

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of December 12, 2019**

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

**A. CALL TO ORDER**

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

1. To consider the evaluation of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957 (two cases).
2. To consider the return of CDS students.

**RECONVENE INTO OPEN SESSION - 7:00 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. Kristie Poon, 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 Westborough Middle School 8th grader Mikayla Wan. Principal Loraine Rossi de Campos said Mikayla is their ASB President, a capable leader, enthusiastic, encourages her peers, asserts her ideas and opinions, and is an honor roll student.

**D. REPORTING OUT FROM CLOSED SESSION**

**Action**

MOTION #361 (Lujan/Murray) to approve a five day suspension for certificated employee #8708 consistent with Education Code Section 54957. Motion Carried (Unanimous)

MOTION #362 (Murray/Lujan) to approve a separation agreement for certificated employee #7151 consistent with Education Code Section 54957. Motion Carried (Unanimous)

MOTION #363 (Lujan/Murray) to approve students (see list below), having met all the conditions of their expulsions, are now eligible to return to the K-12 program. Motion Carried (Unanimous)

Student	From	To
VA	SSFHS	ECHS
VB	ECHS	SSFHS
VC	SSFHS	Baden HS

**E. BOARD OF TRUSTEES' REORGANIZATION**

Superintendent Shawnterra Moore assumed the chair and facilitated the Board Reorganization.

**Election of President**

MOTION #364 (Lujan/Baker) to nominate Trustee Patricia Murray for President. Motion Carried (Unanimous)

**Election of Vice President**

MOTION #365 (Lujan/Baker) to nominate Trustee Eddie Flores for Vice President. Motion Carried (Unanimous)

**Election of Clerk**

MOTION #366 (Lujan/Murray) to nominate Trustee John Baker for Clerk. Motion Carried (Unanimous)

**F. New Board President Assumes the Chair**

President Murray read the following message after her election.

"I'd like to thank John Baker for representing the Board and District in the best way in this past year. He's smart, thoughtful, and always puts kids first!

I'd also like to thank the Board for bestowing this honor on me. Although the president is the "face" of the Board, we are a team. We don't always agree but we always stand with the majority. That's public service and I appreciate that each of

you understands that and stands by it. We cannot be a strong Board without that understanding. I also appreciate the hard work and dedication of each of you! Some of you work full time and still find time to attend functions and to be here. That's amazing!

We make a lot of important decisions for the District, but the work we do is always a collaboration. Dr. Moore, as part of our governance team, and the cabinet, Dr. Spaulding, Mr. Irish, and Mr. O, help us to articulate and carry out our vision. I appreciate their passion, their expertise, and their dedication to the work we do. Its hard work but they put in 110% every day.

Of course, our team wouldn't be complete without Nalani Allen-Cantley who keeps us on track. Thanks for all you do, Nalani!

We're on an amazing trajectory with the kids as our primary focus. We've done a lot of work but have a lot to do. At the core of our work is equity and alignment. We want EVERY kid that leaves this District to have a great education and a pathway to a successful life. Whether they choose college, the trades or another path, we want them to be prepared.

It takes a village and I look forward to working with our many "stakeholders"!

We count on our neighbors and the people who elected us to let us know what's important to them. We want you to know we hear you and appreciate your perspective. We've moved forward with fields and programs based on the concerns of our community.

I look forward to working with our City Manager, Mike Futrell, Mayor Garbarino, and our City partners to build bridges and strengthen both of us. We meet periodically in sub-committee meetings, we have a joint powers agreement for our fields, and have many areas of crossover. I look forward to finding more opportunities to work together. It makes our District stronger and our City better!

We absolutely need the support of all of you with your "boots on the ground" - our principals, teachers, staff members, and parents - and I look forward to seeing our kids blossom under your care.

Our principals make all the difference. They work with all of our stakeholders and empower them while knowing the names of each of our kids. They are responsible for carrying out our vision while inspiring our teachers and staff members! They work hard to make sure that our numbers are good while making sure our kids are happy.

I believe that we have the best teachers anywhere. They are professional, caring, and always look for ways to help our children succeed. They teach skills while laying the foundation of social emotional growth. They inspire confidence while giving direction. They love our District and our kids. You can't ask for more than that! Thanks, Danny Yanow, CTA President, for your leadership and support. Your many ideas have helped to move us forward.

Our staff members are the heart of our schools. Principals and teachers are able to do what they do because they have a strong support staff. Our classified workers support our District, principals, teachers, parents, and kids. They are essential for the growth and well-being of our kids and for helping with the important work of our District. Thanks, Jolene Malfatti, CSEA President, for your years of dedication to our District and your representation of our classified staff. We are lucky to have you.

We are blessed to have a strong PTA in our District. Studies show that kids who have parents or caring adults who are active in their education do better in school and in life. I came to the Board as a PTA Mom. After 20 years of working with PTA and knowing the importance of their work, I decided to run for the Board to continue my work for kids. Thanks to Juanita Flores and John Sanna from PTA Council, all of our PTA presidents and our parents, you make sure that no kid is left behind!

At the core of our work is equity and making sure that each and every child is successful. I recently heard the following quote: "Every kid is one caring adult away from being a success story." We are all part of their story and I look forward to working with you to make sure that our kids are happy and successful. Thanks!"

**ACTION** *(continued)*

**1. ADMINISTRATION**

**a. Resolution No. 19-63 Honoring Trustee John C. Baker**

Trustee Daina Lujan read the resolution.

