

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of April 23, 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 District's remote meeting and said she hoped everyone is healthy and safe. The Board values community engagement and participation. She shared the link for the public to provide comments and join the meeting. As SSFUSD is an inclusive school district a Spanish language translation of the Board meeting was also available to the Spanish speaking community.

**OPEN SESSION - 7:02 p.m.**

**A. CALL TO ORDER**

**B. ROLL CALL**

Board Members:	Mr. John Baker - Present Mr. Eddie Flores - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Amanda Yoa, Student Board Member - Excused
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Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Present Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services - Present
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**C. PLEDGE OF ALLEGIANCE** was led by Trustee John Baker.

**D. REVIEW OF AGENDA** – no changes.

- E. RECOGNITION AWARDS** – Superintendent Shawnterra Moore reported that each school's volunteers are being publically recognized and certificates of appreciation will be sent to the sites for Principals to provide to them. Los Cerritos Elementary School volunteers are Darius Chao, Jadine Kuwahara, Angelica Peradotto, Karen Valazquez, and Julie Vazquez.
- F. PTA COUNCIL REMARKS** – PTA Council Communications Officer, John Sanna, reported that the PTA Council is working with units so all end of the year meetings and elections which can take place are happening. PTA is working with the Superintendent on future information which will be shared with site administrators and the Board. On Friday, the Executive Board will meet to review the strategy for the coming year. President Murray asked if many officials are remaining on PTA site boards. Mr. Sanna replied that some are remaining for continuity and some members are new.
- G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** – President Danny Yanow spoke about grading from the union and the teacher perspective. He said they come to the issue in good faith to do what is good for the students and families of the District. On March 16 an MOU was created which included a fair grading policy, which is still in place. He said it would have been more productive to notify CTA when the grading issue was being reconsidered in time for a conversation with union members. Mr. Yanow said the survey was confusing for teachers who thought the grading issue was settled. The real issue is that no one wants to punish students and families more than this crisis is already punishing them. He asked how to address those students who are not making progress without harming those students who worked hard for three quarters and are continuing to work hard now. They want to reward those students and not discourage them. Mr. Yanow stated that the overwhelming opinion of the faculty is against the credit/no credit grading option. Teachers will wonder why they worked hard on preparing curriculum and correcting papers if the student's efforts do not determine their grade. Students will protest that credit/no credit will make an 'A' as good as a 'D'. He commended counselors for following up with non-responsive students and their parents. He thanked the Board for recognizing May 13 as the Day of the Teacher. He acknowledged Classified staff, which actually get a week of recognition and said teachers cannot do what they do without Classified.

**California School Employees Association Chapter 197** – President Jolene Malfatti provided the following report, which was read by President Murray. "CSEA Headquarters had asked me to provide a detailed report for them confirming whether or not the necessary health protections are being adequately provided for our Classified Staff and those employees who must interact with the general public. I was happy to report that 90% of our sites do have adequate supplies on hand, for the time being.

One challenge is that not all staff working in the offices has the ability to order items, such as gloves, through our Warehouse because they do not have access to Financials 2000 in order to place a Warehouse purchase order, as suggested. Hopefully we can remedy this situation very soon.

My sincere thanks to Jay Spaulding for his immediate assistance in working to resolve issues and providing those sites, that are in need of protective items, with the necessary supplies.

I wish everyone the very best! “

- H. PERSONNEL COMMISSION** - Assistant Superintendent Spaulding reported that the last meeting was held virtually on April 20. During that meeting, they ratified four position announcements and six eligibility lists. The next virtual Commission meeting will take place on May 18, 2020.

**I. ITEMS FROM BOARD**

Vice President Eddie Flores reported that CSBA held nominations and he was selected to represent Region 5B for a two-year term ending April 2022. The annual assembly was cancelled in favor of a May 16 Zoom meeting. He will provide an update afterwards. He said CSBA is having webinars for Board members over the next four weeks.

Trustee Baker said several Board members are participating in the twice weekly COVID-19 calls with elected officials. Items reviewed yesterday were: 952 cases with 39 deaths in the County, face coverings are required, and vulnerable homeless are being sheltered in hotels and shelters. Rosanne Foust, President and Chief Executive Officer of the San Mateo County Economic Development Association, said emergency grants to small businesses will be coming soon. He said the County is making progress, which is good to hear.

