

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of January 19, 2023**

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

**OPEN SESSION - 6:00 p.m.**

**A. CALL TO ORDER**

**CLOSED SESSION - 6:00 p.m.**

1. To consider the evaluation of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957 (two cases).
2. Conference with Legal Counsel - Anticipated Litigation Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) (one case)
3. To consider the appointment of one (1) public employee to the position of Director of Information Technology, in accordance with Government Code Section 54956.
4. Superintendent evaluation.

**RECONVENE INTO OPEN SESSION - 7:05 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. Katrina Oller, Student Board Member - Present
----------------	---

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

- C. PLEDGE OF ALLEGIANCE** - was jointly led by Skyline ES student Caleb San Felipe and Junipero Serra ES students Avari Manio and Haley Manio. Principal

Luann Daniel said Caleb is a well-rounded 5<sup>th</sup> grader and he exemplifies what it means to be a leader. He is respectful, responsible, kind to all, and loves to read books, practice Tae Kwon Do, and spend time with friends.

Principal Teresa Sampayan said Avari is a wonderful student and always willing to volunteer to help teachers, staff, and other students. She stands up for kids who are having a difficult time. She is a fan of KPOP music, loves to dance, and wants to be a therapist to help students with special needs. Haley is a self-motivated learner, who is respectful, kind, and funny. She willingly helps others without hesitation and demonstrates what it means to be inclusive. She enjoys playing basketball, volleyball, and football. Like her sister, she enjoys dancing and wants to be a doctor or artist.

**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**

MOTION #1 (Murray/Lujan) to approve the appointment of Ranganathan Sundaram to the position of Director of Information Technology. Motion Carried (Unanimous)

**F. REVIEW OF AGENDA - No changes.**

**G. PTA COUNCIL REMARKS** - President John Sanna said the PTA Council, in cooperation with HR, is holding a webinar on January 24 with Daybreak Mental Health on the subject of anxiety. The PTA STEM science grant is in the final planning stages and students should very quickly be doing the science projects at the schools in question. "Currently three schools are set, and there may be enough budgeted money for a fourth school to be established. I want to thank the District for providing us with the TOSA to work with our committee people on this..." He reported that this time of year is when the PTA units begin planning for next year and will be looking for new board members to become involved. "So I would like to make an impassioned plea to anyone interested in wanting to help out at our schools, please get involved with your PTA." He has asked the units for information on upcoming events to provide the Board so he can add this to his reports. Mr. Sanna stated that this is his last six months working with the PTA. After June 30, he will be stepping away from his involvement with SSFUSD activities after 18 ½ years of service.

Trustee Amanda Anthony asked if there is anything the Board can do to get the word out about the Daybreak webinar. Mr. Sanna referred her to Dr. Spaulding. He added that "...if this is a successful event, the PTA council will be looking at sponsoring and paying for at least one and possibly two more webinars before the end of the school year."

Vice President Patricia Murray thanked Mr. Sanna for his work over the years and being amazing in representing the PTA Council.

## **H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**South San Francisco Classroom Teachers Association** - President Heather Burns said since this is the Board of Trustees Appreciation Month she wanted to celebrate the District's distinguished Trustees. "...we celebrate your diversity, intelligence, patience, industriousness and, dare I say, laboriousness. We celebrate the time you have given to and continue to give reading, researching and making the ginormous important decisions you make. We celebrate the time you take to attend these meetings, read and respond to emails, visit sites, and not just for graduations and celebrations." "...We thank you for the time you take away from your own families, own self-care, own jobs, to take care of us and our needs. We appreciate the time you take to advocate for our students, our staff, supporting measures like measure T that will keep our students and kids' communities safe." "Public education is a civil right, and all children deserve equal access to reach their full potential and we thank you for providing that to our SSF community. We know that where it might be lacking or in need of further development, whatever it might be, you are all engaging and taking on the task of fixing it." "SSFCTA celebrates and thanks you for leading our school district with your hearts, minds, and time."

**California School Employees Association Chapter 197** - President Jolene Malfatti said CSEA's mission statement including improving the lives of their members, students, and community. Each Christmas they have held a toy drive. This was not held last month due to issues including COVID. However, CSEA collected monetary donations to purchase gift cards for families in need. She shared that Booker T. Washington said, "If you want to lift yourself up, lift someone else up." They were able collect and contribute \$1,815 last month. She thanked everyone who supported the community's children at Christmas. Ms. Malfatti said CSEA "...sends their appreciation for all the school board does for our District, all the late-night meetings, rain, cold, you're here, faithfully, and we appreciate you very much." Lastly, she requested that the District will use some of the Measure T funding to retain and recruit teachers, classified staff, and managers.