MOTION #367 (Flores/Lujan) to adopt Resolution #19-63: To honor Trustee John C. Baker for his service as President of the Board 2018-19. (AYES: Student Trustee Poon, Flores, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

Trustee Baker thanked his fellow Board members and all staff for making his job valuable and for their dedication to the District. He also thanked his family and everyone in the District for the following achievements by the Board during his Presidency; the focus on equity, adoption of Next Generation of Science Standards, support for Sunshine Gardens ES, establishing the Special Education Parent Advisory Committee, the fields and new playgrounds, for having a balanced budget, a first in his time as a Board member, and for the Board becoming more of an effective governance team.

**G. REVIEW OF AGENDA** – No changes.

**H. RECOGNITION AWARDS** – Trustee Lujan representing the Board, along with Principal Rossi de Campos recognized Westborough MS volunteers Sandy Ching,

Sharon Ching, Jaymie Concecion, Victoria Lau, Mary Musallam, and Tatiana Scanlon with certificates of appreciation.

- I. **PTA COUNCIL REMARKS** – PTA Council Communications Officer, John Sanna, congratulated Trustee Murray on becoming Board President and looks forward to working with her. He thanked the Trustees and Cabinet members who attended the PTA Council Holiday Potluck on Tuesday night. He recognized Westborough MS volunteers Ms. Musallam and Ms. Lau for their strong PTA membership at that site. Mr. Sanna wished everyone Happy Holidays.

- J. **STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

- South San Francisco Classroom Teachers Association** – President Danny Yanow offered his congratulations to President Murray. He commented on recent teacher paychecks with missing paid days. He contacted Assistant Superintendent Ted O and Dr. Moore who both took responsibility for the delay and apologized, which he said was refreshing and commendable. He looks forward to a speedy resolution. Mr. Yanow spoke about Proposition 13 which was intended to keep property taxes low for homeowners. However commercial property owners are benefiting as well since commercial real estate does not get reassessed, which is affecting the funding for public agencies. He said Prop 13 is a disaster for schools and proposed the Board adopt a “Schools and Communities First” resolution at their next meeting. President Yanow stated that should this resolution pass, the County would receive an additional \$587M in funding annually.

- California School Employees Association Chapter 197** – None

- K. **PERSONNEL COMMISSION** - Assistant Superintendent Jay Spaulding reported that the last meeting was held on November 18. During that meeting, they ratified seven position announcements and two eligibility lists. The next Commission meeting will take place on January 13, 2020.

- L. **ITEMS FROM BOARD** – None

- M. **SUPERINTENDENT'S REPORT**

- a. **CSBA Conference** - Superintendent Moore said that last week, she and four Trustees attended the annual CSBA conference in San Diego. It was a great way to learn new information and also validate a lot of the work being done in the District. It provided time to strengthen the relationship of the Board governance team. The wide range of topics included equity and access, school bonds, aligning district priorities and goals, highly effective Board governance teams, the CA Dashboard, facilities, and collaboration in negotiations, to name a few. Overall, it was an engaging, informative, and professional leaning experience.

- b. Nutrition Services grant** - Dr. Moore reported that Nutrition Services Director Fran Debost had initiated discussions with Supervisor Dave Pine to support her department's priorities. She was pleased to announce that the San Mateo County Board of Supervisors will provide SSFUSD with a grant of more than \$32,000 to expand the breakfast program, increase lunch participation, and expand the amount of fruits and vegetables that students will have available. The grant will allow our Second Harvest of Silicon Valley partner to provide funding for refrigeration equipment, to expand salad bars, add ramen bars, and reduce waste.
- c. Holiday Greetings** - the Superintendent said the holiday season always reminds her to reflect on things for which she is most grateful. She is thankful for the people that make up the District. It is a special community of individuals who have a genuine desire to do what's best and what's right for District students and each other, which you don't find that often. She wished everyone Happy Holidays and said to remember the gift of time, love, and kindness are the best gifts one can give.
- d. Follow up on Board directive** – Dr. Moore confirmed a study session on equity will be held on Thursday, January 23, 2020.
- e. Honor for Trustee** - the Superintendent said it has been an honor to work with and learn from President Baker.

  - ASB Reports
    - Kristie Poon, ASB President, South San Francisco High School, shared the following events at her school. Cash for College workshops were held to help seniors with the financial aid process; students have been able to attend college and scholarship workshops; a secure campus drill took place; a School Site Council meeting was held; the Animal Rescue Club had Santa Paws where they brought puppies on campus; the annual holiday Ballet Folklórico Concert held on December 6 was very successful; ASB students did holiday caroling to destress students this week; after the break, a Winter Rally with a Candyland theme takes place; on January 25, the Winter Gala will be held at Skyline College; and a blood drive is scheduled in January.
    - Amanda Yoa, ASB President, El Camino High School, congratulated President Murray and Vice President Flores and thanked Trustee Baker for his contributions to improving the District. She then highlighted the following recent and upcoming events on campus: the Drama department's 'The Pajama Game' musical was successful; Alumni basketball games took place with the students winning; the Advanced Performance Dance Team won various competitions in Tacoma, Washington and were honored by ASB with certificates during lunch last Friday; their Winter Ball took place on December 6 with A Night Under the Northern Lights theme; on December 9 Link

Crew helped freshmen prepare for their finals; and the Winter Band Concert is being held tonight with the concert/jazz combo, and symphonic bands. On behalf of ECHS, she wished the Board and Cabinet Happy Holidays.