Trustee Daina Lujan, who serves as SMCSBA's Secretary, said they are meeting weekly. Today Consultant Nicole Anderson spoke about balancing a grading practice with equity.

Trustee Mina Richardson noted that San Mateo County Manager Mike Callagy is holding meetings three times a week. He said more food distribution sites are needed to reach more people, the National Guard is helping and Congress is working on more payroll protection for workers. \$1M has been donated to the San Mateo County Food Bank and Census reminders are being added to food boxes. She said the census mean money for our community and more participation could mean getting an extra advocate in the House of Representatives. She reported that the shelter in place has led to increased incidents in domestic violence and victims are afraid to complain. She suggested people should (take a break) and go on a car ride, get a pizza, or visit the Bay Trail, within the 5-mile shelter in place radius. The City is holding a food distribution event at Hillside on Friday. Trustee

Richardson said there is help for undocumented and essential workers. Some non-profits are receiving \$500 to distribute to them. Tom Steyer is leading a taskforce to help them get back into society. Some San Mateo County mayors are opening up their cities, but SSF is taking it slowly.

Vice President Flores confirmed the SSF food drive is being held on Friday from 10 a.m. to noon. It is a free event with one food box being provided to each vehicle. 750 boxes are being distributed.

President Murray reported that she is attending several virtual meetings. She commended Superintendent Moore for her amazing presentation at the last City Council meeting and noted it is available for viewing on the [ssf.net](http://ssf.net) website.

Vice President Flores said San Mateo County is offering all-day child care for essential workers at the Boys and Girls Club from May 1 through June 16. The program is open to six to fourteen year-olds from 7:30 a.m. to 6:00 p.m., Monday through Friday. He noted that if the minimum 40 kids is not met, the program will be cancelled. Information is available at [theclubs.org](http://theclubs.org).

## J. SUPERINTENDENT'S REPORT

a. **SSF City Council report** - Superintendent Moore said she was invited to the recent City Council meeting and spoke about supporting students during the shelter in place.

b. **Partnership** – Dr. Moore reported that the Silicon Valley Community Foundation, along with SMCOE and the Santa Clara County Office of Education, have formed the COVID-19 Educational Partnership. This partnership will provide funding to support the recovery phase. The District will submit their application on May 1.

- ASB Reports

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

“Nothing much has changed since the last report. All students are diligently practicing social distancing and distance learning. An official schedule for class hours and office hours has been made and published to School Loop as well as emailed to students in order to prevent classes from overlapping.

From ASB, full Grad Nite refunds have been issued.

Virtual elections have successfully been completed and I am happy to say that the new class officers are as follows.

### Executive Commission

\* ASB President – Jessica Rangel-Cruz

- \* ASB Vice President – Renee Celio
- \* ASB Secretary – Samantha Avila
- \* ASB Treasurer – Julia Basina

In addition, the current executive commission, alongside advisor Mr. Kelly, will be conducting Zoom interviews with the rest of the ASB applicants. They will be asked questions so we can get to know them and their leadership style, goals, and skill sets.”

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

“El Camino High School ASB has been constantly discussing important ways for us to keep our student body connected and aware of our current situation. We want to instill hope in our students, so that their time in the shelter-in-place order doesn’t feel so lonely.

Due to not having a proper leadership election, the ASB Cabinet will meet and discuss a possible panel interview process that will be implemented in replace of elections. We are also working on recruiting incoming freshmen for our class.

El Camino has started a brand new Instagram account (@echs\_colts) to maintain our spirit and liveliness. We hosted online events such as: spirit week, teacher takeover, memory days, and etc. For the students who may not have an Instagram account, we are still producing video announcements on YouTube for COLTure TV.

I hope everyone is holding up and continuing to stay safe and healthy during these unprecedented and dynamic times.”

## **K. COMMUNICATIONS**

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

A District teacher commented about secondary students receiving two grades at this time of the year, one for the fourth quarter and one for the spring semester. She is in favor of Pass/No Pass, weighing heavily on participation, but within each student’s limitations. She said “students should not be penalized for the inequities in the fourth quarter. Students should be allowed to recover points by doing assignments based on what they struggled in. This way they can bring up their semester grade, since it is based on third quarter concepts.”

