

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of April 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.

Vice President Eddie Flores sent the Board's best thoughts to families who have or have had the COVID-19 virus. He stated: "The virus and the isolation associated with it are heartbreaking and we are sorry that you have to go through it. The health and safety of our community is a top priority for our District! Next, please know we understand how difficult this situation is for our entire community. We are all doing the best we can. It WILL get better and perhaps, we'll learn some things along the way! I want to thank our community for their continued support and patience...which means the world to us. Having said that, we've transitioned to virtual Board meetings (pursuant to the provisions of the Governor's Executive Order) and at our scheduled April 9 Meeting, we had a computer glitch. As we value the public's need and right to meaningfully participate in our meetings, we voted to postpone the meeting and schedule it as soon as we could. This is the special meeting to replace our April 9 meeting. The current platform we will use is Zoom and the meeting will be live streamed on You Tube. Current links will always be posted on our District website on the 2019-2020 Board meetings page. As we want the public to have the opportunity to make comments and they can't be made live, we will give a generous amount of time to submit questions or comments prior to our Board meeting. The link will bring you directly to You Tube where you'll be able to watch our meeting in real time. Should the Board have "Action" items, which they need to approve, the President will ask for a first and a second and then, a roll call vote."

As SSFUSD is an inclusive school district a Spanish language translation of the Board meeting was available to the Spanish speaking community.

CLOSED SESSION (*The Board of Trustees met in closed session on April 9, 2020 to discuss the following item. Due to technical difficulties, the open session of the April 9 Board meeting needed to be postponed to April 14, 2020. For the benefit of the community, staff reported out on this closed session item during this meeting.*)

1. Conference with Legal Counsel - Anticipated Litigation – the Board is deciding whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.96 (one potential case).

OPEN SESSION – 7:08 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

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

President Patricia Murray logged on at 7:15 p.m.

C. PLEDGE OF ALLEGIANCE was led by Trustee John Baker.

D. REPORTING OUT FROM CLOSED SESSION

Action

MOTION #430 (Lujan/Baker) to provide direction to administration regarding anticipated litigation and settlement agreement. Motion Carried on a 5-0 vote.

E. REVIEW OF AGENDA –

Consent Agenda Item 3f, fundraising events, needed to be pulled as they are not happening now.

Action Item 2a lists Resolutions #19-14 through 19-34, while the correct information, Resolutions #20-11 through 20-34, is listed in the item description.

F. 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. South San Francisco High School volunteers are Mabel Chung-Choy, Lisa Gonzalez, Triny Hernandez, Angelina Marques, Reem Nasrah, and Winsom (Winnie) Shu.

Parkway Heights Middle School volunteers are Stephanie Cruz, Lance Popielak, Valeria Rodriguez, Dee Scharff-Popielak, and Katya Vilanova.

G. PTA COUNCIL REMARKS – PTA Council Communications Officer, John Sanna, thanked President Murray, Trustee Baker, Trustee Mina Richardson, and Assistant Superintendent Keith Irish for attending last week’s virtual PTA Council meeting. He reported that site PTAs have been authorized by the State PTA to hold virtual meetings for business and to get elections in place. Site PTAs are required to post open positions for 30 days and then will meet to have elections. If any school does not have enough board candidates, the current officers will be maintained for continuity of units and business until the start of the next year, at which point PTA Council will help them organize elections and put officers in place. PTAs must close their books by June 30. Audits will be done before they can resume on the first day of school. He expressed concern with finances since many fundraising events did not occur and the funds were not received. Also at this time of year, PTAs take funds from their accounts, which are given to Principals. This year, those funds may either not get to the Principals or will be much reduced. There is also a possibility that at the beginning of next year, PTA membership may be down due to the economic situation. He stated that much of the PTA funds go to offset school programs and Principals may need to use site funds instead. He said for the units without boards in place, PTA Council will assist to maintain continuity. Trustee Baker asked if current officers can continue in site PTAs. Mr. Sanna confirmed that to maintain viable boards, officers at sites can stay remain until they transition to appointments or elections. Vice President Flores asked if all PTAs are transitioning to virtual meetings. Mr. Sanna said to the best of his knowledge, most have the ability and technology in place. He noted that the time limit for meetings is forty five minutes to one hour or they could use multiple sections. Otherwise PTAs would contact the 17th District PTA for assistance.