## **I. PERSONNEL COMMISSION** - Assistant Superintendent Jay Spaulding reported that the next Commission meeting will take place on January 23, 2023.

**J. ITEMS FROM BOARD - None**

**K. SUPERINTENDENT'S REPORT**

- a. **Recognition for outgoing Student Trustee Oller** - Superintendent Shawnterra Moore said Katrina has been a pleasure to work with. She has provided valuable insights, timely updates, and offered the student perspective on issues to the Board. She will continue to report on events at ECHS for the remainder of this year's Board meetings. The Board presented Katrina with a certificate of appreciation for serving as the Fall Student Trustee. Beginning with the February 9 Board meeting, SSFHS ASB President Tania Torres will begin serving as the Spring Student Trustee.
- b. **Recognition of SSFUSD California Distinguished Schools** - Dr. Moore shared the news that the California Distinguished Schools Program is celebrating its return this year after COVID suspended the reporting of State and local student data. "Since introduced in 1985, the California Distinguished Schools Award remains one important way to celebrate exceptional schools, districts, teachers, and classified employees for their innovation, their talent, and success in supporting our students. The exceptional elementary schools recognized this year, two of which are from the SSFUSD, are illustrative of the hard work, dedication and resilience shown by educators in schools across the State, after many communities struggled for multiple years with urgent effects to both physical and mental health and unprecedented challenges to delivering instruction." The California Department of Education selected these schools based on multiple measures on the California School Dashboard. "Specifically, schools were selected by analyzing data reported through the 2022 dashboard, including assessment results, chronic absenteeism, suspension rates, and socioeconomic data." Superintendent Moore recognized Monte Verde ES Principal Debby Mirt and Buri Buri ES Principal Cregg Ramich for their efforts and those of their entire school communities. They were each presented with a Certificate of Appreciation for earning this prestigious award.
- c. **Proclamation for School Board Recognition Month** - the Superintendent said this is the first year the District learned about this month to celebrate the Board and read a proclamation honoring the work of the Trustees who have demonstrated dedication and commitment to the District, students, families, staff, and shown a belief in her. "We have a board who has prioritized their own learning and challenged themselves to work collaboratively with each other to keep advancing the district's goals and priorities through an equity lens."
- d. **Appointment of CSBA Delegate** - the Superintendent publically acknowledged and celebrated Vice President Murray who was appointed as a CSBA delegate for our region. "We are so very proud of you. We know you will represent us well."

## L. STUDENT TRUSTEE REPORTS

1. Katrina Oller, Fall Student Trustee and ASB President El Camino High School highlighted the following recent and upcoming events at her site: Last week, they had a Costco-like sample event and gave away free food in the cafeteria which had a very successful turnout; they gave different gift bags to all the staff and students to show them their hard work throughout the year never goes unnoticed; to highlight the underappreciated staff in the school community such as janitors and security guards, they gave them another special gift to brighten their day; on January 12, the drama department had auditions for the spring play, a dark comedy called *Peerless*; last Friday, varsity boys', varsity girls', and JV boys' basketball teams won during their quad games against Westmoor HS; girls' soccer teams won last week; tomorrow, ASB is hosting a winter themed lunchtime activity in the courtyard, with games to engage the student body; winter sports teams have officially started their seasons; tomorrow basketball teams will be playing against South City; wrestling teams will be hosting their annual meet on January 28; and the student trauma open platform (STOP) forums will again be open to the student body next week.

For Lunar New Year, Ms. Oller wished everyone “a year full of blessings and new opportunities.”

2. Tania Torres, ASB President South San Francisco High School shared the following news from her school; On January 11, Club Rush 2.0 took place with 15 to 20 clubs for students to join; new clubs have been formed including a Photography Club, Harmony Club, and Craft Club; the boys' and girls' basketball teams both won against Oceana last Friday; boys' soccer has a 10-5 record; their winter spirit week “South City on Ice” kicked off on Tuesday with Sleeping Beauty Day, where students dressed in pajamas, Wednesday was Inside Out Day, today was Disney Crush Day, and tomorrow all students will dress in white to represent a snowy winter wonderland; at the rally, there will be dance performances and they will honor winter sports; the week ends with the annual Snowball winter dance; and the drama department has begun rehearsals for *Grease* which will run March 23 to March 25.

