

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Special Meeting of April 2, 2020**

**OPEN SESSION**

**A. CALL TO ORDER – 6:17 p.m.**

President Patricia Murray welcomed everyone to the District's first remote meeting and thanked the community for their support and patience in weathering COVID-19. SSFUSD values the health and safety of the community and District staff. For the time being the District is transitioning to virtual Board meetings. They honor the public's need and right to meaningfully participate and comment on the proceedings. Public comments can be submitted in advance of the meeting as live comments are not taken during the meeting. As SSFUSD is an inclusive school district a Spanish language translation of the Board meeting was available to the Spanish speaking community.

**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.

**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 Daina Lujan.

**D. COMMUNICATIONS**

Public comments were submitted in advance of the meeting and were read by Board President Murray.

Jolene Malfatti, CSEA #197 President, said she received the 610 approval from CSEA headquarters and it was approved by their E-Board. She forwarded the MOU between the District and CSEA to Dr. Jay Spaulding. She expressed concern about Classified employees who were asked to report to school sites to enroll students and distribute paperwork. She asked Cabinet and managers to be very vigilant in making sure the District has provided the necessary protective supplies to all secretaries at each site as soon as possible.

Danny Yanow, CTA President, thanked everybody at the District, especially the custodians and cafeteria workers, who have had to put in extra hours and risk contact with the virus, in order to maintain whatever level of service to the students they can manage. They have gone above and beyond. He recognized that our community, like all communities in the country, is experiencing suffering. He appreciates the District is doing all that it can to alleviate as much of the stress and anxiety that students and their families are undergoing, and he thanked the Board and Superintendent for their prescient action in voting to close our schools when they did, and our local and state leaders who also were ahead of the rest of the country in issuing the shelter in place orders early. Many lives were saved by these actions. District administration has been proactive in working with our unions to keep teachers and Classified staff safe and economically secure. Teachers have had to move quickly to understand distance learning and become familiar with the technology. He now knows what Zoom and Google Classroom are. In the past few weeks teachers are not only worrying about their own children, but about their students and families. He said electronic communication is no substitute for face to face communication, and it is painful to not be able to help our students learn in their own classrooms. However, teachers are cranking out lessons, mastering technology, and collaborating by maintaining contact with each and every student. Mr. Yanow stated that teachers are doing what they have always done, persevering magnificently, and he is proud to represent District teachers.

A “concerned educator” asked why teachers are being referred to as “disaster service workers” and what the District intends to do with teachers under the guise of this term. President Murray stated that she had not heard of the term.

Colma Mayor John Goodwin said the Town of Colma is available to assist SSFUSD in any way needed. He thanked the District for the opportunity to help distribute meals at ECHS last week and in future weeks.

Steph Tejada, a parent, asked for clarification regarding school closure. She said Dr. Shawnterra Moore’s email on Tuesday suggested schools may be closed for

the balance of the school year, but nothing has been confirmed. She reported that Westborough MS parents received an email this afternoon that school will not be returning.

Trini Grandov asked if graduation and prom at her school would be postponed to a further date this year and if students will be receiving a yearbook.

Silva, an ECHS parent, asked the Board to consider having a proper graduation for ECHS seniors when it is safe.

Jocelyn A. Limos, a parent, asked about 5<sup>th</sup> and 8<sup>th</sup> grade promotions and high school graduations. She said the community is going through a very tough time right now and she has spoken to family and friends about moving forward as one unit for the greater good of the kids. She said these milestones deserve to be celebrated, as a community, since the students have worked so hard for their accomplishments. Friends and parents would like to have these events postponed to the summer or fall.

Laura Walsh, an ECHS parent, asked that the senior class have a graduation on the field with social distancing, and if need be, have it be students only with live streaming for the families. She said the students deserve to cross the stage in person and expressed that it is heartbreaking that her daughter has worked so hard and may not get a celebration.

Sascha Humphrey, a Monte Verde parent, said it is very important that remote learning covers new concepts, not just reviewing old material for the rest of the school year, which does not serve students. It is crucial that SSFUSD keeps its students learning and growing academically during this time. Stalling their learning of new concepts and restricting instruction to topics that have already been covered is a disservice to students. She suggested using platforms such as Zoom meetings and take-home packets to teach new material.

Rocky Ng, a SSFHS biotechnology teacher, commended the District and administration team for working hard to prioritize goals such as hardware issues, meals, and safety for students and staff. He commented on distance learning from a teacher's perspective and said he has been connecting with his students and hearing some of their concerns. After providing the necessary equipment for staff and students, guidelines for distance learning should be reinforced. Students are saying teachers have conflicting Zoom meeting schedules. Some students with AP/Honors classes are overwhelmed with the work and are reporting it takes a few hours to complete. He suggested a workshop or faculty meeting to discuss work expectations and student expectations. It is a difficult time and there is no one option that fits all. He said teachers will continue to try their best to serve their students.