H. STAFF ASSOCIATION REPRESENTATIVES’ REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association - President Danny Yanow told students that teachers miss them and are disappointed that this is how the school year will end. He hopes they are getting much learning out of their distance learning. He advised parents that teachers are doing the best they know how to reach the students through whatever means they can. Teachers have different teaching styles and this is still happening today. Each teacher is at a different level and comfort with new technology. They are learning as they go. He thanked the District for making access to technology for students is a priority. Parents and students are at different levels with technology and until the technology playing field is leveled, they won’t be reaching all students. Teachers are incredibly flexible and cannot wait to return to the classroom and make magic again.

California School Employees Association Chapter 197 - President Jolene Malfatti provided the following report, which was read by President Murray. "I continue to remain vigilant in protecting the safety and welfare of our Classified School Employees during this crucial time. I rely on management to ensure the social distancing of employees who are required to report to work and to provide the necessary safety products for our employees at all times. It is in trying times, like these, when we truly realize the value of Teamwork, Respect, and Perseverance to accomplish our common goal of educating our students.

Sending My Best Wishes to ALL employees and Students of SSFUSD! Stay Safe!"

- I. **PERSONNEL COMMISSION** - Assistant Superintendent Jay Spaulding reported that the next Commission meeting will take place virtually on April 20, 2020.

- J. **ITEMS FROM BOARD**

Trustee Baker said two to three Board members are on the County updates happening three times a week and are keeping abreast of items affecting the District. He commended San Mateo County Manager Mike Callagy, Congresswoman Jackie Speier, Assemblyman Berman, Assemblyman Kevin Mullin, Senator Scott Wiener, and Senator Jerry Hill who have been good about informing them on resources for the District.

Vice President Flores reported that he watched the recent City Council meeting and acknowledged Councilmember Mark Nagales for recognizing the District and Superintendent Moore for providing thermometers and 200 N-95 masks to the SSF Police Department. He said the meeting was well attended.

Trustee Daina Lujan said the SMCSBA is working with County Superintendent Nancy Magee on weekly call. Their next meeting is scheduled for Thursday.

Trustee Richardson said she was happy to see the PTA attendance and reminded them to continue the Census, which is available in 59 languages. The public can call or go online to complete it. The Census is important as it means money for the District and community. She reported that parents are grateful for the District's work.

- K. **SUPERINTENDENT'S REPORT**

- a. **Bell schedule update** - Superintendent Moore introduced Assistant Superintendent Irish to provide the update. Mr. Irish said 2019-20 is the pilot year for a 7th period modified bell schedule. In December, he met with the two high school principals and members from both SSFHS and ECHS bell schedule committees. They discussed benefits and challenges of the new schedule. The goal is to standardize the high school schedules as much as possible. After they created two schedules, the group met again in January

and February. In February, representatives presented schedules to both high school staffs. There is some uniformity, but not complete uniformity. They are key items that are differences between both school schedules which they value and Ed. Ser. did not want to take away. In particular, it is how the school uses the flex or advisory period. ECHS had longer advisory periods, where SSFHS did not. Some agreement on standardization has been reached, except for Mondays and Fridays based on the two schools' opinions on where to have the seven period day. Negotiations with units are needed to completely align the high school schedules. In the near future, he will talk with the site leaders on posting and sharing the 2020-21 schedules with their communities.

Trustee Baker spoke about the feedback he has received from parents, students, and teachers. With longer classes, some students lose focus in one and one-half hours. Regarding staffing levels he questioned whether the District would need to hire more people or have current teachers working at 120%. He asked when the new later start time would begin. Mr. Irish agreed that 90 minutes is an adjustment for students. He commended teachers for using collaboration time to implement practices. The goal is to have fewer positions at 1.2 FTEs. The later start times would begin in 2022-23. The bell committee discussed this and decided to have a global discussion with the other twenty three County districts. As schools are governed by the PAL, there is concern about athletes missing instructional time if some districts have different start times.

Vice President Flores asked for a staff report in writing to the Board.