She said several students have communicated that they would like the Board and school administration to foresee the various repairs needed at the school before they get worse, such as what is happening now in older classrooms, the cafeteria, and theater. They hope the funds recently received from Measure T will be allocated to fix the problems.

Ms. Torres reported that yesterday, she attended a CSBA training session and learned about student trustees around California as well as how other districts function and facilitate the relationships between the Board and the schools. “I thank Dr. Moore and the Board for the opportunity to attend as well as to serve and have a voice.” “I would like to show my recognition and

appreciation for the Board. I promise that even through the different opinions and disagreements, your efforts, your hard work, and your dedication to this community does not go unnoticed. This community needs you, it depends on you, and it places its hope and future in your hands.”

Ms. Torres recognized and gave a sendoff to fall Student Trustee Oller. “You've done a fantastic job, and thank you for setting the example and always being open to communicate with me as we figured out the workings of this role...”

## **M. PUBLIC COMMENTS**

Alanna Wong, a Westborough MS teacher, said District students deserve the best, including safe, up to date facilities to learn and play on. WMS’s blacktop is in desperate need of repair and the field is unusable. She asked what the plan for Measure T is and when their facilities will be fixed. She spoke about compensation for classified, certificated, and administrators to recruit and retain the best staff and hopes when the Board settles with CSEA, that administrators also receive a raise this year.

## **N. INFORMATION ONLY PRESENTATIONS**

### **1. EDUCATIONAL SERVICES**

#### **a. Teaching and learning presentation: Junipero Serra Elementary School**

Principal Sampayan shared educational priorities and programs at Junipero Serra ES. During her presentation, she recognized her following parent volunteers who also received certificates of appreciation from the Board: Joshua Andaya, Theresa Benitez, Jahan Jamil-Panah, Frank Martinez, and Randy McLaughlin.

#### Vision Statement

The vision of Junipero Serra ES is to inspire a passion for learning while building character.

#### LCAP Goals/Site Goals

Principal Sampayan said District priorities are aligned with the District’s LCAP goals and they focus efforts to increase student achievement and work towards achieving their vision. The LCAP Goals are: LCAP Goal 1 - Academic Achievement, LCAP Goal 2 - Professional Development, LCAP Goal 3 - Parent, and Community Engagement and LCAP Goal 4 - Special Education.

CAR (Communication, Achievement, Relationships)

The SSFUSD car metaphor is a journey to excellence, providing students a superb learning experience by visiting classrooms daily, collecting walk through data and providing ongoing feedback to teachers and support staff. Principal Sampayan said her site is focused on equity, strengthening their systems and using data to drive their decisions. Junipero Serra ES is focused on the steering wheel and gas tank as they work to strengthen instruction, identify student needs, and provide intervention in a timely manner based on data collected to monitor student progress and adjust instruction. This year, they are also focused on the engine as they refine their leadership team.

Mission Statement

At Junipero Serra ES, we are educating an inclusive community to be independent learners who are kind, always improve, and prepared for their future.

Also, they are committed to supporting each other and every learner in an inclusive community so that the whole child reaches their fullest potential. Site decisions are student-centered and based on the belief that each and every Pinto has unlimited potential.

Reconnecting and Rebuilding Together

Principal Sampayan said that with the return to in-person learning last year, education was presented with major challenges. Last year, their theme was reconnecting, and rebuilding together. They persevered and became stronger as a staff, as a school, and as a community. She stated, "As we continue to become stronger, we let love lead. The repercussions of COVID continue to manifest themselves in different ways. They share compassion and empathy, knowing that every single day, people are living their own stories."

This year they are continuing to implement targeted small group instruction school-wide. She acknowledged their Reading Specialist, Dr. Cordova, for providing continuous development and coaching sessions to Junipero Serra ES educators. "One of the consequences of the pandemic that continues to become apparent is the need to address social emotional and mental health concerns. This year we have implemented the zones of regulation as we provide a common language and visuals."

YSB Partnership

Ms. Sampayan stated that the District's partnership with YSB was much needed, much used, and much appreciated last year, and this year. Their therapist conducts friendship groups for students and also meets individually with them weekly. This year they had a record

number of referrals to counseling. The YSB counselor serves about 15 students during his 2 ½ days per week at the school.

