

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of May 14, 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 welcomed everyone to the meeting. 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 - 6:30 p.m.**

**A. CALL TO ORDER**

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

1. Conference with Labor Negotiators  
Agency Designated Representative: District Assistant Superintendent for HR/Student Services  
Employee Organization: SSFCTA
2. To consider the appointment of one (1) public employee to the position of Director of Student Performance, Program Evaluation and Instructional Interventions in accordance with California Government Code Section 54956.

**RECONVENE INTO OPEN SESSION - 7:12 p.m.**

**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. Amanda Yoa, Student Board Member - Excused
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**

MOTION #447 (Lujan/Flores) to approve the appointment of Dr. Marianne Hew to the position of Director of Student Performance, Program Evaluation and Instructional Interventions. Motion Carried. (Unanimous)

**E. REVIEW OF AGENDA** – No changes.

**F. RECOGNITION AWARDS** – Superintendent Shawnterra Moore reported that each school's volunteers are being publicly recognized and certificates of appreciation will be sent to the sites for Principals to provide to them. Ponderosa Elementary School volunteers are Felisha Abrego, Mark Cox, Darin Keith, Nicole Longa, Todd Rael, and Rosanna Sanford.

**G. PTA COUNCIL REMARKS** - PTA Council Communications Officer, John Sanna, provided some follow-up information from last Tuesday night's meeting. Next year, due to the virus, some funds could be lost to the school sites. He noted that last year, the \$180K in funds PTA provided is in jeopardy this year. This will need to be addressed and administrators are aware of the potential \$180K - \$200K shortfall. To provide these funds, PTAs need to fundraise twice as much as usual. He said the PTA wants to assist in getting the right message out regarding the reopening of each site when the time comes.

Vice President Eddie Flores asked if it is possible for Mr. Sanna or PTA President Juanita Flores to not schedule the PTA site meetings on Board meeting nights. Mr. Sanna said the high school meetings are normally held on Tuesday, middle schools on Wednesday, and elementary schools on Thursday, which are the largest number of sites and largest funding point. They will try to work out something depending on the units and principals. Vice President Flores suggested having a PTA representative at Board meetings so they can hear updates directly and PTA parents who would also be able to join the Board meetings.

**H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** - President Danny

Yanow read a letter from high school teachers Messrs. Thomas Blochberger and Paul Petterson. They said that during the April 28 meeting, the Board decision on grading ignored CTA and teacher input, which favored a hybrid system. The meeting topics were mostly on the topic of equity, but Board members were not elected to be socio-political activists. The Board was elected to support and help make possible the ideas, practices, and policies of the faculty, staff, and administration to provide the best education for students. The Board should keep in mind that most of them are not education professionals. The policy lowers the grades of some students and falsely raises grades for others. The Board created the problem with student motivation for students who say they didn't deserve their letter grade because their family has a computer. Other students will not deal with adversity since they will receive entitlements. They asked the Board to focus on supporting faculty and administration to provide a quality education. Academic empowerment will achieve true equity.

Mr. Yanow stated that he agreed with some parts of the letter. The problems of inequity won't be solved when the crisis is over. The pandemic has exacerbated inequities. Things must be fixed now. Title 1 schools are in need more than ever. District administration should ask the teachers to work with the principals to determine how to organize the schools and devise a plan. He told the Board to not allow a one size fits all formula to determine class size and teacher to student ratios. True equity is expensive. Nobody knows what next year will look like. Any change in working conditions will need to be negotiated with CTA. The union will demand safety first for students and all staff and they won't jeopardize their health to do their jobs.

Trustee Mina Richardson commented that in a CSBA webinar, it was confirmed that the correct time for comments is 450 words, not characters. Trustee Baker said the Board has gotten longer comments than that today.

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

- I. PERSONNEL COMMISSION** - Assistant Superintendent Spaulding reported that the next Commission meeting will take place virtually on May 18, 2020.

- J. ITEMS FROM THE BOARD**

Trustee Baker reported that the County emergency meetings are taking place three times a week. As of yesterday, there were 1,536 confirmed cases of COVID-19 in San Mateo County. The County is working on stage 2, the opening of curbside businesses. Beginning on Monday, the former Serramonte HS will be a testing site in Daly City. Information is available on the Project Baseline website. He noted that the 211 line in San Mateo County is staffed by trained professionals who provide information about COVID-19.

Vice President Flores said CSBA webinars are being held for Board members. Recent topics included open Board meetings during COVID-19 and SpEd in

extraordinary times. He confirmed that the SSFUSD open meeting format is legally acceptable and hits all marks, including comments and public participation. He will be attending a Zoom CSBA delegate assembly meeting on Saturday and will participate in a breakout session concerning how other districts are handling issues during the pandemic. He will provide information to his colleagues. SMCSBA continues to hold webinars for Board members with updates focused on re-opening and the impact on education. Vice President Flores reported that he and President Murray, as members of the City's 2040 General Plan Committee, participated in a webinar where the conversation concerned virtual meetings on the upcoming timeline and continuing to capture public input from various neighborhoods. President Murray noted that more information on this plan is available on the City's website.

