

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of September 7, 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. Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9, subd. (d)(1) – Name of case: USS Cal School Construction Cases
2. Conference with Legal Counsel - Anticipated Litigation Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) (one case)

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

B. ROLL CALL

Board Members: Ms. Amanda Anthony - Absent
 Dr. Chialin Hsieh - Present
 Ms. Daina Lujan - Present
 Mrs. Patricia Murray - Present
 Mrs. Mina Richardson - Present

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

- C. PLEDGE OF ALLEGIANCE** - was led by Sunshine Garden ES 5th grade student Erick Lee Garcilazo. Principal Leticia Gonzalez said Erick is an enthusiastic learner with a positive attitude and committed to being a great friend to his classmates. He has positive energy, is a role model for his peers, and has become a member of their new Stallion Student Council. Last month, Erick was awarded the Sunshine Gardens ES Character Trait of the Month.

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. REVIEW OF AGENDA

President Chialin Hsieh moved presentation Administration 2a, on Trustee residency and the Board vacancy process, ahead of the Sunshine Gardens ES presentation in the agenda.

G. PTA COUNCIL REMARKS - President Lauren Kitchen reported that all District PTAs have had excellent openings this school year. Each PTA provided teachers either a welcome breakfast or lunch and snacks as they prepared their classrooms for the students. She thanked Dr. Hsieh, Superintendent Shawnterra Moore, and Trustee Mina Richardson for attending the PTA Council meeting this week. PTAs participated in Back to School nights where they met community members. She said anyone can join a PTA via the jointotem.com site. Ms. Kitchen shared the dates of upcoming PTA unit meetings and events for many schools.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - President Elizabeth Bales-Stutes said Adult Ed. is in full swing and the ESL Literacy program needed to be split into two cohorts to serve more students. Citizenship class and modern technology classes are being well attended. This is the first school year the Adult Ed. teachers have a progressive salary schedule. She spoke of supporting the Children's Center staff, teachers, and paraprofessionals, who do vital and demanding work. They do not receive the same vacation time as other CTA members. "If we are serious about the welfare of children, we must compensate pre-school teachers and child care workers fairly." She encouraged the District to pay them accordingly and said the negotiations will be closely watched.

South San Francisco Classroom Teachers Association - Interim President Shari Giusti welcomed Assistant Superintendent J. Marwan Hannon to the District and for getting acquainted with the SSFCTA. On October 5, the CTA will continue the listening tour they started last year with visiting middle and high schools along with the Children's Center and Baden HS. On this day, NEA staff, not District staff, visit sites to record educator's thoughts about union-related issues and keep CTA

informed on negotiations and planning. Regarding negotiations with the Children's Center, they want to bring both sides to the table this month for this small, but important group of workers. Eleven members in the Children's Center serve the pre-school students in the District. Their pay increases, work schedule, and vacation eligibility is different from the other teachers in the SSFUSD. "We owe to the little ones in our community, the future students who will be filling the seats in our classrooms, to start them off with a quality educational experience."

California School Employees Association Chapter 197 - President Jolene Malfatti reported that CSEA members overwhelmingly voted to ratify the MOU for the new garbage collection position to address composting and recycling law SB 1383. She said grounds staff and other departments were being pulled away from their jobs to perform these duties. She looks forward to working with Mr. Hannon concerning an increase in hours for librarians from 3.5 to 5.0 hours per day.

- I. PERSONNEL COMMISSION** - Assistant Superintendent Hannon reported that the last meeting was held on August 21. During that meeting, they ratified twenty-three position announcements and ten eligibility lists, and approved three leaves of absence. They also recommended the creation of a new salary range for the Bond Program Accounting Manager and Bond Program Construction Project Manager to the Board. Lastly, Mr. Hannon told the Board that at the April 17 meeting, Commissioner Grindy notified the Personnel Commission that he would not return for another term once his term expires on December 1, 2023. By November 1, 30 days prior to the day the vacancy will occur, CSEA shall submit the name of its nominee to the Board who will then appoint that nominee effective December 1. The next Commission meeting will take place on September 18, 2023.

J. ITEMS FROM THE BOARD

Trustee Richardson reported that the SSF free shuttle is adding a Western route and celebrating with a ribbon cutting tomorrow, Friday, at Westborough Park.

Vice President Patricia Murray said she attended Senator Josh Becker's virtual town hall concerning the fentanyl crisis. Fentanyl is involved in 79% of Gen Z drug deaths, which is a 400% increase since 2020. She encouraged parents to speak with their children about drugs and fentanyl. She spoke of a father whose son took a Percocet pill laced with fentanyl and passed away. He created a website called songforcharlie.org, "...and there is a whole section that tells you how to talk to your kids about fentanyl use and drug use, and it's important to do it sooner rather than later, because you don't want to be one of the parents that doesn't have their child anymore."

K. SUPERINTENDENT'S REPORT

- a. Introduction of New Staff Member** - Superintendent Moore introduced the new Bond Director, Lori Shelton, who will be overseeing the District's \$436M

bond program passed by the voters in November 2022. Ms. Shelton has over 20 years of experience in project management and over 17 years specifically on educational K-12 facilities. Ms. Shelton said she appreciated the welcome she has received from staff. During her years as a Project Manager in a nearby school district, she created and managed the green schoolyard program which has been receiving national attention. She holds a bachelor's degree in engineering and an MBA concentrating on project management. Ms. Shelton looks forward to building a successful bond program for SSFUSD and will be listening to the needs and wants of each site.

- b. Introduction of New Citizens Bond Oversight Committee (CBOC) Members** - Dr. Moore introduced the newly appointed CBOC members: Daniela Jonguitud, Miguel A. Nava, Laura Parmer-Lohan, John R. Penna, John Sanna, Avin Sharma, and Soy Wong. The Board is required to establish this independent committee with volunteer members serving in an oversight capacity on all bond related projects and expenditures. "Members will monitor projects and expenditures approved by the voters, provide proper oversight to ensure that measure T funds are used as they were intended for the purposes set forth on the ballot measure, and report to the members of the community on the progress of measure T projects."
- c. Back to School Nights** - the Superintendent noted that SSFUSD has clear, established guidelines "...that we ask all of our schools to follow to ensure that we are providing information that is consistent and aligned across our campuses. Both families and our staff alike seemed genuinely happy to be back in person, were listening and engaged to the presentations, and school leaders shared some critical information that made it really easily accessible for our families using QR codes to give us feedback and to provide additional information, and overall, it was just a wonderful event that was hosted. I'm so thankful for all of you, our families, our students, and all of our staff who really welcomed our community in the most beautiful ways and we're just so grateful for the partnership."
- d. Latina Leaders Coalition of the Bay Area** - Dr. Moore reported that this is a newly formed organization of San Mateo County Latino school board members and superintendents. She said it was created to provide opportunities to educate, engage, and empower students, families, and educators throughout the County. One of the District's Board members, Trustee Richardson, has taken on a leadership role in the group. They will be hosting a series of speaking events which have been widely communicated through the District's social media and with families. She said these events have also been shared with the Student Trustees to get the word out to students. "So we're excited to support the effort and excited about the opportunity for our students to be engaged in an event where they can see others like themselves who are thriving and know that anything is possible."

L. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President South San Francisco High School highlighted the following recent and upcoming events at her site: A welcome back rally was held on August 11 with each grade sporting their class colors; Freshmen elections and voting took place on August 23; Football season kicked off on August 25; their Back to School Night was held on August 29 with parents and students walking through campus and interacting with teachers; ASB officers organized the annual Senior Sunset on September 1 and despite the weather, the senior class had a great time participating in activities and enjoying refreshments; the Cheer Team is holding tryouts this week; girls' volleyball is going strong with two wins; girls' golf, cross country, and girls' tennis have started their season; Earth Club has been maintaining the outdoor learning space including recycling and gardening every Wednesday; Dinner in the Dark, an annual event that helps build up community relations while also fundraising is being planned; the ASB class decided on this year's Homecoming theme of Universal Studios where each class will take on characters – seniors are the Simpsons, juniors are Harry Potter, sophomores are Nintendo World, and freshmen are Shrek; Homecoming Week is October 9 to 13; and Students for Change is currently working on gender neutral changing spaces in the girls' and boys' locker rooms to help students feel comfortable.
2. Jamie Wong, Spring Student Trustee and ASB President El Camino High School shared the following news from her school; There were three spirit days in the month of August. The first one was "Dress as a Celebrity Lookalike", on the second day, students could wear comfy PJs, and the third was a "Twin Day" where students dressed up with their friends to look identical; last Tuesday, their Back to School Night took place with many families from all grades learning more about the school and meeting all their amazing teachers and staff; the drama department held auditions for the fall musical this week; Colts Press, ECHS's newspaper, returned with coverage of Club Rush, Back to School Night, volleyball games, dance workshops, and more; tomorrow they will be hosting the first Friday Night Lights of the season with the theme of "Lights Out"; fall sports teams are also starting to begin their seasons; the girls' varsity volleyball team played their first pre-season game and won; and on September 23, a Jim Cresta Memorial Car Show is taking place to raise fund for a scholarship in his honor.

President Hsieh said the Student Trustees are amazing and hearing their reports reminds her that the Board is here for them. "So thank you for continuing bringing this positive message to us."

M. PUBLIC COMMENTS

Tom Carney, a longtime resident, thanked the Board for serving the community, which is not easy. He said he was surprised to read about a Board member living out of their

district. "We often teach our kids to follow the rules. Let's be good examples for our children, not bend the rules." "I ask if it was anyone else on the Board, would he or she be treated in the same manner, would the rules be bent too? Or is this a biased decision? Let's get past this, do the right thing, by following the rules and case law so this Board and community can focus on what's important, which is our children and our community. So tonight, I come before you as a resident and a taxpayer to ask you to follow the rules."

Gary Rubino, another longtime resident, said a letter was sent to the Board and Dr. Moore with questions "...to answer about when a school board member moves out of the District, they were to represent, they are no longer legally to hold that seat and should be replaced..." This letter was sent from the Winston Manor Community Association Good and Welfare Director Marty Romero. "The question was, as Board President, was this a unilateral decision that was made to allow an extension? And Dr. Hsieh, you responded, 'As based on conferring with our legal team, we do not agree that Trustee Murray is ineligible to remain in her seat and, therefore, no unilateral action or decision was made for an extension.' The rebuttal on that response was, the response to this question is ambiguous and has not been clearly answered. If by "we" you are including yourself and the legal team, this is not acceptable. The legal team can only provide information and advice. But is not an elected official and does not represent the public." He said a temporary relocation and intent to return cannot be proven and "... the act of moving from a district must be examined and cannot be disregarded." "This case clearly indicates that removal from office is justified upon ceasing to be a resident."

(Speaker withheld their name) said the District and County have "...set up a scheme to keep in place a fraudulent official. They unlawfully, vigorously, and exclusively pursued lies, misrepresentations, and misdirection plays, embarking on a propaganda campaign to trick and manipulate the public. We have a group of District and County public officials trying to encourage and implement a system of corruption to get the public to look away from election interference and criminal deception." "The public record reflects that public officials conspired to maintain an illegitimate member on the Board, hiding behind invalid and irrelevant arguments that have no basis in law. Public officials did this to conceal their dishonesty and to avoid being held accountable for unlawful actions when the public demanded transparency..." "I call on you to represent the people. To implement our system of checks and balances and root out public corruption by firing the District officials involved, and the same must transpire at the County level." "We must be able to trust you will conduct our business honestly." "The law is clear, when the trustee vacates the district of representation, the trustee is disqualified from holding the elect office." "Rules for thee but not for me have no place in public service. No one is above the law."

Olga Perez said she was happy that SSFHS' Coach Kolone Pua returned to their football program and he stresses education and respect. Her family had the completely opposite experience with the school's baseball and soccer programs. "I only mention this for reflection and stressing the needs of disadvantaged students, and in hopes of modeling the football program, that it's based on family, respect, and dignity for all."

“And lastly, you know, what my children and other students went through with the baseball program, just a reminder and understanding that mental and verbal abuse lasts a lifetime.” She reminded the Board that in 2019, the site’s PTA used \$4,000 for themselves. The intent of the funds was for the ASB students and not to pay for parents and their children to take a trip. “...it’s never too late to correct the wrong.”

N. INFORMATION ONLY PRESENTATIONS

2. ADMINISTRATION

a. Trustee Residency and Board Vacancy Process

John Nibbelin, San Mateo County Attorney, and Sheila Vansantharam, Deputy County Attorney presented information on Trustee residency requirements and a brief update on the Trustee vacancy process.

Trustee Residency Requirements

Ms. Vansantharam reviewed the following information:

- School board trustees must be residents of the districts they are elected to represent. Cal. Educ. Code § 35197(a).
- California law defines “residence” as the “place where one remains when not called elsewhere for labor or other special or temporary purpose.” Cal. Gov’t Code § 244(a).
- An individual can only have one legal residence at a time. Cal. Gov’t Code § 244(a).
- The critical element for determining residence is an individual’s intent.

Trustee Residency Precedence

- Courts will factor in the individual’s physical presence to determine her residence.
- Courts will also look at additional elements, including where the individual is registered to vote and his/her/their address for mail, where the individual’s tax returns are, and where the individual’s automobile is registered.

Trustee Residency Precedence

- A member of the public that believes an elected official does not meet residency requirements and seeks to remove the official must first receive approval from the California Attorney General’s Office to initiate a *quo warranto* action.
- The Attorney General’s Office looks at the same factors as courts do in determining an individual’s residence and has denied leave for *quo warranto* actions where an elected official is likely to meet the residency factors.
- It is unlikely that the Attorney General would approve the initiation of a *quo warranto* action in this matter; they would likely deny it

because, as noted, the Trustee in question meets residency requirements based on the totality of circumstances.

County Counsel Analysis

Based on the facts:

- Trustee Murray's landlord requested she temporarily leave her residence but she will return to her original residence once the work is completed (which is expected to be within 30 to 45 days).
- Trustee Murray and her landlord have agreed to terms that will allow her to sign a new lease for the residence upon completion of the work.

Ms. Vansantharam said, "It is our opinion that under the totality of the circumstances, **Trustee Murray's residence has not changed, and she can retain her position.** Based on current case law and Attorney General Opinions, **her temporarily relocation from her elected Trustee Area does not prevent her from retaining her elected position in her Trustee Area.**"

Timelines for Filling a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

- A death, an incapacitation challenge, a resignation, excessive absences, conviction of a felony, or a board member ceasing to be an inhabitant of the state or resident of the district.
- When a vacancy occurs, the Board shall take the following action, as appropriate:
 1. When a vacancy occurs four or more months before the end of a Board member's term the Board shall take no action.
 2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below.
 3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she/they was elected to fill.

When a special election is required the Board may make a provisional appointment.

Mr. Nibbelin stated that Trustee Murray anticipates returning to her residence within the next couple of weeks since the work on the home is wrapping up.

Trustee Richardson said the community where Vice President Murray resides have been asking about the timeline – when it began and will end. It is almost 60 days since she left her residence, more than the 45 days the Board was told. “The Board has never received anything formally.” Vice President Murray said nothing about intent, which is an open-ended situation. She asked the attorneys for their opinion on this situation as the Board needs guidance. Mr. Nibbelin replied, “I feel that we have actually tried to provide very clear legal advice with respect to the matter.” “... intent is really kind of the key factor when you're looking at ultimately whether or not there's been a change in residency.” “...what ultimately the case law says, and what the California Attorney General ...looks at when it considers the *quo warranto* ...is whether there's been a coalescing or fact of movement, so to speak, and intent. Intent to take up a new residency. You can only have one domicile, one residence at a time, and you can't, frankly, be deemed to have vacated your current residence until you've taken up a new one.” “The bottom line here, as I have seen it, and frankly that's the reason we opined the way we did, is that there has been no intent on the part of Trustee Murray to take up a new residence. So she retains her current residence. That's...as simply as I can put it.”