### Demographics

The Junipero Serra ES student population is predominantly Filipino at 50%, followed by Hispanic/Latinx at 23%, and Asian at 21% being the largest groups. They honor and celebrate students' heritage with cultural days and focusing on individual characteristics and strengths.

Of the 310 total students, 57% are male, 43% are female, 21% are identified as English Learners, 21% are Students with Disabilities (SWD) and 29% are socioeconomically disadvantaged. They also have fourteen 3 and 4-year old preschoolers at the school.

### Attendance Snapshot (11/14/22 to 12/26/22)

Principal Sampayan shared the average daily attendance by ethnicity, gender, ELs, SWD, and socioeconomically disadvantaged students. It includes both excused and unexcused absences. For the total student population, the attendance average for this time period was 89%.

### Literably and DIBELS Data

Data received from Literably and DIBELS is used to identify those students who need additional time and support in reading and to match them with other programs such as Systematic Instruction Phonological Awareness Phonics, Sight Words (SIPPS) and targeted intervention during small group reading instruction. Data from these assessments is used to monitor progress. Their behaviorist has provided in-class support as well as professional learning opportunities to Junipero Serra ES staff to support behavioral needs.

Literably assessments were administered at the beginning of the year for grades 1 through 5 and DIBELS for grades K-3. The data shows they have opportunities for growth and they are committed to enhancing their collaborative culture to focus on supporting students and strengthening the cycle of inquiry. By working with their TOSA's and reading specialists, they provide professional learning opportunities to deepen the instructional capacities of their teachers.

### CAASPP Data Spring 2022

The overall student participation rate was 94%, close to the federal participation rate requirement of 95%.

The comparative data shows that Junipero Serra ES students outperformed other District students as a whole both in both ELA and math and San Mateo County students in ELA, but there is a need to provide extra support in math.

### **CAASPP scores by grade level comparison**

**ELA** - The combined scores for 3<sup>rd</sup> through 5<sup>th</sup> grade was 62% of students meeting or exceeding standard. English Learners were at 18%, SWD at 21%, and socioeconomically disadvantaged at 47%.

**Math** - The combined scores for 3<sup>rd</sup> through 5<sup>th</sup> grade was 49% of students meeting or exceeding standard. English Learners were at 13%, SWD at 36%, and socioeconomically disadvantaged at 44%. This year a Math Interventionist was hired to provide small group instruction for students who demonstrated gaps in skills/knowledge in mathematical concepts and needed extra help.

### ELCAP Growth

Junipero Serra ES has 66 ELLs and 16 have been reclassified as fluent English proficient based on LPAC scores and teacher recommendations. They continue to monitor the reclassified students to ensure that they will be making adequate academic growth.

### Strengthening Character

Principal Sampayan said they pride themselves on educating the whole child, strengthening character, and developing the hearts and the minds of their students. "Returning to school after a year of distance learning, we prioritized bringing a sense of normalcy and succeeded to re-establish and strengthen connections as well as bring back our traditions." Examples are:

- The entire school meets for community time over Zoom every morning, where two students lead the pledge.
- School announcements are recognized.
- Character traits are established with a monthly theme such as gratitude or integrity.
- Students are recognized for their efforts and demonstration of character strengths with Pinto Praises
- Strengthening character builds the knowledge that when students feel safe, supported, and part of the community, they will perform better, act with more kindness, and want to show up in school and be ready to learn each day.

### Building Community

- Teachers, staff, and community with the support of the PTA continue to provide many opportunities for students to deepen connections with each other.
- Events include Halloween Happening, Winter Performances, and Santa's Workshop.
- Principal Sampayan hosts Coffee with the Principal which includes a tour of the school.

SSFUSD 4 E's

Team Pintos are dedicated to providing students with relevant learning **experiences** and opportunities to **explore** and cultivate innovation and collaboration. They foster and **embrace** diversity of people and diversity of thought while guiding Pintos to **excel** in order for them to grow into resilient and confident people.

Appreciation of Team Pintos

Principal Sampayan thanked her team for their resilience, their courage to care deeply for students and each other, and their capacity to effectively teach and build up the students.

Trustee Daina Lujan commended Principal Sampayan and the Junipero Serra ES community. "It is very clear that you have empowered leaders from students to staff to families with a strong focus on inclusion, compassion, empathy, potential, and a strong belief in every single student."

