

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of December 14, 2023

SSFUSD Equity Definition

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Superintendent evaluation.

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

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
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Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present 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
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- C. PLEDGE OF ALLEGIANCE** - was led by Ponderosa ES 5th grade student Lorenzo Perez. Principal Julie Erskine said Lorenzo is patient, kind, independent, hard-working, and takes his learning seriously. He is a creative illustrator, enjoys math, reading, baseball, and looks forward to Outdoor Education next month. Lorenzo wants to be a dentist.

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 - Nothing to Report

F. BOARD OF TRUSTEES' REORGANIZATION – THE SUPERINTENDENT ASSUMES THE CHAIR

Superintendent Shawnterra Moore assumed the chair and facilitated the SSFUSD Board Reorganization. She noted that per BP 9100, the Board will first select the position of President, followed by the Clerk, and then the Vice President.

Election of President

Trustee Amanda Anthony nominated Trustee Patricia Murray and Trustee Chialin Hsieh nominated Trustee Daina Lujan for the presidency.

Trustee Mina Richardson commented that whoever is nominated to serve as the Board President, they need to be a leader and work towards uniting the Board.

Dr. Moore advised that she would administer a roll call vote, during which time each Trustee would indicate which nominee they vote for to be Board President.

MOTION #84 (Lujan/Anthony) to approve the nomination of Trustee Lujan for President. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-1 vote.

Election of Board Clerk

Trustee Murray nominated Trustee Hsieh for Board Clerk. There were no other nominations for this office.

MOTION #85 (Anthony/Lujan) to approve the nomination of Trustee Hsieh for Clerk. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-1 vote.

Election of Vice President

Trustee Murray nominated Trustee Anthony for Vice President. There were no other nominations for this office.

MOTION #86 (Lujan/Anthony) to approve the nomination of Trustee Anthony for Vice President. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-1 vote.

G. NEW BOARD PRESIDENT ASSUMES THE CHAIR

President Lujan shared the following remarks.

“I just wanted to thank my colleagues for their support and wanted to share with the community that when I started on this Board, my son had just turned 3. He's just about to turn 12, and it has been an ongoing pleasure to serve this community and I'm thankful for your support.”

ACTION *(continued)*

1. ADMINISTRATION *(continued)*

a. Resolution No. 23-56 Honoring Trustee Hsieh

The resolution was read by Trustee Murray.

MOTION #87 (Anthony/Murray) to adopt Resolution #23-56: Honoring Trustee Hsieh for her service as President of the Board 2022-23. (AYES: Student Trustee Sergio, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

Outgoing President Hsieh shared the following remarks.

“Dear community, fellow Board members, teachers, staff, administrators, Superintendent Dr. Moore, and the Cabinet,

As I stand before you today, I am filled with gratitude as I depart the role of school board President. It has been an incredible journey, and I am profoundly grateful for the privilege to have served our community in this capacity.

Over the past year, our school district has undergone significant transformations, and together, we've faced both triumphs and challenges. Through it all, the support and commitment of our community have been solid, and for that, I am sincerely thankful.

Our achievements, large or small, are the result of the collective dedication of our teachers, staff, administrators, parents, and, of course, the incredible students who inspire us every day. Together, we've strived to create an environment that fosters learning, growth, and inclusivity.

As I pass on the responsibility of Board President, I am fully appreciative of the capabilities of our incoming school Board President Lujan.

To my fellow Board members, thank you for your collaboration, wisdom, tireless efforts, and support. Your passion for education and the well-being of our students have been a driving force, and I am proud to have worked alongside such an amazing team.

To our teachers and staff, your commitment to shaping the minds of our youth is nothing short of inspiring. Your hard work is the foundation upon which our students' futures are built.

And to the parents and community members, your involvement and advocacy have been instrumental in creating a thriving educational environment. Your partnership is vital, and I encourage you to continue supporting our schools on this journey of continuous improvement.

Last, but not least, the incredible leadership team from Superintendent Dr. Moore and the Cabinet has been the cornerstone of our achievements. Their remarkable dedication, strategic vision, and tireless efforts have guided our school district through countless milestones, and I am deeply grateful for their commitment to the success and well-being of our students.

In closing, thank you all for this incredible chapter of service and I look forward to continuing to be part of the success and growth of our school district.”

1. HUMAN RESOURCES

a. Resolution No. 23-57 Honoring Commissioner Scott Grindy

The resolution was read by Board Clerk Hsieh.

MOTION #88 (Anthony/Murray) to adopt Resolution #23-56: Honoring Commissioner Scott Grindy for his service as a Personnel Commissioner from December 2017 through December 2023. (AYES: Student Trustee Sergio, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

H. REVIEW OF AGENDA - No changes.

I. PTA COUNCIL REMARKS - Nicole Longa, Ponderosa PTA President, reported in place of President Lauren Kitchen. She thanked Board and Cabinet members who attended last week's PTA Holiday dinner. She also thanked everyone for supporting the science festivals which are a fun way to engage students in scientific ideas and learning and also provide opportunities for family engagement. 50 to 80 parents, middle school students, and community volunteers help at each festival. Supporters will be told when spring festivals are being held. She said, "On behalf of the PTA Council and all of the PTA leaders in the District, we would like to wish you all a Happy Holiday and hope you have a restful Winter Break."

J. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - President Elizabeth Bales-Stutes reported that Adult Ed hosted two open houses this month. Yesterday they held their first in-person event on campus organized by Modern

Office Technology students, where the community learned about course offerings. She said the English Learners inspire her daily, with some coming from challenging backgrounds and arriving with little more than the clothes they are wearing. But nothing is stopping them from receiving an education. “All of them and all of their classmates continually demonstrate the highest level of commitment and effort and show each other and me kindness, support, and grace. No one is left to struggle alone with school work or personal challenges.” “I’m humbled every day by these extraordinary wonderful people.” She wished everyone good health, a joyful season, and the love and support of friends, family, and the community.”

South San Francisco Classroom Teachers Association - Interim President Shari Giusti acknowledged the productive season of the SSFHS Warriors football team. She said, “This is the kind of success that turns into blockbuster movies. So I would like to commend the team for their efforts, and the coaches for their foresight in getting the players to realize what is possible. Now I ask you, can we bottle up whatever led to that successful outcome and apply it everywhere?” She credited the coach for believing in his players, who then believed such an outcome was possible. “Words matter. This is why the role of the educator is so essential. The educator can frame what is possible. Even if students don’t yet have a growth mindset for themselves.” She said coaches have insight into players’ strengths and how each one can contribute their special talent to benefit the entire team. “Each player had to make daily smaller positive choices, both on the field and off, to achieve such success.” Ms. Giusti advised, “As you embark on a multi-year implementation of a Strategic Plan for SSFUSD, please remember the integral role that teachers play in the educational development of students.” “Our students deserve to experience successes like the Warriors football team did in every academic pursuit they endeavor.”

California School Employees Association Chapter 197 - President Jolene Malfatti reported that Christmas will be a little brighter for several children thanks to the wonderful District employees who donated many items to the CSEA toy drive this year. “When delivering the toys and cash donations to the police station, two police staff members...kept giving words of appreciation, saying...school employees are so caring. Please convey our thanks to all.” Ms. Malfatti said she appreciates everyone who supported the event including the Board, Cabinet, and employees who participated and made a difference. During the toy drive, outgoing Personnel Commissioner Grindy was honored for his years of service. She wished everyone Happy Holidays and a wonderful 2024.

K. PERSONNEL COMMISSION - Assistant Superintendent J. Marwan Hannon thanked former Personnel Commissioner Grindy for his years of service and reported that the next Commission meeting will take place on January 22, 2024.

