SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S – REGULAR MEETING
Thursday, March 12, 2020

South San Francisco Municipal Building,
City Council Chambers
33 Arroyo Drive, South San Francisco, California

OPEN SESSION – 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. REVIEW OF AGENDA

E. RECOGNITION AWARDS

F. PTA COUNCIL REMARKS

G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

- South San Francisco Federation of Adult Educators
- South San Francisco Classroom Teachers Association
- California School Employees Association Chapter 197

H. PERSONNEL COMMISSION

I. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

J. SUPERINTENDENT'S REPORT

a. Overnight/field trip process

b. Next steps with SSFHS mascot

c. Proactive measures taken for student and staff health

d. Other

- ASB Reports
  - Amanda Yoa, ASB President, El Camino High School
  - Kristie Poon, ASB President, South San Francisco High School

K. COMMUNICATIONS

Public comments are limited to three minutes per individual. Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

L. PRESENTATIONS

(Individual presentations are limited to a maximum of 10 minutes.)

1. HUMAN RESOURCES

a. Vaping and E-cigarettes

Mayra Amador, the Tobacco Prevention Program Specialist at San Mateo County Health, will present, to the Board, information on vaping and e-cigarettes.

2. BUSINESS SERVICES

a. Presentation of Second Interim Financial Report

Assistant Superintendent Ted O will present, to the Board, the 2019-20 Second Interim Financial Report, for the period ending January 31, 2020.

M. CONSENT AGENDA: The following items are submitted for Board approval. One motion will authorize action for those items so designated.

		PAGE
1. ADMINISTRATION		
a.	Minutes to the regular Board Meeting, February 13, 2020.	1 - 17
b.	Minutes to the regular Board Meeting, February 27, 2020.	18 - 31
2. EDUCATIONAL SERVICES		
a.	Staff recommends the permission for SSFHS Key Club students to participate in the Key Club District Convention in Reno, NV, March 13 - 15, 2020.	32 - 33
b.	Staff recommends permission for the SSFHS Earth Club students to travel to Big Basin Campground on the San Mateo Peninsula, April 3 - 5, 2020.	34 - 35
3. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order	36
b.	Classified Personnel Assignment Order	37
c.	Staff recommends the approval to increase the minimum wage in the District to $15.00 per hour beginning January 1, 2020.	38
4. BUSINESS SERVICES		
a.	Gifts to the District, February 2020.	39 - 40
b.	Staff recommends the approval of the fundraising events for the 2019-20 school year.	41 - 42
c.	Staff recommends the approval of professional service agreements under $25,000.	43 - 44

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INFORMATION/DISCUSSION

1. EDUCATIONAL SERVICES

a. Local Control Accountability Plan (LCAP) Update 45

Staff will present, to the Board, information on upcoming LCAP dates and the areas of focus for 2020-21.

ACTION

1. ADMINISTRATION

a. Resolution No. 20-07 for Women's History Month 46

Staff recommends the adoption of Resolution #20-07: Honoring Women's History Month.

b. Resolution No. 20-08 for American Red Cross Month 47

Staff recommends the adoption of Resolution #20-08: In recognition of American Red Cross Month.

2. BUSINESS SERVICES

a. Approval of the Second Interim Financial Report and Positive Certification of Financial Condition 48 - 49

Staff recommends the approval of the Second Interim Financial Report and positive certification of financial condition for fiscal Year 2019-20, declaring that the School District will be able to meet its financial obligations for the current year and subsequent two fiscal years, as presented to the Board.

b. Approval of Dates for 2020-21 LCAP and Budget Hearings and Adoptions 50 - 51

Staff recommends approval of the recommended dates for the 2020-21 Local Control Accountability Plan (LCAP) and Budget hearings and adoptions, as presented to the Board.

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c. Approval of Change Order #3 to the Suarez Munoz, Inc. agreement for the SSFHS Baseball and Softball Fields Project 52 - 55

Staff recommends the approval of change order #3 to the Suarez Munoz, Inc. agreement, in the amount of $81,879, for the SSFHS fields projects, as presented to the Board.

d. Approval of Change Order #4 to the CWS Construction Group Agreement for the Martin ES Modernization Project 56 - 60

Staff recommends the approval of change order #4 to the CWS Construction Group, Inc. agreement, in the amount of $27,513, for additional work in the Martin ES modernization project, as presented to the Board.

e. Approval of Amendment #3 to the Verde Design Agreement for Additional Services for Field Designs 61 - 68

Staff recommends the approval of amendment #3 to the Verde Design agreement, in the amount of $18,300, for additional services for the SSFHS baseball and softball field projects, as presented to the Board.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

March 19, 2020

- Presentation on Career Technical Education (CTE) and Genentech
- Bell schedule update
- Preschool ideas from the City subcommittee meeting
- Resolutions for retirees
- Approval of E-rate subsidy bid

April 2, 2020 – Board study session - (Board room)

- District programs

April 9, 2020

- Presentation on Middle College at Skyline College
- Presentation on the Facilities Department
- Approval of SPSAs
- Williams report for 1st quarter ending 3/31/20
- Approval of declaration of need for fully qualified educators, 2020-21
- Resolution for Child Abuse Prevention Awareness Month

- Resolution for Earth Day
- Resolution for Autism Awareness Month
- Resolutions for retirees

April 23, 2020

- Presentation on Performance Management - Information Technology
- Presentation on the Boys and Girls Club
- Recognition for Spelling Bee winner
- Recognition of Helix Cup Science Competition winners
- Resolution for Day of the Teacher (5/5)
- Resolution for Classified School Employee Week (5/17-5/23)

May 14, 2020

- Presentation on District Curriculum
- 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

- Presentation on Nutrition Services Summer Feeding program
- Presentation on YSB School Counseling and Safe School Advocates Services
- LCAP update
- Approval of Children's Center Program Self-evaluation annual reports
- Approval for destruction of Disposable Class 3 records
- Presentation on May revision of the Governor's 2020-21 budget

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District's website: www.ssfusd.org (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: ncantley@ssfusd.org. Hearing assistance equipment is available for use by the hearing impaired at Board meetings.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of February 13, 2020

OPEN SESSION - 6:00 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:00 p.m.

1. To consider three (3) expulsion waiver hearing recommendations in accordance with California Education Code Sections 48915 and 48918.
2. Conference with Legal Counsel - Existing Litigation pursuant to paragraph (4) of subsection (d) of California Government Code Section 54956.9 (one case).

RECONVENE INTO OPEN SESSION - 7:01 p.m.

B. ROLL CALL

Board Members:
Mr. John Baker - Present
Mr. Eddie Flores - Present
Ms. Daina Lujan - Present
Mrs. Patricia Murray - Present
Mrs. Mina Richardson - Present
Ms. Amanda Yoa, Student Board Member - Present

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 Sunshine Gardens ES student 5th grader Sofia Isabel Gomez.

D. REPORTING OUT FROM CLOSED SESSION

Action

MOTION #395 (Lujan/Baker) to uphold the panel's decision on expelled student

VE as follows. Motion Carried on a 3-0 vote with President Patricia Murray and Vice President Eddie Flores being absent.

President Murray and Vice President Flores arrived to closed session at 6:19 p.m.

To expel Student VE from the District for violation of Education Code Subsections: 48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety code; 48915 (a1C) Unlawful possession of any controlled substance listed in Chapter 2 . . . of the Health and Safety code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; 48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; 48900(h) Possessed or used tobacco, or products containing tobacco…; 48900(k) Disrupted school activities or otherwise willfully defied the valid authority of … school personnel…
That Student VE be expelled two (2) semesters, the spring semester of the 2019-2020 school year and the fall semester of the 2020-2021 school year; however, that the full term of the expulsion be suspended and Student VE be allowed to participate in the District's Alternative to Expulsion Intervention Program. Student VE would be permitted to continue in a regular program on a strict contract. It is expected that Student VE make satisfactory academic progress, maintain positive attendance, and demonstrate good behavior. That Student VE shall be considered to have completed the period of expulsion by meeting the above conditions by the end of the fall semester of the 2020-2021 school year, December 17, 2020.

MOTION #396 (Lujan/Baker) to uphold the panel's decision on expelled student VF as follows. Motion Carried (Unanimous)

To expel Student VF from the District for violation of Education Code Subsections: 48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety code; 48915 (a1C) Unlawful possession of any controlled substance listed in Chapter 2 . . . of the Health and Safety code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; 48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; 48900(j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia . . .; 48900(k) Disrupted school activities or otherwise willfully defied the valid authority of … school personnel…
That Student VF be expelled two (2) semesters, the fall and spring semesters of the 2019-2020 school year; however, that the full term of the expulsion be suspended and Student VF be allowed to participate in the District's Alternative to Expulsion Intervention Program. Student VF would be permitted to continue in a

regular program on a strict contract. It is expected that Student VF make satisfactory academic progress, maintain positive attendance, and demonstrate good behavior. That Student VF shall be considered to have completed the period of expulsion by meeting the above conditions by the end of the fall semester of the 2020-2021 school year, December 17, 2020.

MOTION #397 (Flores/Lujan) to uphold the panel's decision on expelled student VG as follows. Motion Carried (Unanimous)

To expel Student VG from the District for violation of Education Code Subsections: 48915 (a1B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil; 48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object; 48900(k) Disrupted school activities or otherwise willfully defied the valid authority of … school personnel… That Student VG be expelled one (1) semester, the spring semesters of the 2019-2020 school year; however, that the term of the expulsion be suspended and Student VG be allowed to participate in the District's Alternative to Expulsion Intervention Program. Student VG would be permitted to continue in a regular program on a strict contract. It is expected that Student VG make satisfactory academic progress, maintain positive attendance, and demonstrate good behavior. That Student VG shall be considered to have completed the period of expulsion by meeting the above conditions by the end of the spring semester of the 2019-2020 school year, May 28, 2020.

E. REVIEW OF AGENDA – No changes.

F. RECOGNITION AWARDS – Trustee John Baker representing the Board, along with Principal Gaytán and Superintendent Shawnterra Moore, recognized Sunshine Gardens ES volunteers Kayla Christenson, Yukako Matsunaga, Candida Ramos Moya, Katrina San Felipe, and Luis Santiago-Baird, with certificates of appreciation.

G. PTA COUNCIL REMARKS – PTA Council Communications Officer, John Sanna, thanked the Board members, Superintendent Moore, and Dr. Spaulding for attending the Founder's Day dinner last Friday. He advised that at this time of the year PTA units start their board elections process. Mr. Sanna stated that PTA membership is down across the District and parent participation in the coming year is a concern. New officers are being trained to promote the work of PTAs in the District. They are looking forward to upcoming LCAP presentations with the PTA's community input.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association – President Danny

Yanow said he recently became a grandparent and such an event makes one focus on the future and education. He met with Business Services staff to understand the intricacies of the payroll system. He thanked Mr. O and his staff for offering to visit sites and review the information for teachers so they will be paid promptly for their extra work. He noted that CTA will be sunshining at the next Board meeting and he is looking forward to a short and productive bargaining period.