Trustee Mina Richardson said she appreciates Principal Sampayan's work, the school's leadership, and inclusivity with all students being recognized, so none are left behind.

Vice President Murray thanked Principal Sampayan and her staff. "Walking on your campus is like having a great big hug. I walk on and everybody is so thoughtful and so kind and so inclusive." The holiday performance is one of her favorite events.

Student Trustee Oller thanked Principal Sampayan for her presentation and for celebrating the cultural diversity of the students at an early age. "I think it is important, they should learn that they should be proud of who they are despite their differences."

Trustee Anthony enjoyed the presentation and said it's clear they have a wonderful team. She is excited about the math intervention. This was a great opportunity learn about Junipero Serra ES.

President Chialin Hsieh appreciated the presentation and Principal Sampayan's leadership and great team. The inclusiveness shows and is embraced, such as in the Special Olympics, at the school. It is embedded in the culture and community.

The Board recessed at 8:20 p.m. for a break and reconvened at 8:30 p.m.

**b. Teaching and learning presentation:  
Skyline Elementary School**

Principal Daniel presented educational priorities and programs at Skyline ES. During her presentation, she recognized her following

parent volunteers who also received certificates of appreciation from the Board: Tseng Chow, Candice Lee, Priya Mercado, Joylaine Teaupa, Andy Vargas, and Mary Wong.

#### Mission Statement

Skyline Elementary is dedicated to preparing our students for 21<sup>st</sup> Century Education through hands-on, critical thinking and collaborative learning opportunities. We value the needs of the whole child and work with our community to provide unique experiences in a supportive environment.

#### District vision and LCAP Goals/District Priorities

Principal Daniel said at Skyline ES they continue to grow leaders and readers. As educators, they provide learning opportunities for all their students to become critical leaders in a supportive environment. “At the beginning of the year, Dr. Moore reminded us that like a lighthouse, it is important to be the bearer of light shining our way. I'm proud of all the efforts Skyline ES staff have done to continue to be the beacon of light for our students.” She said the District goals help guide them in the work they do. “We continue to focus on all the LCAP goals and work as a collaborative team to address the new goal which focuses on the needs of our SpEd students.”

#### CAR (Communication, Achievement, Relationships)

The SSFUSD car metaphor is a journey to excellence. Principal Daniel said the steering component is focused on instruction while they work as a team to create achievable goals to keep navigating in the right direction. They continue to use assessment data along with information learned from professional development sessions to target their lessons and interventions. She said Skyline ES teachers utilize Scope and Sequence to focus on priority standards and work alongside their colleagues to develop lessons and assessments that mirror the expectations reflected in the new standards-based report cards.

#### Attendance Snapshot (11/14/22 to 12/26/22)

Principal Daniel reported that attendance at her site for the six-week snapshot generally averaged from the low 90's to the upper 80's which reflected the various viruses impacting students' health during this period.

#### Demographics

Of the 375 total students, 51% are male, 49% are female. 20% are identified as ELs, 31% are socioeconomically disadvantaged, and 19% are SWD. This year they also had a SpEd preschool, which accounts for some of the increase in SWD. 8 of their English Language Learners are being considered for reclassification.

The Skyline ES student population is predominantly Filipino at 41%, followed by Asian at 33%, and Hispanic/Latinx at 14% being the largest groups.

#### CAASPP Data Spring 2022

**ELA** - 50% of students have exceeded or met standard. 34% of 3<sup>rd</sup> graders nearly met standard. The group learned to read on Zoom, so the teachers are focusing their efforts on bridging this learning gap.

**Math** - 58% of students have exceeded or met standard. The students outperformed District and California students in these categories.

#### Literably and DIBELS Data

In Literably, Principal Daniel acknowledged that her students in grades 1 through 5 combined, performed very well and attained the 2<sup>nd</sup> best results in the District with 71% at or above grade level. The lower grades are scoring lower in meeting standard as they are just beginning to build their reading skills.

For DIBELS, students in K-3 are learning foundational reading skills. Their staff continues to embrace the science of reading and find ways to learn more about how they can improve their practice. Last week they used a Cycle of Learning, which allows their grade level teams to meet for two hours at the beginning of the day. They are able to collaborate on lessons and assessments for the priority standards as outlined in the Scope and Sequence. They learned from each other by watching other teachers do small group instruction or they plan out the TWIG science curriculum.