L. ITEMS FROM THE BOARD - None

M. SUPERINTENDENT’S REPORT

- a. CSBA Annual Conference Report** - Superintendent Moore reported that she had the privilege of attending the annual California School Boards Association (CSBA) conference last week with all five Board members. “This was such a great opportunity to reconnect with one another and other trustees and superintendents, and to participate in sessions related to Board governance strategies, equitable access to all learners, students and community engagement, and mental health, wellness, and student safety...” “There was a wide variety of relevant and meaningful sessions that enabled the Board and I to reflect about SSFUSD in terms of what is being done well and what are the areas of growth and improvement needed. It was also affirming to see that some of the work that we are doing with our partnerships, with our Strategic Plan, with the desire to lean into educational equity with a focus on those who are historically underserved and marginalized, is the right work when you’re striving to create a district culture of inclusivity, equity, belonging, well-being, empowerment, and engagement!” Dr. Moore spoke about one particular speaker, Dr. Shawn Ginwright, a professor and author of the book, *The Four Pivots: Reimagining Justice, Reimagining Ourselves.* “He talked about the need to pivot to healing leadership; where to stop and look in the mirror, look within ourselves, our deepest fears and worries; seek to move beyond the transactional relationships and create transformative relationships with others, pivot from the lens of problem to possibility and see beyond the conditions that exist and have the courage and space to imagine something different. He said ‘Oppression tells us we do not have the permission to dream beyond it and as a result, we focus on the reduction of what we don’t want to see and instead...we should ask for abundance and then create metrics about what we want to see.’ He also said we need to pivot from the hustle to the flow and acknowledge it’s challenge for people to stop maneuvering in the frenzy, the grind culture of hustling all the time from busyness and how we associate how busy we are to our worth and importance and the need to find the flow of rest to slow down so that we have time to actually set more realistic expectations of ourselves; find time to reflect on your intentions and how you’re carrying those out; and the time to reflect on our emotions in order to have more deeper, more meaningful engagement with ourselves and those with whom we care about. It was a great reminder for all of us in our lives as educators, parents, and students - to take the time to look in the mirror at ourselves and reflect on who we are; the pain and the joys we carry, the successful and challenging experiences we have; and the feelings and ways in which we show up and reflect on how we aspire to do the work from within to grow, to be better; to shift our mindsets from seeing things as problems and see them more as possibilities; and to take the time to slow down and create space for more time for self; for others; for reflection.”
- b. Holiday Greetings for the Community** – The Superintendent said, “It has been an incredible fall, having students back from the summer break; inviting parents into our schools, creating engaging and fun events for our students;

seeing great academic, athletic, and performing arts achievements by our scholars, celebrating the accomplishments and recognition of our staff, and supporting a District and community-wide Strategic Plan that will seek to transform SSFUSD into being the premier district that provides a world-class educational experience for every learner, every day.” She hoped each person takes times during the holiday break to slow down, be introspective, recharge, and make positive human connections. “I wish the entire SSFUSD Community a wonderful and restful break spending time with loved ones, practicing self-care, appreciating moments together, and being grateful for what we have since tomorrow is not promised. Happy holidays to all!”

N. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President SSFHS, highlighted the following recent and upcoming events at her site: On November 25, the Warriors football team took home the title of CCS, Division 5 champions and advanced to the CIF NorCal Regionals, but did not win; the school, in collaboration with ECHS, held a canned food drive November 28 to December 8 with donations going to At the Crossroads; the Publicity and Recognition Commission is selling Christmas grams to spread excitement; the ASB class participated in their annual winter caroling to engage the students; winter sports including soccer and basketball are now underway; the annual winter program and jazz bands performed on December 11 with the community supporting them; and Winter Ball tickets go on sale in January when the theme, location, and date of the prom will be announced.
2. Jamie Wong, Spring Student Trustee and ASB President ECHS, shared the following news from her school; Spirit Week was held at the end of November to create a sense of school spirit which included a performance from the Advanced Performance Dance Program; on December 8 a winter rally was held to celebrate everyone’s hard work before finals and dead week; the Music Department will host their concert ‘Music for the Holidays’, on December 15 and showcase jazz tunes and holiday songs; Link Crew had a Cocoa and Cram Event for freshmen yesterday where students could seek help from upper classmen who would motivate them for their first high school finals; Students in Action showcased exceptional drive and community engagement by arranging multiple successful events such as Treats for Troops and Toys for Tots; and their ASB, along with SSFHS, hosted a canned food drive for At the Crossroad, an organization which assists families in need.

Ms. Wong congratulated Culinary Arts teacher Marlis Ringseis who was awarded the National Teacher of the Year. “Her impact extends beyond honor as she’s known for fostering a dynamic learning environment. I know many students who express their love for her class where they not only create delicious dishes but also acquire a diverse set of cooking and baking skills.

Her enthusiasm and expertise makes her a class favorite, offering a blend of enjoyment and culinary knowledge to all students.”

Ms. Wong acknowledged the efforts and perseverance of all students and wished them the best of luck. She hoped everyone stays safe and enjoys the holidays.

O. PUBLIC COMMENTS

Megan Connery, an ECHS teacher, spoke about HVAC. Firstly, she thanked Mr. O and his team for planning a better cafeteria for her site, but she was hoping for new HVAC systems. She said tomorrow is the first Spare the Air day this winter and when the air quality drops to unhealthy levels they are advised “...to keep all activities indoor, limit physical activity, [and] minimize opening and closing of doors. Tomorrow morning at 8:00 a.m., it's going to be 48 degrees.” If she turns on the heat, it pulls air from the outside so she either will have no heat in her classroom or there will be air quality issues. She suggested an excellent use of some Measure T funds would be to have HVAC systems at all schools.

P. INFORMATION ONLY PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Ponderosa Elementary School

Principal Erskine shared educational priorities and programs at Ponderosa Elementary School. She also recognized the following parent volunteers who will receive certificates of appreciation from the Board: Margarita Chenoweth, Jackie Chin, Cindy Ko, Nalalie Long, Nicole Longa, and Nicole Massoni.

District LCAP Goals

Ponderosa ES' programs and priorities are in direct alignment with the District's LCAP goals.

Demographics

Ponderosa ES is predominantly Hispanic/Latinx at 45%, followed by Asian at 22%, Filipino at 15%, White at 14%, Pacific Islander/Native Hawaiian at 2%, and Black/African American at 2%. Of the 366 total students, 51% are male, 49% are female, 19% are English Learners, 17% are students with disabilities and 33% are socioeconomically disadvantaged.

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. Principal Erskine said her site is focused on the mirrors that reflect progress toward professional practices and the steering wheel for where they are going.

Attendance (2022-23 vs. 2023-24 Trend)

57.2% of students are in the Satisfactory tier this year vs. 41.6% last year, 27.4% vs. 38.8% are At Risk, 13.0% vs. 15.4% are Moderate Chronic, 2.4% vs. 3.9% are Severe Chronic, and 0.0% vs. 0.3% are Extreme Chronic. Ponderosa ES is trending in the right direction,

Principal Erskine noted that EveryDay Lab has been very helpful in tracking attendance.

Mission Statement

Principal Erskine said the Ponderosa ES community encourages and cultivates social and educational growth for all learners.

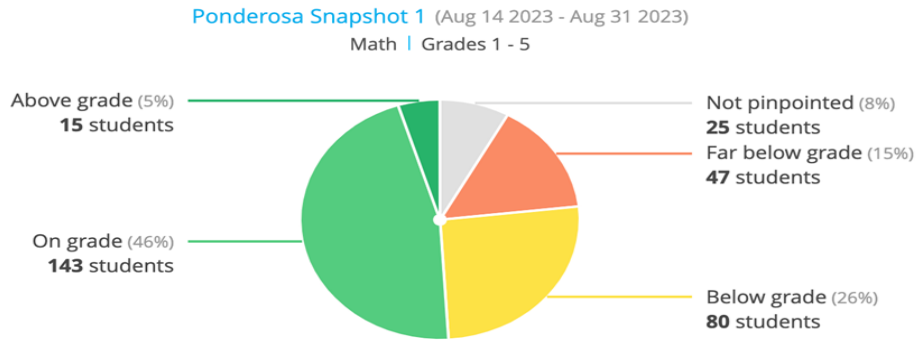
Five Areas of Focus

There are common agreements at Ponderosa ES where staff concur on what is important, what they share, and that these are in direct alignment with their LCAP goals.

1. **Common Language** - social emotional learning so there is a common language around how students communicate with one another and how educators communicate with the students.
2. **Soul Shoppe and PAX** - they are 100% trained in PAX and are able to maintain it every year. Every grade gets four sessions of Soul Shoppe with a focus on making things right with people and showing feelings in a productive way.
3. **Priority standards/Math Talks** - this is the focus of the collaborative inquiry cycle. Math Talks specifically focuses on the priority standards in kindergarten and first grade numbers up to 20, and from third through fifth grade working on place value.
4. **Small groups** - every student at the school is part of a small group, not just for intervention, but to get more individualized attention. Small groups give teachers a chance to see where every student is and lets each student be seen and talked to directly.
5. **Formative Assessments and Dibels/IXL** - common data used across all grade levels. Teachers plan together, using formative assessments and make classroom decisions that best support the students. They look at standards in various ways to accommodate different types of learners.

Math IXL

About 50% of Ponderosa ES students are proficient.



Reading – Dibels

This is basically phonics and looking at growth from K-5. This data is used to inform how they teach.