Trustee Richardson asked how long they should wait since it is a remodel. She wanted some guidance on this. Mr. Nibbelin noted that case law does not prescribe a specific time frame. He said it is all based on the circumstances of each case. “What the law does say is that you don't take up a new residence until you've essentially relinquished your prior residence and you don't take up a new one until you've had both an intent...coupled with action with respect to a new residence.”

Trustee Richardson asked if Mr. Nibbelin saw any document from Vice President Murray indicating she would return to her old residence. He thought there had been a letter from the property owner saying Vice President Murray was going to return following the remodel. “The other thing I'd say is that there's sort of other facts that are relevant to the analysis, including the fact that Trustee Murray did not change her address with the DMV. She didn't change her address with respect to the receipt of mail, and factors like that. So we looked at a range of things...that the Attorney General and the courts tell us we should look at in these kinds of circumstances.” Trustee Richardson asked if he was representing Vice President Murray in this matter. Mr. Nibbelin replied that he was advising the Board.

Trustee Daina Lujan said she heard Trustee Richardson reference CSBA and asked Mr. Nibbelin if she was “...correct in understanding that your opinion and the guidance that you've provided us is based on what has taken place in the court and just past practice as opposed to

guidance that typically comes from CSBA.” He replied they looked comprehensively at case laws and opinions from the California Attorney General’s office.

Vice President Murray asked if anyone wanted to remove her from office, they would need to file a *quo warranto* with the Attorney General. Mr. Nibbelin said the process would be to apply to the Attorney General for leave to file the *quo warranto* to remove a Trustee in the courts. He further said, “I frankly am quite confident that we’re sound in our opinion that that standard has not been met and that the Attorney General would not grant leave in this particular case. We looked at a number of cases that are analogous and frankly a number of cases ...where the facts are frankly more certainly beyond the facts we’d be talking about here where the Attorney General has denied leave to file a *quo warranto* action.

M. PUBLIC COMMENTS (*continued*)

Cindy Alger, a SSF resident, asked Vice President Murray if she had a written lease when moving back to her residence in two weeks. She said no one has seen anything about her intent to move back. “And also under California DMV laws, within 10 days of moving from a residence, you are supposed to change your driver’s license and your vehicle, and they automatically change your voter registration. So was that done on purpose so that nobody could say that you moved from our District?”

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Sunshine Gardens Elementary School

Principal Gonzalez shared educational priorities and programs at Sunshine Gardens ES. She also recognized the following parent volunteers who received certificates of appreciation from the Board: Holly Anderson, Nancy Anderson, Mariela Delatorre, and Katrina San Felipe.

District/LCAP Goals

Principal Gonzalez said Sunshine Gardens ES’s goals are in alignment with the District’s goals. They are committed to building and sustaining a positive and collaborative school culture where learning is at the forefront. She noted that the data is shared and used to drive instruction and instructional practices forward.

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. They continue to drive the CAR towards

equity, strengthening their systems, and using data to drive decisions. Principal Gonzalez said they have upgraded their engine with premium fuel to review data and check that strategies they implemented are making an impact on student goals. Along with the leadership of their Instructional Leadership Team, they work through the cycle of inquiry allowing them to dive deep into adjusting instruction and having data discussions, ultimately leading to identifying needs and next steps in academic and social emotional progress.

Mission Statement

Prepare all students with 21st Century skills and the foundation to become Global Citizens. The staff, families, and community work together to create a safe and engaging environment for the whole child that ensures student success, builds character, and celebrates diversity. We encourage our students to be their best selves and to reach their goals.

LCAP Goals

Academic Achievement (LCAP Goal 1) - ELA and Math benchmarks will increase by 10% as measured by beginning and end of year data (DIBELS/Math Assessments) for all student groups.

Principal Gonzalez said their mission is focused on ensuring that all students are given the tools they need to be successful in reaching their goals while building character and celebrating their diverse population. Every morning they begin the school day with a morning video announcements which includes School and Safety Expectations, and Character Trait of the month. The consistent message to all Stallions contribute in modeling positive interactions to students and other staff members. Students are happy and are learning every day to make better choices and thrive as students. Teachers are implementing Tier 1 interventions in areas of social emotional learning, literacy, writing, math, and science. Special emphasis is placed on ELs, low socio-economic status (SES), and SpEd students.

Staff and Professional Development (LCAP Goal 2) - Staff will continue professional growth in analyzing data, small group instruction, literacy and writing strategies, in order to better support our students.

Student, Parent, and Community Engagement (LCAP Goal 3) - Staff will successfully engage families of the most underserved student subgroups (ELs, low SES, and SpEd).

Special Education (LCAP Goal 4) - Sunshine Gardens ES will increase by 1% each year toward District/State goals in SpEd for students to be in 80% or more in the General Education setting. This allows for increased opportunities for SpEd students to be in the least

restrictive environment whenever possible. This new goal allows for students to access the general education curriculum, provide opportunities to learn both academic and social skills, eliminate barriers, and provide access to the learning environment.

Sunshine Gardens ES Highlights

Principal Gonzalez commented on the monthly events for her students from February to August this year. They included the 5th grade Outdoor Education, Fun Run, Stem Festival, Bike Rodeo, 5th grade promotion, and 1st day of school.

Demographics

The Sunshine Gardens ES student population is predominantly Hispanic/Latinx at 56%, followed by Filipino at 22%, and Asian at 11% being the largest groups.

Of the 332 total students, 49% are male, 51% are female. Sunshine Gardens ES is a Title 1 community with 31% of students being identified as ELs, 16% are Students with Disabilities (SWD), and 52% are socio-economically disadvantaged.

In order to serve their diverse student population, a Collaborative and Responsive Engagement (CARE) Team, a data-driven committee that analyzes student academic, social, and behavioral data to help students achieve academic success was started. The CARE Team collaborates to develop strategies and interventions that can help students overcome academic, social, and behavioral challenges. Teachers use tools to differentiate instruction, provide services and respond to the needs of the students in order to close the achievement and social emotional gaps.

Literably and DIBELS Data

In February Principal Gonzalez presented the beginning and middle of the year Literably and DIBELS data. The end of year Literably assessment indicates the school has 53% of its students reading at or above grade level, which is higher than the District average.

They are proud of the progress their students made which correlates with their teachers looking at data to inform and improve instruction. They will work together and assess data so the growth continues. She said they are focused on meeting the needs of the larger disadvantages ELs and SpEd subgroups which have had improved scores. To lessen the achievement gap, they will continue the following:

1. To implement small reading groups daily so teachers can monitor student reading levels and strategically place them in small groups in order to target their needs.

2. To provide Professional Development in the Structured Literacy Block, so that teachers are able to tap into the elements of a literacy program that is effective for all students.
3. SpEd teachers are receiving coaching in how to utilize the Spire curriculum and bridge the District adopted curriculum to student individual IEP goals.
4. Designated ELD is happening daily to help meet the needs of EL students.
5. Reading Specialists provide coaching, in the form of co-teaching, model lessons, and co-partner with teachers to use assessment data to enhance the quality of literacy instruction.

As they continue to remain student centered, objective, and professional, they analyze the data to figure out next steps. This year they will use DIBELS in all grade levels and 4th and 5th grade will use the STAR reading assessment as an additional data point. This will give teachers insights in where and to whom for strengthening instruction. Professional Development opportunities and coaching will help establish writing as a daily focus. These strategies are research-based and standards aligned. They will also continue using the Data chats to go through the Cycle of Inquiry. They are committed to continuing collaboration and find ways to keep supporting students, aligning teaching practices, and continue small groups across all content areas.

