, polls, videos, images, drawing boards, Web content and so on.

**FISCAL IMPLICATIONS:**

The fiscal impact, \$30,000.00; will be paid using the CARES Act, the Coronavirus Relief Fund.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the use of Nearpod for the 2020-21 school year, as presented.

# Sales Order

**Sales Order For:**  
 Jason Brockmeyer  
 SOUTH SAN FRANCISCO UNIFIED  
 398 B ST  
 S SAN FRAN, California 94080  
 UNITED STATES

**Nearpod Contact:**  
 Talia Hoffman  
 1855 Griffin Rd. Suite A-290  
 Dania Beach, FL 33004

**Service Start:** 08/10/2020    **Service End:** 08/09/2021

Description	Quantity	Total
Nearpod District License  including access to the Nearpod Lesson Library featuring thousands of ready to run lessons. *priced at 6,500 students plus 15% discount but opening up access for all 8,500 students the first year	8500 - Students	\$30,000.00
Webinar: Up to 2-hour session with a Nearpod Trainer for up to 50 participants.	4	\$0.00
	<b>Total</b>	(USD) \$30,000.00

**Terms**

This Sales Order is valid until: 08/22/2020

Service will run from 08/10/2020 until 08/09/2021, or from when customer is first provided access to the purchased service(s) for a length of time equal to the time between the Start Date and End Date, whichever is later. The agreed upon price for this timeframe is (USD) \$30,000.00.

Nearpod price quotes are confidential, unless disclosure is required by subpoena or state law.

Education List Pricing is only available for PreK-12 Education customers.

Please submit this price quote attachment with your Purchase Order.

Tax-exempt customers should include their tax-exempt number on their Purchase Order.

This Sales Order covers the Nearpod and/or Flocabulary Services described herein and is governed by the Nearpod Terms and Conditions available online at: <https://nearpod.com/terms-conditions>, the Nearpod Privacy Policy available online at: <https://nearpod.com/privacy-policy>, the Flocabulary Terms of Use available online at: <https://flocabulary.com/terms-of-use/>, and the Flocabulary Privacy Policy available online at: <https://flocabulary.com/privacy-policy/>, as applicable.

The customer is required to remit payment or provide a PO within 60 days of signing and/or accepting the Sales Order.

**By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Sales Order and any documents incorporated herein.**

\_\_\_\_\_

Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Tax Exempt #:

\_\_\_\_\_

**Purchase Orders should be addressed to:**

Nearpod, Inc  
1855 Griffin Rd. Suite A-290  
Dania Beach, FL 33004  
Email: [taliah@nearpod.com](mailto:taliah@nearpod.com)  
or

FAX: +1 305-655-1999

**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Nearpod Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**1855 Griffin Road, A-290**

6 City, state, and ZIP code  
**Dania Beach, FL 33004**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-						
or										
Employer identification number										
4	6	-	0	9	9	3	6	7	9	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ *Severine Baux* Date ▶ *01/02/2020*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

**DATE:** August 7, 2020

**RE:** Approval of Memorandum of Understanding between the South San Francisco Unified School District and the South San Francisco Federation Classroom Teachers Association to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic.

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**BACKGROUND:**

Representatives of the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association met to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic.

**FISCAL IMPLICATIONS:**

None

**STAFF RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the Tentative Agreement, between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic and the reopening of our district.

**Memorandum of Understanding  
by and between the  
South San Francisco Unified School District and  
South San Francisco Classroom Teachers Association  
for Distance Learning, Phase 1 during the COVID-19 Pandemic**

*SSFCTA and SSFUSD enter this Memorandum of Understanding regarding issues related to the COVID-19 Pandemic and the changes needed to reopen school safely for our students and staff. In preparation for the 2020-21 school year, the Parties recognize the need to address the District's teaching and learning environment and instructional model given the continuing pandemic, the SSFCTA (the Association) and SSFUSD (The District) collectively referred to as the "Parties" enter this Memorandum of Understanding ("MOU") regarding issues related to the COVID- 19 pandemic.*

*The Parties recognize that we are in a time of unprecedented change for our educational system. It is in the mutual interest of the Parties to abide by the recommendations of public health officials to prevent illness and further spread of the virus based on the best available public health data at this time, national and international best practices, and the practical realities of managing school operations.*

*The Parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions.*

*As a minimum standard, the District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), and the California Department of Education ("CDE"), and the San Mateo County Public Health department issued as of July 17, 2020. The Parties agree to meet upon demand within 5 days of a new health order to negotiate the impact and effects of any revisions or updates to those guidelines.*

**Terms of Collective Bargaining Agreement**

Unless otherwise noted below, all terms of the current CBA shall remain unchanged and in full force and effect through the duration of this MOU.