California School Employees Association Chapter 197 – None

I. PERSONNEL COMMISSION - Assistant Superintendent Jay Spaulding reported the last meeting was held on February 10. During that meeting, they ratified seven position announcements and three eligibility lists. The next Commission meeting will take place on March 16, 2020.

J. ITEMS FROM BOARD

Trustee Daina Lujan reported that the SMCSBA Equity Network team met on Friday and Saturday. The topics discussed were race versus equity, looking at the opportunity gap, and supporting all students to thrive.

Trustee Baker said that he, along with Trustee Mina Richardson, Dr. Moore, and Assistant Superintendent Ted O attended the recent City subcommittee meeting. Topics included a mutual desire to expand childcare, especially pre-school care throughout the District and whether there is room on campuses; despite declining enrollment, the District has no plans to close any schools; potential use of RDA funding to improve the Sunshine Gardens ES field or another possible partnership for this work; and the Superintendent provided a workforce housing update, advising that the District is looking for funding mechanisms.

Trustee Flores said all Board members attended the Kinder Night, which was a great success. He met principals, site leaders, and community members at the event. He reported that he and President Murray are delegates to the General Plan Committee which is creating a plan for how SSF will look in 2040. At their February 11 meeting the topics were; a review of the draft visioning themes and guiding principles; a review of community visioning engagement results; and evaluating whether goals and objectives for the plan are being met. One theme is high quality and accessible services for all residents at all stages of their lives. He reported that a guiding principle is to provide strong, safe, and successful schools in partnership with the District. The General Plan committee holds public forums in various neighborhoods. Lastly, he reported that today he and President Murray attended Padres en Accion, a SSFHS Spanish-speaking parent group, and spoke about the roles of the school Board, Cabinet, Superintendent, and outreaching with any questions or input.

K. SUPERINTENDENT'S REPORT

a. **Introduction of new Student Trustee** - Superintendent Moore welcomed ECHS ASB President Amanda Yoa who will serve as the Student Trustee for the spring Board meetings. The Board is looking forward to hearing her perspective on issues from the student point of view.

b. **Equity and Excellence** - Superintendent Moore provided an update to the community regarding the equity journey here in South San Francisco. As seen in the District's PM car graphic, the road we are traveling is that of equity. On January 23, the Board and Cabinet held a study session where they analyzed multiple pieces of data including State assessment data, enrollment data into advanced placement courses by race/ethnicity, suspensions/expulsions by race/ethnicity, and by overall trends, and student and teacher demographics. Three Board members - Vice President Flores, Trustee Lujan, and Trustee Baker are also participating in the San Mateo County School Board Association Equity network along with Mr. Irish and Dr. Moore and they had the opportunity to share what they have learned during that study session. Overall, they met their outcome to redefine what equity means in our District, which is that SSFUSD recognizes that educational excellence requires a commitment to equity. They believe that educational equity means that each student receives what they need, when they need it, to develop to their full potential. Lastly, she asked for interested community members to indicate their interest in being on a committee. There were 143 people who expressed an interest from parents, teachers, counselors, health technicians, para-professionals, administrative and executive assistants, directors, principals, assistant principals, receptionists, a nurse, school community liaisons, library media techs, etc.. The next step is to send out applications to those who expressed an interest and provide them with more details about the committee, the time commitment, and the outcomes. Dr. Moore thanked the community for responding so enthusiastically. She encouraged anyone interested in the work done at the study session on equity to review the minutes from that meeting on the District website.

c. **ECHS athlete** - the Superintendent congratulated Rachel Reyes who was named the 2020 Youth of the Year by the Boys and Girls Clubs of North San Mateo County. The recognition is given to a student who displays leadership qualities, is engaged in community service, has a commitment to education, mentors, is a role-model, and has healthy behaviors.

<u>President Murray read the following statement:</u>

"On February 7, 2020, the South San Francisco Unified School District prevailed on a Motion for Summary Judgment in Superior Court against a construction claim brought by USS Cal Builders, Inc., for over $25 million. As a result of the Court's ruling, the District has achieved a complete victory against USS Cal's claims at this stage of the litigation. The District's claims against USS Cal remain valid.

While possibly subject to an eventual appeal, the Court Order sides with the District on every argument the District raised in its Motion. The Court ruled that all

15 “lease-leaseback” contracts under which USS Cal sued the District are void because the District Board never formally approved or ratified them, as the law requires. The Court also ruled that the lease-leaseback contracts are void because the construction documents had not been approved by the Division of the State Architect before the contracts were executed, also as required by law. Finally, the Court ruled that USS Cal’s claims on nine of the contracts were brought beyond the statute of limitations period.

Other parts of the case, including the District’s claims that USS Cal’s work product was defective, will continue in the Superior Court. Although this Order may be the subject of an appeal, it completely disposes of USS Cal’s claims against the District at this stage of the litigation.”

- ASB Reports
    - Amanda Yoa, ASB President, El Camino High School, highlighted the following recent and upcoming events on campus: today, the Hoops and Valentine’s Day rally with a ‘Head over Hoops’ theme took place; the annual hoops game against SSFHS is happening tonight; they have focused on several events for Black History Month; Pennies for Patients was kicked off and runs through the end of this month; events and activities are being planned for the March Women’s History Month; and on March 10, a Senor Capstone exhibition will be held from 5:00 - 8:00 p.m. On March 6, Activities Director Derek Padilla will be inducted into the CADA Hall of Fame at their conference in Reno.
    - Kristie Poon, ASB President, South San Francisco High School, shared the following events at her school; last Tuesday, an 8th grade showcase for parents took place; AVID students just returned from their field trip to Southern California colleges; this is the last week of winter sports; their cheerleaders just left for Southern California to participate in Nationals; ASB students sold roses and Valentine-grams and held their annual Marriage in the Quad today; on February 26, a Special Olympics Tournament is being held with other schools participating; and Day on the Green will take place on March 20. The school is holding its second South City Master Chef cooking competition with two teachers serving as judges and sixteen students participating until the end of March.

Student Trustee Yoa left the meeting at 7:34 p.m.

L. COMMUNICATIONS - None

M. PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation:
Sunshine Gardens Elementary School

Principal César Gaytán shared educational priorities and programs at Sunshine Gardens ES.

Trustee Baker said last year, following staff concerns, an extra reading teacher/specialist was hired for the site. He noted the reading scores had improved and asked it this could be attributed to the extra help. Mr. Gaytán thanked the Board and District and said this person is providing coaching and intervention and making a significant impact in reading. Trustee Baker asked what constitutes chronic absences. Mr. Gaytán said it starts at five absences and then calls are made to parents. After ten absences, letters are mailed and he meets with families to stress the importance of having students attend class and offers any support needed.

Trustee Richardson asked which ethnic groups have the most absences and what the reasons are. Mr. Gaytán replied that as a school community they need to do a better job to convey the importance of being in school. They also need to acknowledge those students who are attending school every day. He said the groups most heavily impacted with chronic absenteeism are SpEd students and those from low socio-economic families, which have been displaced or have students living in separate households.

Vice President Flores said he sees the school is turning in a positive way, especially with Spanish-speaking parents having a favorable impact. Students see themselves in a family unit. There are great results with PTA support and parent night involvement. He said the school is not alone with chronic absenteeism and all District parents need to understand.

President Murray appreciated how Mr. Gaytán is a community builder.

COMMUNICATIONS

Kayla Christenson, a Sunshine Gardens ES parent, commented on chronic absenteeism of students with low socio-economic backgrounds, and asked what to do. With a health disparity and different racial backgrounds, she questioned how to fix it. Her daughter is chronically absent and she does not want to bring her to school if she is contagious.

Trustee Lujan asked Superintendent Moore to speak to the Ed Code regarding absences. Dr. Moore said if a child is sick and does not attend school, it is an “excused absence”. If the family is on vacation or there are other reasons for absences, each day is a loss of learning.

Ms. Christenson asked about deportation or a necessary vacation and about home schooling in the interim.

Director Ryan Sebers said the District would communicate with the family and short term independent study or other means may be possible when needed.

2. HUMAN RESOURCES

a. Performance Management – Suspension and Expulsion Rates

Director Ryan Sebers presented information and data on suspensions and expulsions in the District in terms of Performance Management.

The goal is to reduce suspensions and increase participation, keep students from losing progress, and focus on what is most important, which is being in school. Mr. Sebers referenced the District's Communication, Achievement, and Relationships (CAR) metaphor, saying the steering wheel paves the way into the future and students are present to receive instruction. Also, the car mirrors reflect growth.

Performance Management

The District has adopted Performance Management (PM) as a strategy to improve student achievement and keep the focus on continuous improvement and growth over time. PM presentations will be on a variety of topics and will provide the Board and community with a high level look at District priorities, goals, and progress. To better understand the metrics, below is PM information with the coding legend.

NOTE: Performance Management (PM) Reminders:

- These are intentionally designed to be concise, informative, and high-level information for the Board.
- The purpose is to provide ongoing updates to the Board about our progress on LCAP goal related items and district priorities

Color coding legend for the dots

Green dot means - the action/goal is on target or has been met

Yellow dot means - the action/goal is moving toward target

Red dot means- the action/goal is off target (and is something that may need deeper analysis, support, or resources)

Priority 1
Reduce suspensions and expulsions District-wide to foster increased student achievement and engagement.

Measure of implementation

SSFUSD recorded 620 suspensions and 6 expulsions for the 2018-2019 school year.

These totals represent the following:
20% reduction of suspensions over 5 years, 57% reduction over 10 years
75% reduction of expulsions over 5 years, 92% reduction over 10 years.

There were 1,499 suspensions in 2008-09 down to 620 in 2018-19 and 78 expulsions in 2008-09 down to 6 in 2018-19.

Increasing support through alternative intervention methods:

- Implementation of new Alternative to Suspension (ATS) Program, intended to reduce recidivism.
- Alternative to Expulsion (ATE) Program: 135 student participants over 9 years, 90% success rate.
- District Expectations for Student Success: Provides ranges of response options for misconduct incidents.
- Mental Health Services: Increased YSB presence at all school sites, integration with school counseling staff .
- Implementation of new Chronic Absenteeism prevention process, intended to increase student engagement and parental awareness.

Teaching students about decision-making reduces repeated student behavior and recidivism.

Trustee Baker said the numbers drop is astounding and noted they indicate the instances of suspension. He asked if this can be credited to early intervention, such as the ATS and ATE programs. Mr. Sebers replied that having nine years of ATE data shows that the model is working to change student behavior. Trustee Baker asked if teachers and staff are receiving sufficient training. Director Sebers replied he was unsure of professional development at each site, but in general, when students are referred for services, there are much better informed counselors for them. These counselors can work individually with a teacher or staff so they are able to understand different ways to

address student situations. There are more frequent administration and teacher interactions than in the past..