#### Community Engagement

Principal Daniel said they continued their efforts to make a difference for children around the world. Students raised \$1,400 for UNICEF, hosted a pumpkin patch where every child received a pumpkin, participated in a Halloween parade, and a PTA "Trunk or Treat" with families in decorated cars cheering them on.

#### Skyline Community

Every morning staff and students meet outside for announcements and each student has had the opportunity to either hold the flag or lead the school in the pledge. Principal Daniel said their breakfast has been very successful this year with around 50 students participating daily. She shared that "...while our school does focus on being good PAX leaders and learning through character education, we noticed last year that our students struggled with conflict resolution, so we are very excited to have brought back Soul Shoppe...to support them with the common language and other tools."

### Student Focus

Principal Daniel said that the school focuses on social emotional learning, academics, and supports. Teachers regularly check in with students concerning their emotional health and created a sheet which students fill out several times to indicate how they are feeling. They also talk about what is happening each week and what has been difficult. “We work as a collaborative team building early literacy skills and by analyzing our data we can implement the necessary interventions.” Students are able to participate again in field trips to reinforce what they learn in the classroom. The school has a reading specialist, math interventionist, and student mentors. A YSB counselor gives students the tools to regulate their emotions and talk about their feelings. Most Skyline ES teachers are implementing the new TWIG Science curriculum and continue to support the 4<sup>th</sup> grade students with the Science from Scientists program.

Principal Daniel thanked the PTA and parents for volunteering, the technology department, Dr. Moore, Cabinet, the Board of Trustees, plus her staff, especially the teachers and paraprofessionals, for supporting students throughout the year. She recognized the Board’s hard work and presented them with a survival kit with treats.

Student Trustee Oller thanked Principal Daniel for her presentation and said she appreciates her and her staff for finding ways to support their students academically, socially, or emotionally.

Trustee Lujan praised Principal Daniel for uniting and elevating the community with the strong focus on academics and math together with a whole child approach. She especially liked creating space for students to talk about their emotions and describe their feelings.

Trustee Richardson thanked Principal Daniel for her presentation, saying it is one of her highlights to hear what all the schools are doing. Things are evolving and getting better than last year.

Vice President Murray said she appreciated Principal Daniel and her entire staff. During her last school visit, she saw how friendly the staff were and that kids were happy and coming up and hugging her. “This is the best place ever so thank you for your leadership. Thank you to your staff and you guys are doing us proud.”

Trustee Anthony said she enjoyed hearing about the check in with kids which helps them express their emotions. She noted that Principal Daniel and her staff are “...understanding kid’s stories, seeing individual kids for who they are and letting that be the guide for what you need to give them...”

Dr. Hsieh said she also appreciates Principal Daniel's leadership. "My background is research and I study every student's score. Not every child is the whole child so you guys are changing my mindset, how to see the child as a whole child, not just a number." She shared that each school presentation is the highlight of Board meetings so they can learn more about the community and students. She is impressed how the needs of every student are being addressed.

## 2. BUSINESS SERVICES

### a. Annual Audit Report for the Fiscal Year Ended June 30, 2022

Bobby Patel, a representative from Eide Bailey CPAs, reviewed the District's Audited actuals report for the year ended June 30, 2022. Last September, the Board was presented with unaudited actuals and it is his job to audit them and report back.

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

#### Auditor Opinions

- **Financial statements** - "unmodified" opinion, the highest level of assurance. Auditors evaluate the District's checks and balances to ensure the financial statements are reporting what they are supposed to, called internal controls. It is their responsibility to report any type of deficiencies or flaws in the reporting mechanism. He reported there is a material weakness, but no deficiencies in this audit.
- **Federal awards compliance** - "unmodified" opinion. The District was in compliance with the list of programs. They audited two major programs and no significant deficiencies were noted.
- **State awards compliance** - annually the State Controller directs independent auditors on what programs to audit and the audit procedures. An "unmodified" opinion was reported.

#### **Schedule of Financial Trends**

This is the largest operating fund of the District this shows the trend in the past three years and what is happening in the future year. In those three years, SSFUSD has had an operating surplus. In addition, the District is projecting a deficit for the following year. Overall ADA has declined over the past two years. This is a normal trend across the State, and the overall long term obligations have also decreased over the past two years.

Trustee Richardson asked where the deficit was shown in the report. Mr. Patel said the 2022-23 projected deficit of \$3.1M was on page 84. This is as of the July 1 adopted budget and the 2<sup>nd</sup> Interim Budget will revise that picture. She asked if the deficit was comparing one year to another or whether it is cumulative with the same deficit from prior years. Mr. Patel replied it is strictly comparing the 2022 actual results to the 2023 projected results.

