

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of September 26, 2019

OPEN SESSION - 7:06 p.m.

A. CALL TO ORDER

B. ROLL CALL

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

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 Buri Buri ES 5th grade student Madelyn Valenzuela. Teacher Nicole Hillman said Madelyn is a class leader, eager to share her knowledge, kind, is everyone's friend, has positive energy, and is a role model for her peers.

D. REVIEW OF AGENDA - due to a concurrent PTA meeting at Buri Buri ES, President John Baker moved item 'E', the recognition awards, to a later time in the meeting, following Staff Association Representatives' Remarks.

F. PTA COUNCIL REMARKS - None

G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association - Member Allison Light filled in for President Danny Yanow. She appreciates the District's participation in

the Climate Action movement and hopes teachers are successful in educating citizens of the world. She spoke about certain Buri Buri ES classrooms which receive sun throughout the day and some at Martin ES which are too warm. Not enough has been done to resolve the problem. Ms. Light said she really enjoys teaching and it is an amazing profession, but the District needs to recognize the work of teachers. She noted she has a small class this year which affords her the opportunity for more activities and to have one on one time with her students. She noted that 4th and 5th grade classes at Buri Buri ES are too large with 30 students per one adult which is not an effective way to teach.

California School Employees Association Chapter 197 - President Jolene Malfatti said the 2020 Paraprofessionals Educator Conference is taking place in Ontario, CA, March 17 - 19. She thanked District staff who attended the CSEA Welcome Back event and for their inspiring words to staff.

- E. RECOGNITION AWARDS** – President Baker, representing the Board, along with Principal Cregg Ramich, recognized Buri Buri ES volunteers Tiffany Chu, Joy Jumanan, Annette Lemons, Claire Ramsey, and Aleah Valenzuela with certificates of appreciation.
- H. PERSONNEL COMMISSION** - Assistant Superintendent Jay Spaulding reported that the last meeting was held on September 16. During that meeting, they ratified twenty seven position announcements and three eligibility lists. The next Commission meeting will take place on October 21, 2019.

Trustee Mina Richardson asked about the soon to be vacant Personnel Commissioner position. Dr. Spaulding said no applications have been submitted. The deadline has been extended and he is reaching out to community organizations. Vice President Patricia Murray said community member Reem Nasrah has expressed interest in the position. Dr. Spaulding will reach out to her.

- I. ITEMS FROM BOARD** - None
- J. SUPERINTENDENT’S REPORT**

- a. ECHS student recognition** – Dr. Shawnterra Moore introduced ECHS Principal Daniel Lunt who recognized three of his students on their recent achievements. Annamarie Basco and Roslyn Catiis received official Awards of Excellence from the Congress of Future Medical Leaders in Boston, Massachusetts. Annamarie is a member of the symphonic band and is interested in surgery. Roslyn is an AP Biology student who wants to become a registered nurse. Student Amanda Velasco, not present, achieved “Commended Student” ranking by the 2020 National Merit Scholarship Program.
- b. District voting maps** - Superintendent Moore reported that the maps submitted for the new Trustee voting districts will be discussed at the October 10 Board meeting.

- ASB Reports
 - Amanda Yoa, ASB President, El Camino High School, highlighted the following recent and upcoming events on campus: tomorrow Students in Action will host an open mic event with profits going to the Benioff Children's Hospital; on Saturday, the jazz band will perform at the Concert in The Park; Seniors are currently applying to colleges; On October 1, a 12th grader parent night takes place; the Fall Blood Drive is scheduled on October 11; a transition fair for the disabled takes place on October 12; and Homecoming Week begins on October 14, with a musicals theme and culminates in a semi-formal Homecoming Dance on October 19.
 - Michael Locsin, ASB Vice President, South San Francisco High School, shared the following events at his school: the first blood drive of the year happened on September 13 with 56 donations which produced a \$350 scholarship; on September 30, Senior Sunrise took place; a Big 5 parent information meeting was held on September 24; this week students began taking PSATs which are free due to a grant; on October 1 the BARR Freshmen Parents Advisory Meeting will be held; and Homecoming Week begins on October 14, with a Disney Pixar theme, and will conclude with a dance on October 19. The school created an anonymous tip line for students to alert Principals and Assistant Principals about students who might have problems with drugs, gangs, or bullying. School Resource Officers (SROs) held parent education meetings over three nights, during which they educated them on vaping, social media, and gangs.