IXL Math

IXL is a math platform that improves learning outcomes for all students. Last year, Sunshine Gardens ES participated in the IXL screener and was the only school in the District to take on this challenge. They realized the screener was helpful as a 'what to measure' where students should be in a given part of the year, but was not really helpful in determining growth. This year, students will be taking the Diagnostic Assessment. This entails taking the IXL Diagnostic ten minutes for the first ten days of school. After that, students will take ten minutes of the diagnostic weekly. IXL's Diagnostic is a flexible tool that reveals exactly what students know and helps teachers take actionable steps to foster growth at every level. IXL's Diagnostic inspires students to take an active role in their learning with engaging questions and positive reinforcement that keeps students motivated. They continue to identify math as one of the focus areas for student growth and realize that all data is important in helping to move the needle forward.

The school's Math Interventionist works with 1st through 5th grade students twice a week, using IXL to monitor their growth. Beginning this month, they will hold Math Academic Centers before and after school for students who need additional math intervention. This year,

they will focus on Instructional Leadership and staff meeting time to review IXL data and discuss improving math Tier 1 instruction in the classroom. of August 26, 2023, they are gathering beginning of the year diagnostic data to inform Tier 1 group instruction, for students needing intervention or additional support. They will continue to focus on three common themes across all grade levels: Work on vertical alignment on Math Expressions, develop a school-wide approach to word problems, and build math confidence through finding alternative ways for students to share mastery.

CAASPP scores by grade level comparison

Preliminary ELA, Math and CAST Percentage of students who met or exceeded standards

CAASPP data and participation rates for Spring 2023 have not officially been released yet.

- 3rd grade, 35% of students in ELA and 29% in math
- 4th grade, 29% of students in ELA and 21% in math
- 5th grade, 37% of students in ELA, 16% in math, and 16% in science

Principal Gonzalez noted the difference between ELA, math, and 5th grade CAST due to the number of EL students new to the country who were exempt from taking the ELA exam but were required to take the math and CAST exam.

ELCAP Growth

Sunshine Gardens ES has 104 EL students who speak over 14 languages combined. 11 ELLs have been reclassified as fluent English proficient based on ELPAC scores last year. In the last three years, 37 students have been reclassified and they continue to monitor them to ensure that they will be making adequate academic growth. They will begin the ELPAC assessment this month with newcomer EL students.

District EL TOSA, Lindsay Hartman, and their Bilingual Paraprofessional Ruth Gomez have been working with the EL students and their teachers to ensure that they are given tools they need to succeed in their academic setting. Teachers were given EL data to begin placing students into collaborative work groups and use their teacher schedules to allow for the Bilingual paraprofessional to assist in many classrooms.

Cycle of Inquiry

Principal Gonzalez said Sunshine Gardens ES is working on the elements of the Structured Literacy Block, Designated ELD/Effective Math Interventions and the new Science curriculum. These steps are a cycle of continuous improvement with staff feedback, professional

development, and monitoring so they are informed that what they are doing is working.

Step 1: Identifying teacher needs/student data

Step 2: Providing professional development

Step 3: Walkthroughs and feedback tool - co-created by Instructional Leadership Team - for continuous support around needs

Step 4: Learning Walks - Teachers see teachers in action

Step 5: Continued professional development with steps 1 through 4

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

Partnerships

Principal Gonzalez said they are grateful for being chosen as a school site to house the Boys and Girls Club of the Peninsula and have 12 students in grades K-5 enjoying the various programs offered to them in the after school care. Boys and Girls Clubs provide a safe place to play, grow, and learn while empowering their students to excel in school, become good citizens, and lead healthy, productive lives. They also have Right at School through the Extended Learning Opportunity Program (ELOP), which is a great option for parents who have students in TK. The small cohort allows for students to get more one-on-one attention. Sunshine Gardens ES is continuing their partnership with Genentech's Gene Academy for 4th and 5th grade students with a focus on mentoring. Once a week each student is paired with two Genentech mentors to work together on homework and hands-on science projects that build their interest and confidence in science. Students practice language skills, strengthen their academic proficiency, and build capacity for science learning in the classroom through their experiences in Gene Academy. This year they are also continuing to partner with Science from Scientists, which has been a wonderful accompaniment to the Twig Science curriculum. Students and teachers love Legarza, a dedicated PE program that boosts student engagement. This year they are bringing back in-person Soul Shoppe and will include a parent workshop to help give them the tools to use at home.

Community Engagement and Support

Principal Gonzalez stated that they build community within the school and beyond with additional partnerships including Star Vista, YSB counselors, and a school psychologist to support students and families with mental health and build peer relationships by doing daily check-ins and creating friendship groups. They are also bringing back Parent Learning nights, Girls on the Run, Opera Together, Ruby Bridges Walk to School Day School and a Ballet Folklórico assembly with students from SSFHS. This is a great way to highlight the rich cultural traditions and beliefs through dance and celebration.

She thanked her teaching staff "...who are reflective of their practice and never afraid to share their ideas on how we can continue to move forward on student achievement and social emotional growth. It has been a great second year and I look forward to more positive moments ahead. My dedicated classified staff and front office staff who continue to demonstrate the best customer service to students, staff and families. Our wonderful families, PTA Board, and School Site Council parents who have given us so many amazing opportunities because of these partnerships and those we have built with local community business and organizations and we are thankful for their support this school year. One of the things that sets Sunshine Gardens apart is our commitment to creating a positive and inclusive school culture. We are passionate about engaging with our community and encouraging parent involvement because we believe that it has a powerful impact on our students' success. I continue to be extremely proud of our entire Sunshine Gardens community and I am honored to be part of such a wonderful community of teachers and learners. Together we will continue to achieve remarkable successes"

Trustee Lujan appreciated the presentation and noted two really important words, access and success. She thanked Principal Gonzalez and her teachers for uniting the community around thoughtful access to all students and commended them coming together with the families. This resulted in raising academics and fostering partnerships.

Vice President Murray thanked Principal Gonzalez and said she loves the Sunshine Gardens ES community. She went to Back to School Night and National Night Out in the neighborhood. She said the presentation highlighted how they use data to inform decisions. Principal Gonzalez said she could not do the work without her team

Trustee Richardson asked if the Science from Scientists are from Genentech. Principal Gonzalez confirmed it is a different program. They come to the school twice a month and do labs with the students. Teachers collaborate with them so it is aligned to the Twig Science curriculum. Trustee Richardson said, "I appreciate your work, I know you put your heart and soul into it and it doesn't go unnoticed."

President Hsieh echoed her fellow Board members. She complimented the presentation and asked about the community engagement, especially the partnership with the CHP and SSF PD. Principal Gonzalez explained that every Red Ribbon Week the CHP holds an assembly for the students. This year she hopes to include community members since important information is shared. It is tied to the County's Safe Routes to School Walk to School Day. The SSF PD provide Big 5 training.

3. BUSINESS SERVICES

a. Citizens Bond Oversight Committee (CBOC)

Thomas Rubin, Director of The California Association of Bond Oversight Committees (CABOC), presented information on the responsibilities of the Citizens Bond Oversight Committee members (CBOC). He provided information on his work experience which includes 17 years as a consultant to Los Angeles USD's Bond Oversight Committee, a member of FremontUSD Measure E CBOC, and 50 years' total experience in government auditing, finance, consulting, procurement, information technology, risk management, and Human Resources.

CABOC

- Formed in 2019 as a 501(c)(3) California not-for-profit public benefits corporation
- "Our mission is to develop the tools: training materials, newsletters, workshops, and conferences to enable CBOC members to engage in rigorous independent oversight and fulfill their obligations to ensure and report that bond money has been spent adequately for the benefit of students, families, their communities and all Californians and to represent our collective interests at the statewide level."
- We are the Sacramento representative for the Prop. 39 CBOCs to work for legislative and administrative change to implement the vision of the California Little Hoover Commission for empowered independent oversight bodies to protect the interests of the taxpayers, voters, citizens, neighbors, parents – and students
- [California Association of Bond Oversight Committees - For Effective Oversight \(https://bondoversight.org\)](https://bondoversight.org)

CABOC Recommendations for CBOCs

- In order for CBOCs to be able to do their constitutionally-mandated jobs, they must have some real independence for the entities that they are overseeing.
- Their specific recommendations to accomplish this include:
 - A formal agreement between the entity being overseen and the CBOC to detail roles and responsibilities.
 - CBOCs draft their own bylaws for their internal operations, independent of the district.
 - If desired, CBOCs may engage 777their own independent legal counsel.
 - CBOCs have access to district data, personnel, contractors, and construction sites.