- b. **Superintendent's message** - Dr. Moore stated that on April 7 she sent a message to District personnel and families letting them know that six County Superintendents in collaboration with County Health Officers announced the decision to continue distance learning through the end of this school year. While the State Superintendent and Governor expressed their opinions about possible extensions, neither issued formal statements. SSFUSD works with local health departments which use data to make decisions and will continue to do so in relation to operations of the District including the time to re-open. The District will continue its efforts with distance learning and work on enhancing the current learning experiences for students. The Superintendent applauded the efforts of the entire District community. Staff has risen to the challenges and is finding ways to make connections with students to insure continuity of learning. Ed. Ser. is providing online training and support to staff. She appreciates the efforts of families in this challenging time. Staff is working hard to provide meals, provide equitable access for students, and custodians continue to clean and sanitize the facilities. Our focus is to connect, and to show compassion, and care. SpEd teachers are working in collaboration to support families needing mental health services and have established a check-in for continued connection with students.

c. **City Council meeting** – the Superintendent shared that she has been invited to participate in the next City Council meeting to report on the COVID-19 work in the District.

▪ ASB Reports

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

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

As of right now School is closed and set to reopen May 4. Students are now all engaged with distance learning through Google Classroom, School Loop and Zoom. Administration is currently in the process of securing loaner laptops for students without access to a device. Many emails have been sent about free or discounted Wi-Fi networks, scholarships and other things that students need to still be aware of. If students need essential hard copies the school is open to pick-up work Tuesdays and Thursdays from 9AM to 12PM. There will be a document posted on our website soon with the best way to contact teachers and their office hours. SSFHS is working diligently to get into contact with students who have not been checking in online by sending emails and calling home. Teachers have been collaborating and moving to distance learning.

Grad Nite has been cancelled and full refunds are in the process of being issued.

Additionally, Mr. Asbra asked me to share my experience while distance learning.

Personally, I love being at home all the time. Before self-isolation, I would always get back home around 6 or 7 due to after school activities, volunteering or work. I overloaded myself with extracurriculars and I didn't realize how much of a toll this took on my body until distance learning started. Though my sleep schedule is not ideal anymore, I like being able to work on things at my own pace. In regards to classes and lectures, it is a bit difficult to keep track of assignments and due dates because multiple platforms are being used at once. Being an AP student, many of my classes involve a lot of self teaching. My biggest concern would be the actual exam. Zoom meetings are helpful when necessary, otherwise for me, readings, YouTube videos and worksheets suffice. I cannot necessarily say the same for other students who are missing out on classes that work best with physical activities or labs.

As a graduating Senior I am saddened about missing out on the fun

part of Senior year. I know many others are too. If the condition permits sooner, I would like to ask that the school board pushes to POSTPONE instead of directly CANCELLING these special activities. I would be quite disappointed to have to miss out on graduation, and I know many Seniors feel the same.”

- 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 trying to unite the student body through various virtual spirit events on the social media platform-Instagram. We’ve had a lot of participation from different users and will try to implement a better way to reach out to the rest of the school.

Class officers are currently working on a letter that they can send out to their class to end off the school year on a positive note. Because many of the events scheduled for the end of the year had to be cancelled/postponed, the class officers would like to send out this letter in hopes that it would instill hope into their classmates.

There was a survey sent out for the different options the administration gave in regards to the Senior Commencement Ceremony. Seniors have responded in a negative way towards having a virtual graduation, but ASB and Administration are trying their best to keep a positive outlook on the situation.

Other than that, ASB is meeting regularly to discuss plans that we might have for the end of the school year.”

L. COMMUNICATIONS

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

Kristine H. said that due to the new school lunch distribution times, she was not able to pick up the meals. She waited in a long line at Westborough MS until she needed to leave for a meeting. She asked that the pick-up times be reconsidered.

Henry, Monte Verde ES and Westborough MS parent, said he appreciated the educators, administrators, and support staff for their continuing hard work to keep kids’ education on track during this extraordinary time.

An unidentified parent of two District students commented on remote learning. They expressed extreme disappointment on how the schools are handling this and said it is not okay for teachers to just send students a list of what they should be learning/completing. It is unfair for teachers to severely cut back hours of instruction and push the teaching duties onto parents.