## **N. COMMUNICATIONS**

Cyrus Ramesh, Treasurer of the SSFHS Key Club, questioned new provisions which are reducing profits on their food fundraisers, even when the events are not being held on school property. He said the clubs should have been notified of the changes. Trustee Lujan stated that the USDA guidelines for food sales have been in place for several years.

Marian Feliciano, a member of SSFHS's ASB, said fundraiser requests are being sent back to the site as they cannot be held on school property and sales cannot commence before 3:30 p.m. She said clubs are not able to make money now.

Phill Naranjo, a District teacher, spoke about a change to the school calendar. He is asking for a switch between the staff development day and the teacher work day to provide time to complete report cards.

Allison Light, a District teacher, congratulated President Murray. She said teachers aren't getting the fans they were promised to make their classrooms comfortable. She thinks things like that affect a teacher's decision on whether to stay in the District.

Isabella Soweki, a member of SSFHS's ASB, said they cannot sell food at the entrance to the school's parking lot. Those sales are the most successful fundraisers and club funds have dropped. She said clubs were not notified of any changes.

## **O. PRESENTATIONS**

### **1. EDUCATIONAL SERVICES**

#### **a. Teaching and learning presentation: Westborough Middle School**

Principal Rossi de Camos shared educational priorities and programs at Westborough MS. She was pleased to announce that the indicator for chronic absenteeism on the California Dashboard in May was orange and in the report just released today, the indicator has now improved to the green level.

Trustee Lujan said there is a clear focus on academic achievement and students thrive at the school with the amazing work being done there.

Trustee Baker thanked Dr. Rossi de Campos for showing how the data affects the plans and SPSA for the site. He said Westborough MS is

one of the gems in the District and their school climate and students are doing well.

Vice President Flores congratulated Dr. Rossi de Campos on the reduction in chronic absenteeism and asked how it was achieved. She said the work was focused on mental health with trained counselors who are familiar with the District's processes. He said the site's mission statement is terrific.

Trustee Richardson stated that she is encouraged by the numbers and looks forward to her next visit to the site. She asked about the reasons why students are absent. Principal Rossi de Campos said it could be due to things happening at home, or anxiety issues, or being uncomfortable with the school structure.

Student Trustee Poon congratulated the Principal and noted that Westborough MS has improved since she attended.

President Murray said she loves Westborough MS and was often there while serving as their PTA President.

**a. Performance Management - English Learners**




**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)

Director Karla Groth reviewed data from the California School Dashboard and discussed how SSFUSD English Learner students performed versus the State of California for the 2019-20 school year in terms of Performance Management as a tool to improve student achievement.

LCAP Goal 1 focuses on academic achievement. Referencing the car graphic, Dr. Groth said it not only represents our District's Communication, Achievement, and Relationships (CAR) car, it represents our Performance Management car that is on the road of equity which allows us to strengthen our systems and protocols across the District. She is focusing on the component of the wheels, the systems of assessment.

Goal: Develop sufficient English Proficiency to be Reclassified Fluent English Proficient

- SSFUSD 
- State 

12-13% of English Learners are reclassified annually, which is on par with the State.

Chronic Absenteeism Rate

Target is 0%

- SSFUSD 
- State 

Suspension Rates

Target is 0%

- SSFUSD 
- State 

Trustee Baker asked if the suspensions are counted per student. Dr. Groth confirmed that multiple suspensions for a student are only counted once.

Graduation Rates

Target is 100%

- SSFUSD 
- State 



Achievement in ELA

Target is at or above standard

- SSFUSD 
- State 

Achievement in Math

Target is at or above standard

- SSFUSD 
- State 

Trustee Lujan said it is good to have a reality check, knowing staff is working hard on making improvements. Trustee Baker noted it is a benchmark for knowing where to address strengths.

Vice President Flores asked about the goals.. Dr. Groth replied they are appropriate goals, including in the academic areas. The narrow gaps between the District and the State indicators mean those things put into place for English Learners are working.

Student Trustee Poon left the meeting at 8:23 p.m.

## 2. ADMINISTRATION

### a. Census 2020

Mefula Fairley, Senior Administrator at the San Mateo County Office of Education, presented information on the Census 2020 and the outreach plan to schools. Census Day is April 1, 2020.

Why it matters/what's at stake

- **Mandated** by the U.S. Constitution
  - Actual Enumeration every 10 years
  - Every person living in the United States
- Allocation of **federal funding**
  - Infrastructure
  - Programs for vulnerable populations
  - Basis for representative **democracy**
  - Congressional apportionment/districting
- Sound **data** for policy, budget, and program decisions
- **Representation** of all community segments – California risks losing two representative in Congress
- California received \$77B or \$1,958 per resident.

Historically Undercounted Groups

These include immigrants, people of color, households with low

income, households with limited English proficiency, children under 5 years old, and homeless and housing unstable. Ms. Fairley noted that 35% of San Mateo County residents are foreign born.

#### New Challenges to Complete Count

- US Census Bureau Underfunded (decrease per household from 2010)
- Fewer local offices and anticipated challenges recruiting qualified enumerators for non-response follow up
- Moving to primarily online Census, raising concerns about data security and presenting challenges for those who lack digital access and literacy
- Fear and lack of trust among immigrant communities in the federal government, including data privacy

#### **California is the hardest to count state in the nation.**

#### California Census - Hard to Count/Least Likely to Respond Index

These are households without broadband subscription, non-family households, renters, vacant units, crowded households, foreign-born populations, adults (25+) not high school graduates, income 150% below the poverty level, receiving public assistance, unemployed persons 16 or over, limited English speaking, moved into county in past year, population 0-5, and 3 or more units in a multi-unit structure.