**I. General Reopening Guidelines**

The District shall begin the 2020-21 school year in Distance Learning only.

The District agrees to reopen campuses and begin in-person instruction in Phase 2 or Phase 3 (Phase 1 being Distance Learning only) only when the number of COVID-19 cases has declined for 3 consecutive weeks in San

Mateo County or the San Mateo County Public Health Officer recommends that schools reopen. The District also agrees to reopen campuses only when all applicable health and safety protocols have been implemented including signs/markings posted throughout schools, classrooms supplied with PPE for at least 1 month, proper air/ventilation ensured for all classrooms in use, furniture and plexiglass barriers in place for social distancing, and staff has been properly trained in the health and safety protocols.

The District shall provide a three-week transition period prior to transitioning from Phase 1 to Phase 2 or Phase 3 Hybrid Learning models. SSFCTA will be notified of the targeted date for reopening in the Phase 2 or Phase 3 as soon as possible.

A unit member will not be reprimanded, penalized financially, disciplined, or terminated for COVID-19 related issues, as long as the unit member has followed the prescribed district protocols to the best of their abilities.

## II. Leaves

The HR 6201/Family First Coronavirus Response Act (FFCRA) provides for qualifying leaves in addition to those leaves already provided pursuant to Federal and State statutes and the SSFUSD - SSFCTA Collective Bargaining Agreement. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met as described in the Families First Coronavirus Response Act (HR 6201/FFCRA) Employee Rights document regarding paid sick leave and expanded Family and Medical Leave under (HR 6201/FFCRA).

Unit members will not lose any accrued sick days due to COVID-19 related absences from either personal illness or illness in the unit member's immediate family, or for any mandatory quarantine by using FFCRA and other available leave. Any difference between the amount for leave provided by the FFCRA for COVID related absences and members' normal sick leave will be deducted from a unit members' accumulated sick leave.

Unit members who are absent due to COVID-19 exposure or have been diagnosed with COVID-19 will contact Human Resources immediately by email as soon as known. The District will work with unit members when they are absent from work due to any of the "qualifying reasons for leave related to COVID-19" HR 6201/ FCCRA Criteria for Leaves.

- a. The District shall permit leave provided for under HR 6201/FFCRA intermittently as permitted by the law. Unit members shall be permitted to utilize the leave set forth in HR 6201/FFCRA, Emergency Paid Sick Leave before relying upon any applicable leaves set forth in the Collective Bargaining Agreement.

The District will make every effort to have access to free COVID-19 testing for all unit members.

### III. Staff Meetings/Professional Development/Collaboration

Staff meetings/Professional Development/Collaboration – During Phase 1, the District shall not require in-person meetings, including staff meetings, department meetings, team collaboration, IEP meetings, or professional development.

All scheduled meetings between unit members and families, including conferences, Back-to-School Night, assemblies, Open House, etc. will be done remotely, either through a virtual platform such as Zoom, by phone, or email communication.

### IV. Health and Safety Protocols

Common Spaces - Physical distancing shall be maintained in common or shared spaces such as cafeterias, libraries, hallways, school offices, staff workrooms/lunchrooms, and playgrounds.

Markings will be placed in common indoor areas and outside each school's front office to allow for 6 ft. social distancing at all times.

Health and Safety protocols - If any staff member or student refuses to comply with the health and safety protocols including physical distancing, face coverings, hygiene, etc. they may not enter the campus. All unit members will sign an agreement stating they will abide by all health and safety protocols to the best of their ability. Site administrators will enforce these protocols and immediately respond to complaints of those not adhering to them, without retribution to the reporting party.

For the safety of all people on a school site, each person's temperature should be checked upon entering the site. Unit members will not be designated to take temperatures. If the temperature is found to be 100 or higher, the person having such a temperature should exit the campus. If the person is a student at the school and is unable to exit without a ride home, the person must wait for transportation in an isolation room on-site designated for people with symptoms of COVID-19. (This is important in distant learning as well, since sometimes families enter the site to pick up or drop off materials.)

For the safety of all people on a school site, each student or parent/guardian of a student shall enter the site only after they have submitted negative answers to a brief health questionnaire either verbally or in writing asking if 1) the student has any COVID-19 symptoms, 2) if the student has been given any medication in the last 24 hours to reduce a fever, or 3) if anyone in the family residence has tested positive for COVID-19. If the answer is yes to any of the questions, the student will not be allowed to enter the campus and may need a negative COVID-19 test result to re-enter campus.