Grade K	23-24 BOY	14(36%)	10(26%)	4(10%)	11(28%)	39
Grade 1	23-24 BOY	11(26%)	6(14%)	13(30%)	13(30%)	43
Grade 2	23-24 BOY	13(22%)	4(7%)	26(43%)	17(28%)	60
Grade 3	23-24 BOY	10(16%)	8(13%)	25(39%)	20(32%)	63
Grade 4	23-24 BOY	10(16%)	9(14%)	33(51%)	12(19%)	64
Grade 5	23-24 BOY	9(15%)	15(25%)	22(35%)	15(25%)	61

Principal Erskine said creating a space to learn begins with relationships. The three different lenses of relationships are:

1. Teachers greeting every student, by name, daily - developing relationships between classes.
2. Inviting families in - student performances, math nights, or Ruby Bridges Day Walk.
3. A relationship with the greater community - PTA events, Friday night dances, or celebrating different holidays and their traditions.

CAASPP 2022- 23: All Students

Principal Erskine said they remained fairly consistent and are a little above the District average and State average.

ELA - The combined scores was 53.18% of students meeting or exceeding standard by grade level.

	ELA	Math
Standard Not Met	26.01%	21.71%
Standard nearly Met	20.81%	29.14%
Standard Met	24.28%	26.29%
Standard Exceeded	28.90%	22.86%
Combined Met or Exceeded	53.18%	49.15%

Math - The combined scores was 49.15% of students meeting or exceeding standard by grade level.

PTA

Principal Erskine said they have many PTA members and several different committees with every person lending their gifts and they could not make it happen without everyone’s work.

She expressed gratitude for the Ponderosa ES community that her staff has created, for the care they have for one another, and most importantly, the care they have for the students.

Trustee Richardson asked how many Ponderosa ES parents are members of their PTA. Principal Erskine replied there are about 185 members. Trustee Richardson said it is impressive and thanked Principal Erskine for the presentation. “You’re always fundraising and you’ve got these wonderful things happening in your school, and it’s just amazing to me.”

Trustee Hsieh complimented Principal Erskine on her wonderful presentation and photos. She asked what the attendance goal is. Principal Erskine replied they do not have a specific goal, but their concern was moving students out of the yellow range (above 10 absences per year). Trustee Hsieh commented on the math formative assessment and that in August, the students are already 50% or higher at meeting or above grade level. She asked what the data will be for November or December. Principal Erskine said the next IXL snapshot will be available in January.

Trustee Murray thanked Principal Erskine for the presentation. When she last visited the school, she witnessed a lot of learning in all the classrooms and a calmness because the students’ emotional needs were being met. Also, the parents and community lift up the students. ...I want to thank you for meeting the needs of the whole child...”

Vice President Anthony said everyone speaks highly of Ponderosa ES. “...they love their students, they love their teachers, they love their staff, they love you [Principal Erskine], and I’m really impressed with the community that you’ve built...and how everybody contributes.” She is glad of the focus on attendance and that Everyday Labs is working.

President Lujan said she was thankful that Principal Erskine brought the community together and everyone from staff to parents are united in having each student reach their full potential

b. Performance Management – Career Technical Education (CTE)




Performance Management

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

NOTE: Performance Management (PM) Reminders:

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

Color coding legend for the dots

-  Green dot means - the action/goal is on target or has been met
-  Yellow dot means - the action/goal is moving toward target
-  Red dot means- the action/goal is off target (and is something that may need deeper analysis, support, or resources)

Director Jason Brockmeyer and CTE Coordinator Jennifer Rockett reviewed the District’s Career Technical Education in terms of Performance Management as a tool for analysis and improvement of performance. The CTE program integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers, which are both options for students. They reviewed the CTE plan and management metrics, discussed middle school and high school CTE expansion and improvement opportunities, and priorities for the next three years. This presentation will be shared every other year when they celebrate the successes of the prior two years.

District LCAP Goals

CTE is focusing on LCAP goal one, academic achievement, to ensure all students can engage in high quality, relevant, and rigorous

pathways that ensure their college and career success. Over the last years, the CTE team has worked hard to strengthen the systems within their programs to ensure they are equipping students for success in the 21st century workforce.

CAR

Referencing the CAR graphic, Director Brockmeyer said the main focus of the work aligns with the seats in the car, ensuring the pathways adhere to the CTE curriculum standards, community college pathways, and industry expectations which guide students towards securing well-paying, high-skill and high-demand positions in the job market.

District CTE Graduate Data

Ms. Rockett said the CDE provides the baseline numbers, which is what they report to the State when requesting funding since CTE is mostly grant funded in SSFUSD. The baseline of 88.1% is the graduation rate goal. The CTE percentage in comparison to the school's, is a lot higher than the overall graduate cohort. This says a lot about how CTE has had a big impact on student achievements, specifically the graduation rate.

SSFUSD CTE GRADUATE DATA								
Metrics	Graduate Count		CTE Graduate Count		Graduate Rate %		CTE Graduate Rate %	
	20-21	21-22	20-21	21-22	20-21	21-22	20-21	21-22
School Year								
Graduated with a high school diploma	597	552	341	101	87.1%	91.7%	96.88%	100%
Graduated with special education certification	4	9	4	0	0.57%	2%	1.14%	0%
5th year graduate	6	10	1	0	0.86%	3%	0.28%	0%
Did not graduate	89	17	6	0	12.79%	3%	1.70%	0%

College and Career Indicator (CCI)

This measure is based on the number of high school graduates who are prepared for college or a career. College or career readiness means completing rigorous coursework, passing challenging exams, or receiving a State Seal of Biliteracy. Ms. Rockett noted that this has not been reported for the past two years, but in 2024 they will get the status for 2023 with the color-coded metrics. The 'X' indicates a two-year advanced placement pathway with college credit. It is no longer called dual enrollment because there's other forms in which people can earn college credit. There's also a-g completion and a new method, work-based learning. "It's important for us to look at these metrics and know this is what we want to make sure we are incorporated in our courses because those go towards our CCI." When a new high quality pathway is introduced, it is essential to have a CTE credentialed teacher.

College/Career Indicators	CTE Pathway Courses
Career Technical Education Pathway Completion	X
Grade 11 SBAC in ELA and mathematics	
Advanced Placement Exams	X
International Baccalaureate Exams	
College Credit Course (formerly Dual Enrollment)	X
a-g Completion	X
State Seal of Biliteracy	
Military Science/Leadership	
Work-Based Learning	X

SSFUSD CTE 5-year Plan

2018-19

The CDE has deemed these as foundational elements for starting a CTE program.

- 2+ year pathways
- Ensure standards based curriculum
- Increase CTE credentialed teachers - it affects the ability to have a pathway and to get monies from the State.
- Increase course access

2019-20

- Increase college credit course agreements/dual enrollment
- Increase UC A-G approved courses
- Expand advisory boards

2021-22

- Increase industry-recognized certifications
- Increase work experience/internship opportunities

2022-23

- Explore and establish Career and Technical Student Organizations (CTSOs) opportunities
- Establish middle school college and career focused electives
- Utilize pertinent data to expand and improve high school CTE pathways

CTE Key Indicators

Ms. Rockett pointed out that during COVID, CCI did not report out. Some items have moved from red to yellow, including dual enrollment/college credit courses, certifications, and the number of CTE teachers for more pathways, and dual enrollment/college credit courses, and certifications. They want to make sure a pathway directly

aligns with what the labor market needs and right now, residential and commercial building is where construction is headed.

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	
C&C Indicator Prepared	27.9%	30.3%	41.9%	N/A	N/A	N/A		
# of Students Enrolled	1043	946	1386	1692	1306	1566	1653	
# of CTE Teachers	11	13	14	15	10	10	11	
# of HQ CTE Pathways	6	9	11*	11*	8	8	10	
# of Completers	104	185	338*	267*	225	193		
# of Dual Enrollment Courses	0	3	4	6	8	12	12	
# of Industry Recognized Certifications	0	1	2	2	3	4	4	
CTSOs	0	0	0	0	0	2	2	

2021-23

The yellow highlights in the high schools are additions from 2021-23.

South San Francisco High School

Ms. Rockett noted that some certifications have been added. There is an IT Specialist under Computer Science and small volume metrology under Health Science and Medical Technology. A college credit course is under Hospitality, Tourism, and Recreation.