Courtney asked when school resumes if lunch tables will be pressure washed every Friday. She also asked the Board to look at other school districts which have better technology systems to support online education.

Julie said “Teachers are doing a great job with posting assignments and

resources and checking in remotely. However, it would be helpful for more remote instruction to be provided, particularly for math and language arts - i.e., teaching sessions through google meet, zoom, prepared instructional slides, etc.”

Maria Gonzalez, a SSFHS and Martin ES parent, asked if current sophomores taking AP classes next year will be given summer assignments to prepare them for their junior year. She would like sophomores to have the opportunity to take one online core class during the summer.

An anonymous parent thanked her “daughter's teachers, principals and everyone from our SSFUSD. You are all doing an amazing job since day one to keep our children learning.”

A SSFHS senior parent commented that seniors are missing out on some of the best times of their lives and asked that the District give them a day to remember during their graduation year.

Hanan Gheith, a senior parent, asked for a traditional graduation anytime during the summer.

Lizzette Moevao asked if sports games begin in August would practice start in July.

Nadia Rzvani, a parent submitted “online school” without more comments.

Marta Bookbinder, a retiring SSF Adult Educator, thanked the District for allowing her to teach the past 21 years. She helped adults achieve their dreams of becoming U.S. citizens and reaching their goals of increasing their English and parenting skills. She asked that funding for adult programs continue in the District, for “support of the innovative teaching practices that are culturally relevant and appropriate to serve each student that walks in, no matter what age.”

Alex C., a Monte Verde parent, asked how the Board will recommend maintaining social distancing in the new school year.

Norma Hernandez, a parent, expressed concern with students not having year-end events such as prom or a graduation ceremony. She said the results of parent surveys were not given to them and asked if the results were taken into consideration when the dance was cancelled or a virtual graduation or December graduation was proposed.

Carolina Gomez, a senior student, commented that seniors deserve and want their prom and graduation. She asked that the dance and graduation ceremony be postponed, not cancelled. They do not want a virtual ceremony.

Sam Tang, a parent, asked if shelter in place ends at the beginning of May, will schools reopen.

Dr. Moore said it was too soon to plan athletics. The most recent health orders

state that the shelter in place will remain until the end of the school year.

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

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

**M. CONSENT AGENDA**

MOTION #441 (Lujan/Flores) to approve Item 1a, Minutes to the special Board Meeting, April 2, 2020; Item 1b, Minutes to the regular Board Meeting, April 9, 2020; Item 2a, SPSAs for all sites; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, March 1 - 31, 2020; Item 4b, Warrant Register, March 1 - 31, 2020; Item 4c, Cash Receipts, March 1 - 31, 2020; Item 4d, Professional service agreements under \$25,000. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

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

Superintendent Moore 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

##### **Communication and Engagement Efforts**

- Last week, sent messaging to our certificated and classified colleagues to thank, encourage, and recognize their wonderful efforts.
- Last Friday also sent a message to families to acknowledge their efforts to teach and balance all responsibilities.

- Participated on a call with Congresswoman Speier as well to elicit her support from a federal level.

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

Dr. Spaulding presented the following information. MOUs with the bargaining units are in effect during the shelter-in-place. He thanked the leaders for making it work for students and staff. Job fairs have been cancelled, but he will attend two virtual ones. Para professionals are not able to work closely with students, so they are not currently hiring them until the summer.

#### Recruitment

- Number of current Certificated vacancies - 73
  - Certificated staff hired - 33
- Number of current Classified vacancies - 34
  - Trying to hire essential staff - plumber, electrician, custodian
  - Holding off on para professional vacancies

#### Enrollment

More details in coming weeks.

Assistant Superintendent Keith Irish reviewed the following information. He said the District is addressing inconsistencies to ensure families have a tech device or hot spot.

### **Educational Services - Distance Learning Plans**

- Working with school sites to finalize distance learning plans.
- Creating guidance on daily/weekly student maximum workloads by grade level spans.
- Site leaders have shared recommendations with staff who could provide input April 14 to April 24.