Mr. Yanow stated that most teachers feel they are not sufficiently trained or have enough clarity on how suspension works. Teachers complain about no consequences to student actions. Teachers need more information on how suspension works and what alternatives to expulsion are. Regarding absences, Mr. Yanow said he is hearing from the elementary school teachers about a wave of traumatized kids coming into the District due to violence or economic trauma in their lives. Some have lost their homes or have been in detention centers, apart from family. He said more psychologists and support is needed for this on-going problem.

Trustee Richardson said the Governor has lightened suspensions in elementary schools and middle schools and asked how the District will transition into that. Mr. Sebers replied that the District needs to work on it systematically over time and change the culture around suspensions and how we think about student discipline. Administration needs to look closer at student backgrounds and give teachers support to deal with new strategies. They need to work towards better decision-making versus just a punitive response.

Dr. Moore said when looking at student discipline, there is a large disparity in the students actually being suspended and expelled at disproportionate rates. In working on equity, it is important to support and train staff on this issue.

3. BUSINESS SERVICES

a. Nutrition Services

Director Fran Debost presented an overview of the Nutrition Services Department including programs, operations, menus, and progress on goals.

<u>Programs</u>
School Breakfast Program : 8 schools
National School Lunch program: 15 schools, ATP, CDS
Child and Adult Food Program (CACFP): 7 sites
Saturday School
Summer Feeding
3 private schools
District catering

<u>Operations</u>
Daily production volumes

- Lunch: 3,300

- Breakfast: 970
- Snacks: 400

Team: 40 employees
Annual budget: $3.3 Million
Free and Reduced meals: 40%

Menus
Lunch: 4 week rotation, breakfast: 3 week rotation
New daily choices and at least one vegetarian meal this year at elementary schools
Middle schools: 2-3 daily choices and salad bar
High schools: 6 daily choices and salad bar

Taste testing events
On-going sampling of new foods with students.
Items approved by at least 80% of students are added to the menu.
A lot of new items have been added this year, with more to come. A ramen bar was just introduced at SSFHS. Students are encouraged to eat produce and are introduced to many varieties of local fruit.

Goals 2019-20
1. Increase student participation in the breakfast program by 10%
   - Percentage participation for breakfast is lower than lunch.
   - Breakfast is only offered in only 50% of schools
   - Identify 2 elementary schools where second chance breakfast will be piloted.
   - Add point of service at SSFHS for second chance breakfast.
   - Offer second chance breakfast at ECHS
2. Decrease food and package waste
   - An environmental concern
   - Reduce plastic use
   - Reduce Food Waste
   - Reduce Food Packaging
3. Increase speed of serving lines
   - Students have 20-30 minutes to eat.
   - Replace pin pads with scanning cards.
   - Buy more efficient pin pads and scanners.

Trustee Richardson asked if chopsticks accompany the ramen bar. Mrs. Debost said they will have them in the near future.

Trustee Lujan thanked Director Debost for her passion and making student-centered decisions.

Trustee Baker shared that his son was so excited, he texted him about the ECHS ramen bar.

Vice President Flores complimented Ms. Debost for her innovative way

of thinking outside the box, trying new ways, and engaging with students. He said the second chance carts are outstanding and should be submitted for a best practice award in the County. He acknowledged the great, professional communication with staff and through their newsletter, in both Spanish and English. Vice President Flores asked about feedback from parents concerning the payment system. Ms. Debost replied that there were no concerns and it is more efficient, reliable, and user friendly for staff.

Trustee Baker said he does not like the maximum amount of money on students' cards being so low, as the credit card fees add up each time he loads the card. Director Debost said she would check to see if they can increase the amount to $150.

President Murray noted she toured the central kitchen earlier in the year and thanked Ms. Debost for all she does.

Director Debost said she appreciated the kind words and shared the compliments with her hard-working, dedicated staff, especially Supervisor Teri Inocencio.

M. CONSENT AGENDA

MOTION #398 (Baker/Lujan) to approve Item 1a, Minutes to the Regular Board meeting, January 16, 2020; Item 1b, Minutes to the Special Board meeting, January 23, 2020; Item 1c, Music First program agreement; Item 1d, Superintendent's participation in April and June 2020 Educational Leadership Professional Learning Group conferences; Item 2a, SSFHS Migrant Education Speech and Debate team students to participate in a competition in Salinas, CA; Item 2b, Parkway Heights MS staff to participate in the CADA State Conference in Reno, NV (revised); Item 2c, ECHS AVID students to participate in the "College Tour of Northern California"; Item 2d, ECHS Key Club students to participate in the Key Club District Convention in Reno, NV; Item 2e, ECHS World Language students to participate in an Education First Tours in Spain; Item 2f, one Skyline ES staff member to participate in the CUE conference in Palm Spring, CA; Item 2g, SVMI agreement for 2019-20; 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Gifts to the District for January 2020; Item 4b, Fundraising events; Item 4c, Professional service agreements under $25,000. Motion Carried (Unanimous)

PUBLIC HEARING - Voting Districts in SSFUSD/Waiver Application

A Public Hearing provided an opportunity for members of the public to comment on SSFUSD's waiver application to hold an election regarding converting to a system of voting by trustee areas for members of the Board of Trustees.

The Board meeting was suspended to open a public hearing at 8:48 p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 8:49 p.m.

ACTION

1. ADMINISTRATION

a. Approval to Submit a Waiver Application to Hold an Election on Voting by Trustee Area

MOTION #399 (Lujan/Flores) to approve a waiver of the requirements of the California Education Code to hold an election on whether to convert to voting by trustee area for members of the Board of Trustees and submit the waiver to the State Board of Education. Motion Carried. (Unanimous)

b. Resolution No. 20-03 African American History Month

Board Clerk Baker read the resolution.

MOTION #400 (Flores/Lujan) to adopt Resolution #20-03: Honoring African American History Month. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

c. Resolution No. 20-04 for Trustee Compensation

MOTION #401 (Baker/Flores) to adopt Resolution #20-04: To allow stipend payment for Trustee Lujan who was absent from the January 23, 2020 Board meeting. (AYES: Baker, Flores, Murray, Richardson; NOES: None). Motion Carried.

d. 2020 California School Boards Association Delegate Assembly Election

MOTION #402 (Lujan/Baker) to nominate Eddie Flores, Clayton Koo, and Amy Koo as representatives to the 2020 CSBA Delegate Assembly from Sub-region 5-B, San Mateo County. Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of Young Audiences of Northern California Memorandum of Understanding (MOU) for 2020

MOTION #403 (Baker/Lujan) to approve the Young Audiences of Northern California MOU for professional development. Motion Carried. (Unanimous)

3. BUSINESS SERVICES

a. Resolution No. 20-05 for 2020 State School Bond

MOTION #404 (Flores/Lujan) to adopt Resolution #20-05: In support of Proposition 13, the 2020 State School Bond. (AYES: Baker, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

b. Approval of Bid for District Internet Service Provider

Trustee Baker noted that this is the District's second year without Scenic, the County internet provider, so taxpayers pay twice. He said last year there were three contracts needed for the internet service and asked if multiple contracts would again be needed. Director Joe Siam said the two satellite sites, Serra Vista and Hillside, are on a three year contract and his goal is to converge the WAN connectivity to one contract. He stated that the current provider is unable to deliver the contracted connectivity to Scenic, since they are only at 1Gb and not the needed 10Gb.

Trustee Richardson asked how this provider would protect the District from ransomware. Mr. Siam noted that this service is only for the internet connections and other providers handle protection. Trustee Richardson asked if WAVE will provide protection. Director Siam said WAVE will only connect the District to the internet and other services protect the District from malware.

MOTION #405 (Baker/Lujan) to authorize the Business Services Department to accept the lowest bid for District internet services from WAVE Business, for five years, and award the contract. Motion Carried. (Unanimous)

c. Approval of Purchase of Secondary School Site Servers

MOTION #406 (Lujan/Flores) to approve the proposal from Dell for providing secondary school site servers and set-up. Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

Trustee Lujan advised that she will be late for the February 27 Board meeting due to a commitment at her school She has received a lot of parent feedback on

homework and she requested the topic be brought back at a future meeting.

Vice President Flores noted that effective January 1, 2020, the City of SSF raised the minimum wage and asked if the District planned on doing the same. Assistant Superintendent O said the State minimum wage is $13/hour and the City's in now $15/hour. As a public entity, SSFUSD is not required to follow suit. However, Superintendent Moore has directed staff to increase staff wages to $15/hour, retroactive to January 1. This will affect 60 part time staff members.

February 27, 2020

- Teaching and learning presentation - Monte Verde ES
- Presentation on the Boys and Girls Club
- Presentation on Vote4Kids
- Presentation on changing the SSFHS mascot
- Public Hearing – "Sunshine" with CTA

March 12, 2020 - Televised

- Teaching and learning presentation - ECHS
- Presentation on vaping and e-cigarettes
- Presentation and acceptance of Second interim budget report "positive certification"
- Approval of SPSAs
- LCAP update
- Resolution honoring Women's History Month
- Resolution for Red Cross Month
- Approval of dates for 2020-21 LCAP and Budget Hearings and Adoptions

March 19, 2020

- Teaching and learning presentation - SSFHS
- Presentation on Middle College at Skyline College
- Presentation on Career Technical Education (CTE) and Genentech
- Bell schedule update
- Approval of the roll-over produce award for 2020-21
- Approval of the dairy product award for 2020-21
- Resolutions for retirees
- Approval of E-rate subsidy bid

April 2, 2020 – Board study session - (Board room)

- District programs

April 9, 2020

- Teaching and learning presentation - Parkway Heights MS
- Presentation on the Facilities Department
- Williams report for 1st quarter ending 3/31/20
- Approval of declaration of need for fully qualified educators, 2020-21
- Resolution for Child Abuse Prevention Awareness Month

- Resolution for Earth Day
- Resolution for Autism Awareness Month
- Resolutions for retirees

April 23, 2020

- Teaching and learning presentation - Los Cerritos ES
- Presentation on Performance Management - Information Technology
- Recognition for Spelling Bee winner
- Recognition of Helix Cup Science Competition winners
- Resolution for Day of the Teacher (5/5)
- Resolution for Classified School Employee Week (5/17-5/23)

May 14, 2020

- Teaching and learning presentation - Ponderosa ES
- Presentation on Middle College at Skyline College
- Presentation on District Curriculum
- 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 (California Interscholastic Federation)
- Resolution honoring Asian Pacific American Heritage Month
- Resolution Fund 11 & Fund 14 account balances

May 28, 2020

- Teaching and learning presentation - Alternative Education
- Presentation on Nutrition Services Summer Feeding program
- LCAP update
- Approval of Children's Center Program Self-evaluation annual reports
- Approval for destruction of Disposable Class 3 records
- Presentation on May revision of the Governor's 2020-21 budget

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Lujan said she attended the recent PTA Council meeting and spoke on voting changes and equity. She will be a speaker at the February 24 SMCSBA dinner.