SOUTH SAN FRANCISCO HIGH SCHOOL							
Industry Sector	CTE Pathway	Concentrator Course	Capstone Course	UC A-G	Certifications	College Credit Course	Post- Secondary
Art Media and Entertainment	Performing Arts	Beginning Folklorico Dance	Intermediate Folklorico Dance	"f" Elective			CCSF SFSU
Art Media and Entertainment	Design, Visual, and Media Arts	Photography	Advanced Digital Photography	"f" Elective		ART 351 ART 352	ART 354 ART 431 Skyline SF Art Institute Academy of Art
Art Media and Entertainment	Production and Managerial Arts	Video Art	Advanced Video Art	"f" Elective			CSM SFSU
Building and Construction Trades	Residential and Commercial Construction	Construction Technology 1	Construction Technology 2				CCSF Cal State East Bay
Information & Communication Technologies	Software & Systems Development	Exploring Computer Science	AP Computer Science	"g" Elective "c" Elective	Information Technology Specialist for Java HTML and CSS		Skyline CCSF SFSU UC Berkeley
Health Science and Medical Technology	Biotechnology	Biotechnology 1,2	Biotechnology 3,4	"d" Elective	Small Volume Metrology	BTEC 400	BTEC 170 BTEC 171 Skyline SFSU Cal State East Bay
Hospitality, Tourism, and Recreation	Food Service and Hospitality	Culinary Art 1	Culinary Art 2	"g" Elective	CA Food Handler's Card	HTM 101 HTM 125	HTM 120 Skyline CCSF

El Camino High School

Now that they have a CTE credentialed teacher, Video Arts is a new 2-year pathway. It has the same curriculum as SSFHS. A certification was added in small volume metrology under Health Science and Medical Technology. The teachers for Information and Communication Technology and Health Science and Medical Technology do not currently have a CTE credential, but they are working towards it.

EL CAMINO HIGH SCHOOL								
Industry Sector	CTE Pathway	Concentrator Course	Capstone Course	UC A-G	Certifications	College Credit Course		Post-Secondary
Art Media and Entertainment	Design, Visual, and Media Arts	Video Arts	Advanced Video Arts	"f" Elective				CCSF California College of the Arts
Art Media and Entertainment	Design, Visual, and Media Arts	Photography	Advanced Digital Photography	"f" Elective		ART 351 ART 352	ART 354 ART 431	Skyline SF Art Institute Academy of Art
*Information and Communication Technologies	Software & Systems Development	Exploring Computer Science	AP Computer Science	"g" Elective "c" Elective				Skyline CCSF SFSU UC Berkeley
*Health Science and Medical Technology	Biotechnology	Biotechnology 1,2	Biotechnology 3,4	"d" Elective	Small Volume Metrology	BTEC 400	BTEC 170 BTEC 171	Skyline SFSU Cal State East Bay
Hospitality, Tourism, and Recreation	Food Service and Hospitality	Culinary Art 1	Culinary Art 2	"g" Elective	CA Food Handler's Card	HTM 101 HTM 125	HTM 120	Skyline CCSF

Baden HS

College Credit Courses

Ms. Rockett said it is difficult to have a pathway at Baden HS based on their schedule. It is hard to set up a 2-year pathway. However, Principal Prasad and the dual enrollment coordinator were able to get Counseling 101 (Prep for College) and 102 (Student Success Strategies) offered for credit.

Course and Self-Assessment

Areas of Growth

The 13 teachers looked at what they are teaching and went through the process of assessing what opportunities they are providing for students. Two prominent areas were work-based learning and professional development. Those were areas of growth that they needed to address. The teachers developed a course assessment last year and this year.

CTE Course and Self Assessment

*Share to jrockett@sfsusd.org

Assessment: Strength or Area of Growth	Evidence (Conference name and date, guest speakers, field trip locations, topics covered at the conferences/workshops)
CLASS:	
Industry Guest Speaker(s) <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
Industry Recognized Certification(s) <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
Career Readiness Workshops and Activities (i.e. resume writing, interviewing, financial literacy, etc.) <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
Field Trips <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
Career and Technical Student Organizations (CTSO): bpa, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
TEACHER:	
Curriculum and Instruction Professional Development <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	
Industry Related Professional Development <input type="checkbox"/> Strength <input type="checkbox"/> Area of Growth	

CTE Professional Development Programs

Ms. Rockett said the teachers want to attend a lot of professional development opportunities. They all recently did the Equity, Inclusion, and Belonging Series and performed an equity audit to see some areas that need improved access for students.

- Worlds of Flavor
- Educating for Careers
- AME Institute Pop Up
- Computer Science Week Workshops
- NABT Annual Conference
- SPE Annual Conference
- Zine Making workshop
- High School Partners Conference
- Lightroom Reimagined
- Inkjet PH Printing Masterclass
- SEA-PHAGES Program

Work-based learning (WBL)

Ms. Rockett said with WBL, "...it's really important to know that it works on a continuum, and that you want to move from awareness and exploration to actually preparedness and implementation. The lower levels would include field trips and guest speakers, while the highest levels would have student participate in internships, either paid or unpaid.



Work-Based Learning (WBL) Continuum

Career Awareness/Exploration Introduction – Learning ABOUT Work	Career Preparation Concentrator – Prepare FOR Work	Career Training Capstone – Learn THROUGH Work
<p>Build awareness of the variety of careers available and explore specific career options based on interests and skills in order to make informed decisions about high school and post-secondary education or training.</p> <p>Sample Student Learning Outcomes Student can articulate the type of postsecondary education and training required in a specific career field as well as cite examples of how their own skills & interests relate to this career field or occupation.</p> <p>Experience Defined by:</p> <ul style="list-style-type: none"> Initial Interaction with labor and industry Student led exploration of emerging skills and interests Designed to broaden student's awareness of a wide variety of careers and occupations In-depth exploration of specific career paths <p>Career Readiness Learning might include:</p> <ul style="list-style-type: none"> Individualized student learning, college & career plan Career interest inventory Online career related program Job Readiness Skills workshops <p>Experiences might include:</p> <ul style="list-style-type: none"> Workplace Tours/Field Trips Guest Speakers Career Interest Assessment Informational Interviews College and/or Career Fairs 	<p>Apply learning through practical experience that develops knowledge and skills necessary for success in careers and postsecondary education or training.</p> <p>Sample Student Learning Outcomes Student builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort.</p> <p>An Experience Differentiated by:</p> <ul style="list-style-type: none"> Direct interaction with mentors over time Application of transferable skills – communication, etc. Exposure to how activities have consequences and value outside of the classroom Student learning and mentor benefit are equally valued <p>Career Readiness Learning might include:</p> <ul style="list-style-type: none"> Job Readiness Skills workshops Business dress, behavior & etiquette training Mock interviews <p>Experiences might include:</p> <ul style="list-style-type: none"> Integrated project with multiple interactions with professionals/mentors Student-run enterprise with labor and industry involvement Job Shadow Virtual enterprise or other extended online interactions with labor and industry Projects with CTSO's Community Service 	<p>Train for employment and/or postsecondary education in a specific range of occupations.</p> <p>Sample Student Learning Outcomes Student demonstrates knowledge and skills specific to employment in a range of occupations in a career field.</p> <p>An Experience Differentiated by:</p> <ul style="list-style-type: none"> Interaction with mentors over extended period of time Develop mastery of occupation specific skills Complete certifications or other requirements of a specific range of occupations <p>Career Readiness Learning might include:</p> <ul style="list-style-type: none"> Job Readiness Industry Skill Certification Work Ready Certification <p>Experiences might include:</p> <ul style="list-style-type: none"> Community Classroom / Work Experience Cooperative Vocational Training Internship* - paid/unpaid Service Learning <p>*May also be referred to as:</p> <ul style="list-style-type: none"> On-the-job training Exploratory Work Experience

Youth Empowerment, Entrepreneurship, and Employment! (YEEE!)

Last summer, photography students were part of YEEE, so they photographed the entire internship experience and were then able to have that as part of a portfolio. Some students are currently presenting at the Skyline College art gallery.

In the summer of 2022, 11 students participated, and then this past summer, it was 19 CT students. Teaching assistants served as lab assistants and teachers also act as their supervisors. Students participated in a paid internship while still in school.

The Board recessed at 8:33 p.m. for a break and reconvened at 8:43 p.m.

Student Trustee Sergio left the meeting at 8:33 p.m.

Biotechnology 5/6

The Biotech 5/6 course is in its the third year in the pathway and is only offered at SSFHS, which has 15 students. In order to promote equity and access, Ms. Rockett said they opened it to ECHS students with 10 students enrolling. This is a college credit course. Transportation between the two schools is still a challenge.

Project Lead the Way (PLTW)

PLTW uses CTE exploratory electives that now exists in the District's middle schools.

- Explore various careers and begin to build workforce skills
- Assist students in acquiring and demonstrating skills such as collaboration, effective communication, and critical thinking
- Aligns with pathways offered in the high schools and the regional labor market
- Middle school enrollment: Alta Loma MS - 649, Parkway Heights MS - 588, Westborough MS - 519

Students enjoy being able to think outside the box and really connect what they're learning to potential careers. PLTW pathways are directly aligned with pathways that exist within the high schools.

