

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING
Thursday, February 8, 2024**

**Baden High School - Gymnasium
825 Southwood Drive, South San Francisco, California**

SSFUSD Equity Definition

Equity, in SSFUSD, is defined as giving students what they need, when they need it to fulfill their potential.

The Board of Trustees invites the community to participate in this meeting in-person.

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: <https://www.ssfusd.org/apps/pages/onlineboardmeeting>
(The link will be active shortly before 7:00 p.m. on February 8)

Translation: For in-person attendees, a Spanish language translation will be provided if requested through the Superintendent's office, 650-877-8705, no later than 48 hours prior to the start of the meeting.

Traducción: La oficina de la superintendente, 650-877-8705, les proveerá una traducción en español a los asistentes si la piden 48 horas antes de empezar la reunión.

This meeting will include closed captions which require the Board to provide a break, for the captioner's benefit, after approximately every 90 minutes.

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Conference with Labor Negotiators
Agency Designated Representative: District Assistant Superintendent for HR/Student Services
Employee Organization: SSFCTA

RECONVENE INTO OPEN SESSION - 7:00 p.m.

B. ROLL CALL

- C. PLEDGE OF ALLEGIANCE** will be led by El Camino High School senior Gary Cruz.

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

- a. Introduction of Student Trustee Wong
- b. Other

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Spring Student Trustee and ASB President ECHS
2. Ira Sergio, Fall Student Trustee and ASB President SSFHS

M. PUBLIC COMMENTS

For Items Not On the Agenda:

Public comment for items not on the agenda should not exceed 30 minutes. Public comments are limited to a maximum of three minutes per individual (per Board Bylaw 9323). In order to accommodate more speakers, the Board President may, at their discretion, limit the individual time per speaker to one or two minutes each if there are more than ten expected speakers.

To comment prior to the meeting:

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/boardmeeting02082024> beginning at 3:00 p.m. on Monday, February 5, until 3:00 p.m. on Thursday, February 8. These comments will be read by all Board members and posted on the District website's 2023-24 Board meetings at: <https://www.ssfusd.org/apps/pages/meetings>

To comment in-person during the meeting:

Public comments are limited to one to three minutes per individual (per Board Bylaw 9323). 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.

Special Meeting Comments:

In accordance with the law, the Brown Act, during special meetings, public comments are limited to only those items on the agenda.

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.

N. INFORMATION ONLY PRESENTATIONS

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

1. EDUCATIONAL SERVICES

**a. Teaching and learning presentation:
El Camino High School**

Principal James Briano will share, with the Board, educational priorities and programs at ECHS.

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b. Performance Management - Special Education and Pupil Personnel

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Director Sabrina Yacoub will review the service and support offered to Special Education students in terms of Performance Management as a tool for analysis and improvement of performance.

O. PRESENTATION WITH POTENTIAL ACTION - None

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

	<u>PAGE</u>
1. ADMINISTRATION	
a. Minutes of the January 25, 2024 Regular Board meeting.	2 - 22
2. EDUCATIONAL SERVICES	
a. Permission for the ECHS Boys and Girls Varsity Wrestling Team to attend the Wrestling State Championships in Fresno, CA, March 1-3, 2024.	23
b. Permission for ECHS and SSFHS staff members to attend the CADA State Conference in Reno, NV, on March 6-9, 2024.	24 - 25
c. Permission for staff members to attend the annual CSEA Paraeducator conference in Ontario, CA, on March 12-14, 2024.	26
d. Permission for staff members to attend the Restorative Justice Conference in San Diego, CA, on March 13-14, 2024.	27 - 28
e. Permission for SSFHS students and staff members to attend a field trip in Washington, D.C., and New York City NY, on March 17-24, 2024.	29 - 30
f. Permission for staff members to attend to the CUE Conference in Palm Springs, CA, on March 21-23, 2024.	31
g. Permission for ECHS students to attend the Junior/Senior Prom at the City View Metreon in San Francisco, CA, on April 27, 2024.	32 - 33
3. HUMAN RESOURCES	
a. Certificated Personnel Assignment Order	34
b. Classified Personnel Assignment Order	35
4. BUSINESS SERVICES	
a. Fundraising events for the 2023-24 school year	36 - 37
b. Professional services agreement under \$25,000	38

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<u>PUBLIC HEARING</u>	
Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective proposals at a public meeting.	39
SSFCTA Proposal to SSFUSD	40 - 46
The South San Francisco California Teachers Association (SSFCTA) proposal will be presented to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin agreement reopener negotiations for 2024-25.	
SSFUSD Proposal to SSFCTA	
Assistant Superintendent J. Marwan Hannon will present the SSFUSD initial proposal to the SSFCTA for the agreement reopener negotiations for 2024-25 at a future second public hearing.	
A Public Hearing will provide an opportunity for members of the public to comment on the SSFCTA proposal.	

ACTION

1. EDUCATIONAL SERVICES

- | | |
|---|---------|
| a. Approval of Supplementary Instructional Materials | 47 - 49 |
| Staff recommends the approval of the supplementary instructional materials submitted for adoption for the 2023-24 school year, as presented to the Board. | |
| b. Approval of Document Tracking Services (DTS) Contract for 2024-25 | 50 - 58 |
| Staff recommends the approval of an MOU with DTS to provide secured LCAP, SARC, and SPSA and translation services for 2024-25, as presented to the Board. | |

2. HUMAN RESOURCES

- | | |
|---|----|
| a. Approval of Variable Term Waiver | 59 |
| Staff recommends the approval of the Variable Term Waiver for Peter Christopoulos, a certificated employee at Westborough MS, retroactive to December 1, 2023, as presented to the Board. | |

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b. Adoption of Instructional Calendars 60 - 64

Staff recommends the adoption of the 2024-25, 2025-26, and 2026-27 instructional calendars, as presented to the Board.

c. Approval of Director of Human Resources Position and Job Description 65 - 73

Staff recommends the approval of the Director of Human Resources position and job description to perform administrative and highly-skilled clerical and technical tasks as needed along with other duties as assigned, as presented to the Board.

3. BUSINESS SERVICES

a. Approval of Agreement with HED Architects for Project Assessment Services at Los Cerritos ES 74 - 81

Staff recommends the approval of the agreement with HED Architects, in the amount of \$296,773.90, for project assessment services for the Los Cerritos ES Modernization Project, as presented to the Board.

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

Board meetings are being held in the Baden HS gym, unless otherwise noted.

February 15, 2024 - Board study session *(Board room)*

- Presentation and approval - Strategic Plan
- Presentation - CA Dashboard and Differentiated Assistance
- Presentation - LCAP mid-year report/update pre

February 29, 2024

- Teaching and learning presentation - Skyline ES
- Teaching and learning presentation - Junipero Serra ES
- Presentation on Performance Management - English Learners
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- 2024 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2024-25

March 14, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report “positive certification”
- Approval of recommended dates for 2024-25 LCAP and budget hearings and adoptions
- Approval of 2024-25 Transportation Plan

March 28, 2024

- Teaching and learning presentation - Los Cerritos ES
- Teaching and learning presentation - Children’s Center
- Presentation on Induction
- Presentation on Nutrition Services Department
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Resolutions for retirees

April 11, 2024

- Teaching and learning presentation - Westborough MS
- Performance Management - NGSS/Genentech Presentation
- Williams report for 3rd quarter ending 3/31/24
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2024-25
- Approval of EL Master Plan
- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Nalani Allen-Cantley, Senior Executive Assistant to the Superintendent, at least three working days prior to the meeting at (650) 877-8705. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.

The agenda is available for review at the District’s website: www.ssfusd.org (Click on *Board, Meetings*).

A recording is made of the Open Session of each meeting. Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: ncantley@ssfusd.org

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 8, 2024

RE: Performance Management - Special Education and Pupil Personnel Presentation

BACKGROUND:

Performance Management (PM) is an integrated, systematic approach that contains three parts: Strategic planning-LCAP, collaborative learning and accountability. PM leverages data in a timely manner, which allows for a deeper analysis of performance by drilling down to root causes (asking a lot of 'why' questions). This then helps us in determining specific actions that can be taken to improve what occurs in a classroom and improve the overall performance at a school/department. Then, there is a plan to relentlessly follow up and monitor progress to determine if growth is occurring.

The purpose of Performance Management is to provide level, overall performance to determine if we are making progress towards defined metrics/targets. For this Special Education presentation, we are providing data on our current number and percent of students with disabilities in SSFUSD schools. A comprehensive update of how students with disabilities are performing on identified metrics as outlined by the CA Dashboard and State performance indicators will be shared during the presentation.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

For Information/Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of January 25, 2024

SSFUSD Equity Definition

Equity, in SSFUSD, is defined as giving students what they need, when they need it to fulfill their potential.

OPEN SESSION - 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members: Ms. Amanda Anthony - Present
Dr. Chialin Hsieh - Present
Ms. Daina Lujan - Present
Mrs. Patricia Murray - Present
Mrs. Mina Richardson - Present
Ms. Ira Sergio, Student Board Member - Present

Cabinet Members: Dr. Shawnterra Moore, Superintendent - Excused
Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present
Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present
Mr. Ted O, Assistant Superintendent, Business Services - Present

C. PLEDGE OF ALLEGIANCE - was led by Alta Loma MS student Diego Borja. Assistant Principal Dr. Teri Pallitto filled in for Principal Nina Mendez at this meeting. She said Diego is a model student in the classroom and a diligent scholar. He has been a member of their leadership class for 2½ years. Diego is active in the Drama department, having played the lead in their fall production and also participating in the spring musical.

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REVIEW OF AGENDA - No changes.

F. PTA COUNCIL REMARKS - President Lauren Kitchen thanked Dr. Moore, Trustees, and Principals for attending the 17th District Superintendent’s luncheon last week. The PTA enjoyed participating in the Kindergarten Readiness Fair last week. She offered the support of the PTA at each site to partner with the District and work together to meet shared goals. The national PTA has adopted six research-backed standards for family-school partnerships; welcoming all families into the school community, communicating effectively, supporting student success, speaking up for every child, sharing power, and collaborating with the community. Ms. Kitchen said she was pleased that the District is creating a resource center for families and stressed that PTA leaders and volunteers want to be an active partner in supporting this initiative. She spoke about schools providing parents with transition information. “The PTA would like to encourage all school leaders to consider families in transition into kindergarten, into middle school, [and] into high school to start preparing those families sooner in the school year [and] to not wait until May to let people know what's happening with their kids in the fall. Parents really need this information like March or April. We can have PTA information nights, we can have tours, we can host question and answer sessions. The PTA can be a great partner for principals...”

G. STAFF ASSOCIATION REPRESENTATIVES’ REMARKS

South San Francisco Federation of Adult Educators - President Elizabeth Bales-Stutes reported that Adult Ed registration has been very busy and several of the lower level classes are at full capacity, especially the evening ones. “I was very pleased to be invited to participate on the District calendar committee. This is the first time our Adult Ed union has been included in this stage of the proceedings. It's been fascinating to see how the process worked and I'm so glad to have the opportunity to make our voice heard.” She attended the CTA town hall meeting and said it is important to build connections between the District unions. “One of the strengths is the partnerships we've formed with other agencies, including the San Mateo county Community College District and job training.” “We were also recently awarded an ELL healthcare grant to build an EMY program with Skyline College.” Ms. Bales-Stutes said several of her students have transitioned to college, including two graduates at Cañada College on the computer science track. She spoke highly of a student working towards a degree in Early Childhood Education who is hard-working and overcoming obstacles while dual-enrolled in Adult Ed and Skyline College.

South San Francisco Classroom Teachers Association - Interim President Shari Giusti spoke about her admiration for Martin Luther King Jr. and his courage

in standing up in the face of adversity. “One of my favorite quotes of his is, ‘Our lives begin to end the day we become silent about things that matter.’ In the world of 2024, it is certainly true, and locally it is as well. I would like to take a moment to applaud my colleagues who speak out for the things that matter to them.” At the CTA town hall meeting, the Calendar Committee presented the proposal for school calendars of the next three years. CTA members will be voting on whether or not they approve these calendars. Not everyone is in favor of changes including the new holidays which address demands of some community members. She questioned having the same calendar for everyone since elementary schools run on trimesters while secondary schools use semesters or whether there should be a variation. Ms. Giusti asked if the State budget situation is as dire as forecasted for the District, since SSFUSD is mostly funded with property taxes. She noted the projected expenditures in books and supplies for 2023-24 and wondered how it will be spent. “The U.S. economy remained shockingly robust in the fourth quarter to close out a remarkably strong 2023. Consumers and businesses continue to spend, crushing expectations of a recession. Let’s hope this good news plays a factor in California economics as well.”

California School Employees Association Chapter 197 - None

- H. PERSONNEL COMMISSION** - Assistant Superintendent J. Marwan Hannon reported that the last meeting was held on January 22. During that meeting, they ratified two position announcements, five eligibility lists, three leaves of absence, and two new business items, one paid leave of absence and one voluntary demotion. The next Commission meeting will take place on February 12, 2024.