In San Mateo County, some of the census block groups which are hardest to count or least likely to respond are within SSF. Ms. Fairly pointed out the hardest block groups to count in the City.

#### Local Update of Census Addresses

Between January and October 2018, a local update of Census addresses was performed. Community-based canvassing took place in hard to count areas. Within South San Francisco, 116 non-traditional housing units, (RVs, sheds, or garages), were identified.

#### Confidentiality

- Title 13 is a law that states private information will never be shared, by penalty of severe fines and/or jail time.
- ALL information collected goes directly to San Mateo County LUCA Coordinator for inclusion in the submittal to the Census Bureau.
- Housing units information was not shared within other County or City Departments.
- After submission to the Census Bureau is accepted, all information is destroyed.

All State Census Bureau personnel take an oath for life.

#### Insuring Outreach

In San Mateo County, coordination, collaboration, and communication were planned to prepare for an accurate count . The effort is to at

least maintain the 75% response rate in the 2010 Census.

Get Out the Count

The Community Ambassador Program builds confidence and trust among residents. The Help Desk provides answers to questions and assistance is available at kiosks to facilitate access.

Census recruitment is taking place in April 2020 for multiple positions to assist in the count. They are reaching out to students and also using newsletters and social media to connect with the most applicants.

Trustee Richardson asked how long the outreach effort is in effect. Ms. Fairley replied it runs through June. Trustee Richardson questioned how the school count would be handled. Ms. Fairley said each household will receive a postcard and recipients can go online and complete the information which takes approximately ten minutes per person in a household. Trustee Richardson noted that for the last census, ten years ago, there were fewer computers and asked about the most effective way to reach those groups which are difficult to count. Ms. Fairley said trusted messengers such as school staff and doctors help. Trustee Richardson questioned how they know the State could lose two Congressional seats. Ms. Fairley replied the information came from the County Community Affairs Office and she will get the information to the Board. Trustee Richardson asked about outreach for the 100 languages spoken in the County. Ms. Fairley said the Statewide Census is trying to hire translators. Paper copies of the census are offered in English and Spanish. The census is available in 12 languages online, and phone support is accessible in 59 other languages. Trustee Richardson asked if the public would have computer access in libraries. Ms. Fairley said they would and many informational kiosks will be located in libraries as well.

Trustee Lujan thanked Ms. Fairley for highlighting how critical the count is and how people can get involved.

Trustee Baker noted that most residents of the Eastern part of SSF feel threatened by the current federal administration. For example, parents will not fill out the applications for Free and Reduced Meals for their children. He believes each person included in the census accounts for close to \$10,000 in funding. He is concerned with undercounted multiple families in a single dwelling where the mail is not shared and encouraged active outreach. Ms. Fairley said the postcard sent to single family homes applies to all members of that household.

Vice President Flores thanked Ms. Fairley for her efforts. He shared that he was a 2000 enumerator and stressed the important of

community outreach. He asked how kiosks are placed in strategic locations. Ms. Fairley said community organizations embrace outreach and want to provide support with laptops, iPads, and in-person help. Vice President Flores requested the list of resources from the SMCOE and asked if the funds are immediately available. She said reimbursement for District substitutes is available now for teachers who participate in the outreach. He asked how hard it is to integrate into school curriculum. Ms. Fairley replied it folds into existing standards with 5<sup>th</sup> and 8<sup>th</sup> grade Social Studies/History and 11<sup>th</sup> and 12<sup>th</sup> grade World History/Economics. Vice President Flores encouraged teachers, who are trusted messengers, to aid with the outreach, especially in the highly Latino schools.

**b. Phone Pouches**

Adam Gelb, Assistant Principal of San Mateo High School, presented information on the use of Yondr cell phone pouches which has been implemented at his site. The SSFUSD Board had requested information on this system.

The Implementation Process

Mr. Gelb reviewed the process which began with discussions in October 2018. The use of pouches was introduced at a faculty meeting and thirteen teachers volunteered to pilot them in their classrooms January through March 2019. This was followed by a student and teacher survey. The team voted for full implementation in early Fall 2019. In April and May, Student Services held fifteen town meetings for all stakeholders. Also that month, a faculty meeting was held with a student panel and teachers providing input. In the summer, the student handbooks were updated with the pouch information. In August, pouches were distributed and cell phone free agreements were implemented.

Trustee Lujan left the meeting at 8:57 p.m.

**Pilot phone usage**

At the start of each period, students grab a pouch, cell phones go inside the pouch, and the student locks/closes the pouch.

At the end of the period, students unlock the pouch and they may have their phone for the remainder of the day.

**Teacher Feedback from the Pilot**

Benefits

- 6/13 teachers surveyed only want to continue with YONDR if it is bell-to-bell
- 12/13 think bell-to-bell is a good idea
- 12/13 noticed increased student attentiveness

- 11/13 reported improved classroom management
- 11/13 noticed increased engagement
- 7/13 noted increased instructional time

### Challenges

- 7/13 reported that malfunctioning pouches were a challenge
- 10/13 were challenged by monitoring whether students are YONDRing properly
- 7/13 were challenged by students wanting to use phones for academic reasons

Teachers were concerned with the time needed to lock and unlock the pouches each period and preferred if it were done only at the beginning and end of each day. They noticed students were better able to stay focused on their work or converse with their peers.

### Student Feedback

Twelve students volunteered to YONDR for the entire school day during the twelve week pilot and provided feedback.