2024 and Beyond

- New Patient Care Pathway for 2024-25 - Health Sciences and Sports Medicine. Patient care was one of the top three requests from students.
- National Centers for Construction Education and Research (NCCER) High School Home Builders - Core and Green Environment Certificates. A SSFHS teacher is NCCER certified.
- Food and Beverage Certificate through Skyline College beginning in 2024
- Certifications - OSHA 10, First Aid, CPR and AED, Adobe, and IT Specialist
- College Credit - Video Arts, Health Sciences/Sports Medicine, and Ballet Folklórico
- Construction Technology Pathway access for ECHS students
- College and Career opportunities for Baden HS students
- E-Portfolios - Resume, cover letter, WBL, certifications, and artifacts
- Teacher Professional Development - Academic and Industry
- UC a-g course updates
- PLTW expansion
- WBL opportunities expansion

Ms. Rockett thanked several people, including Mr. Brockmeyer, who help CTE happen in the District. She specifically called out teachers who really are the ones in front of the students implementing everything.

Trustee Richardson asked about enrollment in the construction trades pathways and a Baden HS wood shop. Ms. Rockett replied that there are four sections in Construction Technology 1 and one section of Construction Technology 2. They average 25-32 students in the first section. The second year does not have as many students since they

were not sure they would have a teacher, who has now been identified. Now several students are interested in taking section 2 next year. For Baden HS, they have their own wood shop. Trustee Richardson asked what OSHA 10 is and Ms. Rockett replied it refers to entry level basic safety such as wearing a hard hat or dealing with chemicals.

Trustee Hsieh said she was excited for the presentation and how the CTE program has been so built up. “So I appreciate your effort and the entire team to help our students so they can see there's a different way they can be successful.”

Trustee Murray said the construction classes at SSFHS are amazing and look like a regular construction site. “Thank you for your report and...for thanking everybody because I think that is important and I appreciate it.”

Vice President Anthony said she likes how the presentation does not use the term “college and career ready”, but emphasizes “college and/or career ready.” “I think it is really important to show kids they have lots of options.” She shared that in her day job, they worked with YEEE and said it is a fantastic program which District students who are at least 18, should join. They had interns the last two summers. Vice President Anthony asked about the Genentech job shadow. Ms. Rockett said the biotech students are the ones that go to Genentech so they can learn about the different jobs available there. The Culinary Arts students were able to visit the Culinary Institute of America in Napa and will also be going to SF City College to observe their program. Vice President Anthony said she would like to see more pathways at Parkway Heights MS. She asked if there could be a future teaching pathway. Ms. Rockett said there is a need, but the pathway does not provide a job with a livable wage and their funding often links to high quality pathway experiences that actually lead to jobs for students to be able to work where they live. She said this is true with food service, medical assisting, and early childhood education.

President Lujan said the presentation provided a lot of data in an understandable way. “So, thank you for the work you're doing and thank you for uplifting all those who you work with to make this happen for our students.”

Q. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. First Interim Financial Report

Assistant Superintendent Ted O presented the 2023-24 First Interim Budget for the period ending October 31, 2023. The main purpose of the report is to review the financial condition of the District's general fund budget to ensure that the fiscal obligations in the first quarter and the end of the fiscal year projections can be met.

Mr. O said a lot has changed in the projected State revenues since the District's budget was adopted six months ago. After two years of growth, California now faces a downturn in revenue driven by a declining system, high inflation in 2022, rising interest rate, and job loss. This has led to slower revenue growth and it is projected that the State will face a budget deficit for a two to three-year period. "So, we need to be extra conservative in our spending due to the uncertainties of the State revenue and its impact on school districts..."

Ed Code Reporting Periods

Education Code Section 42130 states that school districts submit two reports to the governing board of the district during each fiscal year. The first report covers the period ending October 31. The second report covers the period ending January 31. Both reports must be approved by the Board no later than 45 days after the period closes.

Ed Code Certification

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

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

2023-24 Assumptions

- Property taxes budgeted with latest estimates
- Estimated RDA revenue from COE is budgeted
- District will remain Community Funded/Basic Aid
- Estimated Step & Column cost included
- Enrollment/ADA declining
- Estimated STRS/PERS increase included
- Mandated Block Grant and Lottery Funds are budgeted
- Program carryovers from prior year are included
- Contributions to Special Ed & Transportation are budgeted
- Contributions for Routine Restricted Maintenance and Deferred Maintenance are budgeted
- One-time Federal/State Stimulus Funds are budgeted

2023-24 General Fund Projected Revenues

For both revenues and expenditures, the District is required to group them in the following categories to be consistent throughout the State.

<u>Revenues</u>	<u>Dollar amount</u>	<u>Percentage</u>
LCFF Revenue	\$135,108,759	81.56%
Federal Revenue	\$ 5,888,986	3.56%
Other State	\$ 16,136,120	9.74%
Other Local	\$ 8,505,685	5.13%
Transfers In	\$ 13,301	0.01%
TOTAL	\$165,652,851	

SSFUSD is a community-funded district, and the bulk of its revenue in the unrestricted general fund revenue comes from property taxes.

2023-24 General Fund Projected Expenditures

<u>Expenditures</u>	<u>Dollar amount</u>	<u>Percentage</u>
Certificated	\$ 64,249,007	32.90%
Classified	\$ 23,954,416	12.27%
Benefits	\$ 41,517,330	21.26%
Books and supplies	\$ 27,989,852	14.33%
Services	\$ 32,020,853	16.40%
Capital Outlay	\$ 249,539	0.13%
Other Outgo	\$ 1,780,629	0.91%
Transfers Out	\$ 3,521,924	1.80%
TOTAL	\$195,283,550	

These are the program funds that were not spent in the prior year and are allowed to be carried over into this fiscal year.

General Fund – Unrestricted and Restricted

<u>General Fund Summary</u>	<u>2023-24</u>	<u>2023-24</u>	
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenues without Contribution	134,237,555	31,401,994	165,639,549
General Fund Contribution	(37,186,317)	37,186,317	-
Interfund Transfer In	13,301	-	13,301
Total Sources of Funds	97,064,539	68,588,311	165,652,850
Expenditures	99,804,642	91,956,985	191,761,627
Interfund Transfer Out	-	3,521,924	3,521,924
Total Usage of Funds	99,804,642	95,478,909	195,283,551
Net Increase/Decrease In Fund Balance	(2,740,103)	(26,890,598)	(29,630,701)
Beginning Fund Balance	28,538,754	33,997,313	62,536,067
Projected Ending Fund Balance	25,798,651	7,106,715	32,905,366
Nonspendable	232,740	-	232,740
Restricted (Program Carryovers)	-	7,106,715	7,106,715
Committed	-	-	-
Assigned/Designated			
Various Designations *	9,593,175	-	9,593,175
Unassigned/Unappropriated			
Designated for Economic Uncertainties	9,764,178	-	9,764,178
Undesignated Reserve	6,208,558	-	6,208,558

The restricted funds must be spent on a specific purpose. The District received a lot of federal State stimulus funds the past two years. The one-time restricted categorical funds must be spent on goods and services allowed by the CDE and may not be used to add new programs to the District or pay for employee raises. The District has a projected ending balance of \$25.8 for the unrestricted portion of the budget which is made up of the unspendable items like inventory and the prepaid items involving cash.

General Fund – Adopted vs. 1st Interim

General Fund (Unrestricted and Restricted)	2022-23 Adopted	2022-23 1st Interim	Change
Revenues	135,536,401	167,959,530	32,423,129
Interfund Transfer In	13,301	13,301	-
Total Sources of Funds	135,549,702	167,972,831	32,423,129
Expenditures	137,205,145	175,153,179	37,948,034
Interfund Transfer Out	1,500,000	2,800,000	1,300,000
Total Usage of Funds	138,705,145	177,953,179	39,248,034
Net Increase/Decrease In Fund Balance	(3,155,443)	(9,980,348)	(6,824,905)
Beginning Fund Balance	40,929,484	40,929,484	-
Projected Ending Fund Balance	37,774,041	30,949,136	(6,824,905)
Nonspendable	250,100	250,904	804
Restricted	19,001,858	7,328,373	(11,673,485)
Committed	-	-	-
Assigned/Designated			
Various Designations *	9,615,000	14,225,000	4,610,000
Unassigned/Unappropriated			
Designated for Economic Uncertainties	6,935,257	8,897,659	1,962,402
Undesignated Reserve	1,971,826	247,200	(1,724,626)

* Details provided on Slide 13

This diagram is a comparison between the adopted budget, which was prepared back in May 2023, to the 1st Interim report. The net change in revenue is approximately \$15.4M and a net change in expenditures of \$37.1M. This is before the State required and District designations.

General Fund Summary Comparison (combined)

	2023-24 Adopted Budget	2023-24 1st Interim
Assigned/Designated		
STRS/PERS Increases: 2026-27	359,384	359,384
STRS/PERS Increases: 2027-28	733,791	733,791
Property Tax Re-Payment - Litigation (Rough Estimate)	8,500,000	8,500,000
Carryover - Site Discretionary Funds 22/23	379,000	0
	9,972,175	9,593,175

Mr. O said this is the comparison of the District's designations or set-asides between the adopted budget of \$10.0M and \$9.6M for the 1st Interim.