Trustee Richardson questioned where the report indicates when one fund borrows from another fund. Mr. Patel recommended looking at page 41, note 8, which shows inter-fund transactions. Everything in that table and the descriptions below the table provides details on how the transfers between the funds are related.

**b. Measure J/Bond Audit for the Fiscal Year Ended June 30, 2022**

Mr. Patel also reported on the Measure J Bond financial and performance audit for the year ended June 30, 2022. He explained that the first half of the audit report is related to the financial activities, specifically for Measure J which is housed in the District's building fund. The second half of the report is what is termed a performance audit, which is basically synonymous with a compliance audit.

Results

On both the financial statement report and the performance audit, the District earned an unmodified opinion again, meaning on the financial statement side, there was no material weaknesses or significant deficiencies noted. On the performance side, auditors tested if all the expenditures that occurred during the year were in alignment with what the voters approved in the measure. They tested 99% of the fiscal year expenditures, and did not find any irregularities which did not align with the ballot measure on how the proceeds would be spent.

Trustee Richardson referenced a 2020 Measure J audit report which lists \$5M in the fund ending balance, but in the current report that balance is now listed as \$9M. Mr. Patel noted on page 5 of the audit, there is a transfer in of \$4.2M and on page 10 it shows this amount was transferred from Fund 35 as reimbursement of project expenditures. Trustee Richardson asked where the money came from. Mr. Patel said it is from the State's Proposition 51. When the State is able to issue bonds, every district that applied for those matching funds to help with their bond projects will get that back in the grant process.

**O. PRESENTATION WITH POTENTIAL ACTION**

**1. EDUCATIONAL SERVICES**

**a. SSF Adult Education Graduation Requirements**

Principal Seema Prasad provided information on modifying Adult Ed. graduation requirements to help serve the District's adult learners. In a community survey, 62,000 people in San Mateo County do not have a high school diploma or equivalency. 67% are not in the workforce and 3% are unemployed. Adult Ed. prepares them to complete a diploma and enter the workforce.

Adult Ed. is a member of the ACCEL San Mateo County Consortium. Their main goal for their 2022-23 plan and 3-year plan is to accelerate high school completion for adults. Prior to the pandemic, SSFUSD Adult Ed. had a 42% completion rate. In 2021-22, this rate dropped to 23%. She said enrollment has declined with completion rates.

The cost of living is going up, many are working multiple jobs, have the barriers of transportation or life situations happening. "Everyone was impacted by the pandemic so we found it takes about two years [on] average for a student to complete 30 credits required for the diploma and sometimes those are nonconsecutive years. There is a saying in adult school, they stop out but we hope they don't drop out and they come back." This has impacted Adult Ed. which receives State funding for each diploma. Principal Prasad is proposing 150 credits to earn a diploma in SSFUSD. She is recommending retaining all core academic subjects and reduce the 65 credits of electives to 30 credits. They are able to grant credits for work experience, offer Edgenuity classes, and provide dual enrollment in the San Mateo County Community College District.

Next Steps

If the plan is approved, Adult Ed. would:

- Notify current students, review, and update transcripts to reflect the change in credits.
- Outreach to former students to share new requirements.
- Message the SSF community through the website and social media.

Impact

For adult learners, the impact in providing an accelerating path, by reducing the credits, meaning they can qualify for a higher wage employment.

Trustee Richardson said she appreciates providing Adult Ed. students with another chance. She asked if they have an opportunity to take the courses being trimmed off for them to graduate. Ms. Prasad replied that through Edgenuity's independent study, the electives are generally based on student interest. Ms. Prasad said, "We have a range of

different offerings for the students so we're keeping the four years of English [and] all the core components.” If a student is interested in a career technical education pathway, they could support that through community college or their partners or a District program. Trustee Richardson said she hope the students are encouraged to try to keep going and learning.

Vice President Murray thanked Principal Prasad for her presentation. “I appreciate the thoughtfulness you put into that because we're not talking about kids, we're talking about adults and at the end of the day we're looking at giving them opportunities.”

Trustee Anthony asked if there is a term limit on credits. Ms. Prasad replied that there is not and students can return at any time and re-register with the credits saved. Trustee Anthony questioned if the dual enrollment with community colleges is only for the electives or also for some core credits. Principal Prasad said it is for any credits the student wants to take.