### Benefits

7/12 students were less distracted in class

9/12 students were better able to monitor phone use outside of class

5/12 students were more social with their peers during the school day

### Challenges

8/12 students struggled communicating with family members

9/12 students needed phone for academic purposes (**Note: each student in this school is provided a Chromebook laptop.**)

### Implementation Plan

- Every student has their own pouch
- Every teacher has an unlocking station
- Unlocking stations in various offices at start/end of day available for students
- Referral process for YONDR violations
- Parent/student meetings in late spring and prior to registration
- Following the first semester trial, staff will vote in December on a decision for the spring semester

### Results So Far

95.4% of teachers think San Mateo High School should continue to be a cell phone free school during the second semester. The student voice needs to be included during the implementation process. Students will adjust to a massive culture shift.

Trustee Baker asked about students using iPads. Mr. Gelb said they need to figure that out. Trustee Baker said the challenge is to not let students have phones during lunch. Mr. Gelb replied that unlocking

before and locking after lunch is difficult and bell to bell is the way to go. Trustee Baker asked about seniors without a sixth period accessing their phone. Mr. Gelb said those students have an ID card and can have their phones unlocked.

Vice President Flores inquired about iWatches. Mr. Gelb said they also go into the pouch. Vice President Flores asked about funding. Mr. Gelb replied the pouches were leased in the pilot, but cost about \$12-\$15 each and the site's booster funds paid for one academic year. Vice President Flores asked whether students having emotional separation anxiety without their phones. Mr. Gelb said they provide medical consideration cards. If a family member needs to contact the student, they phone the front office. Vice President Flores asked if teachers have quizzes or lessons via phone. Mr. Gelb replied that they use Chromebooks.

Trustee Richardson asked about IDs. Mr. Gelb said the pouches are labeled and each student is assigned a number.

President Murray shared that a 14-year old relative would turn in a fake phone and keep her real phone with her. Mr. Gelb said the school issues electronic device misuse referrals in these sorts of instances.

### **3. BUSINESS SERVICES**

#### **a. Positive Certification for the First Interim Budget**

Assistant Superintendent O presented the 2019-20 First Interim Budget, for the period ending October 31, 2019. He introduced his new Director of Fiscal Services, Rajpal Bal.

The main purpose of the report is to review the financial condition of the District's general fund budget to ensure that the fiscal obligations in the first quarter and the end of the fiscal year projections can be met.

#### Ed Code Certification

Education Code Section 42130 (a) (1) defines the certifications.

- A Positive Certification: WILL MEET their financial obligations for the current and two subsequent fiscal years.
- A Qualified Certification: MAY NOT MEET their financial obligations for the current OR two subsequent fiscal years.
- A Negative Certification: WILL BE UNABLE TO MEET their financial obligations for the current OR two subsequent fiscal years.

#### 2019-20 Assumptions

- Property taxes budgeted with latest estimates
- Estimated RDA revenue from COE is budgeted
- District will remain community funded/Basic Aid
- Estimated step & column cost included

- Enrollment/ADA declining
- Estimated STRS/PERS increase included
- Mandated Block Grant and Lottery Funds are budgeted
- Program carryovers from prior year are included
- Contributions to Special Ed are budgeted
- Contributions for routine restricted maintenance are budgeted

2019-20 General Fund Projected Revenues

<u>Revenues</u>	<u>Dollar amount</u>	<u>Percentage</u>
LCFF Revenue	\$ 94,426,790	87%
Federal Revenue	\$ 3,855,699	4%
Other State	\$ 6,788,560	6%
Other Local	\$ 3,164,381	3%
Transfers In	\$ 13,301	0%
<b>TOTAL</b>	<b>\$108,238,731</b>	

2019-20 General Fund Projected Expenditures

<u>Expenditures</u>	<u>Dollar amount</u>	<u>Percentage</u>
Certificated	\$ 46,603,268	40%
Classified	\$ 16,353,437	14%
Benefits	\$ 26,858,419	23%
Books and supplies	\$ 8,706,941	7%
Services	\$ 13,940,420	12%
Capital Outlay	\$ 278,483	0%
Other Outgo	\$ 3,673,035	3%
Transfers Out	\$ 1,427,297	1%
<b>TOTAL</b>	<b>\$117,841,300</b>	

Changes from adopted budget to 1<sup>st</sup> interim

**Revenue** - The net change is approximately \$1.8M.

- Net increase in estimated property tax/RDA revenue, \$0.6M
- Net increase in Federal, State and Local Program allocations, \$0.5M
- Increase due to carryover of 18/19 Federal and State Revenues, \$0.7M

**Expenditures** - The net change is approximately \$8.5M.

- Increase due to carryover of various 18/19 Federal, State & Local program budgets, \$4.1M
- CSEA negotiated salary increase for 2019-20, \$1.3M
- Net increase in Federal, State and Local Program allocations, \$0.5M
- Increase contribution to Special Ed, \$1.7M
- Increase contribution to Routine Restricted Maintenance , \$0.3M
- Net increase in various budget adjustments, \$0.6M

2020-21 & 2021-22 MYP Assumptions

- Property tax increase – estimated at 4.0%
- Estimated RDA revenue from COE is budgeted
- Estimated STRS/PERS increase included
- Estimated Step & Column costs included
- Enrollment/ADA projected to decrease by 2% per year
- Maintains Deferred Maintenance transfer
- Maintains Adult Education transfer
- Contributions to Special Ed and Transportation
- Contributions to Routine Restricted Maintenance program