Trustee Richardson gave a shout out to Dr. Moore and Mr. O for the successful summary judgement. She attended a Daly City "Save Seton" town hall where Seton Medical Center was discussed and said a closure could impact two District schools. She enjoyed Kinder Night and learning about the District's transfer programs.

Trustee Baker said that at the Founder's Day dinner, Junipero Serra ES and Martin ES

PTAs gave out Teacher of the Year awards and he would like to see the PTA Council expand this to additional sites in future years. On Wednesday, he participated in a tour of ECHS and Sunshine Gardens ES. He said the Board study session on the Equity Network provided interesting information on data and discipline and he is looking forward to getting good Board policies from it.

Vice President Flores reported that he attended the PAL fundraising dinner where community support was evident. He was honored to represent the District at the recent Dr. Martin Luther King Jr. gala in Sacramento where he met Ruby Bridges who has impacted District students. He said equity examination time has come and he is in full agreement on the working equity definition. He wished everyone a Happy Valentine's Day and President's Day weekend.

Dr. Spaulding reported that HR had their enrollment kick-off and the open transfer period which closes at the end of the month.

Assistant Superintendent Keith Irish said the third Professional Development (PD) day is taking place tomorrow.

President Murray reported that the Youth Art Show is being held on April 3 and 4. She said it was very special to see Ms. Bridges and the students enjoyed meeting her. She stated that equity has always been a focus in the District and she appreciates that they are amping it up and being intentional.

ADJOURNMENT – 9:14 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of February 27, 2020

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. To consider evaluations of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957. (Non-re-elects/Release of temps).
   - Non-reelection of probationary certificated employee(s) - Education Code Section 44929.21
   - Release of temporary/long term substitute certificated employee(s) - Education Code Section 44954
2. Conference with Legal Counsel - Existing Litigation pursuant to paragraph (4) of subsection (d) of California Government Code Section 54956.9 (one case).

RECONVENE INTO OPEN SESSION - 7:05 p.m.

B. ROLL CALL

Board Members:	Mr. John Baker - Present Mr. Eddie Flores - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Amanda Yoa, Student Board Member - Present
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 Monte Verde ES student Annika Vergara. Principal Debby Mirt said Annika is the student body President, enjoys karate and

ballet, is an excellent student and a member of the Million Word Club.

Trustee Daina Lujan arrived at 7:08 p.m.

D. REPORTING OUT FROM CLOSED SESSION

Action

MOTION #407 (Baker/Richardson) to approve the non-reelect of three probationary certificated employees effective at the end of the current school year consistent with Education Code Section 44929.21. (AYES: Baker, Murray, Richardson; NOES: None; ABSTAIN: Flores; ABSENT: Lujan). Motion Carried on a 3-1 vote.

MOTION #408 (Flores/Richardson) to approve the release of 41 temporary and long term substitute certificated employees effective at the end of the current school year pursuant to Education Code Section 44954. (AYES: Baker, Flores, Murray, Richardson; NOES: None; ABSENT: Lujan). Motion Carried on a 4-0 vote.

E. REVIEW OF AGENDA – President Patricia Murray requested and the Board concurred on moving Action Item 1a, Resolution #20-06, to follow the student presentation on the SSFHS mascot.

F. RECOGNITION AWARDS – Trustee Lujan representing the Board, along with Principal Mirt and Superintendent Shawnterra Moore recognized Monte Verde ES volunteers Allen Chan, Melissa Chan, Bryce Wan, Vicki Wan, Sueanna Wong, and Waymond Wong with certificates of appreciation.

G. PTA COUNCIL REMARKS – None

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association – President Danny Yanow said he hopes for a fruitful and brief negotiation.

California School Employees Association Chapter 197 – President Jolene Malfatti reported that surveys were sent to all Classified staff on what they would like to have discussed in negotiations. In addition to benefits, suggestions included more staffing. Health techs are needed since sites are under-staffed and there is pressure on school secretaries to perform those services. She thanked Dr. Jay Spaulding for providing data for health technicians at the sites, especially Alta Loma MS. She said there are currently 32 para professional openings and carpenters are doing electricians' work.

For Public Schools Week, February 24 - 28, she read the following:

"This week is Public Schools Week, when educators and community members speak out about the importance of public education and the critical role it plays in shaping our students' futures and our society. She read the following quote from AFT President Randi Weingarten: "As we celebrate the accomplishments of our public schools, we must continue to fight to fund our students' future and to invest in the social, emotional, and academic resources they need-including school counselors, librarians, and nurses-to make every public school in America a place where educators want to teach, parents want to send their kids, and students can learn and succeed." She also read a quote from Fred Rogers: "Anyone who does anything to help a child in his life is a hero to me."

I. PERSONNEL COMMISSION - Assistant Superintendent Spaulding reported that the next Commission meeting will take place on March 16, 2020.

J. ITEMS FROM BOARD

Trustee Lujan reported that the SMCSBA dinner on March 9 will focus on Homework Best Practices and Policies.

Trustee Mina Richardson said she and Vice President Eddie Flores, of the Board Polices and Bylaws committee, met with Dr. Moore and discussed the review process. She and Vice President Flores will meet in early March to review lots of policies.

K. SUPERINTENDENT'S REPORT

a. SSFHS logo - Superintendent Moore read the following statement: "I'd like to make some comments regarding potential changes to the logo at South San Francisco High School. The Board of Education will hear a presentation from our students and consider a resolution to augment the logo based on student and community feedback. South San Francisco High School has a long and proud history. I truly understand the concern and appreciate the perspectives being shared on both sides. Tonight, our role is to listen and provide an atmosphere conducive to dialogue and contemplative thought. I'm confident that our school community here tonight, will model what it means to be collegial and respectful. I believe that students should be able to speak up and have the opportunity to converse about things that may impact their learning. Throughout this process, I encourage further dialogue and a comprehensive approach to community engagement at the high school to ensure that we are listening to and respectful of the diverse perspectives on this topic, in order to truly come together in a collaborative way that will ultimately allow us to demonstrate great pride in our community."

- ASB Reports
  - Kristie Poon, ASB President, South San Francisco High School, shared the following events at her school. On Monday, the site had a

practice lockdown drill where students prepared for emergency situations; on Tuesday a new share table was set up and 23 items were shared that day; on Wednesday, a Special Olympics tournament was held and students facilitated games and activities; on Saturday, February 29, the Migrant Ed Debate Team will be competing in Salinas and the girls soccer team is competing against Santa Clara in the finals; prom sales are beginning next week with bids starting at $140; next week, auditions are being held for the second South City Master Chef cooking competition with two teachers serving as judges and sixteen students participating until the end of March; History Day is next week; and Day on the Green will take place on March 20. Counselors are currently helping students decide on the courses they will take next year.

Regarding the lockdown drills, Trustee John Baker said past comments from students were about the stress they felt and how it affected their well-being. Ms. Poon replied that students knew in advance that the drill would occur during passing period. Some of them had anxiety, but most students were alright.

- Amanda Yoa, ASB President, El Camino High School, highlighted the following recent and upcoming events on campus: She acknowledged that girls' soccer is first in their league; girls' and boys' varsity basketball teams won their first round of CCS playoffs, but lost in the second round to Burlingame HS; for Women's History Month, the school is holding a hygiene drive for A Woman's Place; $135 prom bids go on sale next week for their April 4 prom; on March 10, Senior Capstone Night is taking place; and the Drama Club is presenting their spring musical, "She Kills Monsters" March 12-15. The school is beginning their 6-year accreditation cycle to remain a certified high school.

L. COMMUNICATIONS

President Murray read the following statement:
"Before public comment, I'd like to make a short statement. We know that removing the logo from SSFHS is a controversial issue. In addition to the community members I've spoken to and the emails I've received, I've read over 500 comments on social media. There were opinions on both sides of this issue.

Many school districts skip the Board and based on CA law and Board Policy, simply remove their Native American mascot and/or logo. We chose not to do this because we felt the public should be heard and we should hear from our students. There are a lot of comments here, so please, do not go beyond your allotted time of two minutes.

On tonight's agenda, the Board will vote on a resolution that, if approved, will begin the removal process of SSFHS's Native American logo.

I understand that many of you are passionate about this topic. In your comments, I would ask each of you to be respectful. Please do not call names. Please do not argue. The point of your comment is to let the Board know your opinion.

If you are an adult, please keep in mind that you are a role model for our students. A group of students from SSFHS saw what they felt was an issue, researched and studied it, and advocated for a solution. This type of community awareness and civic engagement is what we foster in our students.

Again, please keep your comments concise and kind. Thank you."

Triny Hernandez, representing the SSFHS Band, Choir, and Color Guard, spoke about their successful February 21 fundraiser. Their profit of $7,200 will help fund the student trip to Disneyland.

Mary Musallam, an ECHS parent, said there were two incidents at the site this month where strangers walked onto campus and fought with students. She asked that the school be made more safe without it looking like a prison.

Sharon Celillo, a Parkway Heights MS teacher and SSFHS parent, spoke about the shop program going away with the teacher retiring and not being replaced. She said this is a loss to the community and a division in children's learning.

Noemi Hernandez, a SSFHS parent, said she supports Counselor Juan Cortez who is being dismissed and won't return next year. He provided guidance to many students and she wants him to stay at the site.

Karina Perez, a SSFHS parent, said she is very involved with her children's activities and is concerned with the termination of Mr. Cortez. He provided numerous resources to Padres en Accion and has helped Latino students be successful.

Edith Arias, a supporter of SSFHS parents, said the language can be a barrier for Latino students going to college. The site has three counselors for 1500 students and Mr. Cortez provided the most support. His leaving is a loss for the community.

Masleni Orellana, a parent, said she supports Mr. Cortez and his work with Padres en Accion.

Griselda Garcia, a parent who supports Mr. Cortez and Padres en Accion, said the kids will lose a lot. Her children are her family's first generation to consider attending college and his departure will be hard on everyone.

Milvia Alfaro, a SSFHS parent, said she supports Mr. Cortez, who is a great supporter of Padres en Accion.

Natalie Wong, a Westborough MS teacher, spoke about working closely with Assistant Principal Barbara Bowler and is sad to see her leaving. She said Ms. Bowler supports students and teachers, especially with the Next Generation Science Standards (NGSS) roll-out. She also helped teachers insure student safety.

M. PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Monte Verde Elementary School

Principal Debby Mirt shared educational priorities and programs at Monte Verde ES.

Trustee Baker congratulated the staff, students, and families for improving the performance scores. Ms. Mirt said she has an outstanding staff and it is a pleasure to come to work.

Trustee Lujan gave Ms. Mirt kudos for her leadership and empowering staff to find resources, empowering parents, engaging families, and inspiring generations of students.

Trustee Richardson said the eagle (the school's mascot) keeps soaring and she has seen the community enthusiasm at the site.