Trustee Richardson reported that, as of the end of April, the SSF 2020 Census participation rate is at 66%, which is better than the State's rate of 56%. Some other County cities are doing better. She said CSBA meetings can be viewed later if someone cannot see the live version.

## **K. SUPERINTENDENT'S REPORT**

- a. Recognition for outgoing Student Trustee Yoa** - Superintendent Moore said that due to COVID-19, the Board did not have enough time with Ms. Yoa during the meetings. But they did appreciate hearing her ECHS updates. A certificate of appreciation for her contributions to Board meetings is being sent to her.
- b. PTA Council update** - Dr. Moore reported that she attended the virtual PTA meeting. She thanked PTA for their support of the schools, students, and staff. The District has a great PTA Council and the units have great parent participation. One of the meeting conversations dealt with other ways to build community and engage people.
- c. Parent check-in and chat** - the Superintendent shared that she held this virtual meeting on Tuesday. Most questions centered on grading and anticipating the fall semester. Safety is the primary concern for all individuals coming onto SSFUSD campuses. The District is considering the likelihood of physical distancing continuing and other changes as they work with local health officers. They are also working on gathering information, which is rapidly evolving. The SMCOE is working on a framework for a plan and the District will keep the Board and community informed. A Spanish language session is planned for next Tuesday. She recognized and thanked all parent panelists, including Trustee Daina Lujan.
- d. End of year schedule** - Dr. Moore confirmed that the last day of instruction is May 22, when students will be turning in all their assignments. Staff will continue to work in preparing for the 2020-21 school year.
  - ASB Reports

- Kristie Poon, ASB President, South San Francisco High School, provided the following report, which was read by Superintendent Moore.

“Good evening President Murray, Superintendent Moore, trustees, members of the cabinet, and community, my name is Kristie and I serve as South San Francisco’s ASB President for the 2019-2020 school year. I will do my best to give a report on South San Francisco High School today.

After communicating with Administration, the following information was presented to me.

SSFHS has arranged book returns based on time, date and last name. Books required or wanted to further studies in Advance Placement courses can be returned another date.

A Senior Award's night live broadcast will be happening to recognize the graduating class of 2020 for all their hard work. It will be on May 12, 2020 at 7PM on the South City Video Art YouTube Channel.

Grad nite has been cancelled and full refunds have been issue to the parents and students who have emailed the required information.

As for ASB,

Prom refunds are being made by Mr. Toval. He will be mailing the checks. No information is required.

Throughout the end of April continuing into the beginning of May, our ASB has made Instagram recognition posts for all Seniors who fill out a Google Form. They are customizable and include college, gap years, military or any other future decisions that they have made. The posts also include sports and/or area of study.

We have finished our virtual spirit week through Instagram. Many people participated and the days were as follows:

- Sun day Sun Day
- Movie/Music Monday
- Tik Tok Tuesday
- Whatcha Wearin' Wednesday
- Throwback Thursday
- Fry it Up Friday
- Selfie Saturday

In addition to the spirit week, we have also sent out a Google Form for Teacher's Appreciation Week. Similar to the senior posts, these posts highlight the teachers! They include pictures, favorite memories and reasons why we appreciate them.

That concludes my report! Thank you for everything that you've done for me this past year. I hope we will cross paths again in the future.”

- Amanda Yoa, ASB President, El Camino High School, provided the following report, which was read by Superintendent Moore.

“We are extremely proud of our teachers, support staff, and families in working together during this unprecedented time to support the learning and well-being of our students. We recently recognized our staff members on our Instagram page (@echs\_colts) for 'Recognition Week.'

We also appreciate the volunteers and feedback from various parents and community members that have helped to support El Camino in a variety of ways - from distributing meals for students to working collaboratively to find creative ways to honor the Class of 2020. Admin will be working with the Class of 2020 parent committee to honor grads throughout this month. More information will come regarding cap and gown distribution and any details/preparations for a graduation ceremony.

One way we will be honoring the Class of 2020 is by providing them a lawn sign to display at their homes that have the school logo and state: "Congratulations Class of 2020". These should be available for distribution during the third week of May - more information to come.

Yearbook distribution is planned for the week of 5/26-5/29. More information will come regarding the specific protocol students will need to follow. Students were also emailed a Google Form to complete if they would like to sign another student's yearbook. Yearbooks can still be purchased online with the link that our Principal, Mr. Lunt, has sent out.

We are excited to present our Senior Awards show - a video presentation that will honor the Senior recipients of scholarships, awards, and other important achievements. Congratulations to our Valedictorian Eric Payson and our Salutatorian Amanda Velasco.

AP students have taken or are about to take a variety of AP exams. Our teachers have been very helpful towards their students to help prepare for their exams.

I would like to give a shout out to COLTure TV and the students who manage our ECHS Instagram account who continue to provide weekly news, celebrations, and opportunities to celebrate and connect with one another. If you would like to watch our weekly video announcements, go to COLTure TV on YouTube.”