- Active, continuous recruitment of strong candidates for CBOC members
- Each district should have a single CBOC, regardless of the number of Prop. 39 School Construction Bond ballot measures approved by its electorate.
- Customized training for CBOC members
- Virtual and live association meetings for CBOC members

CABOC Training for CBOC Members

- Their website has an extensive library of information on a variety of topics.
- The third annual conference will be October 14; the first New CBOC Member conference was August 19.
- They are recording two dozen short video training sessions.
- If desired, they can do customized training for an individual agency or groups of CBOCs.
- All web site materials are available at no charge.
- CBOC members are encouraged to join CABOCs if they want to participate in their many committees or serve on the governing board.

Student Trustee Sergio left the meeting at 9:15 p.m.

President Hsieh said the CBOC is an important part of accountability for the bond measure and members will be provided with reasonable resources needed and with enough information and explanation from staff and the consulting team for the committee to understand what is being spent and why. She noted that the Board adopted CBOC bylaws for Measure T, but Mr. Rubin suggested COBC have its own set of bylaws. She asked him to "...outline what type of issues that would be covered in the separate set of bylaws that are not addressed in the Board adopted bylaws." He replied that that there can only be one set of bylaws that are for the internal operation of an organization. "CBOC must have independence from the entity it is overseeing. And if it cannot even adopt its own bylaws, and the bylaws are given to it by the entity it is overseeing, this is not independence. So that is why we say this is one of the main things that must be done. The CBOC must be solely responsible for its own bylaws."

Dr. Hsieh questioned the formal agreement between the District and the CBOC that details roles and responsibilities. She asked what needs to be included in the agreement that is not addressed in the bylaw. Mr. Rubin referenced an example from his time in the LAUSD. In their MOU, any time the CBOC Chairperson wanted to address the Board, they would be give a specific time to speak, which was important since the Board meetings could last 12 hours. The MOU

was external and addressed how the CBOC would work with the Board and staff, have access to records and personnel, etc. The CBOC maintained a separate agreement with the inspector general on handling criminal matters

Trustee Richardson thanked Mr. Rubin for his information on how to oversee \$400M that taxpayers approved. She hoped he was impressed with the District's schools. Mr. Rubin had walked around the Baden HS/Adult Ed. campus and was impressed with how well the site is maintained. He said, "... you have to have the people, the policies, the procedures, and the control systems. And you need that before you start moving dirt. Otherwise you can get in a lot of trouble and not even know it until it's too late. So, I think you're starting down the right path. Get it right the first time and then get going."

b. Measure T Bond Implementation Update

The District's Facilities Management Consultant Bill Savidge, Bond Director Lori Shelton, and Consultant Program Management firm Kitchell-CEM representatives Program Manager Brian Jemo, and Pre-Design and Design Manager, Kent Brown presented an update of the Measure T Bond implementation. The team also includes Gina DeMartini, Administrative Assistant, and three bond positions which are currently being advertised. They are a Construction Project Manager, Accounting Manager, and Accounting Technician.

Mr. Savidge said the presentation would provide an update of the Measure T bond process including financing, a Citizen's Bond Oversight Committee, implementation phase, design/construction and program schedule development, staffing and management plan, and an initial review of priority Bond projects, etc.

Citizen's Bond Oversight Committee (CBOC)

Mr. O stated that the California Ed Code requires school districts to establish an independent oversight committee which reviews and reports on the proper expenditures of taxpayer money for school construction in the District's bond program.

- Measure T requires the District to form a CBOC.
- The purpose of this committee is as follows:
 - To actively monitor all projects and expenditures approved by the voters
 - To provide proper oversight and accountability to ensure that Measure T funds are used as they were intended
 - To report to the community on the progress of Measure T projects
- The CBOC consists of a minimum of seven members including one representative from specific groups. For SSFUSD, the Board

appointed the CBOC members were appointed on August 10. (*Dr. Moore introduced them in her report earlier in this meeting.*)

- Meetings are held quarterly or as needed during the evenings in the District Office Board Room, and comply with the Board Act.
- Staff went through a recruitment process for CBOC members
- First meeting scheduled for September 2023 will cover:
 - Training provided to CBOC members on Brown Act and roles and responsibilities
 - Determine meeting dates for the remainder of the year
 - Select Chair and Vice Chair
 - Determine terms of office for the members
 - Review CBOC Bylaws approved by the Board on May 11, 2023

Project Development Process

Mr. Jerno reviewed the following information. He said the first critical step in a bond program is putting together the pool of design consultants.

▪ **Architectural Pool selection**

- Request for Qualifications process is on-going.
- 30 firms submitted Statements of Qualifications.
- Evaluations are continuing with recommendations to the Board to approve a pool of qualified firms at the September 21 Board meeting.
- Recommended pool will include large, medium, and small firms.
- All firms are very experienced on modernization of existing school sites.
- Some firms have theater renovation experience.
- There is a specialty firm for fields and athletic facilities.

Mr. Jerno said in addition to architectural design teams there are other sets of design consultant pools.

▪ **Additional Engineering and Pre-Design Consultants**

- Requests for Qualifications for:
 - Topographic and boundary survey - currently being circulated
 - Geotechnical engineers - currently being circulated
 - Hazardous materials consultants - in preparation
 - Specialty consultants - CEQA, other pre-design - Traffic engineering
- Future pre-construction/construction phase teams
- Commissioning agents
- DSA project inspectors
 - Construction project managers
 - Construction testing and inspection

Bond Program Procedures & Processes

Ms. Shelton presented the following:

Setting up structures and systems for efficient program functioning

- Creating bond drive, establishing file structure, planning for archive/historical data storage and retrieval
- Confirming internal procedures and processing for procurement and payments (coordination with Business Services)
- Selecting cost accounting software and tracking program services to manage bond expenditures
- Utilizing legal counsel supplied documents to request consultant services, prepare contracts and agreements

Bond Program Guidelines

Mr. Brown reviewed the following:

Educational Specifications

- Building design requirements to support the District's educational programs
- Classroom design standards at all levels
- Special programs requirements - theaters, gyms, Career Technical Education

District Standards

- Facilities standards for building systems, building components, exterior/interior finishes, requirements for installation, warranty, and maintainability

Project Development Guidelines

- Initial project assessments for sites to confirm Master Plan assumptions
- Juggling priorities at the sites and District
- Project review and approval guidelines

Stakeholder Engagement

Site Facilities Committees

- Need to begin formation of site committees this Fall
- Site Principals are key to identifying and bringing in stakeholders including teachers, administrative and site staff, parents, PTA members, and community member.
- Role to provide site input into project definition process
 - Give voice to educators and staff
 - Encourages buy-in, promotes good communication

Facilities Subcommittee of Board of Trustees

Mr. O spoke about improving transparency with establishing a Facilities subcommittee, a common practice for school districts.

Purpose

- Serve as a forum for discussion and recommendations to the Board on facilities planning and future construction projects

- Pathway for communication back to the full Board
- Key step in project review and approval process
- Review Bond program items prior to Board consideration
- Provide clear direction to staff and consultant teams

Meetings

- are held quarterly or as needed during the evenings in the District Office Board Room, and comply with the Board Act.