All unit members will initial the same health questionnaire when signing in on-site. By initialing, they are

agreeing that the answers to the questionnaire are negative at the time of signing in. Should any of the answers be positive, the unit member will not stay on campus and shall inform the office and/or administrative staff immediately. At that point, the unit member will exit the campus and will not be allowed to return without a negative COVID-19 test or be fever free for 24 hours.

All sites will have a designated isolation room for people with COVID-19 symptoms who cannot immediately exit the campus. When occupied by a student, the student should be monitored by a person who has been trained to handle individuals with COVID-19 symptoms in an appropriate manner. The monitor should have the appropriate gear available to handle possible COVID-19 cases.

The District shall require the use of facial coverings (e.g., cloth, surgical style, scarf, face shields that extend beyond the neck and ears) for all students, staff, parents and community members at any school site or district building. The District shall provide face coverings to staff that forgot or do not have a face covering when entering campus. The District will provide one face shield to each staff member upon request. A replacement will be provided upon request.

The District shall provide instruction to staff on how and when face coverings should be worn on campus, as well as how to clean face coverings properly.

The District shall post signs outside campus entrances that face coverings are required on the premises. Unit members will not be required to wear face coverings when working alone in their own workspace or classroom, but will be required to wear face coverings in all common areas on campus or in a classroom with another person.

The District shall comply with the following hand washing logistical requirements:

- a. Every room with a sink shall be stocked with soap, hand sanitizer, and a filled paper towel dispenser.
- b. Every classroom and non-classroom work area shall be provided hand sanitizer with at least 60% alcohol content.
- c. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked / refilled as soon as possible when it is known or when a staff member notifies the front office or custodial staff that supply is running low. All sanitizers and dispensers will be checked and refilled daily.
- d. Each common work area, bathroom, and classroom with sinks will have hand washing guidelines posted by the hand washing station. A protocol for how and when hand-washing will take place either at home or at school will be given to the staff.
- e. Staff bathrooms will be equipped and refilled with an ongoing supply of disinfectant spray or

wipes and/or ultraviolet lights so as to sanitize after every use. Staff will be trained how to sanitize after usage.

f. Signs will be posted in the staff workroom asking users to disinfect commonly used equipment afterwards (i.e. copy machine, paper cutter, stapler, etc.) and wipes or spray will be available nearby.

The District will provide SSFCTA with a plan and procedure for maintaining stock of Essential Protective Equipment, distribution of supplies to unit members, the safe storage of disinfecting agents at each school site, and descriptions of how and when enhanced cleaning processes will take place. This plan shall be provided to the Association as soon as possible.

Daily cleaning and disinfecting – The District shall ensure that all classrooms, common spaces, restrooms, hallways, and workspaces are cleaned and disinfected daily according to the District COVID-enhanced cleaning schedule daily, including but not limited to: desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. Unit members requesting a room to be sanitized and cleaned, will indicate that the room/space needs to be cleaned with a visual sign.

a. Cleaning supplies shall be provided to each classroom, including but not limited to disinfecting wipes or spray.

b. All hard floors shall be mopped and all carpets vacuumed daily in any room that has been used by staff or students which indicates that the room(s) needs to be cleaned.

For each non-classroom work area, common space, and classroom, a visual form indicating the space needs to be cleaned will be visible and a sign will be posted after the space has been sanitized and cleaned. Unit members will notify the principal if areas are not sanitized and cleaned. Upon notification, a site administrator will take appropriate steps to have the area in question cleaned to minimize interruption to schedules. If a classroom is the area in question, the teacher will wait outside, observing social distancing protocols, until appropriate measures are taken.

HVAC – The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum capacity that an individual HVAC unit can handle without damage.

a. HVAC filters shall be maintained and HVAC reports available to each site's SSFCTA site representative.

b. All rooms in use containing a door with no doorstop will be provided at least a wedge door stop if not a doorstop kickstand.

c. Unit members who work from a room without access to fresh air will be provided an alternative workspace.

**V. Compensation and Benefits**

Pay/Benefits – Unit members shall continue to receive their contractual compensation and benefits. If extracurricular duties can still occur remotely, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.

In the event that any District facilities and operation are again curtailed due to the coronavirus pandemic, unit members will not suffer any loss of pay or benefits relative to their regular work schedules for the period of the closure.