K. COMMUNICATIONS

Angelina Marquez, a SSFHS Band and Color Guard parent, thanked the Board for the new uniforms. She stated that there is no budget for transportation and proposed the Board approve funding \$10-\$15K so those students can attend competitions.

Triny Hernandez, another SSFHS parent, spoke about the need for Band and Color Guard transportation funds. She complimented Patrick Harris, the new Director. Students do fundraise and need to go to competitions to showcase their talents.

Steven Almaylad, a District student, spoke about the importance of students learning a second language. He said it boosts cognitive development, increases confidence, and helps with problem solving and critical thinking. He said students who speak a second language perform better on the SATs. When asked, he replied that, in addition to English, he speaks Arabic and French.

Theresa Manansala, a Los Cerritos ES teacher, said the site's blacktop is in poor condition and not safe for students. She asked the Board to give Los Cerritos ES the same consideration as those schools west of the El Camino. President Baker asked staff for information on the blacktop.

Cyrus Ramesh, a SSFHS Juniors, asked for air conditioning at his site due to the intense heat in some of their classrooms. He said ECHS has air conditioning and they deserve it as well.

L. PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Buri Buri Elementary School

Principal Cregg Ramich shared educational priorities and programs at Buri Buri ES.

Trustee Richardson thanked Mr. Ramich for his leadership. He said he is proud of his staff. President Baker reported that he was recently at the site and saw the field work being done. Trustee Richardson said neighbors are pleased with the job as there is no dust and the work is not starting too early. Mr. Ramich noted that he has had no complaints.

b. Spain Student Tour

ECHS Spanish and Video Arts teacher Daniel Britton shared information on an educational and cultural student tour of Spain during the Spring Break. He spoke about his Spanish heritage and qualifications and said such an experience can change lives. The trip would take place March 18 - 30. 41 students have enrolled in the tour.

Vice President Murray shared that while she was an ECHS student, she went on a trip to Germany. She said it was transformative and she experienced living in a global society.

Trustee Richardson asked if the students fundraise. Mr. Britton replied they do this through GoFundMe, See's Candy sales, and with tips during Barnes and Noble gift wrapping events. Trustee Richardson inquired whether most of the students were fluent in Spanish. Mr. Britton said they are intermediate level speakers.

President Baker asked if there is an official school GoFundMe the District can share on social media. As some of the tour dates are before Spring Break, he asked if the students will be excused as they will be on a school trip. Superintendent Moore replied that with school sponsored trips the days are excused, but students need to make up the class work.

Performance Management




Dr. Moore reported that the District has adopted Performance Management (PM) as a strategy to improve student achievement. There will be a shift in some presentations being made over the course of the next several months on a variety of topics. This will provide the Board and community with a high level look at District priorities, goals, and progress.

At this meeting, CAASPP and Certificated Staffing were presented. To better understand the ratings, 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)





c. Performance Management - CAASPP

Educational Services Director Dr. Valerie Garrett reviewed the California Assessment of Student Performance and Progress (CAASSP) in terms of Performance Management as a tool for analysis and improvement of performance. She said all the work is guided by the District’s vision, LCAP goals, and priorities.

She referenced the District’s Communication, Achievement, and Relationships (CAR), which is the path of academic success for all students in terms of equity. All parts of the car represent elements of the District’s success plan. She is focusing on the wheels. PM builds systems, monitors progress and measures the impact on student achievement. The Educational Services team is working on common formative assessments to monitor student achievement. The Hulce Consulting Group, through their needs assessment, determined that




the District needed to establish protocols and procedures.

SSFUSD – California - San Mateo County



- SSFUSD - CA - ELA 
- SSFUSD - CA – Math 
- SSFUSD – San Mateo County - ELA 
- SSFUSD – San Mateo County – Math 

SSFUSD surpassed the State achievement level and is on the way to the green target with the County.