Committee Makeup

- Two members of the Board of Trustees, Superintendent, Assistant Superintendent of Business Services, and Facilities staff members

Confirming Project Priorities

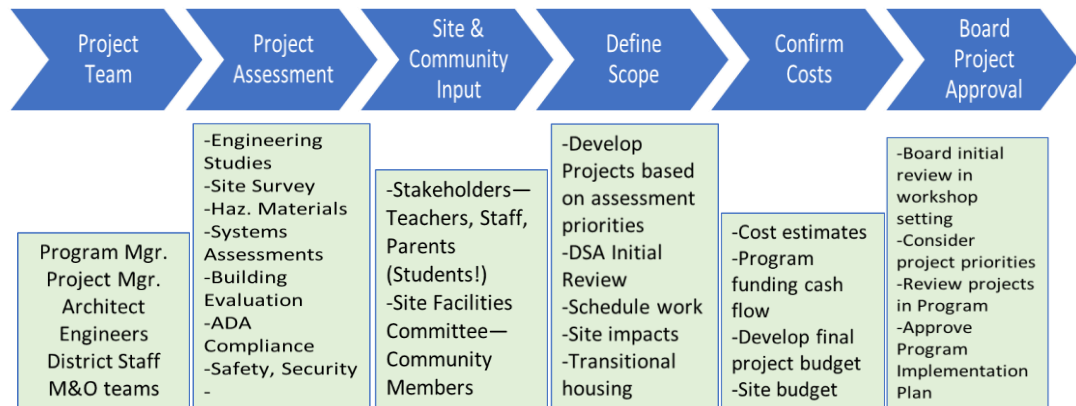
Mr. Jerno covered the following:

Project Definition

- Step #1 - The core program team and core consultants are currently being on-boarded and expected to be substantially complete by end of year.
- Step #2 - Initial site teams and assessments to understand the overall need of each campus and then move forward by early 2024.
- Step #3 - Scope definition along with site/community input and cost estimating to be developed in 2024.
- Step #4 - Initial Board workshop review and project approval

Development Phase

Mr. Jerno said each proposed project at the sites goes through a focused development process:



When site-specific project teams are finalized, they will be brought to the Board for approval and be put under contract. Then they will be able to go to each campus, do assessments, work with the stakeholders to understand what the priorities are and make a project that fits within budget and meets the true needs of the bond program.

Program Budget

Mr. Savidge reviewed a summary of Bond priority projects by site/location. The total is \$436M.

Initial Program Budget developed from Bond Master Plan

- This overall amount is less than half of estimated facilities needs in the District.
- Budget amounts are the total project including soft costs. construction, or hard costs, are net at 70%-75% of project costs.
- Refining individual project budgets is a key step.
- These budgets are the starting point as the program evolves. The team will work with the Board to develop changes, revisions, and updates as priorities emerge.

Mr. Savidge said, “I think our fundamental challenge is as we develop our budgets and really get into the implementation, is...meeting the infrastructure and code upgrade needs, and the physical needs of our buildings, many of which are somewhat deteriorated, and also, meeting the educational program needs...so that we can create great learning spaces for our students.” “And we’ve got a great team here and I think that we’re up for it but it’s a constant dialogue as we go forward with the Board.”

Program Schedule

Mr. Jemo said it is exciting to embark on a process that will help build up the schools and transform them to where they should be. He wanted to remind the Board that the process takes a long time. “We also want to make sure with all these projects we want to move quickly, however we don’t want to overburden the process or the system and we want to make sure we spend the correct amount and properly spend the dollars where they need to on the priority items at each campus and we want to make sure each campus has its priority items addressed.”

8+ year program

- Cash flow restrictions due to Bond sales over time
 - Recognize that we can’t build everything at once
 - Messaging to sites and the community
- Schedule is dependent on Priority Project development
- Key metric - ensuring priority projects at all levels can begin and have clearly identified time frames for completion
- Key metric - ensuring funds are available to complete identified priority projects in sequence

Mr. Savidge said staff is recommending the following two projects be the first bond-funded construction projects. “Because we’ve already been in a design process to get started on these and we’ll be bringing back future award items coming up.”

Initial Bond-Funded Projects

Heating, Ventilating & Air Conditioning (HVAC) upgrades and replacements are identified as a priority for the bond program. Buildings at multiple sites have significant deficiencies. Nine sites with the oldest or non-functional units are priority projects. The next HVAC projects, 'Package A' are recommended to be bond-funded.

ECHS Cafeteria and Kitchen

Phase 1 serving lines and café – new design will provide better flow, mores stations, and reduce bottlenecks for students. The plan includes a more up-to-date look with new student seating, gathering areas, and audio-visual system.

Phase 2 Central Kitchen – full renovations will include electrical and plumbing upgrades, a new design for efficiency, safety, and health, reconfigured walk-in refrigerator/freezer, and backup generator. The Central Kitchen has been identified as a Measure T Bond priority.

Trustee Richardson questioned how many members of the internal bond team have been hired already. Mr. O said they just offered the position for the Accounting Manager and he will be on board in mid-September. He will oversee the budgets are set up and will track expenditures. Ms. Shelton and Mr. Chowdhury are working together until a Project Construction Manager is hired.

Trustee Richardson asked if the HVAC project will start soon and if there is enough staff. Mr. Savidge said the Cumming Group was Board-approved earlier this year and are managing the first phase, called Project B for four sites. Project A took longer to get the Division of State Architects approval and if the contract is approved tonight, they will start HVAC work on the second group of five sites. She asked if each site will have individual HVAC units or whether there will be a central unit to control all the schools. Mr. Savidge replied that "The units will all be individual to the buildings or the spaces that they serve." However, there is District-wide energy management system that provides a centralized control point. With this system, maintenance staff can get alerts, check the status, and change the HVAC schedules by computer at the District Office. She asked for a link to check out the system.

Mr. O noted that these projects are not for all the HVAC units, only those that need to be addressed urgently now.

N. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. Report on Year-End Unaudited Actuals

Assistant Superintendent Ted O presented the Unaudited Actuals Financial Report for the 2022-23 fiscal year ended June 30, 2023.

Unaudited Actuals - the District’s annual financial report of operations for the fiscal year which is the basis of the annual audit. The report is a statement of revenues, expenditures, and changes in fund balance.

Closing the Books - allows a district to prepare financial statements that give a picture of the financial status for the end of a fiscal year. This captures carryover as well as other future obligations. Independent auditors also audit the data, procedures, and practices used on the report.

Mr. O said, per Ed Code, the District is required to take the unaudited actuals report to the Board for approval on or before September 15. The report is then submitted to the San Mateo County Office of Education for verification of the mathematical accuracy of the statements. After that, the District’s independent auditors review the books and prepare the annual audit report.

2022-23 General Fund - Actual Revenues

- The General Fund is the District's main operating fund.
- The categories are consistent throughout the State of California.
- Being a Basic Aid district, SSFUSD’s bulk of its revenue comes from LCFF sources, mostly property taxes.
- Restricted funds must be used for specific purposes such as Categorical Programs, Title 1, 2, 3, Special Education programs and other parts of Federal and State stimulus funds including the ESSER funds. These funds may not be used to provide salary increases for employees.

Unrestricted	Restricted	Combined
\$125,359,985	\$42,336,539	\$167,696,524

Combined Revenues – 77.01% of the District’s total revenue came from LCFF funding.

2022-23 General Combined Revenues

<u>Revenues</u>	<u>Dollar amount</u>	<u>Percentage</u>
LCFF Revenue	\$129,155,893	77%
Federal Revenue	\$ 7,823,456	5%
Other State	\$ 26,533,947	16%
Other Local	\$ 4,169,927	2%
Transfers In	\$ 13,301	0%
TOTAL	\$167,696,524	

2022-23 General Fund – Actual Expenditures

- The State requires expenditure categories to be consistent throughout, just like revenue.

<u>Unrestricted</u>	<u>Restricted</u>	<u>Combined</u>
\$92,951,871	\$53,124,886	\$146,076,757

Mr. O explained that the Unrestricted General Fund revenue of \$125.4M is \$32M more than the Unrestricted General Fund expenditures of \$93M because this amount is actually before the General Fund contribution of \$4M for the required contribution to the State's Facilitation Maintenance Program. The District contributes to SpEd because the State doesn't provide enough funding to cover all the expenditures needed for that program.