I. ITEMS FROM THE BOARD

Vice President Amanda Anthony thanked District employees who planned and executed this year’s Kindergarten Readiness Fair. She also attended the joint child care master plan meeting last week. “The committee continues to work on refining recommendations to bring to City Council and eventually to [the] school board as well. The next meeting is scheduled for February 5.” She shared that the next City District Subcommittee meeting will take place on February 6. “So if you have issues that you think should come before both the City and the District at the same time, we invite you to that meeting.”

Trustee Mina Richardson said that Capitol Advisors is having a governor’s budget presentation, specifically for schools, next Tuesday. “And the presentation is always very spot-on, and they listen to all the board members who are present and I find it very informative and it gives us a nice forecast of what we can expect and what we’ve got to watch out for.”

J. SUPERINTENDENT'S REPORT

- a. **Recognition for outgoing Student Trustee Sergio** - Assistant Superintendent Keith Irish reported on behalf of Superintendent Moore. He said Ira has been a pleasure to work with and learn from. "She has provided valuable insights, timely updates, and offered informative student perspectives on various issues." She will continue to report on events at SSFHS for the remainder of the school year. Dr. Moore wanted to personally thank Ira for her positive and professional mindset and communication style. "It's truly been a privilege having you as a student trustee." Student Trustee Sergio thanked the Board for the opportunity to have the privilege of sharing the student voices. The Trustees presented her with a certificate of appreciation.

Mr. Irish added that beginning with the February 8 Board meeting, ECHS's ASB President Jamie Wong will begin serving as the Spring Student Trustee "and on behalf of cabinet and the Board, we're very excited to welcome her".

K. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President SSFHS, highlighted the following recent and upcoming events at her site: Course preview day was held on January 17; election season started this past week with opportunities to join the ASB class ranging from six different commissions to class officer positions; Club Rush 2.0 took place yesterday with 20+ clubs signing up new members; AP Rush takes place tomorrow, January 26; the Winter Ball will be held on February 3 at the Skyline College Farallon room; and the Publicity and Recognition Commission will be selling Valentine's Grams from February 5-9 with a red rose and custom message.

Student Trustee Sergio said, "...I would like to say that it has been a true privilege to be able to serve on this Board, and to be given the opportunity to connect with my community on a deeper level as a student and as a trustee."

Trustee Richardson said "...it was a pleasure to see such a young lady speaking out so confidently and express herself in such a way. And it just says that we're...encouraging them, the girls, to be outspoken. I've noticed that in the last few outgoing presidents."

President Daina Lujan said Student Trustee Sergio is quite the leader and she has great hopes for her future. Truly anything you set your mind to, I know you will accomplish."

2. Jamie Wong, Spring Student Trustee and ASB President ECHS, shared the following news from her school; Clubs have been hosting a takeover every day ranging from decorating the school to having giveaways and recruiting new people; on January 23, their PTSA held its first in-person meeting since

the onset of COVID; Senior night is taking place this evening with outstanding athletes being recognized; the Colt Wrestling Invitational takes place on January 27; the quad games have officially kicked off and on the last game on February 2, they will recognize the contributions and commitment of their graduating players; the girls' senior soccer night takes place on February 1; and prom, with the theme of Golden Gala/The Great Gatsby Edition, takes place on April 27 in San Francisco's City View at Metreon. Ms. Wong gave special thanks to "...the senior office as they have worked endlessly to create this fun and enchanting event and our student body cannot wait."

L. PUBLIC COMMENTS - None

M. INFORMATION ONLY PRESENTATIONS

1. EDUCATIONAL SERVICES

**a. Teaching and learning presentation:
Alta Loma Middle School**

Assistant Principal Pallitto shared educational priorities and programs at Alta Loma MS. She also recognized the following parent volunteers who will receive certificates of appreciation from the Board: Michele Brock, Carla Cisneros, Mark Cox, Laruen Kitchen, and Linda Ortiz.

ALMS/District LCAP Goals

Dr. Pallitto said ALMS goals are in alignment with the District's LCAP goals.

At ALMS, their mission is to ensure the students grow into life-long learners who can express their thinking and show social and emotional intelligence.

Academic Achievement (LCAP Goal 1) - By the Spring of 2024, students will increase by 5% in school wide performance for both math and ELA when compared to the 2020-21 school wide CAASPP data. They developed a three-year goal with an incremental step to support the process of reaching their goal by then.

Staff and Professional Development (LCAP Goal 2) - By the Spring of 2024, ALMS facility will demonstrate the ability to: (a) support Common Core State Standards education aligned with District priority standards initiative for all students, (b) integrate current educational technology practices and (c) create a safe and positive learning environment for all students as measured by CAASPP data, the California State Dashboard data, as well as Healthy Kids surveys, or other site-specific survey data.

Student, Parent, and Community Engagement (LCAP Goal 3) - By the Spring of 2024, all students will exhibit a 3% decrease in absenteeism and a 3% increase in participation as shown through the schools' PBIS, SEL and restorative programs, counseling approaches, and school extracurricular activities. Dr. Pallitto said ALMS is focusing not only on student participation but they are building capacity to enhance the community and the whole family. They believe that building these relationships with the community in its entirety will benefit the continued growth and achievement of everyone.

Special Education (LCAP Goal 4) - By the Spring of 2024, after receiving instruction guided by the District approved curriculum/programs, all ALMS students with an IEP will demonstrate a 3% growth in ELA and math when compared to the 2020-21 schoolwide scores. Students with disabilities (SWD) remain a focus for the District and especially ALMS.

Collecting academic data consistently and collaboratively while engaging in reflection and professional development through each department and the schoolwide cycles of inquiry has shaped their goals and provided the focus for the current academic year.

CAR (Communication, Achievement, Relationships)

The SSFUSD car metaphor is a journey to excellence, providing students a superb learning experience and ongoing feedback to teachers and support staff. Dr. Pallitto said this year they focused on "...the engine, performance management, collecting and showcasing data to accurately adjust our route and provide a clear vision. We cannot continue to try new things every year, so we are pausing to identify our areas of strength, and those for improvement for the success of all our students. In addition, we are reflecting and looking through our mirrors to provide data necessary to ensure growth in our professional practice."

The Ram Way & Community Relationship

The Ram Way

- Student Voice/Focus Groups
- Reboot and focus on PBIS
- Spirit Days/ Music and games
- Community Circles/Restorative Circles
- Passion Projects
- School Safe Ambassadors Program (SSA)
- Student Clubs
- Whole School/Grade Level assemblies
- Student Vs. Staff Competitions/ Sports events
- Someday Wish

Community Relationships

- Parent feedback

Dr. Pallitto said, “Our community is another large asset and bringing them into our conversation is what is most important.” They hold student events, activities, and games to engage parents and the community. They have increased the communication with families and have gotten positive responses.

- Inaugural Community Day - families and staff interacted and discussed ideas on school improvement.

At ALMS’s recent Hands on Bay Area, volunteers from Kaiser, Congressman Kevin Mullin, Mayor James Coleman, Trustee Patricia Murray, Assistant Superintendent Ted O, and community members helped beautify the site. Additional events are being planned.

- Academic Night
- Turkey Trot
- Multicultural Night
- Student Performances
- Newsletters

Student Connectedness



This slide illustrates the student results. The dark green bar is the number of students who feel awesome and exhibit the strongest sense of belonging on campus. The light green bar indicates those students who feel good and have a positive sense of belonging. Overall, their student population averages a 3.7 on a 5-point scale for a sense of belonging.

CIC

Essential Question for reflecting and analyzing student work:

A. What do our grades mean?

- a. An A represents?
- b. A C represents?
- c. A F represents?

B. What is essential to a summative assessment?

- a. What do our current assessments have?
- b. What do our current assessments lack?

Dr. Pallitto said they needed to dig deeper and understand the design and impact of the assessments. They examined what these tools are actually measuring. “In addition, if our students are successful in the classroom but not meeting or exceeding standards on the CAASPP, what do our assessments lack?”

Findings:

A. No universal understanding of what a grade of an A represents

Next steps: we need school-wide calibration and training

A. The focus on assessments is different for each teacher

Next Steps: assessments should only measure student level

They need school-wide calibration and training, and assessments should only measure the student level of mastery of standards, so other criteria must be eliminated when grading.

Demographics

ALMS has 643 students this year. 38% are identified as socioeconomically disadvantaged, 22% are SWD, and 13% are English Learners. There is a diversity of ethnic backgrounds, languages, and cultures with 49% of students being Hispanic/Latinx, 21% Filipino, and 16% Asian being the largest groups.

CAASPP 2022-23 Data

ELA - 42.71% of students met or exceeded the standard for ELA. 14.40% of students exceeded the standard, 28.31% met the standard, 23.24% nearly met the standard, and 33.94% did not meet the standard. The data shows the performance was below levels from the previous years. What does stand out and is celebrated is that SWD performed stronger than the previous years.

Math - 31.62% of students met or exceeded the standard for Math. 15.73% of students exceeded the standard, 15.89% met the standard, 25.17% nearly met the standard, and 43.21% did not meet the standard. The school had the same pattern with all student groups as they had in ELA. The numbers are different, but the patterns are the same.

Dr. Pallitto said the data was not a surprise to them. They had been collecting data all year and knew things needed to be changed with the start of the 2023-24 academic school year. They have already put some actions in place to build capacity in these areas.

Attendance Snapshot/Discipline Data

Dr. Pallitto noted two standouts for ALMA – the decline in chronic absenteeism and suspension rates. Chronic absenteeism is at 16.3% (yellow level), a decline of 6.8%. The suspension rate is at 3.2%

(green level) with at least one suspension per day, a decline of 1.5%. This shows their efforts to increase a positive school climate are moving ALMS in the right direction.

2023-24 Supports

These are the changes the site implemented at the beginning of the school year.

Daily Master Schedule response

- Increased certificated and classified staff for ELD and SPED
- Implemented support in ELA for ELD students (allowing for intervention/support during the school day)
- Increased time for the support model in ELA and Math for SPED students, (allowing for intervention during the school day).

Teacher response

- Teachers completed Guided Language Acquisition Design (GLAD) training over the 2023 summer
- Teachers learned new strategies for ELs, which enhanced the learning of all students
- ELD team meetings and cycle data
- Focus on collaborative time analyzing the grading process and its relationship to the California standards
- CIC work
- ELD Cohort of teachers to monitor students

Student response

- Sown to Grow social emotional learning support
- Wellness Counselor added
- Focus on school climate and culture
- Student Climate Focus Groups
- Academic support on campus through academic center for homework help and mentors

Trustee Richardson said during her ALMS visits, the students are engaged and Principal Mendez is upbeat, which is contagious. She appreciates how special needs children fit in and all students feel part of the larger family.

Trustee Chialin Hsieh thanked Dr. Pallitto for the wonderful presentation and said she appreciates the essential questions and findings. They are reflective, ask deep questions, and change behavior. She noted that for goal #1, ALMS did not meet the 5% increase, but did meet goal #3 with decreased absenteeism. For goal #4, SWD met math but not ELA, but it is positive. Dr. Pallitto replied that any goal is similar to a scientific experiment. "Whether it functions or not, you learn a lot. And so meeting our goals has given us some insight, and not meeting our goals has really given us a wider picture."

Trustee Murray said she liked the data-informed decision-making with taking a deeper dive into the data to find out the root of the problem and what can be done about it. “I also like the intentionality regarding the culture and climate, because I think that kids, especially this age, can't learn unless they feel good about learning. So [with a rating of] 3.7 out of 5, you're getting there.” She enjoyed seeing the work that Kaiser was doing on the campus with teachers and the community. She had a lot of fun helping out.

Vice President Anthony thanked Dr. Pallitto for stepping in for Principal Mendez. She found the discussion on letter grades interesting. “I know sometimes grades don't focus on mastery, they focus on effort, they focus on behavior, they focus on things that make your classroom a place to learn but not necessarily the mastery of the materials so I hope you make progress against that. I know it's really hard but I think it will be a great exercise.” Dr. Pallitto said a lot of teachers were working with Mr. Irish on grading for equity.

President Lujan thanked the ALMS staff and families that unite for the benefit of every student. “I just really appreciated the strategic alignment, the honesty, the being okay saying, ‘You know what, we can't keep throwing things to see what's working and what's not, we actually need to understand.’ and it is powerful to dip deep into the questions to get to that reflective space to facilitate change.”

2. BUSINESS SERVICES

a. Annual Audit Report for the Fiscal Year Ended June 30, 2023

Andrew Park, a representative from Eide Bailly CPAs, reviewed the District's Audited actuals report for the year ended June 30, 2023. He thanked Mr. O and his team for their cooperation. He emphasized that he is actually an agent who technically works for the Board, not Mr. O. Last September, the Board was presented with unaudited actuals and it is his job to audit them and report back.

He said an audit is a process designed to provide reasonable assurance that financial statements are free of mistakes. Auditors render professional opinions by varying levels. The highest level of assurance is an unmodified opinion, known as a clean opinion, followed by a qualified opinion and lastly, the lowest level of assurance they provide on any audit is basically a disclaimer of an opinion.