Vice President Flores gave kudos to the Monte Verde ES team. He participated in their walkathon and saw neighbors encouraging the students. Based on her experience at the site, he asked Principal Mirt if she has seen chronic absenteeism before and whether it was cyclic. She replied that while families need to take time for themselves, they take "our" time when they travel to meet other family members. Vice President Flores noted the site has a strong PTA and asked Ms. Mirt if they have considered ideas to engage other parents in reducing absences. Ms. Mirt noted that the chronic absenteeism is probably holding them back from being a Distinguished School. She said that recently, the first day in a long time, there were no vacation absences. He asked what her most pressing issue was. She replied it is stressful due to conference week happening next week.

Trustee Lujan, a Monte Verde ES parent, acknowledged Principal Mirt's weekly newsletter. It addresses academic performance and attendance, when absences are excused, and recommends times to take a trip.

2. ADMINISTRATION

a. Changing the SSFHS Mascot

SSFHS students Sophia Oller and Samantha Avila, on behalf of Students 4 Change, presented information on their request to change the school's mascot.

Ms. Oller spoke about changing the mascot and why there is a need to do so. Feathers in headdresses are religiously and spiritually important and must be earned. SSFHS never earned any of them from the indigenous community and it should not use the depiction of those feathers in its logo. She said stereotypes can narrow an entire race into one picture and asked how this is honoring them. She has 442 names of active students who support the mascot change. Ms. Oller noted that there was no school-wide discussion on the change, but, teachers did discuss it She said the school should honor the request of Native Americans to stop using the mascot.

They showed a video which addressed the mascot logo and why it should be changed to one which honors Native Americans.

Ms. Oller thanked the community members who wore yellow armbands in a show of solidarity with their cause. SSFHS prides itself on students who are globally conscious citizens. She said there is no honor in racism. By portraying Native Americans in solely one image, the appreciation of their different cultures is denied. The logo retains the idea that they are savages. It is important to listen to their needs. Native Americans do not appreciate or condone a stereotype being used for schools or sports images. Ms. Oller said their culture is more than headwear meant for private, sacred ceremonies. Since many people have not had contact with Native Americans, they only know of a stereotype which is insulting to them. She asked that the resolution be adopted so SSFHS can be on the right side of history.

Ms. Avila read a statement from Antonio G. Gonzales, the Director of the American Indian Movement – West He said the current mascot singles out particular peoples and their culture in a negative manner and incites racism. He urged a change in the mascot to a more neutral one which can truly represent the rich and diverse student body.

Trustee Richardson said she appreciated the infectious energy of the students and asked if Native Americans were consulted about the change. Ms. Avila replied that she met with Mr. Gonzalez and three other members. She also has many indigenous friends and has spoken with Native American children who have a lower self-esteem when they are depicted as mascots and savages.

COMMUNICATION *(continued)*

Oliver Elias Tinoco, said he appreciated the dialogue. He questioned what traditions and culture are being disrupted and which are being preserved. He said pride and honor are not being preserved, but instead, it is a culture of systematically oppressing an entire group, exploiting their image and capitalizing off something SSFHS was never given permission to use.

Aristel de la Cruz, a SSFHS teacher and Students 4 Change Club Advisor, noted that the school is on land once occupied by the Ohlone tribe. There was no consultation with the tribes and they were reduced to an image. He said neighboring schools have made mascot changes.

Daphne McCann, a SSFHS teacher, said this is an issue of equity and the history of the feelings of peoples of color is being dismissed. She said students should decide.

Caleb Fowler, a SSFHS student, who is not Native American, said the mascot is offensive to him. He feels it is morally correct to make the change and advocated for more Ethnic Studies at the school.

Eduado Unisa Jr., a SSFHS alumnus, said he is in solidarity with students who want to remove the logo. He stated that the school is actively trying to silence the student voices on an issue which matters to them and the community. The logo represents the violence perpetrated on indigenous people in America.

Cesar Rodriguez, a San Francisco State professor, said he supports young people and they are practicing their skills to become engaged citizens. He stated that you don't honor people if you keep doing something they have asked you to stop doing.

Megan Celillo, an SSFHS student, said the logo is not problematic. She feels the process was wrong and not totally student-led. Teachers passed around the petitions and some students felt pressured to sign. She thinks the signatures should be redone.

Margaretta Wasson, a SSFHS alumna and Native American, said she is proud of students wanting to make the change. She stated that it is a racist, degrading image and people should get over their hurt feelings.

Ana Giulia Serra, a SSFHS alumna, said she studies race and racism and that images impact American youth. She stated that it is a great time to push for change as many schools are now doing. She said non-Native Americans don't get to decide what is offensive to Native Americans.

Savannah Cedeno and Amelie Krissy Cayton read a statement in which the National Indian Education Association (NIEA) supports the removal of the race-based logo.

Erika Santana, a SSFHS alumna, said she is proud to be a warrior. She has great respect for Native Americans and their heritage, but does not want the mascot to be changed. She also said it would cost a lot of money to remove.

Diana Nazzal, a SSFHS parent, noted the California Racial Mascot Act prohibits schools from using the "redskins" name beginning in 2017. She said a warrior is a leader with dignity, a brave hero, and the name is not derogatory.

Mariah Feliciano, a community member, said she has done her own research and created an on-line petition to ask students if the logo is offensive or it should be retained. She said she has 1,090 supporters and the football coach wants to keep the logo as well.

DeVante Jewett, an ECHS alumnus and social worker, said he is an ally of the Native American community. The logo harms the community and enforces white supremacy. He encouraged the Board to listen to the voices of the youth.

Stephanie Tajada, a SSFHS alumna and parent, wants the warrior to remain and the logo to be changed.

Trustee Lujan thanked the students and community members and said their goal is to honor and value every student. She supports removing the logo and would like to see a student-led creation of a new logo. She challenged the Board and Cabinet to extend this conversation to the conversation on equity. She would like to see more ethnic studies courses to start more discussions on ethnicity and race.

Trustee Richardson said she supports maintaining the fighting spirit of the natives. She feels the image is seen that way by many alumni and community members and wants to honor the past by keeping it.

Trustee Baker acknowledged that the District is on Ohlone lands and their stewardship should be honored. He apologized to the students and Native Americans for the grandfathered image. He said times change and students are better informed than most of the community. He is proud of them and noted that the school would be as strong as ever without the mascot imagery. Trustee Baker said he would like to see the warrior maintained, but with a more appropriate logo. He emphasized they are not promoting a change in the term “warriors”.

Vice President Flores thanked the speakers for their passionate dialogue. He said it takes a lot to have this conversation while still being a community, regardless of differences. He agreed with Trustee Baker that they are not looking for other names to replace “warriors”. He stated that the Board provides oversight and direction and supports the community and stakeholders. This is not a generational thing. They are setting a precedent which will affect the future. This is about being a united, strong District and not about divisive comments on Facebook. He asked how the signatures were collected. Ms. Oller said they asked students and allied teachers to show the video and collect the signatures. Vice President Flores said he would have liked to have had an assembly where all points of view could have been heard. He said the Board Policies are their bible, which they must abide by and asked Superintendent Moore to read Board Policy 0410. Dr. Moore read the following: “District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames. The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.” Vice President Flores said he appreciates the dialogue of the young leaders and wants them to continue their fight. He encourages them to stay engaged with the Board on other subjects as well.

President Murray said she was in favor of removing the stereotypical logo. She thanked the students and Mr. de la Cruz for doing the work. She hopes that the students against the change will work together with the other students and find a way forward. She stated that this type of community awareness and civic engagement is what they try to foster in SSFUSD students.

ACTION

1. ADMINISTRATION

a. Resolution No. 20-06 In Support of Removing Native American Themed Logos and Mascots from SSFHS

Board Clerk Baker read the resolution.

MOTION #409 (Baker/Lujan) to adopt Resolution #20-06 In Support of Removing Native American Themed Logos and Mascots from SSFHS. (AYES: Student Trustee Yoa, Baker, Flores, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-0 vote.

The Board recessed at 9:30 p.m. and reconvened at 9:40 p.m.

M. CONSENT AGENDA

MOTION #410 (Lujan/Baker) to approve Item 1a, the District Extended Day Activities Program fees for the 2020-21 school year; Item 2a, SSFHS ASB students to attend an overnight retreat on campus; Item 2b, SSFHS Ballet Folklórico students to perform at the Disneyland Resort in Anaheim, CA ; Item 2c, SSFHS Band, Choir, and Color Guard students to participate in a music festival at the Disneyland Resort in Anaheim, CA; 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, January 1 - 31, 2020; Item 4b, Warrant Register, January 1 - 31, 2020; Item 4c, Cash Receipts, January 1 - 31, 2020; Item 4d, Gifts to the District for February 2020; Item 4e, Declaration of surplus items; Item 4e, 2019-20 fundraising events; Item 4f, Professional service agreements under $25,000. Motion Carried (Unanimous)

PUBLIC HEARING

The Board meeting was suspended to open a public hearing at 9:38 p.m.

SSFCTA Initial Proposal to SSFUSD

The South San Francisco Classroom Teachers Association (SSFCTA) provided its initial conceptual proposal to the South San Francisco Unified School District (SSFUSD) Board of Trustees related to compensation and benefits, teaching hours, and class size

to begin successor negotiations for the re-opener agreement for the 2020-21 school year.

Kyle Killian, the SSFCTA Bargaining Chair, said their conceptual proposal concerns Articles 7, 8, and 12 (as noted above).

SSFUSD Initial Proposal to SSFCTA

Assistant Superintendent Spaulding provided the SSFUSD initial conceptual proposal to the SSFCTA regarding the collective bargaining agreement negotiations for the 2020-21 school year. The contract articles are related to compensation and benefits, teaching hours, and job sharing/reduced workload.

Dr. Spaulding said the SSFUSD reopeners concern Articles 7, 8, and 10 (as noted above).

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

The public hearing was closed and the Board meeting resumed at 9:42 p.m.

ACTION *(continued)*

2. BUSINESS SERVICES

a. Approval of Long Range Facilities Master Plan Agreement

Trustee Richardson asked what the plan would indicate and how long it would be good for. President Eric Hall said the plan is designed to look at current, historical, and projected future enrollment using a variety of methodologies. They also count the current number of classrooms and classroom capacities at various sites. By comparing the two counts, the District will know whether it has a deficit or surplus of classrooms and what it might want to do with those buildings. The plan is also designed to look at facility assessments in terms of what is or is not working at the sites and also what is best for the teaching and learning environment. Mr. Hall said it should be updated every two years.

Trustee Baker noted a master plan was done during the Measure J time period and asked staff to look into it. Assistant Superintendent Ted O said it was done ten years ago and he will follow up.