Leigh Roxas-Mobley, expressed concern about the equity in distance learning. She said public education is supposed to be accessible for every student and asked what is being done for students with IEPs and other special needs. She

questioned how students who don't live in environments conducive to distance learning are going to be able to keep up with their more privileged peers and how the inevitable achievement gaps, once schools reopen, will be addressed.

Michael McCauley Sr., a parent of three students in three different grades, said they all need to log on to their distance learning mostly at the same time, but his family does not have the tools for this. He asked about getting laptops or Chrome books for his kids so they will be able to finish this school year. Since he is working reduced hours and his wife is out of work, they do not have the budget to spend on these items.

Maria Vasquez, a parent of middle school and high school students, said there is not only a tremendous amount of communication coming through due to the individual teachers, but there are a number of different tools being used. She feels it is a bit overwhelming for the kids, and in some cases, for the parent trying to assist them in keeping track of it all, especially when working a full day at home. She asked if the District could be consistent in the tools the teachers use. where assignments are housed, when assignments are due, and use one consistent tool in how they will communicate the daily or weekly assignments. She appreciates that everyone is doing the best that they can and thanked the teachers for their help and working with the students.

Mrs. Smith asked if all school tables will be pressure washed and cleaned every week to ensure proper cleanliness.

Courtney asked, in regards to social distancing, when school resumes what steps will be taken for a classroom with over 30 children. She hoped the District will now realize the need to take all the necessary precautions. She also noted that ECHS volunteers were not practicing social distancing amongst themselves, which is very unsafe.

President Murray thanked everyone for their comments and noted this is a new situation and teachers, the Superintendent, and staff are doing an amazing job.

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

**E. ACTION**

**1. EDUCATIONAL SERVICES**

**a. Approval of Local Control Funding Formula (LCFF) Supplemental Funded Positions**

MOTION #426 (Lujan/Baker) to approve the LCFF supplemental funded positions for 2020-21. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## 2. BUSINESS SERVICES

### a. Resolution No. 20-39 Designating Public Work(s) Projects as Essential Governmental Functions

President Murray said the resolution came to the Board after the agenda deadline. She then called for a motion to determine whether there is a need to take action to discuss school construction projects in response to the COVID-19 pandemic that severely impacts health and safety.

MOTION #427 (Lujan/Flores) to discuss school construction projects in response to the COVID-19 pandemic that severely impacts health and safety. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

President Murray then called for another motion to determine whether there is a need for action on the matter to discuss or act on school construction projects and designate the District public works projects as an essential government function which came to the attention of the District after the agenda deadline.

Trustee John Baker requested information on this item for the community to understand what the Board would be voting on.

Assistant Superintendent Ted O stated the following:

- On March 31, 2020 (2 days ago), a new Shelter In Place Order (No. C19-5B) was released by the County Health Department.
- This order supersedes the March 16, 2020 order of the Health Officer directing all individuals to shelter in place.
- This order clarifies, strengthens, and extends certain terms of the Prior Shelter Order to further slow the transmission of the coronavirus (COVID-19) pandemic.
- The revised order exempts public works projects only if they are designated as serving an “Essential Governmental Function” by the “lead governmental agency.”
- This means the currently ongoing construction in the District cannot proceed unless and until the project is designated as an “Essential Governmental Function” by the school board.
- The order does not provide a definition for “Essential Governmental Function”.

- According to our County Council, the determination of what qualifies as an Essential Governmental Function for any given governmental entity should be made by the entity itself.
- The intent is to give local government entities flexibility in determining which operations are truly essential to carrying out their respective functions.
- The District has five major public works projects underway at four school sites.
  - Martin ES school modernization
  - ECHS softball field
  - SSFHS baseball and softball fields
  - Buri Buri ES mix use field

MOTION #428 (Baker/Lujan) to discuss whether there is a need to act on school construction projects and designate the District public works projects as an essential government function. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

Trustee Mina Richardson asked for an update on the status of the five projects. Bill Savidge, Facilities Management Consultant, provided the following information:

- Buri Buri ES - the sod was installed today and the project is nearing completion
- SSFHS - 90% completion of irrigation on the softball and baseball fields, paving for areas behind the backstops is complete, the fence and accessories are being installed, and the final installation of sod is scheduled on June 5
- ECHS - a little further behind, the work is nearly finished on the handicapped ramp, starting on fence work and underground drainage
- Martin ES - starting work on the pre-school and the administration wings, the two last wings to be completed, windows in the administration building are being replaced right now

Trustee Richardson asked if the work is 95% completed and how many employees are at the sites at any given time. Mr. Savidge replied they are not at 95%, but Buri Buri ES in the furthest along. He said the number of subcontractors at any site depends on the scope of work being done. The SSFHS projects are all outdoors and those workers

are separated by machinery. Trustee Richardson said she wanted an idea of the number of people involved, including the vendors. She is concerned that when the sod grows, it will need to be cut and if the Board decides the work is non-essential, she wanted to know where things were in the process.