President Murray thanked Ms. Poon and Yoa and said they made something out of their senior year. Vice President Flores congratulated them on being accepted to universities and noted that Ms. Poon was the SSFHS salutatorian.

President Murray thanked Dr. Moore and Trustee Lujan, who participated in the chat and said if she was a parent, she would have appreciated the information.

## **L. COMMUNICATIONS**

Public comments were submitted in advance of the meeting. They were read by Board Clerk Baker and Vice President Flores.

Erin Perusse, an ECHS teacher, commented on reconsidering the grade policy. “The policy under consideration does not acknowledge the effort from both teachers and students. If this had been the policy from the beginning it might achieve the equity meant by the Board; however, at such a late stage after a different policy was given in March, achieves the opposite.”

Luna Fadlallah, a student, commented on the grading policy. “... people said that if we did no work, our grades will remain the same and that work wasn’t mandatory, but if you did do your work it was to improve your grades from the 3rd quarter to benefit your semester grade. I worked hard to bring up some of my grades that were not A’s, but now I am hearing that all my work would basically be for nothing and that is not fair at all.” “I think that for the grades that were improved, they should be out semester grades because we put so much effort in.”

Johnny Gonzalez, a high school parent, commented on letter grades being changed to credit/no credit. “What message are you sending to kids who work hard to earn good grades by just defaulting to a credit mark? It is beyond disappointing that this is allowed and kids do not get to see the benefits of all the hours they’ve invested academically. The ones benefiting are those who do the very minimum and get the same benefits as those who try so hard. How is this fair?”

Mia Jariya, a student, commented on grades. “We were informed that our (third) quarter grades will remain the same or go up...and now we are told that if we did not do all of the work during distance learning, we won’t receive credit for the class. This is completely unfair and stressful, especially for students, like me, who are working almost full time to help my family out financially and who did not have the time to do all of the assignments given. Reconsider!”

Denise M. commented on Zoom classes. “Kids are now isolated and schooling now falls on the parents. It’s disheartening you are considering reducing instruction because you feel that the amount of schoolwork is the main source of stress. The stress is because kids learn better from teachers than from parents. Where are the teachers? We need DAILY Zoom meetings.” “Kids need to have the daily interaction with their teachers and classmates.”

Vanessa Krisslen Balancio, an ECHS sophomore, asked if students that took honors and AP classes this semester, would they get a GPA boost.

Amanda Anies, a student, commented on the grading policy. "I do not like the grading policy suggested. I worked hard during distant learning to get grades up and continue learning. Teachers worked so HARD from home to provide assignments so we can LEARN. By doing this you are grouping the A, B, & C students together with the D & F students, which will affect students' FUTURES for college because they'll not be able to tell the difference between the hardworking students and ones who JUST want to pass."

Nathaniel Macapagal comments on the grading policy. A counselor told him student grades would not drop. "But when the year is about to end they change it???? How is that fair to the students that were told that their grades couldn't be lowered??"

Skyler Doyle-Ortega commented on the grading policy. "I believe that students should get the grades they deserve which... they worked hard for. Passing everyone and doing just credit weakens our progress and erases all of the hard work we've done. It also erases all of the hard work teachers have done to help the ones who actually want to succeed."

Devin Bobias commented on the grading policy. "The class of 2021 and 2022 has the most important grades for colleges. When setting the grading to Pass/Fail you limit the chances of those of worked hard to try to achieve their goals...through the Distance Learning process. Those who don't have tech access can appeal to the school board or test to prove they have the knowledge so they do not have to take the course again. Don't let the hard work go to waste."

Lisa commented on credit/no credit, saying it will be a lot harder for students to get into college. "AP students have been putting in hard work all year round and don't deserve to get their grades thrown away when working towards extra credit. We've been basing grades off 3rd quarter...and there have been no problems. Just because other counties are doing credit/no credit doesn't mean we should too."

Sabrina Olvera, student, said students..."should work hard for our grade "

Michele Bruemer, a parent, commented on the grading policy. "I have heard that there's a possibility of students getting a pass or no pass for this semester. My daughter has worked hard all year...and continues to do distance learning. To receive a pass no pass would be a disservice to her and other students, especially as these junior year grades are vital for college placement and acceptance." "I'm asking for letter grades."

Carla Nicole Pangan, an ECHS student, commented on 2<sup>nd</sup> semester grades. "This would be unfair to those students who worked hard and ...hoped that they would be able to improve their grades as they were informed by the school." "We still tried and finished a lot of work just to be given a "credit" grade, I think we deserve more than that."

Veronica Beltran, a student, commented on the 3<sup>rd</sup> quarter grading period. "The

incomplete/complete credit system is unfair to people who are taking this opportunity trying to get a good grade. This is just simply outrageous and unfair. The school board is not taking students opinions into consideration.”

Rita Lo, an ECHS parent, commented on the semester grade for her 10<sup>th</sup> and 12<sup>th</sup> grade children. “Please reconsider...for keeping letter grades as these high schoolers have continued to work hard...to earn their grades on their own. We as parents disagree with credit/no credit grades.”