Colma Mayor John Goodwin asked the Board to consider having the high school graduations and elementary and middle school promotion ceremonies. He said students need to have these milestones celebrated and collectively, the District, parents, and students can make it happen.

Melissa, a District parent, said that although the physical school year is over, students should still be celebrated, even if it is in the summer. She heard the principal at the school (site not specified) is against this and asked if parents can approach PTA to help plan it.

T. Chiu, a parent, asked if there will be a summer school option for their children. They said that as wonderful as the teachers are with distance learning, children will fall behind in the fall.

Monika White, a parent, said she and her husband felt that now is the opportunity to change to year round schooling. With the current pandemic, children are suffering socially and academically with a long summer break from school. She is supportive of moving forward with a year round school model and hoped the Board has already discussed this and is making strides to move in this direction.

Margaret, a Monte Verde ES parent, said she was extremely saddened to hear that Outdoor Ed was cancelled. She feels it is the District's responsibility to be flexible when it comes to this milestone for students and wants it to consider postponing this opportunity for 5th graders. The students have fundraised and worked hard and she asked the Board to think outside the box with a contingency plan for a different date.

Cheyenne Lang, an essential worker (ER nurse) and parent of 5th and 7th graders, said she finds it impossible to keep up with their assignments. She is concerned for single parent households or those where both parents are essential workers or if both work from home full-time. She said giving kids a ton of assignments is not the same as teaching them. She hopes the technology issues can be resolved and lead to more video teaching or video call sessions since right now it seems to fall on parents to be the teachers.

Brenda Lee commented on the inconsistencies in distance learning in elementary schools. While some teachers offer face-to-face time with students through electronic platforms, other teachers who are not as technically proficient are not offering this basic educational tool. Education should not be dependent on who the teacher is and all students in the same grade deserve to get the same education. She would like all teachers to get the training they need to connect with their students virtually.

Jocelyn, a Westborough MS parent, said that while she appreciates teachers sending videos along with assignments, the amount of work is completely overwhelming for both the students and the parents. She thinks it would be reasonable to lessen the amount of work so parents have enough time to re-learn

and then teach their children and children have enough time to self-teach themselves.

Sarah Walsh, a high school senior, asked why events are being cancelled rather than postponed when hundreds of seniors petitioned for postponements. She thinks only parents had a voice on this topic. She feels seniors went through four years of high school just to be robbed of grad night and other senior activities and be told they won't get the opportunity to graduate in front of their peers. She said student voices mean nothing towards the fate of their own school experience.

Etsuko, a Monte Verde ES parent, said the level of quality education with distance learning is very different and inconsistent across teachers. Some teachers have daily online sessions with students, while others have them three times a week or not at all. The education, especially at the same grade and school, should be equal with the same volume of online education. The inconsistency across teachers does not seem to be fair.

Amanda Kesner-Hays said there is confusion regarding academic expectations and students and parents are feeling stressed. She said information is being provided directly to students and not being consistently shared with parents. She asked if there is a plan to hold parent orientations to improve communication between the schools and families. She also asked if the District has a policy on grading expectations given distance learning and when will this be rolled out.

Juliana Salfiti, a District parent, asked why a uniform policy for teachers to use Zoom or some other type of virtual class has not been implemented. She said some schools have been doing this, but Westborough MS has not. She is spending hours each day teaching her child. She is concerned kids are going to suffer and not be prepared for the next grade and asked the Board to consider requiring virtual classes for efficient distance learning.

Gina Brown, a SSFHS parent, asked about ways to keep students motivated with distance learning. She said it would help if teachers communicate to students that school is still in session and the expectation is that classwork/homework is required.

Carissa Hong, a Monte Verde ES parent, thanked everyone in the District for their hard work in supporting students and their learning. She would like consideration to reschedule the week of Outdoor Ed for schools which were not able to participate this year. Students anticipate the trip for year, fundraiser, and get excited for this 5th grade adventure.

Nurilem Jimenez, a Spruce ES parent, asked about extending classes into the summer. He said health and education are important and students need to be ready for the next school year.

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

Item 3f, fundraising events, was pulled from the Consent Agenda.