Trustee Baker said he did not think there is much opposition in deciding this is essential construction and asked if masks or protective equipment can be required. Mr. Savidge replied that the health order requires social distancing protocol for essential businesses and contractors must put up signage at the entrance to the facility. If the District wants to add more, they can. There are disinfectants and hygiene stations. He will insure the signage is posted in Spanish also. Contractors have safety meetings regarding social distancing and review the protocols with workers and sub-contractors.

Trustee Lujan asked if the work at Martin ES would be considered essential and not completing the work would impact school opening. Mr. Savidge said it would. She asked if once the sod on the field projects is established, it would need to sit undisturbed for some time. Therefore, it is necessary to move forward with these projects as it affects students' ability to use the fields once school opens. He replied there is an establishment period for the sod to take and it is important to ensure the irrigation is functioning during this establishment period.

Vice President Eddie Flores said he is concerned with the safety of all the workers and asked if the Board can be assured the Exhibit A checklist will be filled out. He suggested it be in Spanish as well. Mr. Savidge said the protocol has to be filled out by midnight this evening and he was just waiting for Board approval. Vice President Flores requested that project leaders be reminded that trades people should not feel intimidated or stigmatized to speak up if they are symptomatic. He said the projects are time-sensitive and ECHS and SSFHS students cannot play baseball or softball at Orange Park during its 2020-21 construction.

Trustee Richardson said there is a provision in the government's stimulus package for small businesses and she is glad there is a safety net if a work stoppage occurs.

President Murray said she spoke with James Ruigomez, Business Manager of the Building and Construction Trades Council of San Mateo County. He said Statewide, sites have union workers trained in safety. Safety rules have been institutionalized including strict social distancing, sanitizing of tools and equipment, health screenings of workers, banning of food trucks, and eliminating contact with the general public.

MOTION #429 (Baker/Lujan) to adopt Resolution #20-39: Specifically designating public works projects as essential governmental functions. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

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

Superintendent Moore said she wanted to provide the community with a comprehensive update on what has been happening on this issue. The District, and she in particular, is actively participating in daily virtual group conference calls for updates on COVID-19 and to bring the information back to the SSFUSD team. There is close collaboration with the County Public Health Officer, the County Superintendent, and all other superintendents in San Mateo County. The District has a COVID-19 team which meets daily to share updates, strategies, brainstorm, and identify the next action steps. They also meet with principals twice a week to share their expectations, to find out what is working well, what they need help with, and provide important reminders. There are weekly updates to staff and the community through various means.

School and District offices will be closed on Mondays, Wednesdays, and Fridays. The offices will be open on Tuesdays and Thursdays from 9:00 a.m. to 2:00 p.m. when staff is available to provide support, information to students, parents, and staff concerning enrollment, registration, transfer requests, collect student work and assignments, and to pick up additional instructional materials, and address parent needs or questions.

Communication expectations have been established for schools and families through various platforms.

A technology survey was sent to families and site staff has been asked to contact families. Some sites have provided devices directly to families. The District is still collecting data to make informed decisions on which families need devices or hot spots.

In response to a comment regarding moving forward in instruction and teaching new concepts to students, Dr. Moore explained the rationale on not doing this. Until they can establish that all students have devices and access to the internet, the District is intentionally not focusing on new concepts because it would not be equitable or accessible for all students. This is a top priority for the District and

devices have been ordered. A training plan is being developed so all educators can support students once this is rolled out.

Internal initial discussions are taking place on grading practices and promotions/graduations with site leaders and educators. Community feedback is also being elicited before decisions are made. Yesterday, the CDE came out with guidance on grading and staff is looking into the specifics to determine best practices and moving forward. There are implications about making adjustments to Board policies on grading we well. More information is forthcoming at the April 9 Board meeting.

The District has been doing an amazing job with providing meals to students and the numbers are growing steadily since the distribution began. The meal distribution schedule and process will be updated beginning next week. Meals will be provided two days a week, on Mondays and Wednesdays, from 12:00 - 12:45 p.m., at Spruce ES, ECHS, and Westborough MS. This will provide families with meals for the entire week and be less stressful on them.

A sanitizing and cleaning schedule has been put into place at all campuses. Custodians will do the work after the sites are closed for the day.