Shay Jariya, a parent, commented on the grading policy. “Our kids have had a lot taken away from them and doing credit/incomplete is just another thing! The kids work so hard all year to get good grades should get their accolades for doing well. I do want my kid to see her grades when the school year is over-this benefits the kids that slack off all year, not the hard working student.”

Ashley Pun, an ECHS student, said “Since I have app A’s, I don’t think it’s fair to just give me a pass or fail grade.”

Melissa, a parent, commented on the grading policy. “I urge the board to reconsider their new grading policy. You are doing a disservice to ALL students by disregarding their hard work.” “...your decision shows that hard work does NOT pay off.” “Your concern about so called equity disregards students who are working hard. Is it equity for all or just those who are failing?”

Julius Lee comments on the grading policy. “Giving credit and incomplete to our students is just wrong. All the hard work that students did before Distance Learning would be a waste. This will also impact students who have been bouncing back to get a better GPA average. Some school districts freezes the student grades at the point when Distance Learning started and any work that was done afterwards would be counted towards the grades. This may not be perfect but would be more fair.”

An anonymous high school student commented on the grading policy. “The new grading system doesn’t make sense because if you weren’t trying to raise your grade in the first place, it’s not very likely that you’d try now. While it’s helpful for students to be able to raise their grade to pass their class, that is what the old grading system would’ve done, while helping students keep the grades that they worked hard for. It seems like you don’t care about students’ and teachers’ thoughts on things that affect them.”

Gianna commented on the grading policy. “I believe this is a fair accommodation for people struggling with the pandemic. But, people who worked hard for a high GPA won’t get to see those results like they should.”

Renee C., a parent, commented on the grading policy. “I am completely disappointed in the final grading system...” “For eight weeks my child has showed up to every check in and turned in every assignment on time. And some teachers put in no effort. To be told one thing when this started and get the hopes up of a 6th grader who wanted to finish strong and achieve honor roll only to be let down is

a complete slap in mine and his face. What does this teach kids?"

Tess, a Buri Buri ES and Alta Loma MS parent, commented on the grading policy. "My 6th grader has worked so hard...to get back on the honor roll and for him to just get passed and have Q3 grades is such a disappointment..." "He said to me "I guess hard work doesn't pay off." "My two Buri kids have been so swamped with work and projects ...and have worked so hard to keep up. It's a total smack in the face to these kids and the parents."

Jennifer, a parent, commented on grading and teacher attendance. "My child has been working extremely hard during distance learning. I have had to become the teacher because a lot of times teachers were not teaching and just posting assignments. I understand this circumstance has been extremely difficult for everyone but when my child is expected to turn in assignments but teachers do have to show up for classes it's frustrating and now to say they will not get a letter grade is infuriating."

Rachael Perez, an ECHS sophomore, commented on the grading policy. "I believe that students should have the opportunity to choose their letter grade or a complete/incomplete mark to appear on their transcript." "Having no distinction between an A or a D completely ruins the outcome of our students' perseverance and determination. I understand the decision, but what about what we deserve?"

Nelson Mak, a parent, commented on the grading policy. "I think it is unfair to my two kids that work so hard to have a grade point average of 3.8 and above to see them get a pass or no pass." "They were super sad and said why are they working so hard. This decision will affect my kids in the future."

An elementary school parent commented on inconsistencies in class materials. "My child goes to a high performing elementary school. During this pandemic, it has really showed the inconsistencies in that school! Teachers are not using the same math material even within grade level! It is really difficult to get help from other parents, when our children are not even learning the same thing! What will you be doing next year to help families academically?"

Brandi Magnet commented on health office staffing. "It has been many years, in my opinion, that our health needs at our schools have been at a very low priority for some time. School secretaries and administration assistants have been stepping up to the role of nurse each and EVERY DAY. I know personally they deal with all types of medical issues and chronic diseases with little or no training and NO compensation. The students suffer as do the staff. THIS MUST CHANGE! No excuses!"

Nikaella Mariano, an ECHS student, commented on the grading policy. "Narrowing the A-D grading spectrum to an "All or Nothing" basis tapers the effort students have put in, and will negatively affect student motivation thereon if they see that grades no longer "matter." Students should get the grade that they deserve, one that shows true adaptability to situations like this."

Superintendent Moore said a letter was sent which articulated the intent to never penalize students, but they would all have the same access and opportunity to thrive. In the COVID-19 situation, no one knows all the impacts students are dealing with. The intent was to make a decision to support all students. She recognized that some parents are unhappy with the Board's decision, but they did receive some positive comments also. President Murray said she received many emails saying the Board did not put thought into their decision, but the Board did research and discussed it. Vice President Flores noted that this was not an agenda item and should not be discussed.

**M. PRESENTATIONS** – have been postponed for the time being.

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

**N. CONSENT AGENDA**

Vice President Flores asked to pull Items 1b and 2b for discussion.

Trustee Richardson asked to pull Item 1a.