Recommendations on the numbers of hours of instructional activities and enrichment activities per day are:

#### Elementary Recommendations

- TK - 2<sup>nd</sup> grade: up to 2 hours
- 3<sup>rd</sup>- 5<sup>th</sup> grade: up to 3 hours

#### Secondary Recommendations

- 6<sup>th</sup> to 8<sup>th</sup> grade: max 1½ hours per class per week, max 9 hours per week
- 9<sup>th</sup> – 12<sup>th</sup> grade: max 2 hours per class per week, max 14 hours per week if student is enrolled in seven classes
- The District's Distance Learning Center page will be up and running shortly.

#### Promotion Survey Results

Mr. Irish reviewed the results of a survey regarding promotion sent to 5<sup>th</sup> and 8<sup>th</sup> grade parents. 8<sup>th</sup> grade students were also able to participate. Several options were considered including a virtual promotion in May or an in-person ceremony on a postponed date. The actual dates would need to be discussed with site leaders in conjunction with Cabinet and the Board. Only 13.5% of the 780 English survey responses and 12.8% of the 47 Spanish survey responses were in favor of a virtual promotion. The balance of responders preferred postponing the ceremonies until a later date.

#### Graduation Survey Results

The survey was sent to parents and 12<sup>th</sup> grader students. 93% of the 440 English survey responses and 72% of the 7 Spanish survey responses were in favor of postponing the ceremonies. The balance of responders preferred a virtual graduation.

#### Grading

Mr. Irish reported that once the SSFUSD shelter in place and distance learning began, Dr. Spaulding worked with CTA leadership on an MOU. One area of focus was grading. Two days after the MOU was signed on March 30, the District received guidance from the CDE, the University of California and California State University concerning grading policies and practice. Cabinet has had virtual discussions with the SMCOE and their counterparts in other districts. All SSFUSD K - 12 certificated members and administrators were able to provide input via grading surveys for both elementary and secondary. He said the MOU didn't address grading at the elementary level. Mr. Irish agreed with Mr. Yanow that he could have done a better job on the survey information.

#### Grading Survey Results

##### **Secondary**

Teachers (6<sup>th</sup> through 12<sup>th</sup> grade) received the survey.

These CTA members provided 187 responses with the following results:

- 56.1% favored the grade in the current system as of March 16 (the start of shelter in place)
- 16% selected 'A', 'B', 'C'/pass/no mark
- 14.4% preferred a hybrid approach of 'A', 'B', 'C'/pass/incomplete
- Small percentage chose pass/fail or credit/no credit

The majority of responders would like to adhere to the current grading policy (BP 5121) in the MOU.

##### **Elementary**

- 143 responders
- For primary grading, TK-2<sup>nd</sup> grade are not given letter grades, while letter grades are assigned in 3<sup>rd</sup> through 5<sup>th</sup> grade.

- 56.6% prefer to not assign grades for the 3rd trimester.
- 12.7% support for narrative grading

Assistant Superintendent Ted O provided the following information.

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

#### Revised Meal Distribution Plan

Based on feedback from the Board and community, the District has revised the meal distribution plan as follows:

- Every Monday and Wednesday – the system worked well this week.
- Locations are Spruce ES, Westborough MS, and ECHS.
- 12:00 p.m. to 1:00 p.m. – an additional 15 minutes has been added.
- If the time goes over one hour, the milk may spoil in warm weather.
- Option for kids to be present or picture of the family showing the kids.
- Need to record name of adult in the vehicle and the vehicle license plate number to meet requirements from CDE.
- Staff now places meals in trunks to reduce in-personal contact.

#### Facilities Update

Custodians continue to clean and disinfect all school sites and the District Office.

#### Technology Distribution Plan Update

- Information Gathering
  - Principals continue to gather information from families on equipment and internet access needs and sharing it with our Director of Technology.
- Hotspots & Internet Access
  - Ordered 500 Hotspots from T-Mobile based on preliminary results from survey.
  - All of them have been distributed to the sites that requested them.
  - Some sites are now learning that they will need additional devices.
  - Currently, we are ordering another 150 additional Hotspots with unlimited high-speed data plans.
- Computers
  - Continue to provide existing Chrome books and other devices from the campus to students as needed.