Changes from Adopted Budget to 1st Interim

Revenue - The net change is approximately \$15.4M.

- Increase in one-time Federal, State, and Local Categorical/Restricted Funding, \$4.3M
- Increase due to carryover of prior year Federal and State Program Revenues, \$0.1M
- Increase in RDA Facilities Pass-thru Funds, \$0.5M
- Proceeds from Sale of RDA Property, \$2.3M
- Increase in estimated RDA/Property Tax, \$7.0M
- Net increase in Federal, State and Local Program allocations, \$1.2M

Expenditures - The net change is approximately \$37.1M.

- Increase due to carryover of 2022-23 Federal, State, and Local Program Funds, \$25.6M
- Increase in RDA Facilities Pass-thru Funds, \$0.5M
- Net increase in Federal, State and Local Program allocations and various budget adjustments, \$3.4M
- Increase in estimated Special Ed and Transportation costs, \$2.7M
- Increase in Kaiser medical rates by 11.8%, \$0.6M

2024-25 and 2025-26 Multi-year Projection (MYP) Assumptions

- Property tax increases – estimated at 4%
- Estimated RDA revenue is budgeted
- Estimated STRS/PERS increase included
- Estimated Step & Column costs included
- Enrollment/ADA projected to decrease by 2% per year
- Mandated Block Grant and Lottery Funds are budgeted
- Contributions to Special Ed and Transportation
- Contributions to Routine Restricted Maintenance and Deferred Maintenance programs
- District will remain Community Funded/Basic Aid
- Employee raises for 2024-25 are budgeted

	STRS	PERS	COLA	Lottery	Mandated Block Grant	Federal	ADA
23-24	19.10%	26.68%	8.22%	\$249	\$110.65	Flat	7,284.99
24-25	19.10%	27.70%	3.94%	\$249	\$115.01	Flat	7,140.25
25-26	19.10%	28.30%	3.29%	\$249	\$118.79	Flat	6,998.39

Multi-Year Projections - Actual/projected ending fund balances

The District’s Ending Fund Balance is decreasing as a result of deficit spending, increased employer PERS and STRS contributions, and increased District operating expenditures.

Unrestricted and Restricted Funds	First Interim 2023/24	Proposed Budget 2024/25	Proposed Budget 2025/26
Revenues	\$ 165,639,550	\$ 157,776,697	\$ 161,658,113
Interfund Transfer In	13,301	13,301	13,301
Total Sources of Funds	\$ 165,652,851	\$ 157,789,998	\$ 161,671,414
Expenditures	\$ 191,761,627	\$ 162,391,089	\$ 164,766,764
Interfund Transfer Out	3,521,924	3,521,924	3,521,924
Total Usage of Funds	\$ 195,283,551	\$ 165,913,013	\$ 168,288,688
Net Incr/Decr in Fund Balance	\$ (29,630,700)	\$ (8,123,015)	\$ (6,617,274)
Beginning Fund Balance	62,536,067	32,905,367	24,782,352
Actual/Projected Ending Fund Balance	\$ 32,905,367	\$ 24,782,352	\$ 18,165,078

For the multiyear projection, the State requires the District to balance its budget for the current and the next two years. Mr. O said the bottom row shows the projected ending fund balance for the multiyear before the State required and District designations. These amounts are still projected amounts at this time and will likely change at the 2nd Interim financial report.

Ending Fund Balance Designations

Unrestricted and Restricted Funds	First Interim 2023/24	Proposed Budget 2024/25	Proposed Budget 2025/26
Actual/Projected Ending Fund Balance	32,905,367	24,782,352	18,165,078
Nonspendable			
Revolving Cash	25,100	25,100	25,100
Stores	63,269	63,269	63,269
Prepaid Expenditures	144,371	144,371	144,371
Restricted	7,106,716	7,106,716	7,106,716
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2026-27	359,384	359,384	359,384
STRS/PERS Increase: 2027-28	733,791	733,791	733,791
Prop Tax Re-Pymt - Litigation (Est.)	8,500,000	8,054,070	1,318,013
Reserve:			
Reserved for Economic Uncertainties	9,764,178	8,295,651	8,414,434
Undesignated Reserve	6,208,558	0	0

The District designation, listed under assigned/designated, includes set-aside funds for ongoing salary raises for the current and next two years. Mr. O said they were able to balance the budget for all three years by using the \$8.5M one-time set-aside for property tax repayment. If the District is required to repay this money in the future, it will need more revenue or will have to borrow from other funds.

Positions Funded with One-time Funds

SSFUSD has many positions that are funded with one-time stimulus funds. Once these funds expire or used up, these positions will need to be eliminated unless another funding source is identified. These positions equal about 26 FTEs and \$2.3M

Resource	Resource Description	Expires	FTE	Positon Types	Amount
3214	ESSER III - Learning Loss	9/30/2024	0.25	Teachers-Other	\$ 29,108.64
			1.00	Mental-Health	\$ 100,229.27
			15.73	Paras-Bilingual	\$ 1,073,811.27
3218	ELO ESSER III - Emergency Needs	9/30/2024	1.00	Counselor-Academic	\$ 140,313.23
3219	ELO ESSER III - Learning Loss	9/30/2024	1.00	Counselor-Academic	\$ 150,356.63
			1.00	Counselor-Wellness	\$ 238,222.62
			1.00	Mental Health	\$ 131,006.69
6053	Chd Dev CA PreK Plan & Implementation		4.80	Paras-Transistional	\$ 312,421.68
9305	Student behavioral Health Incentive	6/30/2024	0.20	Teacher-Other Extra	\$ 26,562.33
6537	Sp.Ed Learning Recovery Support	6/30/2024	0.28	Program Specialist	\$ 52,143.89
			26.26	Yearly Total	\$ 2,254,176.26

The following positions that are also funded with one-time stimulus funds will expire later, in 2025-26 and 2027-28. If there are sufficient funds, the 30 positions may be kept an additional year or two with the learning recovery emergency block grant.

Resource	Resource Description	Expires	FTE	Positon Types	Amount
6266	Educator Effectiveness Block Grant	6/30/2026	1.00	Coordinator-Multi-Tier Systm	\$ 193,930.85
			1.00	Teachers-Other	\$ 118,344.98
6762	Arts, Music & Instr Mtls Block Grant	6/30/2026	0.20	Teacher-Other Extra	\$ 19,487.15
7435	Learning Recovery Emergency Block Grant (Approx. \$3.5M left at end of 2023-24))	6/30/2028	1.00	Administrative Assistant	\$ 99,325.80
			5.00	Counselor-Wellness	\$ 522,557.06
			1.00	Counselor on Special Asgmt	\$ 150,356.63
			3.67	Office Assistant-Attendance	\$ 274,504.93
			0.20	Psychologist-Extra	\$ 27,416.60
			0.80	Psychologist-Special Assgn	\$ 122,780.38
			3.00	School Communtiy Liaison	\$ 233,274.54
			10.00	Teachers-Other	\$ 1,391,335.67
			3.00	Teacher-Special Ed Other	\$ 424,303.45
			29.87	Yearly Total	\$ 3,577,618.03

Grand Total

56.13

\$ 5,831,794.30

Large Expenditures Funded with One-time Funds

SSFUSD has some large expenditures that are funded with one-time stimulus funds. Once these funds expire or are used up, they will need to be eliminated unless another funding source is identified.

Resource	Description Of Resource	Resource Expiring	PO Amount	Grand Total
3218	ELO:ESSER III ST RS EMERG NEED ILLUMINATE EDUCATION INC. IXL LEARNING	9/30/2024	\$ 92,731.44 \$ 3,544.00	\$ 96,275.44
3219	ELO:ESSER III ST RS LEARN LOSS NEWSLA INC YOUNG AUDIENCES OF NORTHERN	9/30/2024	\$ 55,157.00 \$ 186,550.00	\$ 241,707.00
2600	EXPANDED LRNG OPPOR PROGRAM CAM EDUCATIONAL SERVICES LLC CITY OF DALY CITY SSFUSD - PTAC	6/30/2025	\$ 1,094,038.00 \$ 50,400.00 \$ 75,900.00	\$ 1,220,338.00
7435	LEARN RECOVERY EMG BLOCK GRANT DAYBREAK HEALTH INC. IXL LEARNING LEGARZA SPORTS QUALTRICS LLC	6/30/2028	\$ 137,280.00 \$ 172,925.00 \$ 755,000.00 \$ 38,557.52	\$ 1,103,762.52
6387	SPED: LEARNING RCVRY SUPPORT AIR TUTORS LLC	6/30/2024	\$ 56,700.00	\$ 56,700.00
	TOTAL			\$ 2,718,782.96

Areas of Concern:

- STRS/PERS Increases
- Increases in Special Education Costs
- Re-payment of property taxes due to litigation
- Aging facilities with increasing cost to repair/replace
- Declining Student Enrollment
- Shortage of teachers, nutrition service workers, custodians, substitutes and other staff
- Global supply chain crisis
- Increasing cost for goods and services (Inflation)
- Positions paid with one-time stimulus funds that are ending
- Impact of possible recession and State budget shortfall
- Potential impact of new COVID-19 Variant or other pneumonia outbreak
- Cost of Universal Transitional Kindergarten Program

Next steps

January: 2022-23 audit report, Governor’s proposed 2024-25 budget
 March: Second Interim Report

Trustee Richardson asked about the District receiving more ESSER funding. Mr. O said ESSER I monies have been spent and right now they are using ESSER III, but the State would not be providing more funds especially with their \$6-8B shortfall. She asked if these are designated funds and can only be used for certain things. He replied that certain positions are charged to certain grants of this one-time funding, so they cannot move them to another grant that is one-time funding.