Trustee Richardson asked to pull Items 3a and 3b.

MOTION #433 (Lujan/Baker) to approve Item 1a, Minutes to the regular Board Meeting, March 12, 2020; Item 1b, Minutes to the special Board Meeting, March 12, 2020; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; ~~Item 3a, Purchase Order Listing, February 1 - 29, 2020; Item 3b, Warrant Register, February 1 - 29, 2020;~~ Item 3c, Cash Receipts, February 1 - 29, 2020; Item 3d, Gifts to the District for March 2020; Item 3e, Declaration of surplus items; Item 3g, Professional service agreements under \$25,000. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

Trustee Richardson, referring to Items 3a and 3b, asked how much of these items, such as charges for Bronstein Music and Science purchases, the Board won't see anymore. Assistant Superintendent Ted O stated that the charges are for the month February. Each site has their own discretionary funds. Title 1 schools cannot carryover more than 50% of those funds and they are buying items to use the funds this year.

MOTION #434 (Baker/Lujan) to approve Item 3a, Purchase Order Listing, February 1 - 29, 2020; Item 3b, Warrant Register, February 1 - 29, 2020. (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. She said staff hears the concerns with inconsistencies and staff is prioritizing communication and engagement efforts.

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 & Engagement Efforts

- Weekly communication to our families
- Sharing information at Board meetings and inviting the public to provide public comment
- Daily COVID-19 meetings with our team (district leadership)
- Bi-weekly meetings with site leaders
- Weekly/Daily meetings with the County Superintendent and all Superintendents in San Mateo County
- Check in meetings with larger school district superintendents (SF, Oakland, SJ)
- Eliciting feedback from administrators

Dr. Spaulding presented the following information. MOUs with the bargaining units are effecting 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.

MOU Updates and Progress in Recruitment

Memorandums of Understanding (MOU's) with Bargaining Groups

- CTA - have an agreement
- AFT - have an agreement
- CSEA - have an agreement

Recruitment

- Number of current certificated vacancies - 71
 - LCAP positions in number above that are not posted yet
 - Certificated staff hired - 18
- Number of current classified vacancies - 34
 - They are trying to hire essential staff - plumber, electrician, and custodian.
 - They are holding off on Para vacancies.

Assistant Superintendent 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

- Sites need to share/promote office hours/schedules on school websites with their school communities
- Working on setting clear limits on number of hours of work per week by grade level and/or subject class for students
- Working on setting clear expectations for teachers

Educational Services - Promotion/Graduation events

- Working on platforms
- SSFUSD is researching various possibilities for promotion/graduation events - keep/virtual/postponement or combination of both
- Organizations that we've contacted regarding possible virtual promotions/graduation options
 - Herff Jones
 - Jostens
 - Vego Pictures
 - Others
- Next Steps - obtain input from students/families and staff - survey will be sent and shared with site leaders and on District website

Districts are sharing grading practices and policies throughout the State and nationally. K-12 Certificated members will receive a grading survey to provide their input in the grading process.

Educational Services - Grading

- SSFUSD is currently reflecting on the following:
 - A
 - B
 - C
 - Pass
 - No Mark
- A "pass" is technically a "D" but UC/CSU will recognize a pass as meeting a-g requirements during the winter/spring and summer 2020 semesters.

Assistant Superintendent O provided the following information.

Meal Distribution and Facilities Updates

Meal Distribution Schedule

- Meal Distribution Plan approved by the California Department of Education (CDE)
- Served every Monday and Wednesday
- Locations are Spruce ES, Westborough MS, and ECHS
- 12:00 p.m. to 12:45 p.m. - if parents are in the lot by 12:45 p.m., they will receive meals.

Mr. O clarified the issue of students needing to be present when meals are picked up. The District must have a CDE approved plan in place to

maintain program accountability and integrity. The distribution time was shorted to make certain parents or guardians cannot go to multiple sites to pick up duplicate meals for children. Some districts are taking a chance and not getting their plan approved by the CDE and not requiring students to be present. If they are audited and cannot provide proof of compliance, they risk losing State funding. SSFUSD could lose \$31K per week in funding by not following the requirement of having students present.