Trustee Richardson asked if any staff has been let go. Dr. Spaulding replied no one had been and everyone who can work from home is working their contracted hours. If an employee is sick or caring for a family member, they can use sick days or a medical leave. No one has been released or furloughed by the District.

Trustee Richardson asked about an increase in the number of people getting meals. Mr. O said in cases where parents cannot come, a volunteer would pick up the meals for them. She asked if there was a protocol in place for working parents. He replied they are addressing this on a case by case basis when contacted.

Trustee Baker thanked Business Services and Nutrition Services for the modification in the meal distribution rules to not have children present. He asked if no grades was an option for secondary teachers. Mr. Irish said it was not listed as an option and no survey participant recommended it. It came up in elementary grading due to the grades having been assigned for the 2<sup>nd</sup> trimester and the timing for when the shelter in place began at the start of the 3<sup>rd</sup> trimester. He met virtually with CTA Vice President Shari Giusti and former CTA President Allison Light to get their insights regarding elementary grading options. The elementary survey included the opportunity of writing in a grading option not listed. Trustee Baker said it is a catch-22 with making sure grading is fair, but students working hard are not being penalized. He would like to reward students who are doing extra work to raise their GPA. In college, students have the opportunity to choose either credit/no credit or a grade and he asked if this would be possible for District parents or students to choose. Mr. Irish replied that while it is possible, he would not recommend it as it is difficult for the District to track and he would be concerned if a family has all the information or if they change their mind later. Students are not ranked with credit/no credit. The District would need to individually enter grades for all students to override credit/no credit and there would be more room for error. An incomplete grade is included in the BP and students would have six weeks in the new year to make up the grade, although that is not an option for seniors.

Trustee Lujan thanked Mr. Irish for his work in collecting information which makes for informed decisions. She supports in-person graduation, but not a specific date as there is no time when schools will re-open. It may be as long time before a vaccine is available or large groups are allowed to gather. Regarding grading, she said teachers are putting much work into providing distance learning. The circumstances are not ideal and a student may be struggling with depression or isolation and not thriving. If they cannot evaluate teachers on distance learning instruction, then they also cannot evaluate students. Trustee Lujan stated that students do not have equitable access and asked how they can be assigned a grade. She also does not want to dishonor AP students, who need good grades. She recommended letting students decide on A/B or credit/no credit. However, a firm deadline would be needed for their response or a default option would take effect.

Vice President Flores commended Mr. O's team for being receptive with the meal distribution plan. However, he is struggling with one item which is the reasoning for asking for an adult name as some parents or adults feel intimidated and will not pick up meals. He questioned how parents would provide the information to staff and noted that anyone can say any name. He also wanted to know the process for writing down the license plates and comparing that information with other sites. Mr. O said some parents are hesitant to order to protect kids and said one car had stuck a paper on their car with the name to reduce the risk of exposure with opening a window. They take down the parents' names for the CDE process to address the multiple sites issue. At the end of the day, staff checks for duplicate plates and reports to CDE steps to address the issue. If duplication is found, they talk with the individuals. Vice President Flores said some parents fear providing information to governmental agencies and if undocumented families are asked for their name, they may not come. Mr. O said, for the process, only a name is needed and parents can show a driver's license or tax return or they can give the kids' names. Vice President Flores said he was not alright with the response and the intimidation is huge. He asked how individuals who walk or bike are being addressed. Mr. O replied that any child eighteen or under is provided meals and it doesn't need to be an adult. Vice President Flores requested a flyer with the meal distribution parameters with one message for the community.

Vice President Flores said he has not seen the grading survey results and asked that such items be shared with the Board before a meeting. Regarding graduation/promotion options, he asked it would have been better to consolidate the time frame, without specific dates. He would have liked it made clear that the options are dependent on the Health Officer's direction. Mr. Irish said he agreed with many comments. While he might have resigned the survey, he thinks it has given the needed results with community comments, particularly with interest in virtual graduations. He said they can work together on surveys in the future and he will be more communicative. Vice President Flores said it is not personal or directed towards any individual. He thinks the grade/no grade option is very biased. He wants the entire view, not just one group and requested a study session on the grading issue and survey results.

Regarding the meals, Trustee Richardson asked if a breakfast could be added for Wednesday to the Monday distribution since it would be lunch time before the food is picked up on Wednesday.