Unit members shall receive compensation for additional work related to preparing for instruction in Distant Learning. This one time compensation of \$600 will be payable upon completion of such additional by unit members beyond their contracted day to input learning information into assigned Learning Management Systems (LMS) for the implementation of instruction indicated in paragraph two of Expectations for Remote Learning for the 2020-21 academic year. Compensation shall be paid no later than October 2020 paycheck.

Unit members retain the right to submit timecards for additional work upon approval of site administrator and/or District beyond the contracted work day.

**VI. Access to the Worksite During Distance Learning**

Unit members are not required to report to their sites during Phase 1 - Distance Learning. Unit members in Distance Learning may access their classrooms and work from their classroom/office or assigned safe workspace.

**VII. Materials and Technology**

Teaching supplies, materials, and equipment that are normally provided by the District (including all technology related needs) for the effective delivery of online lessons to students during Distance Learning shall be provided by the District. District and site administration will assure appropriate manipulatives are available for instruction and learning.

The District shall be responsible for resolving teacher and family technology issues as needed.

**VIII. Expectations for Remote Learning**

Unit members shall be responsible for: daily attendance; planning instruction; live engagement between the teacher and student for the purpose of instruction and interaction; responding to parents and students

in a timely manner supporting diverse learners; building rapport and connections with students; regularly monitoring student work completion; monitoring participation; post assignments and approximate time to complete each assignment; providing students feedback; and reporting non-participation to the site administrator for additional outreach and follow up.

Unit members shall develop and post a syllabus, class expectations and other relevant information including office hours, meeting links, accessing the teacher's Distance Learning platform (K-2 - Seesaw, 3-12 - Google Classroom), contact information, grading policy and assignments.

The District will support unit members with disciplinary situations during Distance Learning.

Distance Learning Work Hours - During Distance Learning, or Phase 1 of the SSFUSD reopening plan, the certificated staff work day will be defined as a 7 hour day beginning no earlier than 8:30 a.m. and ending no later than 3:30 p.m. This 7 hour time frame will include a 1 hour duty free lunch. All synchronous learning done remotely shall be completed by 3:30 p.m. Any time a unit member is requested by the District to work outside these times will be considered working outside the contract hours and the unit member will be paid the hourly rate for all time beyond the unit member's contracted work day not stated in Article 8.

The District will collect a signed form from parents/guardians and students agreeing that no videos or pictures of any staff or student be used, copied, or altered in a manner other than it was intended for, nor will it be publicized or published on any device, hard copy, or social media, to protect the privacy of students and staff.

At the elementary level, staff will only need to report grades for the essential standards being taught each trimester.

The District's regular grading policy (prior to March 16, 2020) shall be used for all report cards.

The District will have student email accounts operational on the first student day.

Distance Learning class sizes shall be the same as in Article 12 of the District/Association Agreement (CBA).

The District shall outline expectations for students and parents regarding participation in Distance Learning. Such expectations shall be emailed to both students and parents.

**IX. District Provided Childcare for Staff**

The District and SSFCTA acknowledge the impact of these extraordinary circumstances caused by the Covid-19 pandemic. The District will look into affordable childcare for unit members. If childcare is unavailable, the District will allow unit members who are unable to acquire child care for their own children, to bring their own children to their work site based on the following:

1. Unit member must sign a liability agreement/waiver if they bring their children on campus.
2. Any children must be the unit member's dependent
3. Any children that come on campus must go through same protocol/screening as a unit member coming on campus
4. Any children must be under the direct supervision of the unit members at all times and limited to the work space of the unit member.
5. Presence of children in the unit member's space cannot create distraction from required work.

**X. Evaluation**

Temporary and Probationary unit members will be evaluated consistent with Article 13 of the CBA. Permanent unit members that received an unsatisfactory or needs improvement evaluation on their most recent evaluation will also be evaluated consistent with Article 13 of the collective bargaining agreement. Permanent unit members whose evaluation was not completed during the 2019-20 school year shall be evaluated consistent with Article 13 of the CBA. The evaluation timeline shall be extended and the initial conference deadline will be November 2, 2020.

Permanent unit members who received a satisfactory rating on their last evaluation shall not be evaluated for the 2020-2021 school year.

**XI. Special Education**

Special Education Case Managers shall follow all IDEA timelines and regulations as required by law. All testing and IEP meetings shall be conducted remotely.

Additional language may be considered based on the upcoming meeting with the Special Education District Director and special education unit members.