Multi-Year Projections – Actual/projected ending fund balances

	Adopted Budget 2019/20	First Interim 2019/20	Proposed Budget 2020/21	Proposed Budget 2021/22
<b>Unrestricted and Restricted Funds</b>				
<b>Revenues</b>	\$ 106,460,663	\$ 108,248,731	\$ 110,127,341	\$ 113,125,668
One-time State Funding	0	0	0	0
Total Sources of Funds	\$ 106,460,663	\$ 108,248,731	\$ 110,127,341	\$ 113,125,668
<b>Expenditures</b>	\$ 109,368,589	\$ 117,841,300	\$ 115,226,768	\$ 115,039,067
Total Usage of Funds	\$ 109,368,589	\$ 117,841,300	\$ 115,226,768	\$ 115,039,067
<b>Net Incr/Decr in Fund Balance</b>	\$ (2,907,926)	\$ (9,592,569)	\$ (5,099,427)	\$ (1,913,399)
Beginning Fund Balance	30,775,191	30,775,191	21,182,622	16,083,195
Actual/Projected Ending Fund Balance	\$ 27,867,265	\$ 21,182,622	\$ 16,083,195	\$ 14,169,796

Ending Fund Balance Designations

	First Interim 2019/20	Proposed Budget 2020/21	Proposed Budget 2021/22
<b>Unrestricted and Restricted Funds</b>			
<b>Actual/Projected Ending Fund Balance</b>	<b>21,182,622</b>	<b>16,083,195</b>	<b>14,169,796</b>
Nonspendable			
Revolving Cash	25,100	25,100	25,100
Stores	46,632	46,632	46,632
Prepaid Expenditures	50,159	50,159	50,159
Restricted	3,933,649	3,933,649	3,933,649
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2022-23	360,000	360,000	360,000
STRS/PERS Increase: 2023-24	665,000	665,000	665,000
Prop Tax Re-Pymt - Litigation (Est.)	7,574,517	2,003,817	0
Dual-Immersion Program (Est.)	550,000	550,000	0
2 Grounds Keeper - New Ball Fields	45,500	227,500	409,500
Increase Water Use - 4 New Ball Fields	40,000	140,000	240,000
2 Athletic Trainers - HS Football (For 20/21)	0	220,000	440,000
Network & Wireless Infrastructure Renovation	2,000,000	2,000,000	2,000,000
PCRC-CIS Program (For 20/21)	0	100,000	247,803
Reserve:			
Reserved for Economic Uncertainties	5,892,065	5,761,338	5,751,953
Undesignated Reserve	0	0	0

Areas of Concern:

- Increasing employer PERS and STRS contributions.
- Loss of one-time funds from the State.
- An increase in special education costs.
- Re-payment of property taxes due to litigation.
- Aging facilities with not enough funding to repair/replace
- Increases in the minimum wage.
- Declining student enrollment

Next steps

January: 2018-19 audit report, Governors proposed 2020-21 budget

March: Second Interim Report

Trustee Baker inquired about any update on the Genentech property tax repayment as it has been one and one half years since that company lost the litigation. Mr. O said he has not heard any news on this. Trustee Baker expressed confidence that this payment would fall off. He confirmed that the lottery count is based on \$207/ADA. Trustee Baker inquired about the \$4M carry over noted as an expenditure. Mr. O stated that it is based on different grants and when they are received late in the year, the funds are carried over so they don't count in another year.

Vice President Flores congratulated Mr. O for the positive certification. He asked about the changes in expenditures of \$8.5M and whether they would repeat in subsequent years. Mr. O said each year the 1st Interim is completed before the books are closed so they have funds carried over. This year, a large categorical grant is included in the carryover. Vice President Flores inquired about the status of the Governor's budget and contributions to STRS and PERS. Mr. O replied they are reflected in this budget. Vice President Flores asked how the minimum wage increase would affect the budget. Mr. O replied it will have minimal impact.

Trustee Richardson asked about an area of concern with aging facilities. Mr. O replied that there are lots of needs for sites which did not benefit from Measure J funds as well as those sites which received bond upgrades and said the District would need to pass a bond to meet these ongoing needs with minimal funding. She asked if assumptions and projections are the same. Trustee Baker said it is safe to say that projections are based on assumptions.

**P. CONSENT AGENDA:**

MOTION #368 (Baker/Flores) to approve Item 1a, Minutes to the regular Board meeting, November 14, 2019; 2a, ECHS Video Art Program students to travel to New York, NY; 2b, ECHS staff to participate in the CADA conference in Reno, NV;

Item 2c, Westborough MS staff to participate in the CADA conference in Reno, NV; 2d, donation of coloring books from SSF Historical Society; 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, November 1 - 30, 2019; Item 4b, Warrant Register, November 1 - 30, 2019; Item 4c, Cash Receipts, November 1 - 30, 2019; Item 4d, Gifts to the District for November 2019; Item 4e, declaration of surplus items; Item 4f, 2019-20 fundraising events; Item 4g, Professional service agreements under \$25,000. Motion Carried (Unanimous)

### **PUBLIC HEARING - Appointment to Personnel Commission**

A Public Hearing provided an opportunity for members of the public to comment on the District's appointment of Reem Nasrah to the Personnel Commission, as the Board's representative, for a three-year term, expiring on December 1, 2022.

The Board meeting was suspended to open a public hearing at 9:43 p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 9:44 p.m.