Dr. Moore spoke about giving a choice to students. Guidance came out that this perpetuates inequity by giving students with access to

technology and resources an advantage for a letter grade vs. students who do not. The guidance said to consider incomplete so all students have a chance to meet the requirement. She said that whatever the Board and Cabinet decide think they should think about messaging and what the District values. She honored Mr. Irish for his work on what's best for students. Institutions will make allowances on grading due to the pandemic.

Trustee Baker said he shared Vice President Flores' concerns for information gathered during meal distribution. At the end of the day, if there are no scofflaws, he would like the information destroyed to assure families that their information is staying secure. He asked if Ed. Ser. is thinking of a potential distance learning plan for next spring.

Trustee Lujan said grading is a contentious topic. With only five weeks left this school year, a clear Board policy is needed.

President Murray thanked Cabinet and Trustees for their thoughts and agreed to have a study session soon. These are different times for everyone and there are growing pains which they are figuring out. She appreciated Mr. Irish's information and it is clear that families don't want virtual promotions or graduations. She also appreciated Mr. O's work and listening to the community and making changes. Taking down names and license plates may be a problem to reconsider.

The Board agreed on a grading study session for next Tuesday, April 28 beginning at 5 p.m.

**b. 1st reading of District's Updated Board Policy**

The Board will discuss BP 5121 - Grades/Evaluation of Student Achievement during the April 28 grading study session.

**2. EDUCATIONAL SERVICES**

**a. Survey Results – Graduation/Promotion and Grading**

See information under: COVID-19 and Distance Learning Update

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

**ACTION**

**1. HUMAN RESOURCES**

**a. Resolution No. 20-09 for Day of the Teacher**

Board Clerk Baker read the resolution.

MOTION #442 (Baker/Lujan) to adopt Resolution #20-09: Designating Wednesday, May 13, 2020, as the Day of the Teacher. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**b. Resolution No. 20-10 for Classified School Employee Week**

Board Clerk Baker read the resolution.

MOTION #443 (Lujan/Richardson) to adopt Resolution #20-10: Designating May 17 to May 23, 2020 as Classified School Employee Week. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**c. Resolution No. 20-40 for a Retirement**

President Murray thanked Ms. Bookbinder for all the work she has done for the District.

MOTION #444 (Baker/Lujan) to adopt Resolution #20-40: Honoring employee Marta Bookbinder for her years of service to the District. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**2. BUSINESS SERVICES**

**a. Approval of Contract with Level Data, Inc.**

Trustee Richardson asked what this contract will provide the District. IT Director Joe Siam replied that the system automatically creates accounts for staff and students. It requires less manual input by staff. Some oversight is needed by staff to ensure accounts are properly made.

Trustee Baker asked for clarification that the \$79K is a one-time fee. Mr. Siam replied the cost is for a three year period. Trustee Baker noted that in excess of 500 staff accounts are still active and asked about the process to purge accounts when staff leaves. Mr. Siam said in addition to creating accounts in a more rapid manner, the same is true for automatically disabling accounts of staff when they leave the District.

MOTION #445 (Baker/Lujan) to approve a 3-year contract with Level

Data, Inc. for licensing and software of the Automated Account Provisioning System. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

Trustee Richardson spoke about the Board meeting minutes and voiced her concern with their content. She needs more time to read them. There have been a few errors of omissions and in a vote tally. President Murray said the minutes and process are accurate and she did not support adding it to an agenda. She noted that a Trustee can always pull an item for discussion during a meeting. Trustee Richardson said it is a personal dilemma with her hearing issue and Dr. Moore does not feel it is a problem. Trustee Richardson said there are consistently two Board members who bring it up. President Murray said there are not two Board members who bring it up and a Trustee is welcome to pull an item in the process if it is inaccurate, but the meeting minutes are not a consistent problem. Trustee Baker noted that as this was not an agenda item, the Board could not discuss the issue now. Vice President Flores asked for clarification on what Trustee Richardson was requesting and if she wanted more than one week to read the minutes. Trustee Richardson said she needed maybe more than two weeks. Vice President Flores asked what Trustee Richardson was requesting. Trustee Richardson said she is asking for collaboration, that they are given more time and more proofreading is done. She said the minutes do not capture the entire conversations and subjective editing is done. President Murray said they can agenda a discussion, but she had never heard of a problem concerning the minutes in her four years on the Board. Trustee Baker said he is not expecting perfection and the Board can exchange thoughts. President Murray asked if this could be a discussion at a workshop, but Trustee Richardson asked for it sooner. The Board agreed to a discussion of the minutes format at the May 14 Board meeting.