**XII. Calendar and Professional Development Days**

The parties agree to move all professional development days agreed to in the 2020-2021 calendar to the beginning of the school year to allow for staff training and preparation for Phase 1, Distant Learning. The Parties agree that the District will provide professional development on August 10, 11, 12, and 13, 2020. Unit members

will have August 14, 2020 to prepare for the first day of distance learning instruction to begin on August 17, 2020. August 10, 2020 will be a voluntary Professional Development Day and unit members will be paid at their per diem rate for attendance. The last working day for unit members will be June 1, 2021.

If the parties agree to add additional days to the unit member work year, salary schedules shall be adjusted accordingly.

- a. Professional Development days will be used to train staff for the preparation of distance teaching, learning, and planning. Cleaning and hygiene protocols training will also take place. The schedule of the days will be from 8:30 am to 3:30 pm with a one hour break for lunch.
- b. Optional training on specific topics shall be offered on a variety of levels, shall be part of a menu of options, and will be self-selected by the member, on an as needed basis. Unit members may request training for any district proposed program that the member must use for instruction, but does not feel trained enough to use.
- c. Unit members who teach professional development sessions will be compensated at the hourly rate and allowed two (2) additional hours of paid prep time per training.

**XIII. Substitute Coverage**

Distance learning - In the event that a teacher is absent and/or no substitute is available to monitor a class during live instructional time, other certificated staff (e.g. TOSA, reading specialists, administrator, etc.) will be used to provide instruction of the teacher's lesson plan remotely.

Substitutes will be held to the same screening measures and health protocols as all regular employees and will be provided the same training in these measures as all regular employees.

**XIV Miscellaneous**


*Due to the evolving nature of the COVID-19 pandemic, the Association reserves the right to negotiate any impacts and effects related to changes that may affect health and safety issues as well as working conditions set forth in this MOU as needed. The District and Association shall meet and negotiate working conditions related to Phases 2 and 3. The parties shall commence such negotiations by September 7, 2020<sup>th</sup>.*

*This MOU is subject to Article 6, Grievance Procedure of the District and Association Agreement (the CBA), and shall expire in full without precedent on June 30, 2021 (or at the conclusion of the COVID-19 crisis, whichever is later,) unless reduced or extended by mutual written agreement of the Parties. The Parties will meet and negotiate upon request to either Party if a need arises.*

The Parties have tentatively agreed to the provisions in the MOU, to become effective upon ratification by the Governing Board of the SSFUSD and the SSFCTA membership.

Signatures/  
Date

DocuSigned by:	SSFCTA	
<i>Danny Yanow</i>		7/24/2020
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DocuSigned by:		
<i>Heather Burns</i>		7/24/2020
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DocuSigned by:		
<b>LAURIE DOLLY</b>		7/24/2020
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DocuSigned by:		
<i>Shari Giusti</i>		7/24/2020
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	SSFUSD	
		<i>7/24/2020</i>
DocuSigned by:		7/24/2020
<i>Kyle Killen</i>		
DocuSigned by:		
<i>Charity Willing</i>		7/24/2020
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**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

**DATE:** August 7, 2020

**RE:** Approval of Revised Instructional Calendar for 2020-21

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**BACKGROUND:**

Representatives of the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association met to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic. To provide additional professional development days for beginning of the school year, we've rearranged the start and end dates of the school year.

**FISCAL IMPLICATIONS:**

None

**STAFF RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the revised 2020-21 instructional calendar as presented.

## South San Francisco Unified School District 2020-21 School Year

	Mon	Tue	Wed	Thur	Fri
JULY			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	Mon	Tue	Wed	Thur	Fri
JAN.					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

AUG.	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

FEB.	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

SEPT.		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

MAR.	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

OCT.				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

APR.				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

NOV.	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

MAY	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

DEC.		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

JUNE		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

19  
18  
11  
21  
22  
19  
17  
13  
84  
96

All unit employees report – Aug. 11, 2020

First day of instruction – Aug. 17, 2020

Fall semester ends – Dec. 17, 2020

Last day of instruction – May 28, 2021

Spring semester ends

**KEY:**  = School Holidays     = Holidays     = Teacher Workday (Non-Student Day)     = Staff Dev Day (Non-Student Day)

### Student Minimum Days

**Grades K-5**

Conference Weeks to be determined

12/17/2020

5/27/2021 - 5/28/2021

**Grades 6-8**

Conference Week to be determined

12/17/2020

5/27/2021 - 5/28/2021

**Grades 9-12**

12/15/2020 - 12/17/2020

5/26/2021 - 5/28/2021