Auditor Opinions

- **Financial statements** - “unmodified” opinion, the highest level of assurance. Auditors evaluated the District's checks and balances to ensure the financial statements are reporting what they are

supposed to, called internal controls. It is their responsibility to report any type of deficiencies or flaws in the reporting mechanism. Mr. Park said that based on their evaluation and testing, they did not identify any type of material weakness or significant deficiencies as it relates to the preparation and the reporting of SSFUSD's financial statements.

- **Federal awards compliance** - “unmodified” opinion. The District was in compliance with all the programs. They audited two major programs and no significant deficiencies were noted. Mr. Park explained that when a non-federal entity receives and spends in excess of \$750K in federal assistance, it is automatically subject to uniform guidance. This is a federal requirement to hire an independent auditor to obtain an opinion as it relates to the how the entity complied with how these federal funds are spent. For example, during the 2022-23 fiscal year, SSFUSD spent \$10.5M. Out of that amount, they were required to audit the Special Education program needs and a variety of ESSER programs, one-time federal funding as a result of the pandemic. Based on their evaluation of the checks and balances that are in place by the District to ensure compliance with each of the requirements for these programs, there were no deficiencies. The auditors did not have any issues with the District's federal compliance.
- **State awards compliance** - “unmodified” opinion. Annually the State Controller directs independent auditors on what programs to audit and the audit procedures.

Mr. Park concluded his presentation by saying last year there were some findings, and under government auditing standards, they are required to follow up on all of them. He reported that Mr. O and his team basically addressed all the findings and there was not a repeat occurrence of the issues that were identified in 2021-22. “So overall, the audit went pretty smoothly.”

Vice President Anthony asked what is being done to remedy the ASB finding. Mr. O replied that the Director of Business Services is working with an area of Eide Bailly to schedule some staff trainings to make sure they're aware of the requirements for ASB.

Trustee Richardson noted there were significant identified risks and asked about the management override of controls. Mr. Park said this was included in the letter addressed to the Board. He said, “So our profession started to be a lot more transparent to avoid a lot of questions, and...the significant risks identified is basically a full disclosure.” “So management override of controls and revenue recognition are the two biggest priorities that we look for when we

perform our audits. So we're basically informing the governing board that as we develop our audit procedures, these two notions are always in the back of our head, and we basically try to develop audit procedures to...address these. And this is what we would call risk assessment at the highest level, when we're developing audit procedures. So it's just a reminder that this is basically the platform that all auditors operate [upon], and these are the things that we always keep in mind when performing audit procedures.” Trustee Richardson said when the public sees the numbers, they may have a different opinion and she wanted to keep that perspective for parents. Mr. Park confirmed, “...we're just being fully transparent in terms of what we're doing from an audit procedure development standpoint.”

b. Measure J and Measure T Bond Audits for the Fiscal Year Ended June 30, 2023

Mr. Park combined his reports on both the Measure J and Measure T Bond financial and performance audits for the year ended June 30, 2023. He explained that the first half of the audit report is related to the financial activities, specifically for Measures J and T which are housed in pockets of Fund 21, the District's building fund. The second half of the report is what is termed a performance audit, which is basically synonymous with a compliance audit.

Results

On both the Measures J and T financial statements report, the District earned an “unmodified opinion” for fairly presenting all material respects as of June 30, 2023. There were no internal control deficiencies related to the preparation of the financial statements and therefore, no deficiencies to report to the Board related to both funds.

On the performance side, auditors tested if all the fiscal year expenditures that occurred during the year were in alignment with what the voters approved in the measures. They tested 100% of all Measure J transactions without finding any deviations or exceptions on where the bond proceeds were spent. They did not find any irregularities or identify any disallowed activities which did not align with the ballot measures on how the proceeds would be spent. The District is using the money on the correct projects as approved by the Board, resulting in a clean opinion. For Measure T, they tested 100% of the total expenditures and based on the audit procedures performed, they did not identify any exceptions as it rates to how the District spent the 2022-23 proceeds.

Trustee Hsieh said she is pleased to see the District-wide and Measures J and T audits are clean. She thanked Mr. O and his team for their excellent work.

Trustee Richardson asked how often Measures J and T should be audited. Mr. Park confirmed that as far as the audit requirements are concerned, the District is subject to an annual performance audit as long as there are remaining proceeds. This requirement will go away only when all the proceeds in the measures have been exhausted. He said Measure J is being phased out and as of June 30, 2023, approximately \$11M in proceeds remain. Measure T at that same time had \$145.8M, since it is new.

Vice President Anthony thanked Mr. O for the audit's unmodified responses, especially when working with federal funds.

President Lujan also thanked Mr. O and his team for their work. She said, "Sometimes when there's audits, there's a lot of requests made and clearly you worked in good partnership to produce the data that was needed in a timely fashion and the results are really pleasing to see."

c. Measure T/Bond Audit for the Fiscal Year Ended June 30, 2023

This information was combined with #2c, the Measure J Bond audit.

N. PRESENTATION WITH POTENTIAL ACTION - None

O. CONSENT AGENDA

MOTION #1 (Murray/Hsieh) to approve Item 1a, Minutes to the regular Board meeting, December 14, 2023; Item 1b, America's Next Talented Stars (ANT) Sports Soccer Program; Item 1c, Children's Center CSPP AB 110 rate increase contract for 2023-24; Item 1d, Children's Center CCTR continued funding for 2024-25; Item 2a, Baden HS staff member to travel to Monterey, CA; 2b, SSFHS staff member to travel to Long Beach, CA; Item 2c, ECHS Jazz Band students to travel to Las Vegas, NV; Item 2d, ECHS Varsity Wrestling team to travel to Bakersfield, CA; Item 2e, Human Resources staff and a Personnel Commissioner to travel to Monterey, CA; Item 2f, SSFHS students to travel to Mexico; Item 2g, ECHS students to travel to Italy; Item 2h, SSFHS students to travel to Marin, CA; Item 2i, Sunshine Gardens ES staff to travel to Denver, CO; Item 2j, Addendum with the City of Daly City for the 2023-24 ELOP program; Item 2k, SARCs for all sites; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, November 1-30, 2023; Item 4b, Warrant Register, November 1-30, 2023; Item 4c, Cash Receipts, November 1-30, 2023; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District, December 2023; Item 4f, 2023-24 fundraising events; Item 4g, Professional service agreements under \$25,000.

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Williams Uniform Complaints for 2nd Quarter Ending 12/31/23

Mr. Hannon presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/23, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

He stated that there were no complaints filed in the District for this quarter.

2. BUSINESS SERVICES

a. Update on Governor's 2024-25 Budget Proposal

Assistant Superintendent O reviewed information on Governor Newsom's proposed State budget for the upcoming fiscal year as well as any potential implications to the District. On January 10, the Governor released his budget proposal. Mr. O and staff attended a workshop afterwards to gather details which he will incorporate in his 2023-24 2nd Interim Financial Report. The Governor can make changes in the budget from now until he releases his revision in mid-May.

Overview

- Unlike budgets during the past few years, the State of California is projecting a huge budget deficit due to a severe revenue decline.
- According to SSC, this is the riskiest State budget since the Great Recession.
- It started with the current 2023-24 Enacted Budget, which was built on multibillion-dollar pillars of hope.
 - Hope that the stock market would rebound rapidly from gross under-performance.
 - Hope that inflation would abate.
 - Hope that the Federal Reserve would halt monetary tightening policies that make the cost of doing business more expensive.
- When these hopes did not materialize, it resulted in what the Governor estimates to be a \$37.9B budget shortfall.
- This is largely due to the 2022 tax collections which are well below the State's budget assumptions.
- The Governor proposes to close the gap through reserve withdrawals, reductions, internal borrowing, funding delays, funding shifts, and deferrals.

- For education, Governor Newsom proposes a State Budget to preserve investments made during the boom years.
- There are no mid-year cuts, no deferrals and no program rollbacks, like in the past.
- He recognizes that Districts will need to make significant staffing reductions for next year due to the expiration of many pots of one-time Federal/State stimulus funds.
- Mr. O shared, during his 1st interim presentation last month that the District has approximately \$2.3M worth of positions charged to one-time stimulus funds that expire at the end of this school year.
- Other bad news for education is a shrinking Local Control Funding Formula (LCFF) due to heavy declining enrollment and a tiny Cost-of-Living Adjustment (COLA) for 2024-25.

Proposition 98 Minimum Guarantee

- The Governor’s revenue estimates in the current 2023-24 Enacted Budget for 2022-23 and 2023-24 are reduced by \$9.1B and \$2.7B, respectively, for a total reduction of \$11.8B.
- This is due to the lower-than-expected State tax collections in these years.
- Rather than make mid-year cuts, Governor Newsom’s 2024-25 Budget Proposal enables districts to retain this additional funding for 2022-23 with the intension of accounting for it in the future.
- This is a huge concern, especially since the projected State revenue is coming in below projection the past two years.

Local Control Funding Formula (LCFF)

- On the LCFF, there is a shortfall of State revenue to cover the Cost of Living Adjustment (COLA) given out in 2023-24 (8.22%) and the proposed 0.76% COLA for 2024-25.
- This proposed COLA is a significant revenue reduction for school districts from the proposed \$3.94% COLA in the final 2023-24 State budget for this fiscal year.
- In addition, the Governor is proposing to use one-time funds from the State reserves to pay for this, which is a huge concern.
- Unfortunately, this funding does not benefit SSFUSD as it is a “Basic Aid/Community Funded” district, which means the bulk of our revenue comes from property taxes and not from the State.

CalSTRS and CalPERS (Employee Pensions)

- On employee pensions, the Governor did not provide any new funding for the California State Teachers’ Retirement System (CalSTRS) or the California Public Employees’ Retirement System (CalPERS) in his 2024-25 Proposed Budget.
- The employer (District) rate for CalPERS would increase from 26.67% to 27.80% in 2024-25.

- The CalSTRS rate would remain the same from the prior year at 19.10%.

Instructional Continuity

- The Governor's Budget proposes several instructional continuity measures.
- In response to multiple years of academic interruption due to increased student absences, the Governor's Budget includes measures aimed at offsetting student absences and mitigating learning loss. These measures include:
 - Expanding the allowable days and times of day (Saturday school, intersessional school, and before/after school) used for recovering attendance both for the purposes of funding and chronic absentee mitigation.
 - Requiring school districts to offer remote instruction, during emergencies of longer than five days, including instruction through enrollment at neighborhood school districts.
 - Encourages hybrid or remote learning opportunities for students who are unable to attend school.
- The Governor's Budget also proposes \$6M in one-time funds for the purpose of researching and developing models of hybrid learning to enable instructional continuity.

Learning Recovery Emergency Block Grant

- Governor Newsom is not including any cuts to the one-time Learning Recovery Emergency Block Grant that was given to Districts in 2022-23.
- However, the Budget proposes to change the use of the remaining funds to focus on students most impacted by learning loss.
- A needs assessment and the development process used for the Local Control Accountability Plan (LCAP) will guide how unspent funds are used.
- The allowable uses of these funds will also be amended to include professional development for the recently adopted mathematics framework.

Educator Pipeline Access

- The Governor's Budget includes modest solutions to the teacher shortage.
- It directs the California Commission on Teaching credential to create a new Elementary Arts and Music Education authorization as an additional Career and Technical Education (CTE) credential.
- This will allow for additional pathways for artists to provide instruction in school.

Facilities

- To address the projected budget shortfall, the Governor’s budget proposes additional reduction and delays to funding previously intended for school facilities.
- He proposes reducing the 2024-25 funding by \$500M from \$875M to \$375M.
- His proposed budget also continues the delay in the \$550M funding for the Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program into 2025-26.

Special Education

- The Governor’s budget proposal maintains funding levels for Special Ed and provides a 0.76% COLA.

Summary

These are only proposals from the Governor at this time. During the next few months, the legislature (State Senate and State Assembly) will go through the proposals, either pushing back on the Governor’s priorities or proposing their own. In mid-May, based on the latest financial information, the Governor will release his May Revision, which is an update to his proposed budget for next year. District staff will be attending a workshop and getting more information at that time to share with the Board and community.

The Board recessed at 8:30 p.m. for a break and reconvened at 8:40 p.m.

Student Trustee Sergio left the meeting at 8:30 p.m.

ACTION

1. ADMINISTRATION

a. Resolution No. 24-01 African American History Month

Board Clerk Trustee Hsieh read the resolution.

MOTION #2 (Murray/Anthony) to adopt Resolution #24-01: Honoring African American History Month. (AYES: Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 24-02 School Counseling Week

Trustee Murray read the resolution.

MOTION #3 (Anthony/Murray) to adopt Resolution #24-02: Honoring School Counselors. (AYES: Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of a Special Education Agreement with Lindamood-Bell

MOTION #4 (Hsieh/Murray) to approve an independent contractor agreement with Lindamood-Bell for tutoring services in order to fulfill administrative agreement requirements beginning January 2024 - January 15, 2025. Motion Carried (Unanimous)

b. Approval of New Course Implementations

Mr. Irish said Educational Services is getting Board-approval on all secondary courses. Some of these courses are new electives based on the new middle school schedule. Course descriptions are included in the memo.

Trustee Richardson shared that she has heard very positive comments from parents and teachers on the pathways. She struggles with the fact that so many pathways are offered. Mr. Irish said specific programs are offered at only one site and "...part of the reason of having common schedules is then we can work together." For example, ECHS students can access the Science Garage program at SSFHS. He noted that the Baden HS principal is trying to strengthen the trades and readiness pathways at her site.