ELA Growth - 2017-18 to 2018-19

- 12 out of 15 sites showed growth in English Language Arts 
- 7 sites improved their ELA scores by 5% or higher 
- 8 sites improved their ELA scores by 2% or higher 

Math Growth - 2017-18 to 2018-19

- 7 out of 15 sites showed growth in Mathematics 
- 4 sites improved their Mathematics scores by 5% or higher 

Summary of CAASPP Growth ELA & Math 2017-18 to 2018-19

- 6 sites improved their performances in both ELA and Math 

Board members thanked Dr. Garrett for the presentation, which was visibly understandable.

Student Locsin asked if there are consequences for not taking the CAASPP. Dr. Garrett replied that when students rush through the CAASPP, staff is encouraged to monitor their progress and the test can be reset based on some circumstances. President Baker inquired if the test does not add to their grade, what is the motivation to do well. Dr. Garrett said it is important for students to have the test-taking skill set for college, technical careers, or when starting their own businesses. Mr. Irish added that juniors can use CAASPP scores to not take college placement tests.

2. HUMAN RESOURCES

a. Performance Management - Certificated Staffing

Assistant Superintendent Spaulding reviewed the certificated staffing

requirements for the 2019-20 school year in terms of Performance Management as a tool to improve student achievement. He noted that LCAP Goal 1 deals with academic achievement. Referring to the "CAR", he equated Certificated staff to the drivers who move the car forward.

Priority Goal 1

Recruit qualified certificated staff before the start of the school year. Fill all vacancies before the start of the school year.

Measure of implementation 

The District was 98% staffed with certificated teachers at the start of the school year. It needs to be 100% before the target changes to green.

The remaining 2% are:

- 3 Special Education teachers (3rd party)
- 1 School psychologists (3rd party)
- 2 Children's Center teachers
- 3 District TOSA's (were removed by Mr. Irish for this year)

President Baker asked how not having the three TOSAs has affected lesson plans. Mr. Irish said that due to the three TOSA vacancies, Director Jason Brockmeyer facilitates the meetings. This way Educational Services fills in the gaps.

This year the District had 138 certificated staffing requests:

- 41 certificated resignations (approximately 8%)
- 28 temporary releases (20 rehired)
- 23 LCAP positions
- 11 transfers
- 10 retirees
- 10 new positions
- 15 other - Maternity leave, reduction in hours, site funded

Dr. Spaulding noted that 10-12% of Certificated staff either resign or retire each year primarily due to the cost of living in this area. Trustee Richardson asked if this is typical of other districts. Dr. Spaulding replied SSFUSD is fairly comparable to other districts and it is typical for SpEd vacancies.

M. CONSENT AGENDA

Assistant Superintendent Ted O reported a change in item 4g, professional service

agreements under \$25K. He removed the ECHS first aid and CPR trainer item.

Trustee Richardson asked about Item 4e, surplus items. She wanted to know how the District disposes of or recycles them. Mr. O replied that it depends on the item and whether it is still usable. If surplus items are sold, the money is put into the General Fund.

MOTION #326 (Murray/Richardson) to approve Item 1a, Minutes to the Regular Board meeting, September 12, 2019; Item 2a, ECHS students to participate in the Key Club Regional Training Conference in La Honda, CA; Item 2b, Parkway Heights MS to participate in Conservancy Program in Yosemite, CA; Item 2c, Westborough MS Honor students to travel to Yosemite, CA; 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Item 4a, Purchase Order Listing, August 2019; Item 4b, Warrant Register, August 2019; Item 4c, Cash Receipts, August 2019; Item 4d, Gifts to the District for September 2019; Item 4e, Declaration of surplus items; Item 4f, fundraising events; Item 4g, Professional service agreements under \$25,000. Motion Carried (Unanimous)

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Update on Safe School Plans

Dr. Spaulding presented information on the 2019-20 updated Safe School Plans for the District.

The State of California requires each school to complete a Safe School and Emergency Management Plan, which is submitted to the Office of Student Services by September of each year. All site plans comply with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) criteria. As of this date, all but one school has turned in their safety plan for review.

School sites were asked to include within their plans a copy of the District's revised Emergency Management Handbook, which includes the County-wide "Big Five" emergency response protocols developed by the San Mateo County Coalition for Safe Schools and Communities. "The Big Five" has been adopted by the San Mateo County Office of Education, as well as police and fire departments within San Mateo County. The "**Big 5 Protocols**" are:

1. Drop, cover and roll (earthquake or explosion)
2. Evacuation (outside building is safer than inside)
3. Lockdown/barricade (immediate threat)

3. Secure campus (potential threat)
4. Shelter in place (inside building is safer than outside)

Director Ryan Sebers will review the plans next week to be sure all requirements have been met.