### **ACTION** *(continued)*

## **2. HUMAN RESOURCES**

### **a. Approval of Appointment of Personnel Commissioner as Board's Representative**

MOTION #369 (Flores/Richardson) to approve the appointment of Reem Nasrah as the Board's representative to the Personnel Commission for a three-year term, December 1, 2019 through December 1, 2022. Motion Carried. (Unanimous)

### **b. Approval of the MOU Between the Boys and Girls Club and the District for the Alternative to Suspension Program**

Vice President Flores recused himself since he sits on this Boys and Girls Club Board of Directors.

MOTION #370 (Baker/Richardson) to approve an MOU between the Boys and Girls Club of North San Mateo County and SSFUSD for the Alternative to Suspension Program for the 2019-20 school year. (AYES: Baker, Murray, Richardson; NOES: None; ABSTAIN: Flores). Motion Carried.

**1. ADMINISTRATION** *(continued)*

**b. Selection of Board Subcommittees/Committee Participants**

MOTION #371 (Baker/Flores) to approve Vice President Flores and Trustee Mina Richardson to serve on the **Board Policy and Bylaws Committee**. Motion Carried. (Unanimous)

MOTION #372 (Flores/Baker) t to approve President Murray and Trustee Baker to serve on the **City-School District subcommittee**. Motion Carried. (Unanimous)

MOTION #373 (Baker/Flores) to approve Trustee Lujan to serve on the **San Mateo County Committee on School District Organization**. Motion Carried. (Unanimous)

**c. Resolution No. 19-64 In Support of Census 2020**

Board Clerk Baker read the resolution

MOTION #374 (Baker/Flores) to adopt Resolution #19-64: To support a complete count of school districts' communities, families, and students in the 2020 Census. (AYES: Baker, Flores, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**d. Approval of Updated SSFUSD Governance Handbook**

Trustee Richardson said the handbook was incomplete as it did not include a section on new Board member orientation. The other Trustees agreed the item was discussed at the October Board workshop, but it was not deemed urgent and the Superintendent is still working on it. Dr. Moore said it needs to be completed before the 2020 election for incoming trustees. Vice President Flores suggested the orientation be a separate document and not part of the handbook. The Board agreed to approve this handbook without the orientation item.

MOTION #375 (Flores/Baker) to approve the SSFUSD Governance Handbook which was updated at the October 26, 2019 Board workshop. Motion Carried. (Unanimous)

**2. EDUCATIONAL SERVICES**

**a. Approval of the MOU Between the Boys and Girls Club and the District for the District's Community Day School**

Vice President Flores recused himself since he sits on this Boys and Girls Club Board of Directors.

MOTION #376 (Baker/Richardson) to approve an MOU between the Boys and Girls Club of North San Mateo County and SSFUSD for the District's Community Day School 2019-20 school year. (AYES: Baker, Murray, Richardson; NOES: None; ABSTAIN: Flores). Motion Carried.

**b. Approval of the 2020 Summer School Programs**

MOTION #377 (Flores/Richardson) to approve the 2020 summer school programs. Motion Carried. (Unanimous)

**c. Approval of the Helix Non-Public School Contract**

MOTION #378 (Baker/Flores) to approve the Helix Non-Public School contract to fulfill a student's placement agreement for the remainder of the 2019-20 school year. Motion Carried. (Unanimous)

**d. Approval of the Maxim Healthcare Staffing Services Contract**

MOTION #379 (Baker/Flores) to approve the Maxim Healthcare Staffing Services contract to fulfill staffing needs for the 2019-20 school year. Motion Carried. (Unanimous)

**e. Approval of the Dooley Corporation Purchase Order Request**

Trustee Richardson asked if these are District students. Assistant Superintendent Keith Irish said they are SSFUSD students who are placed outside of the District, as it cannot provide the services they need.

MOTION #380 (Baker/Flores) to approve the Dooley Corporation Purchase Order request to provide IEP support for at risk Special Education students for the 2019-20 school year. Motion Carried. (Unanimous)

**4. BUSINESS SERVICES**

**a. Approval of a Positive Certification for the First Interim Budget**

MOTION #381 (Flores/Richardson) to approve a positive certification for the First Interim Budget, declaring that the School District will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried. (Unanimous)

**b. Resolution No. 19-65 for Authorized Signatures**

Trustee Richardson said the resolution would be clearer if it stated the

number of signatures needed for any item. Assistant Superintendent O replied that the resolution is County mandated and consistent in its form across all school districts.

MOTION #382 (Baker/Flores) to adopt Resolution #19-65: To approve authorized District signatures for orders. (AYES: Baker, Flores, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

**c. Approval of SSFHS Portables Demolition Project**

MOTION #383 (Baker/Flores) to approve the SSFHS portables demolition project close out and authorization to file the Notice of Completion. Motion Carried. (Unanimous)

**d. Approval of Change Order #1 to the Suarez Munoz, Inc. Agreement for the SSFHS Fields Project**

Trustee Richardson asked if the change order included a recently discovered buried pipe. Construction Manager William Gong replied it did and it also included the water line. Trustee Richardson questioned if a separate trench would be used and the line would be buried deeper. Mr. Gong said a new trench and new line would be needed as the existing pipe may be compromised. Trustee Richardson asked if mistakes are possible at other sites. Mr. Gong stated that there are always unknowns, which are addressed as they are uncovered.

Vice President Flores questioned whether a new fence in the softball field was not previously considered. Mr. Gong replied that it was not in the original design due to the existing portables at that time. Since those portables have since been removed, the current fence line is low and they are adding a higher one for better separation from neighbors.