2022-23 General Combined Expenditures

<u>Expenditures</u>	<u>Dollar amount</u>	<u>Percentage</u>
Certificated	\$ 57,758,937	40%
Classified	\$ 20,157,408	14%
Benefits	\$ 35,200,321	24%
Books and supplies	\$ 5,056,709	3%
Services	\$ 22,657,027	16%
Capital Outlay	\$ 349,357	0%
Other Outgo	\$ 1,914,165	1%
Transfers Out	\$ 2,982,833	2%
TOTAL	\$146,076,757	

2022-23 General Fund Summary

The combined projected ending fund balance, before the State required designations and District designations, is approximately \$62.5M. The \$11.1M in undesignated reserve will be needed to balance the budget for the current year and the next two years unless the District receives additional revenue.

General Fund Summary	2022-23	2022-23	Total
	Unrestricted	Restricted	
Revenues w/Contribution	99,566,189	68,117,034	167,683,223
Interfund Transfer In	13,301	-	13,301
Total Sources of Funds	99,579,490	68,117,034	167,696,524
Expenditures	92,738,038	50,355,886	143,093,924
Interfund Transfer Out	213,833	2,769,000	2,982,833
Total Usage of Funds	92,951,871	53,124,886	146,076,757
Net Increase/Decrease In Fund Balance	6,627,619	14,992,148	21,619,767
Beginning Fund Balance	21,911,135	19,005,165	40,916,300
Projected Ending Fund Balance	28,538,754	33,997,313	62,536,067
Nonspendable	273,179	-	273,179
Restricted (Program Carryovers)	-	33,997,313	33,997,313
Committed	-	-	-
Assigned/Designated			
Various Designations *	9,881,767	-	9,881,767
Unassigned/Unappropriated			
Designated for Economic Uncertainties	7,303,837	-	7,303,837
Undesignated Reserve	11,079,971	-	11,079,971
* Details provided on Slide 16			

Unrestricted Expenditures - The ending fund balance, before the State required designation and District designation, for the unrestricted general fund is \$28.5. \$10.1M is the amount set aside by the District for anticipated expenditures. About \$9.9M is the amount set aside for anticipated expenditures and the State required designation of about \$7.3M. SSFUSD is required to set aside 3%, but being a Basic Aid district, 5% is set aside to use the extra funds for cash flow purposes. The undesignated reserve of \$11.1M is needed to help the District balance its budget in future years because the District is deficit-spending. This means the District is spending more than the revenue it takes in and the State requires a school district to have a balanced budget for the current year as well as the next two years.

Restricted Expenditures - The ending fund balance for the restricted general fund is \$34M. These are the restricted categorical program funds that need to be carried over into the following year and spent for their intended purposes. They are not funds the District can spend as it chooses.

General Fund Summary

	2022-23 Unrestricted General Fund
Assigned/Designated	
STRS/PERS Increases: 2026-27	359,384
STRS/PERS Increases: 2027-28	733,791
Property Tax Re-Payment - Litigation (Rough Estimate)	8,500,000
Carryover - Site Discretionary Funds from 22/23	288,592
	9,881,767

General Fund Summary Comparison (Unrestricted)

General Fund (Unrestricted)	2022-23 Estimated Actual	2022-23 Unaudited Actual	Change
Revenues (with contributions)	96,269,088	99,527,685	3,258,597
Interfund Transfer In	13,301	13,301	-
Total Sources of Funds	96,282,389	99,540,986	3,258,597
Expenditures	89,739,514	92,738,020	2,998,506
Interfund Transfer Out	-	213,833	213,833
Total Usage of Funds	89,739,514	92,951,853	3,212,339
Net Increase/Decrease In Fund Balance	6,542,875	6,589,133	46,258
Beginning Fund Balance	20,078,174	21,911,135	1,832,961
Projected Ending Fund Balance *	26,621,049	28,500,268	1,879,219
* Before District and State Required Designations			

Mr. O said this is a comparison of the estimated actuals, what they anticipate District revenue and expenditures will look like when they close the books, and unaudited actuals after they close the books. They prepared the estimated actuals at the end of May with the adopted budgets for next year. This is only for the unrestricted general fund, because these funds are not restricted for a specific spending purpose. They were not far off, very close to 1% of the total expenditures budget for the year.

Other District Funds

The State requires districts to track specific expenditures in different funds such as Nutrition Services in the Cafeteria Fund 13 and Fund 11 for the Adult Education program.

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, 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
- Potential impact of new COVID-19 variant
- Cost of Universal Transitional Kindergarten Program

Next steps

December 2023

- 1st Interim report for 2023-24

January 2024

- Audit report for 2022-23
- Governor's Proposed 2024-25 State Budget Release

Trustee Richardson commented on the District spending more this year than last and asked if we have to begin thinking of giving up our basic aid status. Mr. O replied the District is actually pretty good and the gap between basic aid and State funded is fairly wide so the District should be safe from falling back into the State, which would be a lot less revenue.

ACTION

1. BUSINESS SERVICES

a. Approval of Year-End Unaudited Actuals Report

Staff recommends the approval of the 2022-23 Unaudited Actuals Financial Report, as presented to the Board.

MOTION #25 (Murray/Lujan) to approve and authorize the submittal of the 2022-23 unaudited actual financial operating results of all District funds to the San Mateo County Office of Education. Motion Carried (Unanimous)

P. CONSENT AGENDA

MOTION #26 (Murray/Lujan) to approve Item 1a, Minutes to the August 10, 2023 Regular Board meeting; Item 2a, Staff travel to a conference in Chicago, IL; Item 2b, Staff travel to a conference in Palm Springs, CA; Item 2c, Consolidated Application and Reporting System 2022 Data Collection and 2023-24 application for funding; Item 2d, New Visions Earth and Space Science curriculum; Item 3a, Classified Personnel Assignment Order; Item 3b, Certificated Personnel Assignment Order; Item 4a, Professional service agreements under \$25,000. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. ADMINISTRATION

a. Discussion of Community Forum Topic(s)

The Board discussed potential topic(s) for the District's Community Forum being held on October 19, 2023. Superintendent Moore said the purpose of a Community Forum is to prioritize and focus on a topic and invite the community to share their insights, ask questions, and engage with the Board. She recommended a discussion on the strategic plan, one of our priorities this school year. She thought it would be good to open it up to the community to provide feedback.

The Board agreed the strategic plan would be the subject of the Community Forum.

The Board recessed at 10:00 p.m. for a break and reconvened at 10:10 p.m.

MOTION #27 (Lujan/Richardson) to approve extending the meeting to 11:00 p.m. Motion Carried. (Unanimous)

ACTION *(continued)*

1. ADMINISTRATION

b. Resolution No. 23-51 for Hispanic/Latinx Heritage Month

Board Clerk Richardson read the resolution.