Vice President Anthony said she spoke at the Kiwanis Club concerning CTE opportunities and was excited to share Construction 2 and Green Engineering were starting soon.

President Lujan said middle schoolers she speaks with are excited about having two electives this year. She is looking forward to more CTE courses being offered."

MOTION #5 (Murray/Hsieh) to approve the following two CTE courses, Construction Tech 2, for implementation at the high school level, Green Engineering, for implementation at the middle school level, and World Cultures, for implementation at the middle school level in 2023-24, and the CTE course, Health Sciences 1, for implementation at the high school level, beginning in the 2024-25 school year. Motion Carried (Unanimous)

3. HUMAN RESOURCES

a. Approval of the Minimum Wage Increase

MOTION #6 (Anthony/Richardson) to approve the SSFUSD minimum wage increase to \$17.25 per hour, beginning January 1, 2024. Motion Carried (Unanimous)

b. Approval of Variable Term Waiver

MOTION #7 (Murray/Richardson) to approve the Variable Term Waiver for Daniel Weir, a certificated employee at Westborough MS, retroactive to December 1, 2023. Motion Carried (Unanimous)

4. BUSINESS SERVICES

a. Acceptance of Raposo Engineering, Inc. Hillside Parking and Drop-Off Project as Complete and Authorization to file a Notice of Completion

Trustee Richardson asked if the employees have started using the completed area yet. Mr. O confirmed it is open. President Lujan said she drives by the school and the final look is incredible.

MOTION #8 (Hsieh/Anthony) to accept the Hillside Parking and Drop-Off Project #17-23 as complete, and ratify staff's action to execute and file the Notice of Completion. Motion Carried (Unanimous)

b. Approval of Cumisky Construction Corporation Toilet Pod Repairs Project as Complete and Authorization to file a Notice of Completion

MOTION #9 (Anthony/Hsieh) to accept the Toilet Pods Repairs Project #01-23 as complete, and ratify staff's action to execute and file the Notice of Completion. Motion Carried (Unanimous)

c. Approval of Award of Contract to Capital Engineering for the HVAC Projects Package B

MOTION #10 (Anthony/Hsieh) to approve the award of contract to Capital Engineering, in the amount of \$48,600, for commissioning services for the HVAC Projects Package B. Motion Carried (Unanimous)

d. Approval of Award of Contract to Game Time for the Playground Equipment at the Hillside School Site

MOTION #11 (Murray/Richardson) to approve the award of contract to Game Time, in the amount of \$102,141.68, for playground equipment at the Hillside School Site. Motion Carried (Unanimous)

e. Approval of Award of Contract to Game Time for the Playground Equipment at the Mills Montessori Pre-school

Vice President Anthony said she appreciates information in the memo which indicates where the awardee is located.

MOTION #12 (Hsieh/Anthony) to approve the award of contract to Game Time, in the amount of \$66,762.01 for playground equipment at the Mills Montessori preschool, located at the Hillside School Site. Motion Carried (Unanimous)

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

February 8, 2024

- Introduction of new Student Trustee Wong
- Teaching and learning presentation - ECHS
- Presentation on Performance Management - Special Education
- Approval of Supplementary Instructional Materials
- Approval of DTS agreement for 2024-25
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2024 Summer School Programs

February 15, 2024 - Board study session *(Board room)*

- Presentation and approval - Strategic Plan
- Presentation - CA Dashboard and Differentiated Assistance
- Presentation - LCAP mid-year report/update pre

February 29, 2024

- Teaching and learning presentation - Skyline ES
- Teaching and learning presentation - Junipero Serra ES
- Presentation on Performance Management - English Learners
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- 2024 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2024-25

March 14, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report "positive certification"
- Approval of recommended dates for 2024-25 LCAP and budget hearings and adoptions

March 28, 2024

- Teaching and learning presentation - Los Cerritos ES
- Teaching and learning presentation - Children's Center
- Presentation on Induction

- Presentation on Nutrition Services Department
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Approval of LCFF supplemental funded positions
- Resolutions for retirees

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Vice President Anthony said she visited Westborough MS and Monte Verde ES schools for the first time and it was good to see those campuses. On Monday, she attended an informative SMCSBA meeting on the criminal justice system. Unfortunately, she learned that SSF is the third highest source of students and youth in the County jail. She thanked the Kinder Fair participants for providing resource information to help parents understand what the District has available to them. On Tuesday, she spoke at the Kiwanis Club and thanked them for being invited.

Trustee Murray reported that she joined staff and community volunteers on the Martin Luther King Jr. Day of Service. Together they worked on projects at Alta Loma MS including painting, gardening, and sprucing up the school. She attended the PTA Superintendent's Luncheon last week and said it was interesting listening to the other County superintendents' talk about their districts.

Trustee Hsieh said she also attended the Superintendent's Luncheon and heard them present on their progress, but SSFUSD was the best.

Trustee Richardson said that at the Superintendent's Luncheon, it was nice to hear all the superintendents speak about the great things happening in their schools. She also attended the SMCSBA meeting and heard an amazing speaker speak of his time in prison as a teenager and appealing his conviction to the US Supreme Court. He has turned his life around and is now running for a seat on the Board of Supervisors. She went to the Personnel Commission meeting. She attended last night's DELAC meeting and noted that Dr. Marcos Garcia runs the meetings in full Spanish. There were presentations and dances and parents were very engaged.

President Lujan said she hoped students and families were able to rest and recharge during the break and that the semester for high school and middle school students is off to a great start.

ADJOURNMENT - 9:06 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

THRU: Keith B. Irish, Assistant Superintendent, Educational Services and
Categorical Programs
James Briano, Principal, El Camino High School

DATE: February 8, 2024

RE: Approval of permission for the El Camino High School Boys and Girls
Varsity Wrestling Team to Travel to Fresno, CA, March 1-3, 2024.

BACKGROUND:

The purpose of this trip on March 1-3, 2024, is to participate at the California USA Wrestling Cadet and Juniors Wrestling State Championships, hosted at Selland Arena, 700 M Street, Fresno, CA. The team, along with Head Coach Ray Reyes and female chaperone Chickie Lejender, will leave Friday, March 1, 2024 and return Sunday, March 3, 2024. The group will be traveling to Fresno by District van.

FISCAL IMPLICATIONS:

The ECHS Athletics Department will cover the cost of tournament fees and the District van. The group will be staying at the Courtyard by Marriott Bakersfield, 3601 Marriott Dr., Bakersfield, CA, 93308. 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 the ECHS Boys and Girls Varsity Wrestling Team to travel to Fresno, CA, March 1- 3, 2024.

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
James Briano, Principal, El Camino High School

DATE: February 8, 2024

RE: Approval of Permission for Five ECHS and Two SSFHS Staff Members to Attend CADA, in Reno, NV, on March 6-9, 2024.

BACKGROUND:

The California Association of Directors of Activities (CADA) is an organization that helps members continuously improve campus culture for students across California. CADA prides itself on presenting a curriculum that addresses the major trends in education. They also ensure topics and programs meet the needs of the entire educational team including activities directors, administrators, athletic directors, class advisors, educators, finance clerks, counselors, and support staff. Program topics include celebrating diversity, addressing mental health, improving school climate, teaching students to have grit, and promoting unity. In addition, they address LCAP State driven goals by featuring programs that support student engagement, highlighting school climate and connectedness, and help to prepare students for success in college and in the workplace.

FISCAL IMPLICATIONS:

Estimated total cost of \$2,005, per person, will include the following:

- Registration \$455
- Hotel approx. \$825 (3-night stay)
- Food approx. \$225
- Transportation approx. \$200
- Substitute \$300

The cost for seven staff members will be approximately **\$14,035**.

The cost of each staff members trip would be covered by site discretionary funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for staff members from ECHS and SSFHS to attend the CADA State Conference in Reno, NV, on March 6-9, 2024.

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

DATE: February 8, 2024

RE: Approval of Permission for SSFUSD Paraeducators to Attend the CSEA Conference in Ontario, CA, March 12-14, 2024.

BACKGROUND:

CSEA's long-running, paraeducator conference is held each spring. The conference provides paraeducators with an opportunity to improve their knowledge, learn the latest in education trends, and network with other paraeducators from around the state.

A survey has been sent to all Classified staff requesting those interested in attending to fill out the Google survey by February 5.

FISCAL IMPLICATIONS:

Estimated total cost of \$1,260, per person, will include the following:

- | | |
|--------------------------------|-----------|
| ▪ Registration | \$199.00 |
| ▪ Hotel \$209 per day x 3 days | \$ 627.00 |
| ▪ Meals \$ 75 per day x 3 days | \$ 225.00 |
| ▪ Transportation | \$ 209.00 |

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for staff members to attend the annual CSEA Paraeducator conference in Ontario, CA, on March 12-14, 2024.

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

DATE: February 8, 2024

RE: Approval of Permission for Secondary Staff Members to attend the Restorative Justice Conference in San Diego, CA, on March 13-14, 2024

BACKGROUND:

Incidents of conflict, wrongdoing and harm occur throughout society in schools, workplaces, college campuses, neighborhoods and families. The restorative justice conference provides a template to engage with those who cause and experience harm, along with related community.

The conference will cover incidents, from arguments to bullying, racial incidents to property crimes, and violence and how they can be addressed. During this event, staff will learn the steps needed to facilitate these meaningful, healing conversations. Skills being taught include monitoring reactions in stressful situations, listening with empathy, and creating shared understanding among conflicting parties.

Five staff members from Baden HS (Ms. Jackson), SSFHS (Ms. Andrews), ECHS (Mr. Leveglia), ALMS (Dr. Pallitto) and DO Coordinator (Ms. Young) have requested to attend this 2-day conference in San Diego on March 13-14, 2024. Staff will depart SFO on March 12 and return on March 14, 2024.

FISCAL IMPLICATIONS:

Estimated total cost of \$1,478, per person, will include the following:

- Registration: \$450
- Hotel: \$239/night x 2 nights \$478

- Food \$75/day x 2 days \$150
- Transportation \$400

The cost for five staff members will be approximately **\$7,390**.

The Educator Effectiveness Grant will cover the cost for all attendees.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for secondary staff members to attend the Restorative Justice Conference in San Diego, CA, on March 13-14, 2024.

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: February 8, 2024

RE: Approval of Permission for South San Francisco High School Students to Travel to Washington D.C. and New York, NY, March 17- 24, 2024

BACKGROUND:

The purpose of this field trip to Washington, D.C. from March 17-24, 2024 is to provide SSFHS students with a once-in-a-lifetime opportunity: a chance to spend five days in our nation's capital and two days in New York City, amongst their peers, with an immersive, educational and eye-opening curriculum. This field trip offers every SSFHS student the opportunity to learn more about our federal government and how it operates on a daily basis, as well as giving them valuable insight into the history, museums and monuments of Washington, D.C. The two days in New York will also provide valuable in-person experiences, as the students will visit historic landmarks and institutions, while giving them the chance to experience one of the "capitals of the world" in person. The itinerary, as well as all of the transportation, lodging and meals, is being planned by the Close Up Foundation, a well-known, nationwide non-profit, that specializes in bringing students from around the country to Washington, D.C.

During the trip, students will visit the iconic memorials and the enlightening museums of Washington, D.C., led by expert guides. The students will spend a day on Capitol Hill, where they will meet their elected representatives and sit in on a legislative session. In addition to the planned itinerary, students will also have the opportunity to interact and make friends with students from other high schools around the country (who are also attending the field trip through Close Up), which is a much needed opportunity to learn about students from different

parts of the country. SSFHS chaperones and Close Up Foundation staff will assist/guide students for the entirety of the trip.

Seven students (three males/four females) and two SSFHS staff members, one male and one female will participate in this traveling opportunity to Washington, D.C./New York, NY, from March 17-24, 2024.

FISCAL IMPLICATIONS:

The cost of the trip is \$3,100 per student. The trip cost includes airfare to/from Washington, D.C. and New York City; hotel lodging for 6 nights; transportation around D.C. and New York; breakfast, lunch and dinner for the entirety of the trip and all museum/monument entrance fees. The only items not covered under the initial cost of the trip are souvenirs and snacks/extra meals. Students/families will most likely cover the majority of this cost on their own. The Close Up Foundation will offer financial aid and or scholarships/grants for those students that qualify. Each student has participated in multiple fundraising events. No student will be denied the opportunity to participate due to financial constraints.

The District will provide coverage and the cost for two substitutes in the absence of the chaperones.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for seven SSFHS students and two staff members to attend this 7-day field trip to Washington, D.C. and New York City NY, on March 17-24, 2024.

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

DATE: February 8, 2024

RE: Approval for Two Staff Members to Travel to Palm Springs, California on March 21-23, 2024 to Attend the Computer-Using Educators (CUE) Conference.

BACKGROUND:

CUE is a nonprofit educational corporation founded in 1978. CUE transforms teaching by connecting educators with ideas, resources, and each other to use technology to prepare all students to succeed in a rapidly changing world. Tech TOSAs, Gen Chan and Matthew Hahn, request approval to attend the CUE conference in Palm Springs, CA, on March 21-23, 2024.