MOTION #411 (Baker/Lujan) to approve an agreement with Eric Hall & Associates (EH&A) for the preparation of a long range Facilities Master Plan. Motion Carried. (Unanimous)

b. Approval of Amendment #18 to the VIRCO Agreement for Additional Classroom Furniture at Martin ES

MOTION #412 (Lujan/Flores) to approve amendment #18 to the VIRCO agreement, in the amount of $4,673, for office furniture at Martin ES. Motion Carried. (Unanimous)

PRESENTATIONS *(continued)*

2. ADMINISTRATION

b. Vote4Kids

Board Member Lujan presented information on Vote4Kids. One update, as of last night, is the revised link, which is now: www.vote4kidsca.com. She stressed that this is an information only campaign, sponsored by the SMCSBA, to engage and empower parents. With this website, parents can remain informed on several ballot measures that have the potential to positively impact education funding in California. Once the parents are engaged, the infrastructure for future issues will already exist. Trustee Lujan stated that only 35% of San Mateo County parents vote which means educational decisions are made by people without children in school. By engaging parents, they can strengthen education advocacy and make a measurable improvement for children. A short video showed that California's education funding for students does not reach the national average and how the website can help parents make informed decisions.

Vice President Flores suggested this could have State level potential. Trustee Lujan agreed and said she presented it to the 17th District PTA and the video is being translated into multiple languages. They will then advance Vote4Kids to the State PTA. President Murray recommended talking with PTA President Juanita Flores and John Sanna to get the word out District-wide.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

Trustee Baker advised that he will be out of the country and will not attend the June 11 Board meeting.

March 12, 2020 - Televised

- Teaching and learning presentation - ECHS
- Presentation on vaping and e-cigarettes
- Presentation & acceptance of 2nd interim budget report "positive certification"
- LCAP update
- Resolution honoring Women's History Month

- Resolution for Red Cross Month
- Approval of dates for 2020-21 LCAP and Budget Hearings and Adoptions

March 19, 2020

- Teaching and learning presentation - SSFHS
- Presentation on Career Technical Education (CTE) and Genentech
- Bell schedule update
- Resolutions for retirees
- Approval of E-rate subsidy bid

April 2, 2020 – Board study session - (Board room)

- District programs

April 9, 2020

- Teaching and learning presentation - Parkway Heights MS
- Presentation on Middle College at Skyline College
- Presentation on the Facilities Department
- Approval of SPSAs
- Williams report for 1st quarter ending 3/31/20
- Approval of declaration of need for fully qualified educators, 2020-21
- Resolution for Child Abuse Prevention Awareness Month
- Resolution for Earth Day
- Resolution for Autism Awareness Month
- Resolutions for retirees

April 23, 2020

- Teaching and learning presentation - Los Cerritos ES
- Presentation on Performance Management - Information Technology
- Presentation on the Boys and Girls Club
- Recognition for Spelling Bee winner
- Recognition of Helix Cup Science Competition winners
- Resolution for Day of the Teacher (5/5)
- Resolution for Classified School Employee Week (5/17-5/23)

May 14, 2020

- Teaching and learning presentation - Ponderosa ES
- Presentation on District Curriculum
- 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

- Teaching and learning presentation - Alternative Education
- Presentation on Nutrition Services Summer Feeding program
- Presentation on YSB School Counseling & Safe School Advocates Services
- LCAP update
- Approval of Children's Center Program Self-evaluation annual reports
- Approval for destruction of Disposable Class 3 records
- Presentation on May revision of the Governor's 2020-21 budget

May 30, 2020 Special Board meeting - (Board room)

- Board and Superintendent team building

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Lujan said on Monday, she participated in the SMCSBA dinner and spoke about multi-tiered systems of support. Today she attended Community Convening on building second units related to the jobs/housing imbalance in the County.

Trustee Richardson reported that she attended the Rotary's Valentine's Day dance along with President Murray. She also enjoyed the SSFHS band fundraiser and attended the Community Convening, where she learned a lot.

Trustee Baker said he also attended the SSFHS band fundraiser. He advised that SamTrans is discussing community buses, which some District students use, and encouraged those parents to provide feedback about the necessity of the buses.

Vice President Flores shared an inspirational quote. "Education is for improving the lives of others and for leaving your community and the world better than you found it."

Assistant Superintendent O reported that he, along with Drs. Moore and Spaulding, attended the Special Olympics event. Fiscal Director Rajpal Bal initiated a new payroll processing system and this is the first month all timesheets were processed on time.

Dr. Spaulding thanked Ms. Malfatti and Mr. Yanow for bringing issues forward to HR in a timely manner and to try and problem solve.

Assistant Superintendent Keith Irish advised that the LCAP community engagement process has started.

Dr. Moore said that in the last few weeks, she has been engaged with Principal evaluations. She thanked Ms. Malfatti and Mr. Yanow for their great professional relationships and for working together to make the District as good as it can be.

President Murray reported she attended the wonderful band fundraiser dinner. She is impressed with the students being the change they want to see in the world.

ADJOURNMENT – 10:05 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: March 12, 2020

RE: Approval of Permission for Students from South San Francisco High School's Key Club to Attend the District Convention at the Grand Sierra Resort in Reno, Nevada on March 13-15, 2020

BACKGROUND:

The purpose of the Key Club Regional Training Conference is to train future leaders of the club on the values and leadership skills needed in Key Club. Students will get to learn about how others schools across California, Nevada, and Hawaii run their clubs and hopefully bring those ideas back to our school site. Also, at the District Convention, our club members will be recognized for all of their various accomplishments.

14 Students will attend the event from SSFHS, 10 females and 4 males. The students will be accompanied by George Kranen (Kiwanis Advisor), Camala James (District volunteer), and Carney Skold (Key Club Advisor and teacher for SSFHS). They will leave Friday, March 13 and return Sunday, March 15. The club is planning on using funds to pay for District vans for travel. They will be staying at the Grand Sierra Resort and Casino in Reno, Nevada.

FISCAL IMPLICATIONS:

All fees will be divided between the Key Club Students, Key Club and the Kiwanis Club. There will be no overnight stipend.

No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the SSFHS Key Club students to attend the Key Club District Convention at the Grand Sierra Resort in Reno, Nevada March 13-15, 2020.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith B. Irish – Assistant Superintendent of Educational Services and Categorical Programs

Kevin Asbra, Principal South San Francisco High School

DATE: March 12, 2020

RE: Approval of permission for South San Francisco High School Earth Club students to Travel to Big Basin Campground on the weekend of April 3 - 5, 2020.

BACKGROUND:

The purpose of this field trip to Big Basin campground on Friday, April 3 to Sunday, April 5 is to provide Earth Club members of South San Francisco High School with an experiential learning opportunity. Somewhere between 12-14 male and female students (1:6 males and 1:8 females) will have the chance to experience nature first-hand and enjoy hiking, nature walks led by rangers, and learning about the ecosystem of the Central Coast. Students will camp at Big Basin Campgrounds and stay in gender-segregated tent cabins. Bath houses have hot showers, electrical sockets, and flush toilets. Each site has a picnic table, fire ring, and running water is a short walk from all sites. The site is extremely safe and secure. Students will be transported in District vans.

FISCAL IMPLICATIONS:

Entrance fees, bus transportation, food and campsite charges will be financed by the Earth Club's recycling efforts and fundraising. A maximum of 14 students will be allowed to attend due to bus capacity, and attendance will be on a first-come, first-serve basis plus recycling duty requirements. There will be no cost to the District as all costs will be billed to the Earth Club. Two stipends will be paid – one for Ms. Clements and one for Mr. Seelbach.

No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for SSFHS Earth Club members to attend this weekend field trip to Big Basin Campground on the San Mateo Peninsula on April 3- 5, 2020.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Certificated Personnel items be approved:

RESIGNATION

Boese, Alexandra, a teacher at South San Francisco High School, effective May 29, 2020.
Gonzalez, Rebecca, a counselor at Parkway Heights Middle School, effective May 29, 2020.
Guerra, Marlena, a teacher at Westborough Middle School, effective May 29, 2020.
Malowe, Pamela, a counselor at Alta Loma Middle School, effective May 29, 2020.
Middleton, John, a teacher at El Camino High School, effective ~~May 29, 2020~~ (correction: effective February 21, 2020).
Rose, Kimberely, a teacher at Los Cerritos Elementary School, effective May 29, 2020.

SUMMER SCHOOL ADMINISTRATIVE APPOINTMENTS 2020-2021

ESY Programs Principal	Jonathan Berg
ESY Programs Assistant Principal	Seema Prasad
High School Summer School	James Briano/Vincent Rharmili (split assignment)
Middle School Summer School (Elevate)	Daniel Lunt
Big Lift Summer School Program Manager, Los Cerritos	Luann Daniel
Big Lift Summer School Program Manager, Spruce	Lindsay Summers
STEAM Summer School	Anthony Tsujisaka

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Classified Personnel items be approved:

EMPLOYMENT

Aquino Burrell, Ana Azucena - Paraprofessional I – Special Education, Hillside Preschool, 6.0 hours per day, Range 26, Step 5, effective March 6, 2020.

Mesa, Thalia – Career Center Technician, South San Francisco High School, 7.0 hours per day, Range 34, Step 4, effective March 4, 2020.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 12, 2020

RE: Approval of Minimum Wage Increase to $15.00 per hour.

BACKGROUND:

On April 4, 2016, Governor Brown signed into law Senate Bill 3 mandating minimum wage increase for the State of California. The law increased the minimum wage for businesses with 26 or more employees to $10.50 per hour on January 1, 2017. The minimum wage increased to $11.00 per hour on January 1, 2018, $12.00 per hour on January 1, 2019, and $13.00 per hour on January 1, 2020. The minimum wage will be increased to $14.00 per hour on January 1, 2021 and to $15 per hour on January 1, 2022.

At the February 13, 2020 Board Meeting, the Trustees provided direction to explore raising the minimum wage in the South San Francisco Unified School District from $13.00 per hour to $15.00 per hour. The increase will provide a wage that exceeds the State of California's minimum wage by $2.00 per hour.

FISCAL IMPLICATIONS:

It is estimated that the ongoing cost will be approximately $65,000 per year.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve increasing the minimum wage in the South San Francisco Unified School District to $15.00 per hour beginning January 1, 2020.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: March 12, 2020

RE: Acceptance of Gifts

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of February 2020.

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school sites that have been requested by the donors.

RECOMMENDATION:

Staff recommends that the Board of Trustees accepts the gifts on behalf of the District.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT – ACCEPTANCE OF GIFTS FOR FEBRUARY 2020.

It is recommended that the South San Francisco Unified School District Board of Trustees accept the following gifts for the District:

$50.00 from The Benevity Community Impact Fund – Google Inc. to South San Francisco High School for the purpose of program donation.

$200.00 from Creative Marketing Arts, Inc. to Ponderosa Elementary School in support of student and school needs.

$500.00 from The Heal Project to Los Cerritos Elementary School for the purpose of school use, under the Principal's discretion.

$71.85 from The Benevity Community Impact Fund to Spruce Elementary School for the purpose of program donation.

$100.00 from Your Cause, LLC; Trustee for AbbVie Employement Engagement Fund to Ponderosa Elementary School in support of student and school needs.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: March 12, 2020

RE: Approval of 2019-20 Fundraisers

BACKGROUND:

Each year, the Board of Trustees approves all fundraisers to be held on behalf of the schools and students of the District.