Trustee Baker asked for a follow-up on destroying information gathered during meal distribution. Vice President Flores asked that the District not request names during the process. Mr. O asked if the student name would be okay. Vice President Flores replied he would consider that and it would be safer. Trustee Baker asked about getting information from walk-up students. Mr. O said that would also be needed. President Murray if they can just use the number in the family. Mr. O replied he was concerned that if the District was audited and had not met the requirements, they could lose the funding of \$35K per week. Vice President Flores noted that if the information is purged, there would be no documentation to audit. Mr. O said the District needs to keep the lists until June 30. Vice President Flores said other school districts are not taking license plates or names. Mr. O said the CDE did not provide guidance and the process is up to each district. If a district is not handling the process correctly, it will not be known until they are audited. Vice President Flores said the reply to the CDE could be that no guidance was given. Trustee Richardson said that SSF is a sanctuary city and no one is allowed to ask for information. Mr. O said it is a Federal requirement even if there are no written State guidelines. President Murray asked about tracking the number of students, as a record. Mr. O said it is not clear and he feels the need to

show auditors the information. Trustee Baker recommended staff contact from County Counsel about maintaining the information.

**April 28, 2020 – Board study session**

- Grading and survey results

**May 14, 2020**

- Recognition for outgoing Student Trustee Yao
- Approval of the Board meeting calendar for the 2020-21 school year
- Approval of Graduates - Baden, ECHS and SSFHS
- Approval of Certificates of Completion - Baden, ECHS and SSFHS
- Approval of designated representatives to CIF
- Discussion on Board meeting minutes format
- Resolution honoring Asian Pacific American Heritage Month

**May 28, 2020**

- LCAP update
- Approval of Children's Center Program Self-evaluation annual reports
- Approval for destruction of Disposable Class 3 records
- Information on May revision of the Governor's 2020-21 budget
- Approval of YSB School Counseling and Safe School Advocates Services MOU
- Resolution 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 - Televised**

- Genentech presentation
- Approval of School Services 2020-21 contract
- Public Hearing 2020-21 LCAP draft plan
- Public Hearing 2020-21 Budget
- Approval of Board of Trustees Compensation increase for 2020-21
- Approval to increase school meal prices
- Resolution on Budgetary increases and year end transfers

**June 25, 2020**

- Approval of Consolidated Application and Reporting System Spring 2020
- Approval to increase facility use fees
- Approval to increase District rental/leasing rates
- Adoption of 2020-21 LCAP
- 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 create a flyer to promote meal distribution parameters.
2. Staff to post survey results on the District website.
3. Agendize a study session on the grading issue and survey results on April 28.
4. Staff to talk with County Counsel on requirement for information collection during meal distribution.
5. Agendize discussion of Board minutes format on May 14 meeting agenda.

## **GOOD AND WELFARE**

Trustee Lujan acknowledged everyone for their hard work.

Trustee Richardson said there is light at the end of the tunnel, but we are not there yet. She appreciates teachers and Classified staff. She asked the public to let the District know of any children who are in need of meals and reminded the community the offices and sites are open Tuesdays and Thursday 9:00 a.m., to 2:00 p.m. She feels the longer this situation lasts, the District may get students from private schools.

Trustee Baker noted that private schools operate on thin margins and the District may take in few more students next year. He thanked all staff for the work they continue to do.

Vice President Flores thanked the community and he is grateful for the support and love of one another. He said the school experience is huge and no one person can replace the many people who support students. He suggested people not be hard on themselves and everyone is in this together. He acknowledged the amazing Skyline ES staff for holding a car parade and said things like that have a massive impact on the community. It was even mentioned at the City Council meeting last night.

President Murray expressed her admiration for teachers, Classified staff, the Superintendent, and staff. It is a hard time and she sees staff's character.

**ADJOURNMENT – 10:06 p.m.**