MOTION #448 (Lujan/Baker) to approve ~~Item 1a, Minutes to the regular Board Meeting, April 14, 2020; Item 1b, 2020-21 Board meeting calendar; Item 2a, 2020 proposed graduates; Item 2b, 2020-21 CIF representatives; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Gifts to the District, April 2020; Item 4b, Professional service agreements under \$25,000.~~ (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

For Item 1b, Vice President Flores noted two corrections on the 2020-21 Board meeting calendar. The October 10 meeting is actually taking place on October 8 and the December 12 meeting is being held on December 10. For Item 2b, he noted that the CIF representatives form will need a signature.

MOTION #449 (Baker/Lujan) to approve Item 1b, 2020-21 Board meeting calendar; Item 2b, 2020-21 CIF representatives. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

Trustee Richardson said she would abstain from voting on Item 1a as she was not finished reading the minutes.

MOTION #450 (Lujan/Baker) to approve Item 1a, Minutes to the regular Board Meeting, April 14, 2020. (AYES: Baker, Flores, Lujan, Murray; NOES: None; ABSTAIN: Richardson). Motion Carried on 4-1 vote.

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

#### **a. COVID-19 and Distance Learning Updates**

Superintendent Moore and Cabinet members shared the following information on distance learning and COVID-19.

##### **Main SSFUSD Priorities**

- Keeping the needs of our students, staff, and families at the center of our work and navigating it all through the lens of equity and access
- Navigating this unprecedented situation with compassion, empathy, and care for all involved
- Maintaining essential services for our students and community
- Maintaining positive and productive relationships with our union leaders and staff
- Strengthening our at home learning efforts and seeking consistency and support for staff and families
- Being intentional and methodical in making decisions that will impact students

##### **Human Resources and Student Services**

Dr. Spaulding presented the following information.

##### **MOU Update**

- The Board directed the District to move forward in negotiations with CTA MOU regarding the credit/incomplete grading policy.

##### **Educational Services**

Assistant Superintendent Keith Irish reviewed the following information.

##### **Incomplete grade**

- If a student earns an “Incomplete,” the student will have six (6) weeks to complete assignments once school resumes to earn a mark of “Credit” in that class.
- If a student has multiple incompletes, they can appeal to the site leader for additional time.

Trustee Lujan referenced the public comments concerning the grade a student had when shelter in place started. Some comments stated that if the student didn't finish the work, they would receive a lower grade. Mr. Irish replied it is a misconception and students cannot lower their grades in the 4<sup>th</sup> quarter.

##### **End of year**

- Last Day of classes for students - May 22, 2020

- No finals for students
- Culminating activity/wrap-up for students
  - This is a cathartic experience.

He reviewed the 2020 Summer School Programs. All programs, with the exception of Big Lift Inspiring Summer will be conducted virtually. This year, the enrichment for middle and high school math and STEAM, which is a hands-on program, will not be offered.

### **Meal Distribution and Facilities Updates**

Assistant Superintendent Ted O reviewed the following information.

#### Students served and meals distributed

- For the period of April 6 through May 6 - 44,298 meals have been distributed.
- From March 16 (the start of shelter in place) through May 6 - 75,910 meals have been distributed.

Trustee Richardson asked how parents can sign their children up for summer school. Mr. Irish said the programs are by invitation only and students must meet certain criteria.

Vice President Flores praised Mr. O, Director Fran Debost, volunteers and staff for doing an amazing job with the meal distribution. He gave a shout out on the flyer which provided the public with information on picking up the meals. He appreciated the change with not asking for names and the “no touch” method of distribution. He asked Mr. O if he foresees the distribution in the summer. Mr. O replied that the District’s waiver continues through June 30 and will be extended with more information. Vice President Flores inquired if there will be a conflict in timing with this program and the Seamless Summer meals distribution which also takes place at Spruce ES. Mr. Irish said that he, Mr. O, and Ms. Debost will be staggering the distribution times or may use an alternate location.

Vice President Flores gave Mr. Irish kudos for the summer school table and schedules and evaluating transitioning classes from virtual to in-person.

Trustee Baker acknowledged the numbers of meals being distributed, which are increasing. He appreciates how the lines move quickly and volunteers are happy to be helping. He commented on the incomplete grade, saying he respects teachers and politely disagrees with some comments. The Board did listen to the education professionals and focused on student well-being. Grades are not who students are and colleges understand the circumstances. Trustee Baker stated that the issue is equality vs. equity and not everyone is starting at the same place. The Board made the best decision under the circumstances.

Vice President Flores agreed that there is misinformation, in the community, regarding grades. He would like to motivate parents to research colleges and inform themselves. There is miscommunication happening. He supports Trustee Baker's comments.

**b. Discussion of Board Minutes Format**

The Board discussed the format of the Board meeting minutes and possibly changing the way they are written. President Murray stated that the subject is not individual minutes, but the format of the minutes. Dr. Moore said that during the April 23 Board meeting, an item on how the minutes were presented and possible omissions was raised. She reviewed the current Board bylaws which state the following:

“The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure. They shall include only a brief summary of the Board's discussion but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion. The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion. They shall also report any action taken and the vote or abstention on that action of each member present. The minutes shall reflect the names of those individuals who comment during the meeting as well as the topics they address.”