In response to a previous comment where a parent was not able to pick up meals, Mr. O said there is a good, efficient process in place. The long line at Westborough MS was not due to the process. Cars at began arriving at 11:15 a.m. at the site. 365 meals were served that day, the most ever at that school and distribution finished by 1:00 p.m.

Facilities Update

- Cleaned and disinfected all school sites and District Office during spring break
- Starting in April 2020:
 - Tuesdays and Thursdays - Open and close schools, clean and disinfect classrooms, bathrooms, main office, and other common areas, and pick-up garbage
 - Wednesdays - Perform other custodial duties

Technology Distribution Plan

- Information Gathering
 - Survey to parents and staff on equipment and internet access needed
 - Principals reach out to families and staff to see if they needed equipment and/or internet access
 - Information is related to Director of Technology
- Hotspots & Internet Access
 - Ordered 500 Hotspots from T-mobile based on preliminary results from survey
 - Was able to sign up for a 1 year service plan (\$20 per month for each = \$120K total) with unlimited high-speed data
 - All of them have been distributed to the sites that requested them
 - Some sites are now learning that they will need additional
 - Waiting for sites to provide exact numbers before trying to get additional ones
- Computers
 - Provide existing Chromebook and other devices from the campus to students
 - Loaner laptops and other devices for staff

Mr. Irish said May events, such as graduations and promotions and proms, need to be cancelled. Emails from Principals regarding the refund process will be sent.

Trustee Lujan commended Cabinet and staff for the strategic responses and the focus to address them well. This is challenging for parents and staff and everyone is learning as they go. She is concerned with how to serve the meals within the distribution period and monitor the lines to avoid parents becoming aggressive or frustrated.

Trustee Richardson acknowledged Mr. O for the meal organization for which the parents are grateful. Regarding families possibly getting multiple meals, she said it is not that big of a deal to her. She may be overly generous, but as long as the shelter in place continues, children need to be fed even if the meals are given to the parents. She asked Mr. Irish what a virtual graduation is and when the Board will know. Mr. Irish replied that nothing has been decided yet. A virtual graduation is one that it is pre-recorded and features school year events such as the band or choir, includes up to five guest speakers, and every potential graduate can upload a photo or video in their cap and gown, which are merged and student names are announced. No part of the virtual graduation is live. Diplomas would likely be mailed. Trustee Richardson expressed concern with the dependability of the companies being considered for the virtual graduations. Mr. Irish said the companies being considered have fifteen and seventeen years of experience with virtual graduations for online colleges.

Trustee Baker commended all food service workers, teachers, office workers, etc. He said virtual graduations, based on social media are not popular and he hopes for a good contingency plan for an in-person ceremony during the summer or later. He appreciated the grading information and noted there was a robust discussion on this at the last PTA meeting. Regarding the meal distribution, he believes the brief time is cutting down on the numbers. Parents line up early to get meals when only 45 minutes is provided for pick up. He understands having kids in cars to prove the meals are for them, but his personal opinion is that the State would not do an audit, as it would reflect badly on them. He thinks the meal distribution time needs to be increased. If the number of meals picked up dips, he feels the time should be extended even with a minor risk of State intervention. Mr. O said that last Wednesday, they served the most meals with increased staff helping. He stressed that if parents are in line after the distribution time, they won't be turned away. Trustee Baker suggested helpers could enter the license plates into a Google spreadsheet and this information could be shared between the meal distribution sites. Mr. O said he would watch and if the number of meals drops, he would revise the plan and get CDE's approval.