Dr. Hsieh thanked Mr. O for the excellent presentation. “You always

keep us in the know...so we anticipate what's going to potentially happen down the road.” She appreciated the information on positions with one-time funds that will expire in either three or five years and the positions may need to be reallocated. Mr. O stated that they definitely need to plan ahead and that all school districts are in the same situation, called the “fiscal cliff”.

Trustee Murray said she also appreciated knowing the information ahead of time so they understand what is going on and what to look for.

Vice President Anthony said it is difficult to look at the positions that do not have dedicated funding after this year. She asked, “Are we going to reevaluate how it aligns with our Strategic Plan and if these are things we keep?” Superintendent Moore said, “So that is part of the process, but I think realistically we need to recognize we can do anything, but we couldn't do everything. If it ends up not aligning with our priority, of course we will bring it back to have a discussion with the Board but there will be decisions we have to make.”

Vice President Anthony asked if the learning recovery emergency block grant, which will be approximately \$3.5M at the end of the year, is for staff and programs. Mr. O replied that if the projected amount is for staff payments, it may not be enough for programs. Assistant Superintendent Keith Irish said only \$4M of this block grant was allocated since the State might not give the funds to all school district and they “...wanted to be able to fund it over two years and figure out alignment with the Strategic Plan.” “So we will have some tough decisions upcoming but it is a possibility of moving things in the LCAP and other grants, as well...as long as it is aligned with our Strategic Plan and priorities.”

President Lujan thanked Mr. O for the presentation. She said the State’s \$68B shortfall is concerning and impacts education so much. “So, I do appreciate the advance heads up on what is coming down the pike so we can open conversations sooner and engage in thoughtful decisions that align with our Strategic Plan instead of...just trying to keep our head above water.”

Mr. O concluded his presentation by telling the Board that more information will be available when the Governor releases the State budget in January. “Hopefully they won't be taking back some of this one-time money that we still have here. That's what they did in the past.”

ACTION *(continued)*

2. BUSINESS SERVICES

a. Approval of First Interim Financial Report “Positive Certification”

MOTION #89 (Murray/Hsieh) to approve the 1st Interim Financial Report and positive certification of financial condition for FY 2023-24, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried (Unanimous)

R. CONSENT AGENDA

MOTION #90 (Anthony/Murray) to approve Item 1a, Minutes to the regular Board meeting, November 16, 2023; Item 1b, Minutes to the December 4, 2023 Board Policies and Board Bylaws Committee meeting; Item 1c, Children’s Center CSPP continued funding for 2024-25; Item 2a, SSFHS Wrestling Team to travel to Clovis, CA; Item 2b, Baden HS staff to attend a conference in Monterey, CA; Item 2c, ALMS and WMS staff to attend a conference in Reno, NV; Item 2d, SSFHS Earth Club student to travel to Sonoma County, CA; Item 2e, Alternative Education Principal to attend a conference in Nashville, TN; Item 2f, WMS students to travel to Washington, D.C. and New York, NY; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, October 1-31, 2023; Item 4b, Warrant Register, October 1-31, 2023; Item 4c, Cash Receipts, October 1-31, 2023; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District, November 2023; Item 4f, 2023-24 fundraising events; Item 3g, Professional service agreements under \$25,000. Motion Carried. (Unanimous)

ACTION (continued)

1. ADMINISTRATION

b. Selection of Board Subcommittees/Committee Participants

The Governance Handbook has a protocol for the selection of participants. The Board President and preferably the Board Clerk, will sit on the City-School District subcommittee, with the Vice President serving as the alternate. Also, the Vice President and a newer Board member will serve on the Board Policies and Bylaws Committee. Trustee Richardson will continue to serve on the on the County Committee on School District Organization (CCSDO) until 2026.

MOTION #91 (Anthony/Hsieh) to approve Vice President Anthony and Trustee Murray to serve on the **Board Policies and Bylaws Committee**, President Lujan and Trustee Hsieh to serve on the **City-School District subcommittee**, and Trustee Richardson to continue

to serve on the **San Mateo County Committee on School District Organization** until 2026 when her term expires. Motion Carried (Unanimous)

c. Resolution No. 23-58 School Board Recognition Month

The resolution was read by Superintendent Moore.

MOTION #92 (Hsieh/Murray) to adopt Resolution #23-58: To acknowledge the SSFUSD school board and its role in supporting student achievement. (AYES: Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

d. CSBA Delegate Assembly Nomination

There are three CSBA Delegate Assembly seats up for election this year in subregion 5B (San Mateo County). Vice President Murray said she would like to be nominated to serve on the Delegate Assembly beginning April 1, 2024 through March 31, 2026.

MOTION #93 (Hsieh/Anthony) to nominate Board member Murray to run for the CSBA Delegate Assembly. Motion Carried. (Unanimous)

e. Approval of District's Updated Board Bylaw and Policies

MOTION #94 (Hsieh/Murray) to approve the following updated District's Board Policies, #1 through #9, and waive a second reading. Motion Carried. (Unanimous)

1. BP 0430 - Comprehensive Local Plan for Special Education
2. BP 0450 - Comprehensive Safety Plan
3. BP 0460 - Local Control and Accountability Plan
4. BP 3250 - Transportation Fees
5. BP 3460 - Financial Reports and Accountability
6. BP 3515 - Campus Security
7. BP 3540 - Transportation
8. BP 5131.7 - Weapons and Dangerous Instruments
9. BP 5142 - Safety

Trustee Richardson spoke about BB 9250 (Remuneration, Reimbursement, and Other Benefits) and said she wanted the California Latino School Board Association (CLSBA) conference included in the list of events that are excluded from the annual Board spending allotment. Vice President Anthony said three specific things would be exempted from the annual \$2,000 limit. They are the CSBA

conference, Masters in Governance courses, and Delegate Assembly conferences. Trustee Murray recommended the CLSBA conference not be included. She said CSBA is their professional organization and the District partners with them. “We have left it open for you to attend or anybody to attend other conferences with Board approval.” President Lujan told Trustee Richardson she has \$2,000 in her account to attend the CLSBA event and when it exceeds the \$2,000 budget is when it needs to come before the Board for approval.

MOTION #95 (Hsieh/Murray) to approve District Board Bylaw BB 9250 and waive a second reading. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-1 vote.

2. EDUCATIONAL SERVICES

a. Approval of the 2024 Summer School Programs

Assistant Superintendent Irish informed the Board that due to many Facilities projects starting next summer, some summer school programs might be impacted. He met with the Facilities team and Educational Services is recommending some changes. Elevate Math is moving from virtual to in-person. Due to a shortage of staff for the summer school programs, high school enrichment courses will not be offered since the focus will be on students earning and meeting graduation requirement. He said the enrichment programs might be offered every other year. Some of the enrichment program exceeds the weeks of the summer school program and based on feedback from parents, students, and staff, they may need to cut it down. There are no required number of hours. The summer school program allocation is about \$1.5M with LCAP funds.

Trustee Hsieh thanked Mr. Irish for being thoughtful and taking feedback from teachers, parents, and community members to adjust the program.

MOTION #96 (Hsieh/Murray) to approve the 2024 summer school programs. Motion Carried (Unanimous)

b. Approval of Funding Changes to Non-Public Agencies (NPAs) Contracts

MOTION #97 (Hsieh/Murray) to approve allowing a transfer of \$150,000 in allocated funding from AVID to Certified Languages to fulfill translation and interpretation needs for Individualized Education Plan (IEP) service agreements for the 2023-24 school year. Motion Carried (Unanimous)

3. HUMAN RESOURCES

b. Approval of Appointment of Personnel Commissioner as CSEA's Representative

MOTION #98 (Murray/Hsieh) to approve the appointment of Michael Glines as CSEA's representative to the Personnel Commission for a three-year term, beginning December 1, 2023 through December 1, 2026. Motion Carried (Unanimous)

c. Approval of a Variable Term Waiver

MOTION #99 (Anthony/Murray) to approve the Variable Term Waiver for Ahmad Rafah, a certificated employee at Parkway Heights MS. Motion Carried (Unanimous)

d. Approval of Addendum to the Purchase Agreement with EveryDay Labs, Inc. Attendance Software

Vice President Anthony asked if this program was being used in all schools or only those with high absences. Assistant Superintendent Hannon replied it is used in all District schools.