The following fund-raisers are being submitted for approval:

Alta Loma Middle School

7th Grade Class	Chipotle restaurant takeover – Restaurant located at 990 Serramonte Blvd. Colma, CA. To commence April 21, 2020, from 4:00 p.m. to 8:00 p.m.

Parkway Heights Middle School

Volleyball Club	Snack Sale – Selling juice boxes and fruit juice based snacks. Commencing March 2020 until the remainder of the school year.

South San Francisco High School

ASB	Pizza Sale – Commencing March 20, 2020, at 3:30 p.m.
	Pizza & T-Pumps (Milk Tea) Sale – Commencing March 18, 2020, after school at 3:30 p.m.
Cheer Team	See's Candies Fundraiser Catalog – to be sold anytime outside of school. Commencing March 13 to April 30, 2020.
	T-Pumps (Milk Tea) Fundraiser – Commencing April 6, 2020, at 3:30 p.m.

C/O 2023	Panda Express Takeover – located in Tanforan Shopping Center. Commencing March 13, 2020, from 10:00 a.m. to 9:00 p.m.
	Concession Sale – Selling chips, water, and pizza during Glow-in-the-Dark Dodgeball game. Commencing May 15, 2020, from 6:00 p.m. to 10:00 p.m.
	T-Pumps (Milk Tea) Fundraiser – Commencing March 13, 2020, at 3:30 p.m.
Global Glimpse	Car Wash Fundraiser at the Facilities parking lot. Commencing April 4, 2020, from 9:00 a.m. to 3:00 p.m.
STEM Club	T-Pumps (Milk Tea) Fundraiser – Commencing March 10, 2020, at 3:30 p.m.

FISCAL IMPLICATIONS:

All funds from approved fund raisers are accounted for in the School Site Associated Student Body (ASB).

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: March 12, 2020

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Educational Services

$5,000.00 Ms. Jamie Coleman – She will be assisting in the development of the secondary math Scope and Sequence document cleanup and alignment. Compensation will not exceed $5,000.00, or 100 hours. Commencing February 27 to July 31, 2020.

District Office – Nutrition Services

$17,110.00 TITAN School Solutions – Menu Planning and Inventory Management software subscription and training. Annual subscription is $13,710.00. One-time training is $3,400.00. Commencing March 2020.

Buri Buri Elementary School

$3,000.00 Playworks Education Engergized – This company works with schools to design curriculum and activities that offer play during recess and lunch. They will be providing learning and physical health support by providing safe and inclusive play. Commencing March 18 to May 15, 2020.

Sunshine Gardens Elementary School

$8,500.00 StarVista – This company's area of expertise include counseling and social work in small groups and with individuals which will be provided to Sunshine Gardens ES, 6 hours per week for 20 weeks. Commencing January through June 2020.

FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreements as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 12, 2020

RE: Local Control Accountability Plan (LCAP) update

BACKGROUND:

The Local Control Accountability Plan (LCAP) is a component of the Local Control Funding Formula (LCFF) and all Local Education Agencies (LEAs) are required to prepare an LCAP. The plan describes how districts intend to meet annual goals for all students with specific activities to address state and local priorities.

The upcoming LCAP dates and the four areas of focus for 2020-21 will be reviewed.

FISCAL IMPLICATIONS:

TBD

RECOMMENDATION:

For Information and Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #20-07

WOMEN'S HISTORY MONTH
MARCH 1 – MARCH 31, 2020

WHEREAS, "Women's History Week" was established in 1978 by the school district in Sonoma, California and grew in popularity to eventually be designated as "National Women's History Week" by Presidential Proclamation in 1980; and

*WHEREAS, the month of March was designated "**National Women's History Month"** by the U.S. Congress in 1987, in recognition of women's many accomplishments throughout history; and*

*WHEREAS, this year's theme is: **"Valiant Women of the Vote"** honoring the brave women who fought to win suffrage rights for women, and for the women who continue to fight for the voting rights of other; and*

WHEREAS, women have played and continue to play a critical economic, cultural, and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside the home; and

WHEREAS, women of every race and ethnic background have served as leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement; and

WHEREAS, women have played a unique role through our history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the country; and

WHEREAS, women have demonstrated their character, courage and commitment as mothers, educators, institution builders, business, labor, political and community leaders, relief workers, women religious, and CEOs; and

WHEREAS, women's lives and their work inspire girls and women to achieve their full potential and they have created a legacy that expands the frontiers of possibility for generations to come; and

WHEREAS, the role of women in history has been overlooked and undervalued and is becoming an important part of the body of American and world history; and

WHEREAS, California Education Code Section 51204.5 specifically calls for instruction in the social sciences to include the study of the role and contributions of both men and women; and

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor all women during **Women's History Month.***

REGULARLY PASSED AND ADOPTED this 12th day of March, 2020.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

March 12, 2020

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #20-08

AMERICAN RED CROSS MONTH
MARCH 1 – MARCH 31, 2020

WHEREAS, The American Red Cross was established in Washington, D.C. in 1881 by Clara Barton, a nurse and educator, who became the first president of the organization; and

*WHEREAS, In 1943, President Franklin Roosevelt declared the month of March "**Red Cross Month"** to recognize the everyday heroes who selflessly help those in need by providing funds, donating blood or volunteering their time and skills; and*

WHEREAS, The Red Cross is the community leader in emergency preparedness and response; and

*WHEREAS, Every eight minutes the compassion and generosity of Red Cross volunteers is demonstrated by helping those affected by fires, floods, earthquakes and other disasters**;** and*

WHEREAS, The Red Cross offers lifesaving training and certification classes, including a youth class for K-12 volunteers; and

WHEREAS, Locally, the Red Cross assisted 14,000 families affected by the 1989 Loma Prieta earthquake in Northern California, 1300 individuals whose lives were disrupted by the 2010 San Bruno pipeline explosion and provided much needed disaster relief to those displaced by the recent devastating North Bay wildfires; and

*WHEREAS, South San Francisco Unified School District students have demonstrated compassion and civic duty by organizing many vital blood drives**;** and*

WHEREAS, El Camino High School students participate in their Red Cross Club where "Members are encouraged to spread the Red Cross fundamentals of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality." and the South San Francisco High School club states "Our goal is to help the community and to give our help as much as possible. We will work to fundraise and donate our time and work to aid people in need"

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor all workers, especially volunteers and encourage residents of our community to join their efforts during **American Red Cross Month.***

REGULARLY PASSED AND ADOPTED this 12th day of March, 2020.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: March 12, 2020

RE: Approval of the 2019-20 Second Interim Financial Report

BACKGROUND:

The Education Code requires school districts to submit interim financial reports twice a year. The 2nd Interim Financial Report reflects transactions as of January 31, 2020, and must be adopted by the Governing Board by March 15, 2020.

As part of the 2nd Interim Financial Report, each school district must certify that its financial status is positive, qualified, or negative. Each of these terms is defined below:

- A positive certification means that the district will meet its financial obligations for the current fiscal year and subsequent two years.
- A qualified certification means that the district may not meet its financial obligations for the current fiscal year or two subsequent years.
- A negative certification means that the district will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year.

The South San Francisco Unified School District is submitting a **positive certification** for the 2019-20 2nd Interim Financial Report.

The complete 2019-20 2nd Interim Financial Report is available on the South San Francisco Unified School District website under Business Services, Financial Reporting.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended the South San Francisco Unified School District Board of Trustees approve the positive certification for the 2019-20 Second Interim Financial Report as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Keith B. Irish, Assistant Superintendent – Educational Services and Categorical Programs

DATE: March 12, 2020

RE: Approval to set dates for the 2020-2021 Local Control Accountability Plan (LCAP) Hearing, 2020-2021 Budget Hearing, 2020-2021 LCAP Adoption, and 2020-2021 Budget Adoption

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BACKGROUND:

With the State adoption of the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP), there are requirements for the 2020-21 Budget/LCAP hearing dates and 2020-21 Budget/LCAP approval dates.

Both the 2020-21 Budget and the 2020-21 LCAP require public hearings that must be held at a separate meeting from the adoption of same. Therefore, districts must plan to have the draft LCAP ready and presented at a public hearing during a board meeting before the LCAP can be adopted at a subsequent meeting. The same is true for the hearing and adoption of the Budget.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the following:

- 2020-21 LCAP Hearing to take place on June 11, 2020, at the regular

meeting of the Board

- 2020-21 Budget Hearing to take place on June 11, 2020, at the regular meeting of the Board
- 2020-21 LCAP Adoption to take place on June 25, 2020, at the regular meeting of the Board
- 2020-21 Budget Adoption to take place on June 25, 2020, at the regular meeting of the Board

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

William Savidge, Facilities Management Consultant

DATE: March 12, 2020

RE: Approval of Change Order #3 to the contract of Suarez Munoz, Inc. on the South San Francisco High School Fields projects

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BACKGROUND:

The South San Francisco Unified School District awarded a contract for the South San Francisco HS Fields project to Suarez Munoz, Inc. on August 22, 2019. The project includes the new Baseball Field and the new Softball Field. Work has been on-going since last September. The Contractor has completed large portions of the work including grading, utilities, irrigation, curbs, posts/fencing, subgrade prep and is getting ready for installation of sod. During the course of the work there have been several unforeseen conditions and changes in scope which have been approved by the Board in Change Orders #1 and #2.

There are two items proposed as a part of Change Order #3. The District has requested an upgrade to the team dugout benches from aluminum to "polyboard," a more durable wood substitute. Second, the South City High School staff have asked for an extension of data and power lines to locations at both the Baseball and Softball Fields to allow for the live-streaming of the school's games. The site has this capacity and uses it for games at the football field and it is an important teaching tool and a way to increase the visibility of the players and teams. The work to provide for the live-stream stations includes conduits, boxes, data cable and connections from each backstop to the closest data closets on campus. Verde Design prepared drawings for the scope and it has been priced by the Contractor in Proposed Change Order (PCO) #10. See the attached Change Order for reference.

This Change Order will bring the total for the SSFHS Fields project to $317,877.55. This is 7.08% of the base contract. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **$81,879**. This will paid from Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees change order #3 to the Contract of Suarez Munoz, Inc. for the SSFHS fields projects.