Vice President Flores said he wants the public to understand that no decision has been reached on the graduations/promotions yet. He encouraged everyone to make the effort to fill out the online survey and asked that hard copies of the surveys be provided at the sites. He stated that the deadline for information is April 20. Mr. Irish shared that the District received over 300 responses in less than half a day. Vice President Flores wanted to make sure questions are open-ended and unbiased and asked that the share survey link is shared with the Board. He gave kudos to all District staff and families for helping others. Regarding grading, he wants to understand the process with using A, B, and C. He wants to ensure the SSF demographics and marginalized needs of the students are being addressed. Vice President Flores asked about discussions and input since grades are due soon. Mr. Irish replied that grades are due May 30. If the grading policy is not modified the, A to F policy remains in place. He explained the reason for considering a hybrid grading model. Some other districts are using credit/no credit or pass/no pass. When the shelter-in-place began, the District was half way through the semester and third quarter grades were done. The District uses grades for placement in subsequent courses. They are discussing whether or not to use fourth quarter work and how that will impact all students. If the District goes to credit/no credit the spring semester would be eliminated. Vice President Flores said that while grading is still in the contemplation phase, he wants the Board to be able to provide input. He asked how the education/opportunity gap will be eliminated and said grades affect students and exacerbate this gap. He wants to understand what the flexibility with the A-G UC requirements are so the District is not doing a disservice to the students. He asked how the 500 hot spots number was determined. Mr. O said that, per Mr. Siam, the sites gathered family information and the total happened to be exactly 500. Vice President Flores asked when the additional hot spots needed will be determined. Mr. Irish said he is working with a few site leaders on estimates. Situations change and the District is providing Chrome-books or hot spots to many families which have multiple students. About 100 more hot spots are needed and he is waiting on two additional sites. Vice President Flores asked if the sites have been identified and the District has coverage for the summer extension. Mr. Irish said enough hot spots are also needed to assist new families coming into the District.

Vice President Flores spoke about the meal distribution and said the District should not be married to one plan, but be open to re-looking at the situation. If people are hungry, they need meals. The District needs to improve or modify the plan. Sacramento, not the Board, decided to have students in cars during the distribution. Trustee Baker

said having the kids in cars is risky vs. having them stay at home and the State has their priorities mixed up.

President Murray stated that the State advised parents not to go to stores with their children, but the District requires them to be in cars. She would personally like to see this changed. More conversation on grades is needed and even the best students have challenges at this time. She appreciates the thoughts of her colleagues and the hard work of everybody to make it work. President Murray encouraged parents to complete and turn in the survey. She noted that children do not have to be in the District and any student can receive the meals.

Trustee Richardson noted that some students would be doing distance learning but are in the car to get meals.

Mr. O stated that if the meal distribution plan is changed the District needs to re-submit it to the CDE. If it is not approved, the District would risk not getting funding following a State. If the District gives out meals without students present, it could lose \$35K per week in State funding. Trustee Lujan recommending that, for the District to qualify for a waiver, the plan would be revised and submitted regarding the amount of time meals are served and for addressing having children being in the car. Vice President Flores agreed with this and said there are other avenues, such as reaching out to elected officials if there is a problem. Mr. O will contact the CDE and said each District, not the State, created their plans. Trustee Baker agreed with re-applying for the waiver.

2. HUMAN RESOURCES

a. Williams Uniform Complaints for Third Quarter Ending 3/31/20

Dr. Spaulding presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 3/31/20, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

He stated that there was one complaint filed in the District for this quarter and it has been resolved.

Trustee Richardson asked if the complaint has to do with employee habits in the workplace and if corrections have been made. Dr. Spaulding said a complaint was filed on February 27, but Facilities was already working with the site Principal to resolve it. Dr. Spaulding did three walkthroughs and saw no further problems. He recommended eliminating food sources and using plastic food containers. Improperly stored food attracts mice. He has not heard back on further problems at the site and hopes no other food sources are at any other schools.

ACTION

1. ADMINISTRATION

a. Resolution No. 20-35 for National Child Abuse Prevention Month

Trustee Lujan read the resolution.

MOTION #435 (Baker/Lujan) to adopt Resolution #20-35: In support of National Child Abuse Prevention Month. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 20-36 for Earth Day

Board Clerk Baker read the resolution. He noted that Earth Day is April 22 and the date needed to be corrected in the title of the resolution.

MOTION #436 (Lujan/Flores) to adopt Resolution#20-36: In support of Earth Day. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

c. Resolution No. 20-37 for Autism Awareness Month

Board Clerk Baker read the resolution.