She also received feedback on the minutes for Board Governance workshops and since they are less formal than Board meetings, a short summary of what occurred at the workshops is sufficient.

For reference, the Superintendent provided the Board with information on what is included in action/brief summary minutes should they choose that format.

Dr. Moore opened up the discussion for the Board to talk about their preference on minutes.

Trustee Richardson said that due to her hearing loss, she relies on the written word. Due to technology problems, she cannot always hear the meeting and sometimes does not know what was discussed until she reads the minutes. She said the Board needs to follow public meeting laws and foster confidence in the public that there is transparency when they are doing the people's business. She feels some comments have been altered and the syntax is missing. She compared the Board meeting minutes to those from the Personnel Commission meetings which reflect “he said, she said” conversations. Trustee Richardson said by summarizing the conversations, the Board

leaves themselves vulnerable for court cases. She wants to have the time to review and correct the minutes extended. She asked for a better organization of the agenda content, such as one presentation per meeting and more details on change order items. This will make her a better-informed public servant. Based on her disability, she asked the Board to reconsider the way they format and read the minutes.

Trustee Baker noted that the Ed Code is vague on the content of minutes and basically says the minutes should record actions taken by the Board. So, the Board has leeway in how they choose to format their minutes. He also does not want someone to interpret syntax. Trustee Baker supports extending the time to read and approve the minutes. He is in favor keeping the minutes simple, as nuance is not needed and there is no need to change the format. He would like to work with Trustee Richardson on an accommodation.

President Murray reminded everyone that meetings are recorded and a Trustee can always listen to them for more information.

Vice President Flores said a benefit with the YouTube Board recordings is that a viewer can see the tone and expressions of speakers. He suggested continuing such a format once the Board returns to in-person meetings. If the time to approve minutes is extended for a two-week span, much gets lost and recall is difficult with many meetings taking place.

Trustee Lujan said she is supportive of an accommodation for Trustee Richardson's hearing loss. However, she is not in favor of extending the time for the Board to approve the minutes. They need to be mindful of how delaying the posting of approved minutes would affect staff and students who need these minutes for something they requested.

Trustee Richardson said a delay in approving the minutes is not something catastrophic and the public wants a written record of the meeting. She believes the Board would benefit by having more time to review the minutes.

Superintendent Moore noted that there have been five Board meetings in five weeks and to consider the amount of work involved if the Board contemplates extending the time to review the minutes. She referenced The Brown Act, which states that "The law does not require transcription of the meeting's discussion. It is generally inadvisable to do so as it places an unnecessary burden on staff and creates a potential for inaccurate transcription. Minutes are for the purpose of recording what is done as opposed to what is said." She said Senior Executive Assistant Nalani Allen-Cantley captures the spirit of the meetings and who says what. Some school districts only record who

made the motions and what the vote was. Dr. Moore said she does not think the Board wants that, but if a two-week extension on the minutes is decided, staff needs to prioritize accordingly. Any Board member can pull the minutes and make corrections during the next meeting.

Trustee Richardson said it is in the public's interest how Board meetings are captured and preserved and cited Ed Code 54950 as follows: "The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

President Murray said the Board cannot be more transparent than providing audio recordings of their meetings. In her three years on the Board, she feels Mrs. Allen-Cantley does an amazing job in capturing the essence of the meetings and keeping the Board on track. She commended her work. President Murray disagreed with extending the time to review minutes and suggested getting the audio recordings to Trustee Richardson prior to the minutes being approved. She has gone back and listened to recordings for clarification when needed. Personally, she thinks the minutes are perfect in providing the Board with what they need.

Trustee Baker noted that the recordings can be made available to Trustee Richardson as soon as the meetings are over.

Trustee Richardson stated that the issue is not directed to Mrs. Allen-Cantley personally. She wants the recordings transcribed. Trustee Baker asked to look into the cost of a transcription service and added that, in looking on-line, it seems to be a few hundred dollars for a two-hour meeting. Dr. Moore asked for clarification on obtaining transcription costs if the Board Bylaws states that minutes should not be transcribed. Trustee Baker replied it would be for those who cannot hear the meeting.

Vice President Flores acknowledged Trustee Richardson's request but noted several factors were being discussed including extending the time to read the minutes, transcription, formatting, and content. He wanted to make sure the outcome is all encompassing.

President Murray said adding two weeks for approval of minutes could mean students miss out on getting items approved in a timely manner. Trustee Richardson said a transcription service would avoid the problems. President Murray said they have an employee doing a good job and the minutes are received on a timely basis. Trustee Lujan stated that she is uncomfortable with extending the approval time. She said Trustees receive the Board agenda packet on Fridays before the

next meeting and have until Thursday to review it. She recommended prioritizing reading the minutes and said she is comfortable with how the minutes are recorded. Trustee Richardson said she has a digital hearing problem and relies on a paper version, which would be available the next day from a transcription service.

President Murray asked Dr. Moore to look into an accommodation for Trustee Richardson. Dr. Moore noted that the audio version is not helpful for Trustee Richardson and extending the time for approval is the other option. President Murray said extending the timeframe doesn't address the verbatim request.