FISCAL IMPLICATIONS:

Estimated total cost of \$2,434, for two persons, will include the following:

- Registration \$778
- Hotel \$756
- Food approx. \$300
- Transportation \$600

The Educator Effective Grant will fund all cost for two staff members to attend on the CUE Conference on March 21 - 23, 2024 in Palm Springs, CA.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for two District Office Tech TOSAs to travel to the CUE conference in Palm Springs, CA, on March 21-23, 2024.

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
James Briano, Principal, El Camino High School

DATE: February 8, 2024

RE: Approval of Permission for El Camino High School Students to Attend the Junior/Senior Prom at the City View at Metreon in San Francisco

BACKGROUND:

The purpose of this event on April 27, 2024 is to provide students with an evening dedicated to commemorate the closure of Junior and Senior year and give students the opportunity to participate in a formal event. The Senior class advisors Ms. Sinead Nelson and Mr. Brian Hamilton, Junior class advisors Mr. David Yanover and Ms. Erin Perusse, along with El Camino administration and campus security will accompany/chaperone roughly 600 students at the City View at Metreon. Prom bid sales will be held from January 29 through April 5 or until bids sell out and the Junior/Senior office has reached maximum capacity for the event starting at \$125 for a single bid. The price will increase starting March 8 reaching a maximum of \$165. Elected Sophomore and Junior officers for next school year will be supervised by their advisors as they work details of the event such as check-in and coat check. Students, staff, and outside vendors hired by the Junior/Senior officers will be setting up at 5:00 pm. The students will be able to enjoy the evening with hors d'oeuvres, dancing, and photography. The event will be held from 7:00-11:00 p.m.

FISCAL IMPLICATIONS:

All event expenses will be financed by the sale of prom bids by the Junior/Senior offices and fundraising efforts at school sporting events and restaurant takeovers

coming from the Junior and Senior class accounts. The cost of attending the Junior/Senior Ball will be paid by each student who wishes to attend.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for ECHS students to attend the Junior/Senior Prom at the City View Metreon in San Francisco, on April 27, 2024.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

ADMINISTRATIVE APPOINTMENT 2024-2025

Tirapelle, Luca, will be placed at the District Office as the Multi-Tiered Systems of Support Coordinator on a Probationary contract effective July 1, 2024

Pang-Manganaris, Robin, will be placed at Los Cerritos Elementary School as the Interim Principal on a Temporary contract effective March 1, 2024

CERTIFICATED CONTRACT 2023-2024

Reil, Alyssa, will be placed at Monte Verde Elementary School on a Temporary contract effective January 8, 2024. Salary placement C - 1

Mailangi, Tanya, will be placed at South San Francisco High School on a temporary contract effective January 29, 2024. Salary placement D - 5

ASSIGNMENT ADJUSTMENT 2023-2024

Johnson, Mindy, a teacher at Junipero Serra Elementary School, from 1.0 FTE to 1.2 FTE effective December 8, 2023, through May 31, 2024

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Munoz, Florinda, Paraprofessional I- Bilingual, Buri Buri Elementary School, 6.0 hours per day, Range 25, Step 1, effective January 12, 2024.

Al Rachid, Patricia, Paraprofessional I, Buri Buri Elementary School, 6.0 hours per day, Range 25, Step 2, effective January 26, 2024.

RETIREMENT

Schoen Bogan, Nancy, Library Media Technician, Westborough Middle School, 7.5 hours per day, Range 34 A, Step 5, effective June 22, 2024.

Nazzal, Judy, Senior Office Assistant, Children's Center, 5.5 hours per day, Range 37 A, Step 5, effective June 28, 2024.

RELEASE FROM PROBATION

EIN 9874, Administrative Assistant, District Office, 7.5 hours per day, Range 37, Step 4, effective January 29, 2024.

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: February 8, 2024
RE: Acceptance of 2023-24 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 fundraisers are being submitted for approval:

Spruce Elementary School

All Grades Popcorn Fundraiser – Selling popcorn to raise money for future field trips and assemblies. Commencing February 2024 through March 2024.

South San Francisco High School

ASB Dippin’ Dots Fundraiser – Selling ice cream in the lunch room throughout the month of March 2024.

Close-Up Club Friendship Bracelet Sale – The club will be teaching and making friendship bracelets to sell. Commencing February 2024 through April 2024.

Candy and Chocolate Sale – Selling candy and chocolate to support the DC Trip. Commencing throughout February 2024 to April 2024.

El Camino High School

ASB Valentine’s Day Gram – Selling grams containing a mix of plushies, candies, cards, key chains and more.

Commencing January 31, 2024 through February 14, 2024.

Class of 2025	Pit Stop Fundraiser – Selling boba drinks in front of the ECHS Red Stage. Commencing February 2 and 15, 2024.
Newspaper Club	T-Pumps Fundraiser – Selling boba drinks in front of the ECHS Red Stage. Commencing February 9, 2024.
Senior Office	Prom Bid Sales (Junior/Senior Ball) – Prom bid sales will begin Monday, January 29, 2024 at \$125. Prices will increase in increments of \$10 every week until March 28, 2024.
Sophomore Class Office	Instant Ramen Fundraiser – Selling ramen in front the ECHS Red Stage to raise money for sophomore class activities. Commencing February 28, 2024.

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: February 8, 2024
RE: Professional Services Agreement Under \$25,000

BACKGROUND:

The following Professional Service Agreement is being submitted for approval:

District Office – Business Services

\$12,145	ProTech – Conducting limited (non-comprehensive) environmental consulting services to assess conditions associated with asbestos-containing materials (ACM) and lead-based paint (LBP). Services will be rendered at the ECHS site, as part of the ECHS Central Kitchen Renovation Project under the Measure T Bond Program. Commencing February 2024.
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FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 8, 2024

RE: SSFCTA Initial Proposal to Reopen Negotiations 2024-25

BACKGROUND:

In accordance with the California Code of Regulations (CCR) Government Code § 3547.5, prior to commencing negotiations, a school district and the exclusive employee representative present their respective Initial Proposals at a public meeting of the Board of Trustees. The South San Francisco Unified School District (District) will be negotiating a reopener agreement outlined in the South San Francisco Classroom Teachers Association (SSFCTA) collective bargaining agreement. The SSFCTA has submitted its Initial Proposal to the Board of Trustees to begin contract negotiations for the reopener agreement and SSFCTA representatives will present its Initial Proposal for information and discussion. Following its presentation, a public hearing will be conducted to provide an opportunity for members of the public to comment on SSFCTA's initial proposal.

At the next public meeting, the District will present its Initial Proposal to the SSFCTA and members of the public will be provided with the opportunity to comment on the District's Initial Proposal during a second public hearing.

FISCAL IMPLICATIONS:

TBD

RECOMMENDATION:

For Information and Discussion only.

South San Francisco Classroom Teachers Association

1475 Huntington Ave., Suite 160 • South San Francisco, CA 94080

650/872-1002

ssfcta@sbcglobal.net

To: Dr. Shawnterra Moore, Superintendent, SSFUSD

From: Shari Giusti, Interim President, SSFCTA

Date: January 29, 2024

Re: Sunshine Statement for Reopener Negotiations 2024 - 2025

In accordance with Government Code section 3547, the Association has prepared the following Sunshine statement, conceptual proposals for reopener negotiations. We are prepared to meet our obligation under the law by presenting this document at the February 8, 2024 Board of Trustees Meeting. The Association looks forward to beginning formal negotiations with the District. Attached are conceptual proposals associated with the following Articles:

Article 1 Recognition

Article 4 Association Rights and Unit Member Rights

Article 6 Grievance

Article 8 Teaching Hours

Article 9 Assignment and Reassignment

Article 10 Job Sharing/Reduced Workload

Article 11 Transfer

Article 12 Class Size and Caseload

Article 14 Leaves

Article 15 Health Exams

Article 16 Nondiscrimination

Article 17 Teacher Safety

Article 19 Summer School

Article 20 Temporary Teachers

February 8, 2024

Article 24 Miscellaneous Provisions

Article 25 Savings

New Articles to be added:

Article 29 Academic Counselors

Article 30 Teachers on Special Assignment

Article 31 Reading Specialists

Article 32 Special Education

Article 33 Transitional Kindergarten

Please contact the Association with the date the District anticipates it will present its Sunshine statement to the Board for reopener negotiations.

Questions regarding this document may be referred to Shari Giusti, SSFCTA President at 650-872-1002.

South San Francisco Classroom Teachers Association

1475 Huntington Ave., Suite 160 • South San Francisco, CA 94080

650/872-1002

ssfcta@sbcglobal.net

South San Francisco Classroom Teachers Association
Sunshine Statement
To South San Francisco Unified School District
Contract Negotiations 2024-25

This statement contains conceptual proposals and has been prepared under the provisions of state law and regulations that require such disclosure. The order of presentation is not intended to reflect any sense of priority. The Association reserves the right to amend, modify and/or eliminate proposals during the course of negotiations. Questions may be referred to SSFCTA Interim President Shari Giusti at 650-872-1002.

The Association will present proposals to the District related to the following articles:

Article 1- Recognition

- Clean up language to change dates

Article 4 - Association Rights and Unit Member Rights

- Clarify right of employees to join SSFCTA
- Establish when hiring specialty teachers such as PE, art, music, etc., that certificated teachers who fall under this agreement will be the first priority before the district hires employees from outside agencies.
- Clarify use of facilities by SSFCTA
- Clarify SSFCTA Release Time for leadership and site representatives
- Establish clear timelines when SSFCTA will receive new employee information from the District.
- Letter L - Clean up language and number sections
- Add Letter M. - Unit Member Rights to Communication Regarding Pay
 - Develop contract language regarding timely feedback regarding issues with unit member paychecks
 - Develop contract language to provide unit members with a list of paycheck codes with their explanations at the beginning of the school year.
 - Establish clear contract language regarding timely payment of time cards.
- Add Letter N. - Develop language to limit unit member liability of District owned technology or property.
- Add Letter O. - Establish the right to have the Association conduct climate surveys for information in determining the effectiveness of a school site or administrator.

February 8, 2024



Article 6- Grievance

- Update language related to rights of unit members to representation

Article 8 Teaching Hours

- Add clear protective language to define and protect unit member prep time at all grade levels
- Clarify and update teacher workday language
- Set a limit on the number of “extra duties” and “other duties,” or define.
- Extend the language of emergency faculty meetings
- Limit the span of the work year, so that the amount of time between academic years is protected
- Increase hourly rate for class coverage for all unit members
- Develop new language related to class coverage
- Enhance language around duty free lunch for all school psychologists and other Special Education teachers.
- Develop new language for personal breaks for unit members within the work day
- Add new section related to Parent Teacher Conferences
- Add language to eliminate the option of scheduling SSTs and IEPs during teacher prep time. Update language to state that these meetings will occur during the work day and not during teacher prep time.
- Add language regarding compensation for teacher in charge
- Update language around teacher collaboration time to provide for more time to be used at the unit member’s discretion
- Update the definition of a full-inclusion student

Article 9 Assignment and Reassignment

- Clarify language to include both digital and postal notification of changes in assignment
- Add language that Itinerant Unit Members will be informed at the beginning of each academic year, the rate and/or stipend that they will receive for mileage reimbursement.

Article 10 Job Sharing/Reduced Workload

- Clarify the days or hours that each unit member will need to be present at the school site at the beginning of the year.
- Establish a per-diem rate of pay to the unit member if the unit member must be present when it is not part of the percentage of work agreed upon and signed for by the unit member and the district.
- Clarify reduced service/retirement credit to include provisions of the Willie Brown Act.

Article 11 Transfer

- Clarify and update when and how certificated vacancies should be communicated with unit members.

Article 12 Class Size

- Establish class size caps at all grade levels and total student contact maximums for educators
- Establish caseload limits for Special Education unit members and/or caps for Special Education classes
- Establish caseload limits for Counselors
- Establish a stipend for unit members who are required to have class sizes larger than established caps, including if class sizes go beyond the cap due to the mainstreaming of students.

Article 14 Leaves

- Define when it is appropriate for unit members to notify the district of personal illness or injury leave.
- Hold unit members harmless that notify the district of personal illness or injury, if notified as soon as possible.
- Eliminate differential pay (unit member pay is reduced by the cost of a substitute) or 50% pay for unit members on parental leave
- Increase number of days unit members can use accumulated sick leave for personal necessity
- Change language about when these personal necessity days can be used
- Define immediate family
- Clean up language in bereavement leave, jury duty, and professional leave sections
- Hold harmless unit members who must stay on call for a jury duty summons
- Clean up language in catastrophic leave section, change dates when a committee shall be formed
- Update when the catastrophic leave bank will be opened, closed, and rescinded

Article 15 Health Exams

- Update tuberculosis notification to reflect current acceptable practices
- Add language to make expiration of tuberculosis notification accessible to unit members

Article 16 Nondiscrimination

- Add language to the list of who will not be discriminated against to include after national origin, a person's birthplace, ancestry, culture, or language.