DOCUMENT 00 63 63

CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
003

CHANGE ORDER

Project: South San Francisco High School Fields Project 05-19 (Softball)

Date: 3/4/2020
DSA File No.: 41-H6
DSA Appl. No.: 01-118183

Project: South San Francisco High School Fields Project 05-19 (Baseball)

Date: 3/4/2020
DSA File No.: 41-H6
DSA Appl. No.: 01-118182

The following parties agree to the terms of this Change Order:

Owner:
SSFUSD
398 B Street
South San Francisco, CA 94080

Contractor:
Suarez Munoz Construction
2490 American Avenue
Hayward, CA 94545

Architect:
Verde Design
2455 The Alameda
Santa Clara, CA 95050

Project Inspector:
Dave Callahan

Reference	Description	Cost	Days Ext.
PCO # 007 Requested by: District Performed by: SMC Reason: Product longevity	Upgrade dugout benches to both fields to have polyboard seating in lieu of painted aluminum. Painted aluminum prone to scratches by cleats.	$5,535	0
PCO # 010 Requested by: District Performed by: SMC Reason: Video Capability	ASI #3 R.1 – Conduit and cable pathway to video stream live game. This is for both fields.	$76,344	4

Contract time will be adjusted as follows: Previous Completion Date: June 5th, 2020 4 Working Days Extension (zero unless	Original Contract Amount:	$ 4,490,000
	Amount of Previously Approved Change Order(s):	$ 235,998.55

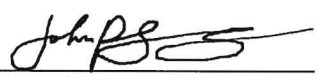
otherwise indicated) Current Completion Date: June 11th, 2020	Amount of this Change Order:	$ 81,879.00
	Contract Amount:	$ 4,807,877.55

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650, et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
			3/4/2020
[Name]	Date	[Name]	Date
Architect:		Project Inspector:	
[Name]	Date	[Name]	Date

END OF DOCUMENT

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

William Savidge, Facilities Management Consultant

DATE: March 12, 2020

RE: Approval of Change Order #4 to the contract of CWS Construction, Inc. on the Martin Elementary School Modernization project

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BACKGROUND:

The South San Francisco Unified School District awarded a contract for the Martin Elementary School Modernization to CWS Construction on April 25, 2019. The work has been on-going since May. The initial phases of the work include extensive site work, underground utilities, and interior and exterior handicapped access upgrades to the original main building. The renovations to the classroom wings are also on-going and are being completed in phases. Classroom wing work includes new windows, flooring, HVAC replacement, restroom renovations, exterior walkways, landscaping, and exterior painting. The school has recently moved into the C Wing and the Contractor is moving on to complete the last classroom wing and then the Administration building.

During the course of the work there have been numerous unforeseen conditions related to the older building construction, changes in scope requested by the District, and some design modifications. Change Order #4 is attached and summarizes the specific items, including negotiated costs for these issues.

In order that the work continues on the project, staff has authorized CWS to proceed with critical portions of the work. With approval of this Change Order the total Change Orders to date on this contract will be $105,538. This is equal to 1.9% of the base contract amount. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **$27,513**. This will paid from Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees Change Order #4 to the Contract of CWS Construction for the Martin ES Modernization.

DOCUMENT 00 63 63

CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
004

CHANGE ORDER

Project: Martin Elementary School Modernization Project 01-19

Date: 3/4/2020
DSA File No.: 41-28
DSA Appl. No.: 01-116977

The following parties agree to the terms of this Change Order:

Owner:
SSFUSD
398 B Street
South San Francisco, CA 94080

Contractor:
CWS Construction Group Inc
94 San Benito Way
Novato, CA 94945

Architect:
Hibser Yamauchi Architects, Inc.
300 27th Avenue
Oakland, CA 94612

Project Inspector:
David Callahan

Reference	Description	Cost	Days Ext.
PCO #029 Requested by: AOR Performed by: CWS Reason: Unforeseen condition	Replace surface mounted power receptacle at sink locations of building C. Walls sheathing needed to be demolished in order to add backing for wall hung cabinets	$6,423	2
PCO # 030 Requested by: AOR Performed by: CWS Reason: Unforeseen condition	Replace windows in restrooms of Building B in order for them to open inward and up for privacy reasons.	$8,592	3
PCO # 033.1 Requested by: AOR Performed by: CWS Reason: Unforeseen condition	Repair dry rot section of beam in Room 6. This includes modification to framing members and rerouting plumbing lines as needed.	$4,110	3
PCO # 035 Requested by: AOR Performed by: CWS Reason: Existing conditions	Plaster and stucco patching at building A where existing column was exposed and wall locations of lowered elevations.	$2,540	1
PCO # 038 Requested by: AOR Performed by: CWS Reason: Unforeseen condition	Bldg B – additional floor prep to smooth out existing subfloor.	$ 500	1

PCO # 040 Requested by: District Performed by: CWS Reason: District request	Bldg C – paint expose conduit and ductwork in classrooms as a result of new work.	$ 5,348	2
Contract time will be adjusted as follows: Previous Completion Date: Unchanged 10 Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: + 10 working days	Original Contract Amount:	$ 5,497,000	
	Amount of Previously Approved Change Order(s):	$ 78,025	
	Amount of this Change Order:	$ 27,513	
	Contract Amount:	$ 5,602,538	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650, et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
_____	_____	_____	3/4/2020
[Name]	Date	[Name]	Date

Architect:		Project Inspector:	
_____	_____	_____	_____
[Name]	Date	[Name]	Date

END OF DOCUMENT

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

William Savidge, Bond Management Consultant

DATE: March 12, 2020

RE: Approval of Amendment No. 3 to the Contract with Verde Design for additional services for Data Live-streaming plans at South San Francisco High School Baseball and Softball Fields

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BACKGROUND:

The District's Fields Projects are well into construction. Verde Design is the design professional for South San Francisco HS and El Camino HS projects. The request for Additional Services has been reviewed by the Facilities team. The specific scope items are summarized in the attached Verde Design proposals dated January 22, 2020. There are two proposals, one for Baseball and one for Softball. The proposals are attached for review. Staff has previously authorized the work to be completed in order keep the work moving. The Board's approval is to ratify staff's action.

Verde Design	**Date**	**Total**
Original Agreement	November 16, 2018	$ 700,615
Amendment No. 1	February 28, 2019	$ 57,000
Amendment No. 2	June 13, 2019	$ 14,850
Amendment No. 3	March 12, 2020	$ 18,300
ADJUSTED TOTAL:		**$ 790,765**

FISCAL IMPLICATIONS:

By this action: **$18,300** – Fund 40

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment No. 3 in amount of $18,300 to the contract with Verde Design for the SSFHS baseball and softball field projects.

January 22, 2019

South San Francisco Unified School District
Attn: Ron Vose, Director of Facilities
Delivered via Electronic Mail

Subject: South San Francisco High School Softball Field Improvements
Additional Service Proposal #2
Verde Design Project No.: 1818700

Dear Ron,

Verde Design is pleased to submit the following additional service proposal to provide the identified design services on the above-mentioned project. This proposal shall remain valid for a period of ninety (90) days.

SCOPE OF SERVICES

The District has requested the preparation of addendum drawings for the addition of data conduit and spare conduit to support data so that the District can broadcast/ stream games. The project is currently in construction and the District would like to implement the work as soon as possible. The associated electrical design documentation and additional construction support for this scope of work is included in this add service proposal.

Per direction from the District, Data conduit will stub into existing In-Grade box in front of Admin Bldg. Matt from the district had noted that there is existing (4) spare 2"C that leads into the existing MDF/IDF source. At the other end, DATA conduit will stub up at the ***softball*** backstop and will enter a new NEMA 3R Enclosure to house a 120V and data CAT 6 cable for broadcast equipment. In addition, locate the spare conduit that is shown on the current drawings and is stubbed at the scoreboard. The spare conduit will be extended to the NEMA 3R Enclosure. Contractor will be directed to provide data cable and test for performance.

PROFESSIONAL COMPENSATION

Verde Design, Inc. respectfully proposes a lump sum fee of $9,150.00 for the scope of work described above, including reimbursable expenses. This fee is based on fees provided by ACEE, Inc. acting as Subconsultants to Verde Design, and the anticipated work effort that will be required to successfully complete this additional scope of the project.

We trust that this agrees with your understanding of the additional scope requested by the District and meets with your approval. Please sign and return one original copy to our office as soon as possible by signing and returning this letter to our office so that we may proceed.

If this proposal meets with your approval, please sign and return one original copy to our office. Ron, thank you again for the opportunity to work with SSFUSD on this exciting project!

Respectfully Submitted,
Verde Design, Inc.

ADDITIONAL SERVICE APPROVED BY:
South San Francisco Unified School District

Devin Conway, P.E.
Principal

cc: Verde Design, Inc. Project File

Signature

Printed Name

Title Date

Attachment: Current Charge Rate Schedule

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2020

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates	
Epert Witness	$350.00 per hour
Principal	$235.00 per hour
Project Manager/Construction Manager	
Level Four	$220.00 per hour
Level Three	$200.00 per hour
Level Two	$170.00 per hour
Level One	$155.00 per hour
IT Manager	$170.00 per hour
CAD Manager	$165.00 per hour
Project Designer	$145.00 per hour
Job Captain/Staff Engineer/Construction Administrator	$140.00 per hour
Draftsperson Level II	$125.00 per hour
Draftsperson Level I	$120.00 per hour
Project Administrator	$80.00 per hour
Intern	$70.00 per hour
Reimbursable Rates	
Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%
Reimbursable Expenses	
Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses

Models and Renderings
Postage/Overnight Mail Service

Permit Fees
Courier Delivery Service

January 22, 2019

South San Francisco Unified School District
Attn: Ron Vose, Director of Facilities
Delivered via Electronic Mail

Subject: South San Francisco High School Baseball Field Improvements
Additional Service Proposal #3
Verde Design Project No.: 1721200

Dear Ron,

Verde Design is pleased to submit the following additional service proposal to provide the identified design services on the above-mentioned project. This proposal shall remain valid for a period of ninety (90) days.

SCOPE OF SERVICES

The District has requested the preparation of addendum drawings for the addition of data conduit and spare conduit to support data so that the District can broadcast/ stream games. The project is currently in construction and the District would like to implement the work as soon as possible. The associated electrical design documentation and additional construction support for this scope of work is included in this add service proposal.

Per direction from the District, data conduit will stub into existing In-Grade box behind Genetec Bldg. Matt from the district had noted that there is existing (2) spare 3"C that leads into the existing IDF source. At the other end, DATA conduit will stub up at the ***baseball*** backstop and will enter a new NEMA 3R Enclosure to house a 120V and data CAT 6 cable for broadcast equipment. In addition, locate the spare conduit that is shown on the current drawings and is stubbed at the scoreboard. The spare conduit will be extended to the NEMA 3R Enclosure. Contractor will be directed to provide data cable and test for performance.

PROFESSIONAL COMPENSATION

Verde Design, Inc. respectfully proposes a lump sum fee of $9,150.00 for the scope of work described above, including reimbursable expenses. This fee is based on fees provided by ACEE, Inc. acting as Subconsultants to Verde Design, and the anticipated work effort that will be required to successfully complete this additional scope of the project.

We trust that this agrees with your understanding of the additional scope requested by the District and meets with your approval. Please sign and return one original copy to our office as soon as possible by signing and returning this letter to our office so that we may proceed.

If this proposal meets with your approval, please sign and return one original copy to our office. Ron, thank you again for the opportunity to work with SSFUSD on this exciting project!

Respectfully Submitted,
Verde Design, Inc.

ADDITIONAL SERVICE APPROVED BY:
South San Francisco Unified School District

Devin Conway, P.E.
Principal

cc: Verde Design, Inc. Project File

Signature

Printed Name

Title Date

Attachment: Current Charge Rate Schedule

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2020

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