MOTION #100 (Hsieh/Anthony) to approve the addendum to the District's annual subscription agreement with EveryDay Labs, Inc. which provides real-time analysis of attendance trends and patterns at the District, school, and student levels. Motion Carried (Unanimous)

e. Approval of an Agreement with the BambooHR Advantage Hiring and Onboarding System

MOTION #101 (Hsieh/Murray) to approve an agreement with BambooHR Advantage to provide software and the implementation of a hiring and onboarding system to support the District priority for talent management for the 2023-24 school year. Motion Carried (Unanimous)

f. Approval to Continue the Agreement with The Education Team

Vice President Anthony noted that the District's substitute rate is much lower than The Education Team's rate and asked if this is the only pool of certificated substitutes. Mr. Hannon said the substitute rate is \$60 per hour and this is a continuation of an agreement which has been in place since 2019. The Education Team is one of three teams that SSFUSD partners with, in addition to the District's own in-house substitutes.

MOTION #102 (Hsieh/Anthony) to approve to continue the agreement with The Education Team to support the on-going need for substitute credentialed teachers for the 2023-24 school year. Motion Carried (Unanimous)

4. BUSINESS SERVICES

b. Approval of an Agreement with CDW Government for a GoGuardian License to Monitor Online Student Activity

MOTION #103 (Anthony/Hsieh) to approve an agreement with CDW Government for a 3-year Go Guardian license to monitor online student activity. Motion Carried (Unanimous)

c. Approval of Change Order #2 to the R&S Construction Management Inc. Agreement for the ECHS Accessible Pathway and ADA Ramp Project

Trustee Richardson asked about the pathway's flooring and whether it will be smooth or include domes used for handicapped access. She also asked if it leads to the field. Mr. O confirmed the pathway does lead to the field, but since they are in the early planning stages he cannot answer whether the bumps will be used in part or throughout the length of the pathway.

MOTION #104 (Hsieh/Murray) to approve Change Order #2 to the R&S Construction Management Inc. agreement, in the amount of \$15,000, for grading issues and irrigation repairs of the ECHS Accessible Pathway and ADA Ramp Project. Motion Carried (Unanimous)

d. Approval of Agreement with Hohbach-Lewin, Inc. for Topographic Survey Services at Westborough MS

MOTION #105 (Hsieh/Anthony) to approve the agreement with Hohbach-Lewin, Inc. for topographic survey services, in the amount of \$68,000, for the Westborough MS Athletic Field and Pavement Project. Motion Carried (Unanimous)

e. Approval of Agreement with Verde Design for Landscape Services at Westborough MS

MOTION #106 (Murray/Hsieh) to approve the agreement with Verde Design for landscape services, in the amount of \$734,600, for the Westborough MS Athletic Field and Pavement Project. Motion Carried (Unanimous)

f. Approval of Agreement with Noll & Tam Architects for Project Assessment Services at Sunshine Gardens ES

Vice President Anthony noted a small egress and asked if there is a chance the District can reclaim it. Lori Shelton, the Bond Program Director, said a survey will determine what the District does and does not own. “So it depends on who owns what and if they're willing to turn that land over to us. That's to be determined in the future but we will assess what our property boundaries are and what they are not.”

MOTION #107 (Hsieh/Murray) to approve the agreement with Noll & Tam Architects, in the amount of \$279,879, for project assessment services for the Sunshine Gardens ES Modernization Project. Motion Carried (Unanimous)

g. Approval of Agreement with SANDIS Engineering, Inc. for Project Boundary Survey Services at Sunshine Gardens ES

Trustee Richardson said it seems like every project needs a survey and asked if the District has old surveys to rely on, which would save money. Ms. Shelton replied “some of the sites that we are starting out with were sites that did not have any work done in the previous bond, so surveys were not done. So that is why you're seeing a lot more surveys going forth at this time.”

MOTION #108 (Hsieh/Murray) to approve the agreement with SANDIS Engineering, Inc., in the amount of \$9,450 for project boundary survey services for the Sunshine Gardens ES Modernization Project. Motion Carried (Unanimous)

h. Approval of Agreement with SANDIS Engineering, Inc. for Project Boundary Survey Services at the Foxridge Campus

MOTION #109 (Hsieh/Murray) to approve the agreement with SANDIS Engineering, Inc., in the amount of \$29,880, for project boundary survey services for the Foxridge Campus. Motion Carried (Unanimous)

i. Approval of Agreement with Hamilton + Aitken Architects for the ECHS Central Kitchen Project

MOTION #110 (Hsieh/Murray) to approve the agreement with Hamilton + Aitken Architects, in the amount of \$661,591, for architectural design and construction administration services for the ECHS Central Kitchen Project. Motion Carried (Unanimous)

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

Vice President Anthony noted that the Strategic Plan needed to be included in the February 15 study session.

January 25, 2024

- Teaching and learning presentation - Alta Loma MS
- Recognition for outgoing Student Trustee Sergio
- Presentation on audited actuals report for the fiscal year ended June 30, 2023
- Presentation of Measure J Bond Audit for the fiscal year ended June 30, 2023
- Approval of Children's Ctr. 2024-25 CCTR contract Continued Funding
- Approval of SARCS
- Update on Governor's 2024-25 budget proposal
- Williams report for 4th quarter ending 12/31/23
- Resolution honoring African American History Month (February)

February 8, 2024

- Introduction of new Student Trustee Wong
- Teaching and learning presentation - ECHS
- Presentation on Performance Management - Special Education
- Approval of implementation of Science for Scientists 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 - Junipero Serra ES
- Teaching and learning presentation - Skyline 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 DTS contract for 2024-25
- 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

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 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)

April 25, 2024

- Teaching and learning presentation - Parkway Heights MS
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Approval of SPSAs
- Approval for 5th graders to attend SMCOE Outdoor Education
- Resolution honoring Asian Pacific American Heritage Month (May)

May 11, 2023

- Recognition for outgoing Student Trustee Wong
- Teaching and learning presentation - SSFHS
- Approval of the Board meeting calendar for the 2024-25 school year
- Approval of Graduates and Certificates of Completion - Baden HS, ECHS, SSFHS, and Adult Ed.
- Resolution for Fund 11 and Fund 14 account balances
- Approval of All City agreement for crossing guards for 2024-25
- Approval of MOU with Legarza Sports to provide PE instruction for 2024-25

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Richardson reported she attended many recent events. Director Ryan Sebers presented to the DELAC parents in Spanish. For the SEPAC meeting, she was impressed that several interpreters were translating in multiple languages to meet the needs of the parents. She noted that the IEP form is being rewritten and will provide parents will a lot of options. Last week, all the Trustees attended the worthwhile CSBA annual conference. She wished everyone a nice holiday.

Trustee Hsieh said she wanted to show her appreciation to Dr. Moore, Cabinet, and her fellow Trustees for helping her to grow in her presidency. She said the annual CSBA conference was an opportunity for all of them to learn and be a better Board. She wished everyone a nice and safe holiday.

Trustee Murray said she attended the delegate assembly and then the main CSBA conference, which she found rejuvenating. "We meet so many people throughout the State and we go to seminars and learn about how other people are doing things or what we can possibly do in our District. ...and, we get to ... know our Board members and Dr. Moore better." Trustee Murray also went to the PTA Council dinner. It was special this year with each PTA President talking about why they chose their leadership position. The main reason was the kids. She also saw SSFHS carolers. She wished everyone a happy holiday break and a joyful celebration.

Vice President Anthony reported it has been a busy month, but one highlight was seeing *The Lion King* with Parkway Heights MS students. She said the CSBA keynote speakers were fantastic and inspiring. Today she became a graduate of the Masters in Governance program. On January 18, there is a Kindergarten Readiness Fair, which is an opportunity to enroll students in Transitional Kindergarten and Pre-K classes.

President Lujan thanked Trustee Hsieh for her leadership in the past year. "I'm grateful for your leadership and the way you have worked so hard to bring our Board together, unite our Cabinet and bring our community together. You bring such positivity to everything you do." She encouraged her fellow Trustees to complete the CSBA conference survey and said she is a member of the committee planning next year's conference. President Lujan wished students good luck on their finals and hoped everyone enjoys the holiday break.

ADJOURNMENT - 10:06 p.m.