Article 17 Teacher Safety

- Define protections on teacher safety and liability, including Ed Code 49331.
- Develop protective language to limit unit member liability for collecting or holding student technology as directed by school administration
- Create language to provide unit members with access to all student records in a timely manner, and to reflect Ed Code 49079.

Article 19 Summer School

- Update language notifying unit members when and how summer school openings and dates of operation are publicized.
- Establish a stipend to be spent at the summer school teacher's discretion to update or supplement supplies and/or curricula.

Article 20 Temporary Teachers

- Update when temporary teachers are notified of probationary status.
- Update when probationary teachers are notified of tenure status.

Article 24 Miscellaneous Provisions

- Establish assistance for unit members on the J-1 program to re-enter SSFUSD after completing the obligations of their initial agreement in the J-1 program.

Article 25 Savings

- Clean up language

Create new articles to address working conditions for counselors, TOSAs, reading specialists, Special Education teachers, and Transitional Kindergarten teachers. Incorporate language in other articles pertaining to these unit members to be listed under new articles.

Add new Article 29- Academic Counselors

- Counselors shall be compensated at their per diem rate of pay for each additional day worked beyond the contract year.
- If not all counselors are needed, choice to work extra days will be first given to counselors with more seniority over teachers with less seniority.

Add new Article 30- Teachers on Special Assignment

- Teachers on Special Assignment (TOSA) shall be compensated at their per diem rate of pay for each additional day worked beyond the contract year.
- Any additional days of work beyond the contracted year will be voluntary.

Add new Article 31- Reading Specialists

- Prioritize instructional time working with students

Add new Article 32- Special Education

- Incorporate all language in contract pertaining to Special Education in this article.
- Protect duty-free lunch and uninterrupted preparation time for Special Education unit members.
- Limit the number and amount of time faculty meetings shall occur.
- Provide proper training to Special Education unit members who teach mild/moderate or moderate/severe children in how to de-escalate aggression in students.
- Increase preparation time for Special Education teachers to 60 minutes per day for elementary or two periods per day minimum for secondary.
- Provide Special Education preschool and elementary unit members with support and/or guidelines surrounding the toileting of students.

Add new Article 33- Transitional Kindergarten

- Incorporate all language in contract pertaining to Transitional Kindergarten in this article.
- Provide transitional Kindergarten unit members with support/guidelines surrounding the toileting of students.

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: February 8, 2024

RE: Approval of Supplementary Instructional Materials.

BACKGROUND:

The following supplementary instructional materials are being submitted to the Board for approval. These texts are for elective courses or are used as supplementary materials for core courses, as indicated below. Each text submitted for approval has been reviewed by a team of teachers for academic level, content, and alignment to course scope and sequence and has received preliminary approval from a site and District administrator.

Title (author or publisher, edition, media)	Course	Initiating Site
<i>The Absolutely True Diary of a Part-Time Indian</i> (Sherman Alexie) supplementary text for novel study	English 1	ECHS and SSFHS
NCCERCONNECT FOR CORE: Introduction to Basic Construction - online student materials and hardcover textbook	Construction Tech 1 and 2	SSFHS
Your Role In the Green Environment (NCCER, 4 th edition) - supplementary textbook	Construction Tech 1 and 2	SSFHS

<i>We are Not from Here</i> (Jenny Torres Sanchez) - supplementary text for novel study	English 2	SSFHS
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[The Absolutely True Diary of a Part-Time Indian \(Sherman Alexie\)](#)

This novel was selected after careful review and consideration by the English 1 Teacher Leadership Team and will be an anchor text in the English 1 curriculum. The selection of this memoir is part of the English department’s ongoing efforts to update the selection of texts to include more culturally relevant and engaging materials for students. Additional instructional resources for this text are provided within existing adopted materials including Expository Reading and Writing Course (ERWC) and Study Sync modules and will be used by teachers to support diverse learners.

Fiscal Implications

Novel @ \$10.52 x 190 students = \$1,998.80

[NCCERCONNECT FOR CORE: Introduction to Basic Construction](#)

This online curriculum resource is developed and curated by the National Center for Construction Education and Research (NCCER), a leading provider of educational and training materials in the building and construction industry. The online curriculum is aligned to Model Career Technical Education curriculum and industry standards, and includes basic safety and skills with hands-on applications for students to develop a strong foundation of core competencies needed for construction.

Fiscal Implications

Online student resource - \$35 x 135 students = \$4,725

Hardcover textbook - \$62.99 x 10 = \$629.90

[Your Role In the Green Environment](#)

This online curriculum resource is developed and curated by the National Center for Construction Education and Research (NCCER), a leading provider of educational and training materials in the building and construction industry. There is an emphasis to ensure that those entering into the trades are aware of how to use recyclable and renewable materials in building projects and minimizing energy consumption and waste production. The primary goal of the sustainable construction method is to reduce its impact on our environment.

Fiscal Implications

Hardcover textbook - \$35 x 36 students = \$1,260

[We Are Not from Here](#)

This novel was selected after careful review and consideration by the English 2 teachers at South San Francisco High School. The selection of this memoir is

part of the English department's ongoing efforts to update the selection of texts to include more culturally relevant and engaging materials for students.

FISCAL IMPLICATIONS:

The total for all the supplementary materials requested is \$8,613.70.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the supplementary instructional materials listed above for adoption in the 2023-24 school year.

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: February 8, 2024

RE: Approval of MOU with Document Tracking Services (DTS) for the 2024-25 school year.

BACKGROUND:

Document Tracking Services license automates the process of accessing, searching and editing documents, such as the Local Control Accountability Plan (LCAP), School Accountability Report Card (SARC), and School Plan for Student Achievement (SPSA). DTS enables us to control who views, edits, updates, and also provides security of data and storage. Services and prices also include translation services of the LCAP, SARCs, and SPSAs, as required.

FISCAL IMPLICATIONS:

Document Tracking Services Document Tracking Services [3/15/24 to 3/15/25]: 17 schools and District Office = 18 sites	\$4,950
License Agreement Includes Access to 5 Custom Templates \$150 x 10 School Accountability Report Cards	\$1,500
2024 Tagalog School Accountability Report Card: \$300 x 1 school accountability report cards	\$300
2024 Spanish Local Control and Accountability Plan & Annual Update:	\$4,803
Total Balance Due: \$11,553	

The District general funds will incur the DTS charges.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with Document Tracking Services (DTS) in the amount of \$11,553.00 for the 2024-25 school year to provide secured LCAP, SARC, SPSA and translation services.



LICENSE AGREEMENT

This Agreement effective **March 15, 2024**, is made and entered into by **South San Francisco Unified School District** ("Licensee") and Document Tracking Services ("DTS") as Licensor, each a "Party" and collectively the "Parties".

1. Scope of Agreement

- 1.1 License. This License Agreement between Licensee and DTS covers Licensee's use of DTS's proprietary web-based application in accordance with the terms and conditions expressed herein.
- 1.2 Agreement to Be Bound. Licensee agrees to be bound by, and comply with, the terms of this License Agreement by (i) accessing and/or using the DTS Application and/or (ii) ratifying this License Agreement by signing below.

2. License and Right to Use. DTS hereby grants to Licensee a non-exclusive and non-transferable license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.

- 2.1 DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
- 2.2 Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.

3. Internet Areas. Neither Licensee nor any third party shall be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval of DTS.

4. Term of License. The term of this License Agreement is for **one (1) year** from the effective date noted at the top of this document.

5. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.

6. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS's secure server and will provide complete access to Licensee and its representatives. Licensee is solely responsible for the sufficiency, adequacy, and completeness of its content; for updating its content as necessary; and for proper implementation of any plans or procedures required by local, state, or federal law.

7. Security of Data. At all times, DTS will have complete security of Licensee's documents on dedicated servers that only authorized DTS personnel will have access to. All logins by DTS's authorized personnel will be stored and saved as to time of log-in.

- 7.1 Licensee may request in writing that DTS only store Licensee's documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.

February 8, 2024

8. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS

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Action



9. Customer Service. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.

10. Fees.

- 10.1 Licensee shall pay a fee of **\$4,950**.
- 10.2 Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- 10.3 Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- 10.4 DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.

11. Warranty.

- 11.1 Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- 11.2 The express warranties provided in this License Agreement are the sole and exclusive warranties made by DTS to Licensee. DTS makes no other warranty, express or implied, and Licensee assumes no warranty, express or implied, by use of the DTS Application. By accepting this Agreement, Licensee acknowledges that it is not relying on any implied warranties, including warranties of performance, fitness for a particular purpose or otherwise, or upon any representation or warranty outside those expressly contained in this Agreement.



12. Liability.

- 12.1 DTS will not be liable to Licensee for indirect, incidental, exemplary, special or consequential damages; loss or corruption of data or interruption or loss of business; or loss of revenues, profits, goodwill or anticipated sales or savings.
- 12.2 The maximum aggregate liability of DTS under this License Agreement is limited to the fees received by DTS from Licensee for use of the DTS Application.
- 12.3 This limitation on DTS's liability applies whether the claims sound in warranty, contract, tort, infringement, or otherwise. Nothing in this License Agreement excludes any liability that cannot be limited as a matter of law.

13. Choice of Law and Venue. This License Agreement, and any dispute related to this License Agreement or arising from it, shall be governed exclusively by the laws of the State of California. The state and federal courts of the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of, or related to, this License Agreement or its formation, interpretation, or enforcement.

14. Severability. If any portion of this License Agreement is not enforceable under applicable law, it will not affect any other term of this Agreement.

15. Definitions.

15.1 Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.

* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.

15.2 Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.

16. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: January 22, 2024

Licensee

By: _____

Date: _____

South San Francisco Unified School District



January 22, 2024

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

Re: Document Tracking Services

INVOICE #9408009

Pursuant to the licensing agreement between South San Francisco Unified School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [3/15/24 to 3/15/25]: \$4,950
17 schools and District Personnel = 18 sites

Translation Services

2024 Spanish School Accountability Report Card (SARC): \$1,650
11 Spanish SARCs
2024 Tagalog School Accountability Report Card (SARC): \$300
1 Tagalog SARC
2024 Spanish Local Control and Accountability Plan (LCAP): \$4,803
1 Spanish LCAP

Total Balance Due: \$11,703

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2024 School Accountability Report Card, English & Spanish (CDE Template)
2. 2024 School Plan for Student Achievement (CDE Template)
3. 2024 Comprehensive School Safety Plan (Custom Template)
4. 2024 Local Control and Accountability Plan (CDE Template)
5. Others to be identified as needed.



#	Account Name	Document	Name	Words	Fee
1	South San Francisco USD	2024 LCAP	Spanish	35,580	\$4,803
1	Alta Loma MS	2024 SARC	Spanish	Flat Rate	\$150
2	Baden High CHS	2024 SARC	Spanish	Flat Rate	\$150
3	Buri Buri ES	2024 SARC	Spanish	Flat Rate	\$150
4	El Camino HS	2024 SARC	Spanish	Flat Rate	\$150
5	Los Cerritos ES	2024 SARC	Spanish	Flat Rate	\$150
6	Martin ES	2024 SARC	Spanish	Flat Rate	\$150
7	Parkway Heights MS	2024 SARC	Spanish	Flat Rate	\$150
8	Ponderosa ES	2024 SARC	Spanish	Flat Rate	\$150
9	South San Francisco HS	2024 SARC	Spanish	Flat Rate	\$150
10	Spruce ES	2024 SARC	Spanish	Flat Rate	\$150
11	Sunshine Gardens ES	2024 SARC	Spanish	Flat Rate	\$150
1	Skyline ES	2024 SARC	Tagalog	Flat Rate	\$300

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 8, 2024

RE: Approval of Variable Term Waiver for the 2023-24 School Year – Peter Christopoulos

BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Peter Christopoulos is an employee at our Westborough Middle School. Mr. Christopoulos requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Mr. Christopoulos will have this authorization upon passage of the BSR in September 2024.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Peter Christopoulos, a certificated employee at Westborough Middle School retroactive to December 1, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 8, 2024

RE: Approval of SSFUSD Instructional Calendars for the 2024-25, 2025-26, and 2026-27 School Years.

BACKGROUND:

The SSFUSD Board of Trustees must adopt an annual instructional calendar in accordance with Board Policy 6111. In the prior adoption, the Board adopted three consecutive years of annual instructional calendars spanning 2021-22, 2022-23, and 2023-24.

For each school, the Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the District's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the District's goals for student achievement.

The SSFCTA, CSEA, and AFT presidents, their additionally selected bargaining unit members, and the Assistant Superintendent of Human Resources convened several calendar committee meetings to negotiate three consecutive years of annual instructional calendars spanning 2024-25, 2025-26, and 2026-27. A tentative agreement was reached between the bargaining units and the District.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the adoption of the SSFUSD instructional calendars for the 2024-25, 2025-26, and 2026-27 school years.