Regarding distance learning, Dr. Moore said the District hears the parent concerns and comments and will take them into consideration as they build their plan. This is an evolving situation and educators are taking risks, learning as they go and being flexible while doing the best they can. Educators are reaching out to students and engaging them through various platforms. She realizes it is inconsistent and common platforms and processes are being developed. State Superintendent Thurmond and Governor Newsom have communicated that schools are likely to be closed for the remainder of the school year. SSFUSD is still following the local shelter in place and amended modification order. Staff are being proactive in preparing lessons should schools remain closed. This could change via an order from the Governor or Health Officer and would be communicated to the community.

Dr. Moore gave a shout out to parents and acknowledged it is a challenge. She thanked students for being resilient and doing the best that they can. Staff has been phenomenal and administrators have stepped up to lead the work. The Board has been wonderfully supportive and helpful in any way possible. Everyone needs to continue to be flexible and adaptable. It's a collective effort and a tremendous challenge being tackled with a positive attitude. They all want to do what's right and best for students and their families.

Trustee Baker thanked Dr. Moore, Cabinet, Classified, and Certificated employees for their efforts. He noted that only 100 people could connect with the Board meeting through Zoom. He asked why there is a limited meal distribution time and whether there could be a second shift. Trustee Baker noted that Chrome books and iPads for teachers to connect with students are critical as students need daily interaction. Dr. Moore said the District needs to apply for a State waiver to provide for multiple meals on a limited number of days. One State expectation is written documentation from the District confirming families don't go to multiple sites to pick up additional food. Assistant Superintendent O estimated the forty five minute window for picking up meals would resolve that issue while still offering time for parents to get the meals. Trustee Baker asked if there is someone at the State level to communicate with regarding the need for more meal distribution time. Mr. O said he has worked the last few weeks with Director Fran Debost to get the CDE approval for twice a week distribution. It has been a challenge to get staff and volunteers to do the meal distribution at three sites for several weeks. Twice a week distribution means less exposure for staff. The CDE requires no duplicate meals be given to students, which is difficult. More staff would be needed to track which parents pick up meals at one of the sites and also have all three sites verify names to prevent duplicate meals. On some warm days with two and one half hours for distribution and not having the meals refrigerated, this week they had had to dispose of many containers of milk. This is why the meal distribution time was reduced. Trustee Baker said he understands the rule, but it is not helpful and he encouraged the Board President to send a letter to legislators.

Trustee Lujan thanked Cabinet members, staff, parents, and students in these unprecedented and challenging circumstances. She said teachers love connecting with kids and distance learning is difficult. She wants to see consistency among platforms and how often staff members are connecting to kids, which are important. She worries about student isolation and mental health. She would like to see thoughts on graduation, which is critical. Trustee Lujan said she wants to get distance learning right from the get go, especially if school closure continues to the end of the year. Dr. Moore stated that the grading issue will be brought back to the next Board meeting.

Vice President Flores thanked staff, teachers, administrators, principals, and other essential staff for their patience. The Board is considering all variables in the decisions they are collectively making. He thanked Dr. Moore and Cabinet for their leadership and for being transparent with the SSF community. He also acknowledged essential District staff, custodians, and meal staff and noted that everyone is in this together. He told the community that the Board hears them and understands their concerns. He has been asked about sports events

yearbooks, grad night, etc. They are working on it and want to do so consistently with input from all involved with the decisions. The Board gets daily debriefs on what is happening. Vice President Flores noted that while campuses are closed, distance learning is continuing. He asked about media reports of funding coming to school districts. Dr. Moore said SSFUSD should receive roughly \$143K to help offset the impact of COVID-19.

Vice President Flores asked about efforts for special needs students. Dr. Moore said Director Sabrina Yacoub has done a tremendous job with her team to meet with those students virtually. Assistant Superintendent Keith Irish said the Director is doing a lot of work with third parties which provide mental health services. They are reaching out to students and families to continue those services. Staff continue to do assessments and reports and interface with students through various platforms. Transportation services are being used to deliver instructional materials to special needs students. The District is receiving Federal guidance daily.

Vice President Flores acknowledged County Superintendent Nancy Magee, Mayor Garbarino, and other elected officials for their communication and participation. He appreciates all participants in this meeting and encouraged any comments be made to the Superintendent's office.

Trustee Richardson said she supports Trustee Baker's comments regarding extending the time for meal distribution. More families are coming and she thinks it is better to err on the side of providing for them. She thanked the Superintendent and Board Members and also appreciates staff working together tirelessly.

President Murray thanked San Mateo County Manager Mike Callagy for updates as well as Ms. Magee, San Mateo County Board of Education President Hector Camacho, and SSF City Councilmembers. She said communication is the key to getting through this situation. She also thanked all District employees, the Board members, parents, students, and volunteers. The District is being tested and has done phenomenally well in meeting the needs of the students. President Murray reminded the community to visit the District website for information.

**ADJOURNMENT – 7:50 p.m.**