MOTION #384 (Baker/Richardson) to approve Change Order #1 to the Suarez Munoz, Inc. agreement, in the amount of \$139,599, for the SSFHS fields project. Motion Carried. (Unanimous)

**e. Approval of Change Order #2 to the CWS Construction Group Agreement for the Martin ES Modernization Project**

Trustee Baker asked about the change in the door swing. Construction Manager Gong said the design flaw was realized after the door was installed. Instead of the door swinging into the flow of traffic, it was changed to now swing outward.

MOTION #385 (Baker/Flores) to approve Change Order #2 to the CWS

Construction Group, Inc. agreement, in the amount of \$41,806, for additional work in the Martin ES modernization project. Motion Carried. (Unanimous)

## **REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

Assistant Superintendent Irish noted that the CA Dashboard results were released today and requested the Board presentation be moved from February 13 to January 16. Vice President Flores asked if any of the five presentation already on January 16 could be moved. Dr. Moore said she will work with staff on this request.

### **January 16, 2020**

- Teaching and learning presentation - Alta Loma MS
- Presentation on the Facilities Department
- Presentation on California Dashboard (this year vs. last year data comparison)
- Report/approval of Audited Actuals report for the year ended June 30, 2019
- Measure J/Presentation of Bond Audit for the year ended June 30, 2019
- Presentation on Technology network infrastructure audit findings
- Recognition for outgoing Student Trustee Poon
- Approval of SARCS
- Williams report for 4th quarter ending 12/31/19
- Update on Governor's 2020-21 budget proposal

### **January 23, 2020 – Board study session - (Board room)**

- Equity Network discussion

### **February 13, 2020**

- Teaching and learning presentation - Sunshine Gardens ES
- Presentation on suspensions and expulsions
- Presentation on Nutrition Services (incl. Health committee)
- Introduction of new Student Trustee Yao
- Update on Dual Immersion
- Resolution honoring African American History Month

### **February 27, 2020**

- Teaching and learning presentation - Monte Verde ES
- Presentation on the Boys and Girls Club
- Presentation on Vote4Kids
- 2020 CSBA Delegate Assembly election

### **March 12, 2020 - Televised**

- Teaching and learning presentation - ECHS
- Presentation on vaping and e-cigarettes

- Presentation and approval of Second interim budget report “positive certification”
- Presentation on school start times
- 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
- Approval of the roll-over dairy product award for 2020-21
- Approval of the roll-over produce award for 2020-21
- Resolution for retirees
- Approval of E-rate subsidy bid

**April 9, 2020**

- Teaching and learning presentation – Parkway Heights MS
- Williams report for 1st quarter ending 3/31/20
- Resolution for Child Abuse Prevention Awareness Month
- Resolution for Earth Day
- Resolution for Autism Awareness Month
- Approval of declaration of need for fully qualified educators, 2020-21

**April 23, 2020**

- Teaching and learning presentation – Los Cerritos ES
- Presentation on Performance Management - Information Technology
- Recognition of Helix Cup Science Competition winners
- Resolution honoring Asian Pacific American Heritage Month
- Resolution for Day of the Teacher (5/5)
- Resolution for Classified School Employee Week (5/17-5/23)

**SUMMARY OF BOARD DIRECTIVES - None**

**GOOD AND WELFARE**

Trustee Richardson said she participated in the annual CSBA conference in San Diego, attended the District Office Holiday Potluck, and went to the Los Cerritos ES Winter Concert. She wished everyone Happy Holidays.

Trustee Baker said he, along with President Murray and Vice President Flores, saw the ‘The Pirates of Penzance’ at Sunshine Gardens ES.

Vice President Flores said he was excited to attend a performance of ‘The Pirates of

Penzance'. He participated in the Thanksgiving 5K Fun Run and medaled in the event. He attended the Special Education Parent Advisory Committee with Trustee Baker, visited Skyline Middle College for an interactive lesson with students, and participated in the CSBA conference, which he thought was insightful. He also attended the PTA Holiday Potluck, a SSFHS Board and Superintendent visit, and the District Office Holiday Potluck. Vice President Flores said he was thankful for his freshman Trustee year, for working together with the Board and Cabinet, for President Baker's guidance, for President Murray continuing with unity of purpose, for parent donations, for Student Trustee Poon, for Rich Holt's mentoring, for Councilman Mark Nagales and Senator Jerry Hill, for school performances, and for Dr. Moore and Cabinet. He wished everyone Happy Holidays.

President Murray said she also attended the CSBA conference and noted that Trustee Baker participated on a panel for the Masters in Governance program. She was thankful for the audience's patience as she assumed the Presidency and wished everyone Happy Holidays.

**ADJOURNMENT – 10:30 p.m.** in memory of

- **Lily Germano**, an ESL teacher in the District's Adult Education program from 1994 -2011, who passed away on October 24.
- **Erasmio "Ramo" Jacuinde**, brother of District employee Sonia Losno, who passed away on November 18.
- **Frank Billingslea**, brother of District employee Garzetta Billingslea, who passed away on November 25.
- **Mr. Emanuele "Midge" Damonte** passed away on November 30, 2019 at the age of 93. He started with the South San Francisco Unified School District in 1951 as a teacher and a principal at both Los Cerritos and Monte Verde Elementary schools, until he retired in 1986. Mr. Damonte went on to serve as a SSFUSD Board Member until 2008.
- **Richard Holt**, husband of a former District Personnel Commissioner, Jeannette Holt, who passed away on December 7. He was active in many roles within the City of South San Francisco, including the Commissioner of Parks and Recreation.