South San Francisco Unified School District 2024-2025 School Year Calendar

FALL SEMESTER 2024

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S
1	2	3	4	5			5	6	7	8	9			2	3	4	5	6			7	8	9	10	11			4	5	6	7	8			2	3	4	5	6		
8	9	10	11	12			12	13	14	15	16			9	10	11	12	13			14	15	16	17	18			11	12	13	14	15			16	17	18	19	20		
15	16	17	18	19			19	20	21	22	23			16	17	18	19	20			21	22	23	24	25			18	19	20	21	22			23	24	25	26	27		
22	23	24	25	26			26	27	28	29	30			23	24	25	26	27			28	29	30	31				25	26	27	28	29			30	31					
29	30	31												30																											

- 4 Independence Day
- 12-13 Staff Development Day
- 14 Teacher Workday
- 15 First Day of Instruction
- 2 Labor Day
- 30 K-5 PTC Week (Min. Day)
- 14 Indigenous Peoples' Day
- 1-4 K-5 PTC Week (Min. Day)
- 1 Staff Development Day
- 11 Veterans Day
- 27-29 Thanksgiving Break
- 23-31 Winter Break

SPRING SEMESTER 2025

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S
1	2	3	4	5			3	4	5	6	7			3	4	5	6	7			1	2	3	4				5	6	7	8	9			2	3	4	5	6		
6	7	8	9	10			10	11	12	13	14			10	11	12	13	14			7	8	9	10	11			12	13	14	15	16			9	10	11	12	13		
13	14	15	16	17			17	18	19	20	21			17	18	19	20	21			14	15	16	17	18			16	17	18	19	20			16	17	18	19	20		
20	21	22	23	24			24	25	26	27	28			24	25	26	27	28			21	22	23	24	25			19	20	21	22	23			23	24	25	26	27		
27	28	29	30	31										31							28	29	30					26	27	28	29	30			30						

- 1-3 Winter Break
- 6 Teacher Workday
- 20 Dr. Martin Luther King Day
- 29 Lunar New Year
- 17 Presidents' Day
- 24-28 K-5 PTC Week (Min. Day)
- 31 Spring Break
- 1-4 Spring Break
- 26 Memorial Day
- 30 Last Day of Instruction
- 2 Teacher Workday
- 19 Juneteenth

- District Holidays
- School Holidays
- Staff Development (Non-Student Day)
- Teacher Workday (Non-Student Day)
- Parent Teacher Conference Week
- Report Card Grades

South San Francisco Unified School District 2025-2026 School Year Calendar

FALL SEMESTER 2025																								
0			12			21			22			15												
JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER									
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7	8	9	10	11	4	5	6	7	8	1	2	3	4	5	3	4	5	6	7	1	2	3	4	5
14	15	16	17	18	11	12	13	14	15	8	9	10	11	12	13	14	15	16	17	10	11	12	13	14
21	22	23	24	25	18	19	20	21	22	15	16	17	18	19	20	21	22	23	24	17	18	19	20	21
28	29	30	31		25	26	27	28	29	22	23	24	25	26	27	28	29	30	31	24	25	26	27	28
4 Independence Day			11-12 Staff Development Day			1 Labor Day			13 Indigenous Peoples' Day			11 Veterans Day			22-31 Winter Break									
5 Staff Development Day			13 Teacher Workday			29-30 K-5 PTC Week (Min. Day)			1-3 K-5 PTC Week (Min. Day)			26-28 Thanksgiving Break												
6 Teacher Workday			14 First Day of Instruction																					
19 Dr. Martin Luther King Day																								

SPRING SEMESTER 2026																									
17			18			19			20			20													
JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE										
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	
5	6	7	8	9	2	3	4	5	6	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	
12	13	14	15	16	9	10	11	12	13	9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	
19	20	21	22	23	16	17	18	19	20	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	
26	27	28	29	30	23	24	25	26	27	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	
1-2 Winter Break			16 Presidents' Day			30-31 Spring Break			1-3 Spring Break			25 Memorial Day			1 Teacher Workday										
5 Staff Development Day			17 Lunar New Year									29 Last Day of Instruction			19 June/teenth										
6 Teacher Workday			23-27 K-5 PTC Week (Min. Day)																						
19 Dr. Martin Luther King Day																									

- District Holidays
- School Holidays
- Staff Development (Non-Student Day)
- Teacher Workday (Non-Student Day)
- Parent Teacher Conference Week
- Report Card Grades

South San Francisco Unified School District 2026-2027 School Year Calendar

FALL SEMESTER 2026																													
0			13			21			21			14																	
JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER														
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F					
					3	4	5	6	7	1	2	3	4	5	6	7	8	9	2	3	4	5	6	1	2	3	4		
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	12	13	14	15	16	9	10	11	12	13	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	19	20	21	22	23	16	17	18	19	20	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
27	28	29	30	31	31	28	29	30	28	29	30	26	27	28	29	30	26	27	28	29	30	28	29	30	31	28	29	30	31
3	Independence Day				10-11	Staff Development Day		7	Labor Day		12	Indigenous Peoples' Day		11	Veterans Day		25-27	Thanksgiving Break		21-31	Winter Break								
					12	Teacher Workday		28-30	K-5 PTC Week (Min. Day)		1-2	K-5 PTC Week (Min. Day)																	
					13	First Day of Instruction																							

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SPRING SEMESTER 2027																													
17			18			20			20			19			0														
JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE														
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F					
					1	2	3	4	5	1	2	3	4	5	3	4	5	6	7	3	4	5	6	7	1	2	3	4	
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
25	26	27	28	29	29	30	31	29	30	31	26	27	28	29	30	26	27	28	29	30	28	29	30	28	29	30	28	29	30
1	New Year's Day				5	Lunar New Year		29-31	Spring Break		1-2	Spring Break		27	Last Day of Instruction		18	Juneteenth											
4	Staff Development Day				15	President's Day					28	Teacher Workday		31	Memorial Day														
5	Teacher Workday				22-26	K-5 PTC Week (Min. Day)																							
18	Dr. Martin Luther King Day																												

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- District Holidays
- School Holidays
- Staff Development (Non-Student Day)
- Teacher Workday (Non-Student Day)
- Parent Teacher Conference Week
- Report Card Grades

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 8, 2024

RE: Approval of Director of Human Resources Position and Job Description.

BACKGROUND:

On June 22, 2023, the South San Francisco Unified School District Board of Trustees' approved a set of annual strategic priorities for the 2023-24 school year specifically for talent management.

During the Fall 2023 semester, through our partnership with the Bay Ed Fund, the District's Human Resources Department enlisted the consulting services of the Urban Schools Human Capital Academy to conduct an assessment of the Human Resources Department's current organizational structure, systems, and staff capacity in order to determine opportunities for improvement in customer service efficiency.

As it pertains to talent management, specifically organization and alignment of key human capital functions and services, the assessment's key findings and recommendations included the need to staff a Director of Human Resources to assist in planning, organizing, directing, and administering critical aspects of employee and labor relations, i.e., compliance and accountability training, bargaining unit grievances, workplace investigations, workers' compensation program, leaves and benefits programs, reasonable accommodation/interactive process, and other duties as assigned.

Under the direct supervision of the Assistant Superintendent of Human Resources, the Director of Human Resources will assist in planning, organizing, directing, and administering a comprehensive Human Resources service delivery system for certificated and classified employees in compliance with the California Code of Regulations, Governing Board Policies and Administrative Regulations, collective bargaining agreements, and established personnel practices and

procedures, in addition to all other applicable state and federal laws, regulations, and policies related to labor and employment. The Director of Human Resources will also perform highly-skilled administrative, clerical, and technical tasks and other duties as assigned. A copy of the job description is enclosed with this Board memo.

FISCAL IMPLICATIONS:

The Director of Human Resources will be included with all other current existing Director positions in the South San Francisco Unified School District Certificated Unrepresented Employee Salary Schedule, 1CM222 Range D. The annual salary range is \$167,027 to \$199,438 and the annual work calendar is 222 days. A copy of the salary schedule is included with this Board memo and publicly available on the SSFUSD District website.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the creation of a Director of Human Resources position and job description as presented.



DIRECTOR OF HUMAN RESOURCES

JOB TITLE:	Director of Human Resources
CLASSIFICATION:	Certificated Unrepresented Management
SALARY RANGE:	\$167,027 to \$199,438
WORK YEAR:	222 days
LOCATION:	District Office
BENEFITS:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master's/Doctoral Degree stipends; and vacation time.
BOARD APPROVAL:	February 8, 2024

POSITION SUMMARY:

Under the direct supervision of the Assistant Superintendent of Human Resources, the Director of Human Resources will assist in planning, organizing, directing, and administering a comprehensive human resources service delivery system for certificated and classified employees in compliance with the California Code of Regulations, Governing Board Policies and Administrative Regulations, collective bargaining agreements, and established personnel practices and procedures, in addition to all other applicable state and federal laws, regulations, and policies related to labor and employment. The Director of Human Resources will also perform highly-skilled administrative, clerical, and technical tasks and other duties as assigned.

ESSENTIAL DUTIES:

- Manages the daily operations of the Human Resources Department, and trains, supervises, and evaluates the performance of assigned staff;
- Facilitates recruitment, interview, selection, and onboarding of new employees, and recommends transfers, reassignments, disciplinary actions, and dismissals of existing employees;



- Plans, organizes, directs, and administers the employee leave programs (FMLA, CFRA, PDL, and other types of leave), the workers' compensation program, and the ADA reasonable accommodation/interactive process;
- Plans, organizes, directs, and administers all programs and activities legally required of the UCP, Title IX, OCR/EEOC, DFEH/FEHA, and ADA;
- Conducts thorough, fair, and impartial workplace investigations and grievance/dispute resolutions due to alleged violations of California Code of Regulations, Governing Board Policies and Administrative Regulations, collective bargaining agreements, and established personnel practices and procedures, in addition to all other applicable state and federal laws, regulations, and policies related to labor and employment;
- Serves as District representative in labor and employment mediation, arbitration, and litigation;
- Prepares a wide variety of written material (e.g., reports, memos, letters, policies, handbooks, calendars, etc.) for the purposes of documenting activities, providing written references, and/or conveying information;
- Plans, organizes, directs, and administers the record-keeping procedures of a variety of narrative and statistical reports, records, files, and other data related to personnel and assigned programs and activities in compliance with District, state, and federal requirements;
- Performs other duties as assigned by the Assistant Superintendent of Human Resources and Superintendent of South San Francisco Unified School District.*

**Note: The job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

COMPETENCIES:

Knowledge:

- California Code of Regulations, Governing Board Policies and Administrative Regulations, collective bargaining agreements, and established personnel practices and procedures, in addition to all other applicable state and federal laws, regulations, and policies related to labor and employment including, but not limited to, UCP, Title IX, OCR/EEOC, DFEH/FEHA, and ADA



-
- Employee leave programs (FMLA, CFRA, PDL, and other types of leave), the workers' compensation program, and the ADA reasonable accommodation/interactive process
 - Principles and practices of human resources administration management
 - Principles and practices of employee and labor relations
 - Principles and practices of conducting thorough, fair, and impartial workplace investigations and grievance/dispute resolutions
 - Operation of a PK-12 public school district

Skills:

- Establish and maintain effective collegial relationships with other people of diverse backgrounds, identities, experiences, and personalities, that model our District's core values and advance our District's mission, goals, and strategic priorities toward our District's vision.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of District staff, students, families, community members, and other educational partners.
- Operate computer technology, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet District standards of professional and ethical conduct as outlined in Governing Board Policies and Administrative Regulations.

Abilities:

- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to interpret educational policies and procedures.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations.
- Ability to establish and maintain effective working relationships and to effectively work as part of a team.
- Ability to gather, collate, interpret, and analyze data.
- Ability to work independently with little to no supervision.
- Ability to analyze issues and create and implement action plans.
- Ability to work with diverse individuals and/or groups.



- Ability to problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to sit, stand, and traverse for extended periods of time.
- Ability to see for purposes of performing duties, responsibilities, and activities.
- Ability to understand speech at normal levels.
- Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
- Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
- Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
- Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Governing Board Policies and Administrative Regulations.

WORKING CONDITIONS:

- **Environment:** Office environment with travel between District offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **Hazards:** Driving a vehicle during adverse weather conditions. Frequent interruptions. Exposure to dissatisfied employees.

REQUIRED EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS:

- **Education:** -Bachelor's Degree from accredited college or university



-
- **Experience:** -Minimum of three (3) years of PK-12 public school district administration and management experience
 - **Licenses:** -Valid California Clear Administrative Services Credential
-Valid California Driver's License
 - **Certifications:** -California Department of Justice and Federal Bureau of Investigation Criminal Background Check/Fingerprint Clearance

PREFERRED EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS:

- **Education:** -Master's Degree and/or Doctoral Degree (Ed.D.) from accredited college or university
- **Experience:** -Minimum of three (3) years of PK-12 public school district human resources administration and management experience
-Minimum of three (3) years of PK-12 public school district site leadership experience (Principal/Assistant Principal)
-Minimum of three (3) years of PK-12 public school district teaching experience
- **Licenses:** -Valid California Clear Teaching Credential
- **Certifications:** -Completion of ACSA Personnel Academy

VERIFICATION:

Applicants may be required to submit verification of qualifying education, experience, licenses, and certifications* at any point during the recruitment and selection process.