Trustee Richardson asked if this is County mandated. Dr. Spaulding replied it is a State requirement for all public schools. The Big 5 are used across San Mateo County and will be reviewed at the October 24 Community Forum.

ACTION

1. ADMINISTRATION

a. Resolution No. 19-58 for Filipino American History Month

President Baker read the resolution.

MOTION #327 (Murray/Richardson) to adopt Resolution #19-58: Honoring Filipino American History Month. (AYES: Baker, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

b. Approval of District's Response to Grand Jury Report on Risk of Measles Outbreak

MOTION #328 (Murray/Richardson) to approve the proposed District's response to the Grand Jury report on whether or not San Mateo County is at risk for a large measles outbreak, and authorizes staff to submit the response to the Grand Jury commission. Motion Carried. (Unanimous)

c. Approval of District's Response to Grand Jury Report on Concussions

MOTION #329 (Richardson/Murray) to approve the proposed District's response to the Grand Jury report on high school sports-related concussions, and authorizes staff to submit the response to the Grand Jury commission. Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of Department of Rehabilitation agreement

MOTION #330 (Murray/Richardson) to approve the 2019-20 and 2020-21 Work Experience (WE) Can Work contract with the Department of Rehabilitation. Motion Carried. (Unanimous)

b. Approval of Non-Public Agencies and Schools Contracts for 2019-20

MOTION #331 (Murray/Richardson) to approve the Non-Public Agencies (NPAs) and Schools (NPSs) contracts for the 2019-20 school year. Motion Carried. (Unanimous)

c. Approval of Goalbook Contract for 2019-20

Vice President Murray noted that on page 151, the work order lists Larchmont Charter School and not SSFUSD.

Trustee Richardson asked how the program works. Assistant Superintendent Irish replied that this is the second year the District is working with Goalbook. It helps SpEd teachers with uniform IEP goals through pre-populated goals where they select the actions and metrics for pre and post assessments.

MOTION #332 (Murray/Richardson) to approve a corrected contract (work order) with Goalbook, an online platform combining research based resources, strategies, and training to design multiple pathways for all students to succeed. Motion Carried. (Unanimous)

3. BUSINESS SERVICES

a. Approval of Award of Contract for the ECHS Softball Field Project

President Baker asked Bill Savidge, Construction Consultant, if the project was still on pace with the schedule outlined in the summer. Mr. Savidge said the work was a few weeks behind schedule, but he expects the project to be completed by the end of the school year.

MOTION #333 (Murray/Richardson) to approve the award of contract to the lowest bidder, Agbayani Construction Corp., in the amount of \$1,820,000, for the ECHS softball field project. Motion Carried. (Unanimous)

b. Approval of Agreement for Inspection Services for District Field Projects

MOTION #334 (Murray/Richardson) to approve an agreement with David R. Callahan for inspection services, in an amount not to exceed \$154,080, for the SSFHS baseball and softball fields projects, the ECHS softball field project, and the Buri Buri ES multi-use fields project. Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

Trustee Richardson asked if the October 3 study session and October 26 Board workshop are open to the public. President Baker replied they are.

President Baker asked to agendize the options for funding high school bands. Dr. Moore said she will look into that and added that sites are given discretionary funds to allocate for their programs. She will report back on the processes for how site leaders are allocating those funds. Trustee Richardson asked if the bands and Color Guard are extra-curricular clubs. Dr. Moore said they are classes.