Vice President Flores stated that the Personnel Commission does not have the same content or oversight as the school Board and they have fewer meetings, so those minutes are much shorter.

President Murray asked staff to research an accommodation for Trustee Richardson. Superintendent Moore said she would look into the cost of using a transcription service for her. Trustee Richardson stated that if she receives the verbatim Board minutes, then everyone should so all the Trustees would be approving the same minutes. President Murray said she thought Trustee Richardson was fine with the minutes but is not able to read them in the time given. President Murray provided direction to staff to look into an accommodation for Trustee Richardson for verbatim minutes in some form.

### **PUBLIC HEARING – SSFAFT Chapter #6179 and SSFUSD Proposals**

Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective proposals at a public meeting.

The Board meeting was suspended to open a public hearing at 9:22 p.m.

#### **SSFAFT Proposal to SSFUSD**

(There was no SSFAFT representative in attendance to present their initial proposal related to Article 12, compensation and benefits, for the 2020-21 school year.)

#### **SSFUSD Proposal to SSFAFT**

Dr. Spaulding stated that the SSFUSD proposal is also focused on Article 12, compensation, based on the District's goals and ability to pay now and in the future.

This Public Hearing provided an opportunity for members of the public to comment on both initial proposals. No comments were made.

The public hearing was closed and the Board meeting resumed at 9:24 p.m.

## **ACTION**

### **1. ADMINISTRATION**

#### **a. Resolution No. 20-41 for Asian American and Pacific Islander Heritage Month**

Board Clerk Baker read the resolution.

MOTION #451 (Lujan/Flores) to Resolution #20-41: Honoring Asian American and Pacific Islander Heritage Month. (AYES: Baker, Flores, Lujan, Murray; No response recorded: Richardson). Motion Carried on a 4-1 vote.

### **2. HUMAN RESOURCES**

#### **a. Approval of SSFAFT COVID-19 MOU**

Dr. Spaulding apologized for not including the MOU at the April 9 Board meeting. March 16 was the start of shelter in place. He worked with all three bargaining units to make sure all employees were safe, information was being shared, and they had the ability to go back and negotiate other aspects. He thanked SSFAFT President Helen Kashevaroff.

MOTION #452 (Baker/Lujan) to adopt the tentative agreements, between the SSFUSD and the SSFAFT, Chapter 6179, to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

#### **b. Approval of CSEA COVID-19 MOU**

Dr. Spaulding thanked President Jolene Malfatti for her work on safety for students and staff.

Vice President Flores asked if negotiations provide for training on the new devices during COVID-19 for CSEA and teachers. He also inquired about providing facial coverings, sanitizers, cleaners, etc. Dr. Spaulding has communicated with members and supervisors and any issues have been addressed to ensure the staff feels safe. He will tighten up the language for the 2020-21 school year.

MOTION #453 (Flores/Lujan) to adopt the tentative agreements, between the SSFUSD and the CSEA, Chapter 197, to address conditions related to the declared State of Emergency as a result of the

COVID-19 pandemic. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**c. Approval of SSFCTA COVID-19 MOU**

Dr. Spaulding thanked President Yanow for his hard work.

Trustee Baker asked if a collective vote could be used for the two agreements. Dr. Spaulding confirmed one vote was sufficient. Trustee Baker noted that the addendum regarding grading supersedes the original MOU. It was agreed that one motion was sufficient.

MOTION #454 (Baker/Lujan) to adopt the tentative agreements, between the SSFUSD and the SSFCTA to address conditions related to the declared State of Emergency as a result of the COVID-19 pandemic. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**3. BUSINESS SERVICES**

**a. Approval to Purchase Outdoor Walk-in Freezer**

Trustee Richardson said she looked at the location for this freezer and saw an employee trailer which was much degraded. She is proud the Board allowed for the purchase of a new trailer for the facilities employees.

MOTION #455 (Lujan/Flores) to approve the proposal from Central Refrigeration Co., in the amount of \$54,445, for the purchase and installation of an outdoor walk-in freezer. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**b. Approval of Intertek, Inc. Agreement for Architectural Testing Service for the Martin ES Modernization Project**

Trustee Richardson said the six windows are brand new and asked if they were covered by a warranty. Mr. O said the testing is a DSA requirement.

MOTION #456 (Lujan/Richardson) to approve an agreement with Intertek, Inc., in the amount of \$6,200, for architectural testing services for the Martin ES modernization project. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**c. Approval of Amendment #1 to the Ninyo and Moore, Inc. Contract for the Martin ES Modernization Project**

Trustee Richardson asked if this item was for additional testing. Mr. O said the services are for closing out of a project, which is a DSA requirement. He said Mr. Savidge can respond at a later time.

MOTION #457 (Flores/Lujan) to approve amendment #1 to the Ninyo and Moore, Inc. agreement for geotechnical and testing services, in the amount of \$5,100, for the Martin ES modernization project. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

Trustee Baker restated his request for a presentation on the cost of hiring one additional District nurse since health resources are a priority. In anticipation of a bad fire season, he would also like information on setting up microgrids in schools as an energy back-up when the power is shut off. Dr. Moore said Engie and Director Ron Vose have been working on a proposal for microgrids and she will follow up with them.