**Note: Falsifying one's education, experience, licenses, certifications, or related training, or attempted deception on the application, may result in disqualification from present and future job opportunities with the South San Francisco Unified School District.*

NON-DISCRIMINATION POLICY:

South San Francisco Unified School District programs, activities, and employment shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability,



sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Certificated Unrepresented Employees' Salary Schedule
2023/2024

Effective 7/1/2023, 5% Increase per board approval on 3/9/2023.

Schedule	Range	Certification Title	Days	**	1	2	3	4	5	6	7
1CM222	A	Senior High Principal	222	A	\$164,036	\$168,959	\$174,027	\$179,247	\$184,623	\$190,164	\$195,869
				D	\$739	\$761	\$784	\$807	\$832	\$857	\$882
1CM222	D	Director of Educational Services - Student Performance, Program Evaluation & Instructional Intervention Director of Educational Services - Special Projects, Categorical & English Learner Programs Director of Innovation, Community Outreach, & Special Projects Director of Student Services & Emergency Communication Coordinator Director of Special Education & Pupil Personnel Services	222	A	\$167,027	\$172,035	\$177,197	\$182,513	\$187,989	\$193,626	\$199,438
				D	\$752	\$775	\$798	\$822	\$847	\$872	\$898
1CM214	Q-A	Alternative Education Principal	214	A	\$154,680	\$159,319	\$164,100	\$169,022	\$174,092	\$179,317	\$184,696
				D	\$723	\$744	\$767	\$790	\$814	\$838	\$863
1CM205	E	Middle School Principal	205	A	\$140,261	\$144,467	\$148,801	\$153,264	\$157,864	\$162,599	\$167,475
				D	\$684	\$705	\$726	\$748	\$770	\$793	\$817
1CM205	F	Elementary School Principal	205	A	\$136,570	\$140,664	\$144,887	\$149,235	\$153,708	\$158,322	\$163,068
				D	\$666	\$686	\$707	\$728	\$750	\$772	\$795
1CM204	G	High School Assistant Principal	204	A	\$136,219	\$140,303	\$144,514	\$148,850	\$153,314	\$157,916	\$162,652
				D	\$668	\$688	\$708	\$730	\$752	\$774	\$797
1CM222	H	Assistant Director - Special Education* Coordinator - Categorical Programs Coordinator - Child Development Coordinator - Alternative Intervention** Coordinator - Mental Health, Behavior & Assessment* Coordinator - Multi-Tier System of Support (MTSS)***	222	A	\$134,739	\$138,781	\$142,944	\$147,233	\$151,649	\$156,199	\$160,884
				D	\$607	\$625	\$644	\$663	\$683	\$704	\$725
1CM199	K	Coordinator - Special Projects & Equity Education Coordinator - Special Projects & BTSa Induction Program Coordinator - Special Projects & CTE**	199	A	\$130,621	\$136,642	\$142,945	\$146,572	\$148,288	\$151,345	\$155,885
				D	\$656	\$687	\$718	\$737	\$745	\$761	\$783
1CM199	L	Alternative Education Assistant Principal* Middle School Assistant Principal	199	A	\$125,838	\$129,612	\$133,503	\$137,508	\$141,633	\$145,882	\$150,258
				D	\$632	\$651	\$671	\$691	\$712	\$733	\$755
1CM199	M	Elementary School Assistant Principal	199	A	\$118,623	\$122,181	\$125,846	\$129,623	\$133,509	\$137,516	\$141,641
				D	\$596	\$614	\$632	\$651	\$671	\$691	\$712
1CM186	S	Program Supervisor - Big Lift	186	A	\$88,446	\$91,100	\$93,832	\$96,646	\$99,547	\$102,535	\$105,610
				D	\$476	\$490	\$504	\$520	\$535	\$551	\$568
1CM200****	PS	Program Specialist	200	A	\$115,850	\$121,642	\$127,724	\$134,111	\$140,812	\$147,854	\$155,246
				D	\$579	\$608	\$639	\$671	\$704	\$739	\$776
1CM222	S	Child Development Program Supervisor	222	A	\$88,446	\$91,100	\$93,832	\$96,646	\$99,547	\$102,535	\$105,610
				D	\$398	\$410	\$423	\$435	\$448	\$462	\$476

*Added titles in 20/21

**Added title in 21/22

***Added title in 23/24

****New schedule effective 23/24. Program Specialists moved to 200 days.

** A = Annual - XXX days D = Daily

Due to rounding in the automated payroll system, rates shown on this schedule are not the exact figure and are being provided for general purposes only.

Annual Stipends

Master's \$1,750 Effective 7/1/2023
 Doctorate \$1,500

Longevity

At 8 years of service as an unrepresented certificated employee, a 3.5% salary increase
 At 13 years of service as an unrepresented certificated employee, an additional 2% salary increase (5.5%)
 At 21 years of service as an unrepresented certificated employee, an additional 2% salary increase (7.5%)

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: February 8, 2024

RE: Approval of Agreement with HED Architects for Assessment Services for the Los Cerritos Elementary School Modernization Project under the Measure T Bond Program

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of HED Architects to provide a project assessment for the Los Cerritos ES Modernization Project. The project assessment will be Phase 1 of a two-phase architectural agreement for this project.

The scope of this work for Phase 1 will include an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies, and improvement opportunities. The results of the assessment will inform the design team, Bond Team, and District leadership on the campus needs and requirements; and it will be the basis for determining the scope of work for the future modernization project at this site.

A Request for Proposals (RFP) for a pool of qualified firms to provide architectural design services was approved by the Board of Trustees on November 16, 2023. The Bond Management Team requested a proposal from HED Architects with the scope of work for project assessment services for this project.

FISCAL IMPLICATIONS:

The cost of services is **\$296,773.90**. This will be paid through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve an architectural services agreement with HED Architects for assessment services at Los Cerritos ES for the school's modernization project, in the amount of \$296,773.90.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

PROPOSAL FOR PART 1

PROJECT ASSESSMENT REPORT SERVICES

LOS CERRITOS ELEMENTARY SCHOOL

DECEMBER 15, 2023 ; REVISION JANUARY 16, 2024





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Boston
Chicago
Dallas
Detroit
Los Angeles
Sacramento
San Diego
San Francisco

417 Montgomery St.
Suite 400
San Francisco, CA 94104

T 415.981.2345
F 415.981.2343

January 16, 2023

*Lori Shelton, Director
South San Francisco Unified School District
Measure T Bond Program
398 B Street
South San Francisco, CA 94080*

**RE: Request For Proposal for Project Assessment Report
HED Project Number 2023-SS042-006**

Dear Mrs. Shelton:

Thank you for taking the time to meet with us on January 3, 2024 to further discuss your expectations. Accordingly, please find the refined Fee Proposal based off our meeting conversation. The architectural fee was reduced from \$229,910 to \$171,220. Below is a list of items that allowed for a reduction:

- We have a strong Job Captain, Juhee Porwal, who is a licensed architect in South Carolina, and she is working towards getting her California license. Based on her skillset, my thought is to reduce our Project Architect's hours since Juhee will mainly lead the Assessment efforts with direct support and oversight from myself, the Project Manager, and the Project Architect.
- I have removed Mary Ruppenthal, Education Planner, from the project. I will lead the community engagement process (District Department and Administrative Interviews).
- I have reduced my hours during the Site Survey visits. The Project Architect and Job Captain will conduct the site visit Assessments.
- I have switched from ABBAE to using McGinnis Chen for the Building Envelope consultant, resulting in a \$10,120 reduction. Refer to Fee Proposal in Exhibit D.
- I have brought Landscape above the line. Originally, HED was going to take on the Landscape Assessment and Outdoor Learning Environment conceptual design scope; however, the thought is that Gates & Associates can be more efficient during this phase, and it will allow us to reduce the HED Architectural hours.
- Based on the January 3rd meeting, it was made clear that we will not require multiple report revisions. Accordingly, I have reduced the overall hours for the Draft Submittal and Final Submittal phases.

We have updated our original fee proposal as well as your Attachment 'D' Fee Schedule (Our Exhibit C). Feel free to reach out with any questions you may have regarding this revised proposal as I want to make sure we have captured your expectations. I am looking forward to working with you and SSFUSD to create a successful product for the Los Cerritos school community.

Sincerely,

Rob Filary, Principal-in-Charge, Sector Leader



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PROPOSAL ACCEPTANCE

We suggest that if this proposal-agreement meets with your approval and you choose to award this project to HED, this proposal-agreement letter will serve as the contract between HED and **South San Francisco Unified School District (SSFUSD)**. By signing below, I approve and agree to be bound by the terms and conditions of this Proposal Letter Agreement ("**Agreement**"), attest that I have the authority to execute this Agreement on behalf of **SFUSD**, and authorize HED ("**Consultant**") to commence services.

Accepted for **PUSD** by:

Signature _____

Printed Name and Title _____

Date _____

This Proposal-Agreement will be valid for a period of ninety (90) days from date first noted above. Upon acceptance, please forward a signed copy to HED and retain a complete signed copy of the Agreement for your records.



PROJECT SCOPE AND SERVICES

PART 1: Assessment of the existing Los Cerritos Elementary School Campus.

The focus of this PART 1 phase of services is to maximize the opportunity to fully understand and document the existing conditions of the project site. The intention is to document the operational and functional deficiencies/issues of each project. This information will form a basis for project conceptual design, balancing SSFUSD priorities, budget parameters, and developing the scope and schedule. The outcome will be a comprehensive assessment report, which will establish the future scope for PART 2 Schematic Design through Construction and Project Close-out.

The Project Assessment will provide a comprehensive baseline understanding of the existing campus. The Project Assessment will help to identify any potential scope of work addressing modernization or new program scope with appropriate cost data. Toward the end of the Project Assessment effort, the Architect will present a summary report to the Bond Management team with recommendations and associated costs. The Bond Director, with support of the Kitchell team, will provide directions as to what scope of work with costs will move forward to the design phases in PART 2.

Based on the requirements of the project and HED's project understanding, we are pleased to offer the following PART 1 services to complete the scope as outlined above. The design team will provide the services as explicitly noted in the RFP Cover Letter 'Attachment A' provided by the District (our Exhibit 'E'):

- 1.0 Project Kick-off Meeting
- 2.0 Discovery /Project Drawings and Associated Data Review
- 3.0 Field Survey Assessment Planning
- 4.0 Building Site Survey
- 5.0 Discovery: Data Gathering + Interviews
- 6.0 Creation of New Base Drawings
- 7.0 Project Assessment Report
- 8.0 Project Assessment Report Submittal

PROPOSED ASSESSMENT/DESIGN TEAM

HED's talented project team has been focused on educational work from assessment, master planning, programming, and design to construction administration with a local team having over 100 years of combined DSA expertise and relationships. Each of our HED team members, including our consultant team, bring a diverse and extensive background in PreK-12 project expertise. Refer to Exhibit 'A' for individual team member resumes.

Core Team

- Architectural: HED
- Civil: BKF Engineers
- Structural: HED
- Mechanical: CMTA
- Plumbing: CMTA
- Electrical: CMTA
- Building Envelope: McGinnis Chen Associates
- Cost Estimator: Sierra West Group



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- Energy Modeler: CMTA
- Food Service: RAS Design Group
- Landscape Design: Gates & Associates

Specialty Consultants

- Acoustical Engineering: Chu & Dohn Associates
- Laser Scanning of Existing Buildings: Locus Laser Scanning
- Funding Specialist: Jack Shreder & Associates

Per our Meeting on January 3, 2024, we understand that per the District, the Specialty Consultants will not be needed for the PART 1 Assessment Scope. We have continued to show them below the line in your Attachment 'D' Fee Schedule (our Exhibit C) for reference only.

HOURLY RATES

HED's fee for providing the above outlined services for your project will be on a lump sum basis. Should additional services be required, they will be provided on an hourly basis according to the rate table below as provided in HED's 'Qualifications for Architectural Services Measure T Bond Projects' dated July 6, 2023.

Discipline	Rate per Hour
Principal-in-Charge	\$ 280
Design/Engineering Leader	\$ 275
Senior Project Manager	\$ 270
Senior Project Architect/Engineer	\$ 260
Project Manager	\$ 235
Project Architect/Designer	\$ 220
Project Engineer	\$ 225
Interior Designer	\$ 190
Job Captain/Project Coordinator	\$ 170
Design & Technology Support	\$ 130
Administration	\$ 120

Rates are subject to change annually and are effective through December 31, 2023.



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PROPOSED FEE

HED’s fee for providing the Core Team PART 1 Assessment services is a lump sum amount of \$288,130, plus \$8,643.90 reimbursable expenses (3%). Refer to Exhibit ‘C’ for the fee summary that includes Architectural hourly breakdown and Consultant lump sum fees.

Design Team Fee
\$288,130

Assessment Discipline	Fee
Architectural	\$171,220
Mechanical	\$8,200
Plumbing	\$8,200
Electrical	\$8,200
Structural	\$16,000
Structural Mitigation Evaluation	\$8,000
Civil	\$8,250
Building Envelope	\$32,120
Cost Estimating	\$19,800
Energy Modeling	\$6,600
Food Service	\$4,180
Landscape	\$7,480
Total	\$ 288,130
Reimbursable	\$ 8643.90
Total (with reimbursable)	\$ 296,773.90