MOTION #437 (Baker/Lujan) to adopt Resolution #20-37: In support of Autism Awareness Month. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

2. HUMAN RESOURCES

a. Resolutions No. 20-11 through 20-34 for Retirements

MOTION #438 (Baker/Lujan) to adopt Resolutions #20-11 through #20-34: Honoring employees for their years of service to the School District. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

The retirees are: Louise Anderson, Jaquelyn Belli, Barbara Bowler, Catherine Collins, Michael Denton, Debra Etienne, Charlotte Grima, David Hill, Christina Hoff, Virginia Hunter, Leslie Marder, Nito Medina, Karen Nyquist, Lori Ong, Paul Petterson, Kathleen Ravano, Bridget Routh, Michael Schneider, Bonnie Serrell, Karen Trask, Karen Travis, Teresa Tsiu, Gloria Vela, and Gordon Witter.

b. Adoption of Declaration of Need for Fully Qualified Educators

Trustee Richardson asked why this declaration is required. Dr. Spaulding replied this is an annual requirement so the District can hire teachers with an emergency permit to teach one year before they receive their clear credential.

MOTION #439 (Flores/Baker) to approve the Declaration of Need for Fully Qualified Educators for the 2020-21 school year to the California Commission on Teacher Credentialing. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

3. BUSINESS SERVICES

a. Resolution No. 20-38 for Temporary Inter-fund Transfer

Trustee Richardson asked if this is a temporary resolution, how long it would be in effect, and how much money is needed. Mr. O replied that it is a precaution in case the District needs to borrow funds if property taxes are delayed. It will prevent a negative balance at the end of the year.

MOTION #440 (Lujan/Baker) to adopt Resolution #20-38: Authorizing the temporary internal transfer of funds to the General Fund (Fund 01) or any other District fund to cover the payment of obligations due to the COVID-19 impact on State and property taxes. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

At the April 23 meeting, the Board will review the grading plan. Vice President Flores requested that the survey results be shared with the Board. Mr. Irish said he would sort the Google form results and filter the comments. Trustee Richardson asked about the method of survey and how the data was gathered. He replied it was done with a Google information sweep.

April 23, 2020 (*videoconference*)

- Information on high school start times
- Approval of all SPSAs
- Review of grading policy survey results
- Resolution for Day of the Teacher (5/5)
- Resolution for Classified School Employee Week (5/17-5/23)
- Resolution for a retiree

May 14, 2020 (videoconference)

- 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
- Resolution honoring Asian Pacific American Heritage Month
- Resolution Fund 11 & Fund 14 account balances

May 28, 2020 (videoconference)

- 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 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 - 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. Agendize the grading plan in the April 23 Board meeting.

2. Provide the Board with hard copies or a hyperlink to the survey.
3. Mr. O to revise the meal distribution plan (i.e. changing the meal distribution plan to not require children to be in the cars or modifying the length of the distribution time) and submit to the State for a waiver approval.
4. Mr. Irish to provide the Board with the number of hot spots needed by site in an update.

GOOD AND WELFARE

Trustee Richardson said she was happy to hear the County updates and how they are doing all they can for families, even undocumented ones. She noted the current moratoriums on evictions and rent and wanted to reassure the undocumented residents that there are other programs besides unemployment insurance to assist them. Free COVID-19 testing at the San Mateo County Events Center is being underutilized. Vans are being provided at no cost and residents no longer have to have a whole host of symptoms to be tested. She stated that that the Census is important and encouraged everyone to standup and be counted.

Vice President Flores commended Dr. Moore, Cabinet, Principals, site leaders, staff, and union presidents as it takes all to make it work and make a difference. Governor Newsom spoke about how classrooms and PE classes will look in the future and said everyone needs to be mentally and emotionally prepared. He commended Principals, teachers, and site leaders for keeping things light and fun. Monte Verde ES put out a cute collage message to their students and teachers are sending handwritten notes to students. He reported that the SSF Chamber of Commerce is awarding 30 students (District and private schools) with scholarships.

Trustee Lujan thanked the SSF community for coming together. She taught Art In Action last week and said it was powerful connecting with students.

Trustee Baker told the public that the Board is hearing them. They know and sympathize with what the community is going through. He is proud of everyone in the District and hopes to see them in person in August.

President Murray said she is proud of the community with its amazing people. She is also proud of the Board for their regular meetings with the Superintendent and participating in virtual meetings, such as those with the County or SSF City Council. She misses seeing kids and the school events.

ADJOURNMENT – 10:19 p.m.