MOTION #28 (Murray/Richardson) to adopt Resolution #23-51 (English and Spanish versions): Honoring Hispanic/Latinx Heritage Month. (AYES: Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

c. Nomination(s) for CSBA Directors-at-Large

There was no motion to nominate Board member(s) for the CSBA Directors-at-Large positions for African American or American Indian.

d. Approval of District's Updated Board Policies

MOTION #29 (Lujan/Murray) to approve the District's new or updated Board Bylaws and Policies listed below and waive a second reading. Motion Carried. (Unanimous)

1. BB 9150 - Student Board Members
2. BB 9320 - Meetings and Notices
3. BP 5148 - Child Care and Development
4. BP 5148.2 - Before/After School Programs
5. BP 6112 - School Day
6. BP 6143 - Courses of Study

(Later in the meeting, Trustee Richardson said she had questions with a Bylaw or Policy and wanted a second reading. Dr. Moore said the Board had approved these bylaws and policies already, and requested Trustee Richardson email the Board Policies and Bylaws Committee with her concerns so they might bring it back if revisions are needed.)

d. Approval of an Agreement with The Educational Team

MOTION #30 (Lujan/Murray) to approve an agreement with SSFUSD's Child Development Program and The Educational Team to provide qualified Before and After School teachers and paraprofessionals with the proper education and knowledge to substitute at the District's three DEDAP sites, for the 2023-24 school year. Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of the Modified 2023-24 Local Control Accountability (LCAP)

Assistant Superintendent Keith Irish reported that since the District's LCAP was submitted for approval in June, he and some Ed. Services team members made adjustments to the template. "We made the LCAP a living document and we updated some goals and some actions, so when I submitted it for approval from the County office, they reminded me...the LCAP is a three-year static plan, so I ... had to

identify new actions and also put the word "revised" if we reworded certain actions, and if we finished or completed a task, a sub action, was indicated as well." He confirmed that this is the end of the three-year cycle, and the State is adopting a new LCAP for districts to start from scratch. "But, in true transparency, I wanted to bring this back to the Board and the community so everyone what aware of what the change was over the summer."

MOTION #31 (Lujan/Richardson) to approve the modified 2023-24 LCAP. Motion Carried. (Unanimous)

b. Approval of the Renaissance Learning Inc. Agreement for the 2023-24 School Year

MOTION #32 (Murray/Richardson) to approve the Renaissance Learning Inc. renewal agreement to provide online instructional support in reading and math, for the 2023-24 school year. Motion Carried. (Unanimous)

c. Approval of Genentech MOU for the 2023-24 Through 2025-26 School Years

MOTION #33 (Murray/Lujan) to approve the three-year agreement for the District to continue working with Genentech for the 2023-24 through the 2025-26 school years Motion Carried. (Unanimous)

d. Approval to Continue the Air Tutors Program for Tutoring Students with Disabilities

Assistant Superintendent O noted a change in this item. "I wanted to make sure we have additional liability protection, so I worked with Air Tutors to use our contract template boilerplate, which provides more protection for the District." Air Tutors agreed to use the District template and also to adjust the contract amount to \$347,500.

Trustee Richardson asked for a demo on the Air Tutors software to understand how it works. Mr. Irish replied he will work with Director Sabrina Yacoub for a mock session at a future Board meeting or provide information and pictures in an update.

MOTION #34 (Murray/Lujan) to approve continuing to use the Air Tutors program, with two changes, which ensures the accessibility for District students with learning disabilities to work with and develop a relationship with a specific tutor designed to address their needs in the 2023-24 school year. Motion Carried. (Unanimous)

e. Approval of SSFUSD Courses in Alignment with AB 181 Requirements for a Diploma Option for Students with Disabilities

Mr. Irish advised that this is a continuation of Ed. Services work in conjunction with SpEd to be in alignment with AB 181. Earlier this summer, ELA and math courses were presented to the Board and approved. This item is for health, science, and social studies. “The goal is to get this all approved so our students will be eligible for AB 181, which are the modified graduation requirements that were put into place last year.” Five students met the AB 181 requirements last year. Now Ed. Services is working on getting all courses in alignment to be in adherence with the law.

MOTION #35 (Murray/Richardson) to approve SSFUSD Health, Science, and Social Studies courses to meet the requirements under AB 181 for a Special Education diploma for eligible students. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Approval of Updated Salary Schedules for the Bond Program Accounting Manager and Construction Project Manager

MOTION #36 (Murray/Lujan) to approve the updated salary schedules for the Bond Program Accounting Manager and the Bond Construction Project Manager. Motion Carried. (Unanimous)

b. Approval of New Garbage Hauler/Custodian Position and Job Description

MOTION #37 (Murray/Lujan) to approve the new classified Garbage Hauler/Custodian position and job description to implement a District-wide recycling program and be in compliance with a new law which requires schools to keep compostable and recyclable material out of the landfills. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

b. Resolution No. 23-52 GANN limits

MOTION #38 (Murray/Lujan) to adopt Resolution #23-52: Certifying the actual Gann Limit for 2022-23 and the estimated Gann Limit for 2023-24. (AYES: Hsieh, Lujan, Murray, Richardson; NOES: None) Motion Carried (Unanimous)

c. Approval of Key Analytics Contract for Measure T Cost Accounting and Tracking Program Services

MOTION #39 (Murray/Richardson) to approve a one-year contract with Key Analytics, a Division of California Financial Services, Inc., to provide cost accounting and tracking program services for the Measure T bond. Motion Carried (Unanimous)

d. Approval of Change Order #1 to the Raposo Engineering Agreement for the Hillside Parking and Drop-off Project

MOTION #40 (Lujan/Richardson) to approve Change Order #1 to the Raposo Engineering agreement, in the amount of a \$64,724.96, for the Hillside parking and drop-off project. Motion Carried. (Unanimous)

e. Approval of Award of Contract to EF Brett & Company for the HVAC Project Package A

MOTION #41 (Murray/Lujan) to approve the award of contract to EF Brett & Company, in the amount of \$3,230,000, for the HVAC Project Package A. Motion Carried. (Unanimous)

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

Trustee Richardson asked for an update with the child care MOU with the City. Dr. Moore advised that there is currently no update on the child care MOU, but when the District negotiates it, updates will be brought back to the Board to keep them informed.

September 21, 2023

- Teaching and learning presentation - Monte Verde ES
- Approval of San Mateo Co. 2023-24 CSPP preschool contract
- Approval of Children's Center 2023-23 CCTR childcare contract
- Approval of Children's Center 2023-25 CSPP childcare contract
- Update on enrollment for the 2023-24 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2023-24
- Resolution for California Week of the School Administrator (October 8-14)
- Approval of Measure T pool of qualified architects

October 5, 2023

- Teaching and learning presentation - Spruce ES
- Agreement with the Office of the San Mateo County Attorney 2023-28
- District-wide priorities
- Williams report for 3rd quarter ending 9/30/23

- Authorization to Respond to the 2023-24 Grand Jury Report: “Education is Everyone’s Business”
- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of agreement for temporary custodial support
- Approval of creation of Facilities Sub-committee and appointment of two Board members
- Approval of agreement for temporary technology staffing support

October 19, 2023 - Community Forum

- Strategic Plan

November 16, 2023

- Teaching and learning presentation - Martin ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Trustee Richardson’s Report on the CLSBA Unity Conference
- Update on Safe School Plans

December 14, 2023

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Teaching and learning presentation - Ponderosa ES
- CTE Presentation
- Presentation and approval of First interim budget report “positive certification”
- Selection of Trustees to District sub-committees/committees
- CSBA Delegate Assembly nomination(s)
- Approval of 2024 Summer School Program

January 25, 2024

- Teaching and learning presentation - Alta Loma MS
- Recognition for outgoing Student Trustee Sergio
- Presentation on Induction
- 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 SARCS
- Williams report for 4th quarter ending 12/31/23
- Resolution honoring African American History Month (February)
- Resolution for approval of Children’s Ctr. 2024-2025 CCTR contract

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Vice President Murray reported that all Back to School Nights were amazing with

everyone being together in person. She attended the events at six or seven schools and completely enjoyed herself.

Trustee Lujan said she enjoyed the wonderful energy at the Back to School Nights. She shared that she had the honor of representing SSFUSD at the Labor Council Dinner last month. She shared that a child care community meeting is being held on September 16.

Trustee Richardson invited everyone to the Latino Leaders Coalition of the Bay Area's inaugural Latino Heritage Month speaker series happening on September 15 at the San Mateo Performing Arts Center. This event will feature Sylvia Mendez, a civil rights leader and Medal of Freedom recipient. There are flyers on the District website.

President Hsieh reported she also attended several wonderful Back to School Nights. Along with Vice President Murray and Dr. Moore, she participated in the San Mateo Women's Leadership Conference which provided a lot of information.

ADJOURNMENT – 10:30 p.m.