October 3, 2019 – Board study session - (Board room)

- Workforce Housing financing

October 10, 2019

- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on Special Education
- Public Hearing - selection of voting district maps
- Williams report for 3rd quarter ending 9/30/19
- Resolution for California Week of the School Administrator (10/13 - 10/19)

October 24, 2019 - Community Forum

- Homework policy
- School safety protocols: A review of the Big 5 Protocols

October 26, 2019 – Board and Superintendent Workshop - (Board room)

November 14, 2019

- Teaching and learning presentation - Martin ES
- Presentation on Skyline Middle College
- Presentation on suspensions and expulsions
- Update on Dual Immersion
- Resolution honoring American Indian Heritage Month

December 12, 2019 - Televised

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Teaching and learning presentation - Westborough MS
- Presentation and approval of First interim budget report “positive certification”
- Presentation regarding English Learners
- Selection of Trustees to District sub-committees/committees (Board Policies and Bylaws, City sub-committee and County Committee on School District Organization)
- CSBA Delegate Assembly nomination

January 16, 2020

- Teaching and learning presentation - Alta Loma MS
- Recognition for outgoing Student Trustee Poon
- Presentation on California Dashboard
- Presentation on the Facilities Department
- Williams report for 4th quarter ending 12/31/19
- Report/approval of Audited Actuals report for the year ended June 30, 2019
- Update on Governor's 2020-21 budget proposal
- Approval of 2020-21 school year calendar
- Approval of SARCS
- Overview and approval of 2020 Sumer School programs

February 13, 2020

- Teaching and learning presentation - Monte Verde ES
- Presentation on Nutrition Services (incl. Health committee)
- Introduction of new Student Trustee Yao
- Resolution honoring African American History Month
- LCAP update

February 27, 2020

- Teaching and learning presentation - Sunshine Gardens ES
- Presentation on the Boys and Girls Club
- 2020 CSBA Delegate Assembly election

March 12, 2020 - Televised

- Teaching and learning presentation - ECHS
- Second interim budget report "positive certification"
- Resolution honoring Women's History Month
- Resolution for Red Cross Month
- Approval of declaration of need for fully qualified educators, 2020-21
- Confirm dates for 2020-21 LCAP and Budget Hearings and Adoptions

SUMMARY OF BOARD DIRECTIVES

1. Staff to provide information on blacktop situation at Los Cerritos ES.
2. Agendize options for funding high school bands.

GOOD AND WELFARE

Vice President Murray said she attends various community events which she believes make her a better Board member. Recent events include a September 13 Sunshine Gardens potluck which was hosted by Principal Cesar Gaytan and PTA President Katie Delew. It featured food from different cultures was well attended by the community. On September 15, she participated in Fiestas Patrias, a celebration of eight Latin countries achieving independence from Spain. Several District personnel and City officials attended and the Ballet Folklórico performed. The first ever SpEd Advisory Committee

meeting was held on September 17. Assistant Superintendent Irish and Director Sabrina Yacoub participated and John Sanna was elected President. On September 19, Martin ES held a College and Career Day which teaches students what opportunities are open for them. A tour of Nutrition Services took place on September 24 conducted by Director Fran Debost which included a visit to the central kitchen at ECHS. She appreciates the attention to detail of the Nutrition Services department to make sure students have a healthy meal and quality experience. Students she spoke with enjoyed their lunches. Also on September 24, Vice President Murray went to the CSEA Welcome Back event and said she is appreciative of the District's Classified workers. Later that day, she also attended the Skyline Middle College Back to School Night where teachers spoke of their students being critical thinkers, taking ownership of something they are passionate about and using their voice to speak their values.

Trustee Richardson reported she also took part in the Fiestas Patrias event where the SSFHS Marching Band also performed. Of the Nutrition Services tour, she stated that Director Debost runs a tight ship and provides nutritious menus. She attended the Skyline College Environmental Science Building ribbon cutting along with Supervisor David Canepa and former SSFUSD Trustee Maurice Goodman. Trustee Richardson participated in the CSEA Welcome Back and said President Malfatti was gracious and welcoming. She reported that at last night's City Council meeting the repair of the Terra Bay light pole is ongoing so the field can reopen. City Council passed a resolution on e-cigarettes and amended an ordinance to ban electronic smoking devices and flavored tobacco in SSF.

President Baker said he also attended the CSEA Welcome Back event and the SpEd Advisory Committee meeting. He reported that there was no major news from the recent City Subcommittee meeting and he appreciated that connection with the City. Along with Trustee Daina Lujan, Trustee Eddie Flores, Mr. Irish, and Dr. Moore, he participated in the first meeting of the SMCSBA Equity Network. The goal is to address inequities in the system and understand how to recognize some that are not so obvious. President Baker participated in a voter pre-registration event for teenagers in the community.

ADJOURNMENT – 9:12 p.m.