Trustee Richardson asked for an update on the Hulce Consulting Group (HCG) contract. Dr. Moore said she has provided monthly updates on this to the Board. Trustee Richardson questioned where they are in the process as things stopped due to COVID-19. The Superintendent said she can provide the updates since August again. Trustee Richardson asked about the plan as HCG has a two-year contract. Dr. Moore said things are on hold and she can provide information on where they are in the coaching and training contract.

Vice President Flores asked for a presentation on health technicians. He requested confirmation of the COVID-19 budget, actuals vs. projections, including any donations and purchases. He would like a webinar created with guidance counselors on GPA, A-G requirements, SAT testing, etc. to provide information to students starting their junior year, in light of COVID-19. Assistant Superintendent Irish said he would meet with the counselors to start the discussion for a webinar in late August or early September for sophomores and juniors. He said college representatives would also participate in the discussion to address questions from recent public comments regarding grading. Vice President Flores also requested a study session in August to provide information on the plan related to the start of the new school year. Trustee Lujan said she would like to have the plan be flexible with a few options.

Mrs. Allen-Cantley advised the Board that due to the extension of the LCAP to December, there will not be a presentation at the next Board meeting. Also, the budget presentation and adoption will be held together at the June 25 Board meeting.

Vice President Flores asked if there would not be presentations in the next school year. Dr. Moore replied that a presentation on mental health providers would be included in the next Board meeting.

Trustee Baker questioned if live public comments during meetings is possible. Director Joe Siam will look into this option.

**May 28, 2020** *(videoconference)*

- Approval for destruction of Disposable Class 3 records
- Information on May revision of the Governor's 2020-21 budget
- Presentation of YSB School Counseling and Safe School Advocates Services
- Approval of Denial of Claim
- Resolution for Fund 11 & Fund 14 account balances

**May 30, 2020 – Board team building workshop - Postponed**

**June 6, 2020 – Board self-assessment workshop - Postponed**

**June 11, 2020** - *(videoconference)*

- Approval of Board of Trustees Compensation increase for 2020-21
- Approval of MOU for YSB School Counseling and Safe School Advocates Services
- Approval to increase school meal prices
- Resolution on budgetary increases and year end transfers

**June 25, 2020** - *(videoconference)*

- Presentation on District Health Technicians
- Approval of Consolidated Application and Reporting System Spring 2020
- Approval to increase facility use fees
- Approval to increase District rental/leasing rates
- Public Hearing 2020-21 Budget
- Adoption of 2020-21 Budget
- Invitation for Bid (IFB) 2020:Milk and Dairy Products
- Request for Proposal Fresh Produce 2020
- Request for Proposal Commercial Food Items and Food Supplies 2020
- Request for Proposal Distribution of Processed USDA Food Items 2020
- Resolution on Education Protection Account Funds

**SUMMARY OF BOARD DIRECTIVES**

1. Staff to include the cost for an additional staff nurse in the 2020-21 budget presentation.
2. Staff to provide a presentation on health technicians.
3. Staff to work with guidance counselors on a webinar.
4. Closer to August, staff to agendize a study session on the new school year opening plan.
5. Staff to look into having live public comments during Board meetings.
6. Staff to look into an accommodation for Trustee Richardson concerning Board minutes.

**GOOD AND WELFARE**

Trustee Baker complimented teacher Aaron Boyd and Principal Kevin Asbra on the

virtual SSFHS Senior Awards presentation. He congratulated all SSFUSD graduating seniors from the three high schools. He attended the virtual CSBA “Bridging the Digital Divide” presentation where distance learning was discussed and reported that the District may be eligible for Chrome book and hot spots reimbursement.

Trustee Richardson said she has attended the County’s virtual COVID-19 updates where Dr. Morrow answered many questions. The City’s food program, in participation with Second Harvest, is working well. She said the District provides a lot of services and thanked everyone for their on-going work.

Trustee Lujan congratulated all graduates. She participates on a County COVID-19 strategic planning committee. She contributed to the Superintendent’s chat as both a Trustee and a parent.

Vice President Flores gave kudos to those who support the District and students, especially the PTAs which saluted teachers during their appreciation week. He recognized Sunshine Gardens ES Principal Cesar Gaytan for producing YouTube videos on subjects including Chrome books and mindfulness. He acknowledged the SSF Rotary for their donation to cover the cost of additional technology for the District. Vice President Flores thanked Mr. Boyd for doing an awesome job with the SSFHS Senior Awards Night. He recognized Genentech for their generous scholarships for ECHS and SSFHS students. He asked to adjourn the meeting in memory of Edna Margaret Folsom De Larios Hansen. She had a long career in SSFUSD as a teacher and assistant principal at SSFHS and was the first principal of Westborough junior high school.

President Murray also congratulated the District’s graduates and sees great things ahead for them. She appreciates how everyone is creating of a sense of community.

**ADJOURNMENT – 10:25 p.m.** in memory of Edna Margaret Folsom De Larios Hansen.