Ms. Prasad said it would be beneficial if the PIO, Peter Feng, can get out the information on the change in credits as it would boost the Adult Ed. enrollment.

President Hsieh thanked Principal Prasad for her research and recommendation. The District’s requirements are compatible and competitive with other Adult Ed. programs. From the student standpoint, it is very thoughtful to reduce the credits from 185 to 150 and include credits through work experience.

## **ACTION**

### **1. EDUCATIONAL SERVICES**

#### **a. Approval of SSF Adult Education Graduation Requirements**

MOTION #2 (Murray/Lujan) to approve the recommendation to modify Adult Ed. graduation requirements by reducing the high school diploma credits from 185 to 150. Motion Carried (Unanimous)

## **P. CONSENT AGENDA**

Dr. Spaulding reported that on Item 3a, the Certificated Personnel Assignment Order, page 47, a PHMS Counselor, is changing from 1.0 to 1.4 FTE, not 1.2 FTE as listed.

MOTION #3 (Lujan/Murray) with the correction in Item 3a, to approve Item 1a, Minutes to the regular Board meeting, November 17, 2022; Item 2a, ECHS and

SSFHS staff members to attend conference in Denver, CO; Item 2b, ECHS student to perform in Santa Clara, CA; Item 2c, SSFHS students to travel to Anaheim, CA; Item 2d, SSFHS student to travel to South America; Item 2e, SARCs for all sites, Item 2f, participation in 2022-23 California Healthy Kids survey; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 3a, Purchase Order Listing, November 1-30, 2022; Item 3b, Warrant Register, November 1-30, 2022; Item 3c, Cash Receipts, November 1-30, 2022; Item 3d, Declaration of surplus items; Item 3e, Gifts to the District, December 2022; Item 3f, 2022-23 fundraising events; Item 3g, Professional service agreements under \$25,000. Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. HUMAN RESOURCES**

#### **a. Williams Uniform Complaints for 2<sup>nd</sup> Quarter Ending 12/31/22**

Dr. Spaulding presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/22, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

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

### **2. BUSINESS SERVICES**

#### **a. Update on Governor's 2023-24 Budget Proposal**

Assistant Superintendent Ted O reviewed information on Governor Newsom's proposed State budget for the upcoming fiscal year as well as any potential implications to the District. On January 10, the Governor released his budget proposal. Mr. O and staff attended a workshop afterwards to gather details which he will incorporate in his 2021-22 2<sup>nd</sup> Interim Financial Report. The Governor can make changes in the budget from now until he releases his revision in mid-May.

##### Overview

- The Governor's 2023-24 State Budget assumes a slowing but still growing economy at the national and State level and also included some risky assumptions.
- Compared to the previous years, the current revenue forecast has softened considerably since the 2022 State Budget was passed.
- There are no new ongoing and one-time categorical programs in his proposal.

- The Governor announced that the State is facing an estimated budget gap of almost \$22.5B in 2023-24.
- He is proposing to close the gap through funding delays, reductions, funding shifts, revenue generation, and borrowing.
- For education, Governor Newsom proposes a State Budget to preserve investments made during the boom years.
- There are only a handful of changes for 2023-24.
- However, the changes proposed are significant for districts across the state and includes a proposed mid-year cut to previously budgeted one-time funds.

#### Local Control Funding Formula (LCFF)

- His proposal includes an increase of \$4.2B for the LCFF, which reflects an 8.13% COLA.
- To address low-performing students and to accelerate learning gains and close opportunity gaps, the proposed budget includes \$300M ongoing to establish an “Equity Multiplier” as an add-on to the LCFF.
- Unfortunately, this funding does not benefit SSFUSD as it is a “Basic Aid/Community Funded” district, which means the bulk of our revenue comes from property taxes and not from the State.

#### CalSTRS and CalPERS (Employee Pensions)

- On employee pensions, the Governor did not provide any new funding for the California State Teachers’ Retirement System (CalSTRS) or the California Public Employees’ Retirement System (CalPERS) in his 2022-23 Proposed Budget.
- The employer (District) rate for CalPERS would increase from 22.91% to 26.10% and CalSTRS would increase from 16.92% to 19.10% in 2022-23.

#### Special Education

- In addition to the 5.33% COLA for the categorical programs, the Governor is allocating \$500M of on-going funds to improve the delivery of Special Education services and align general education programs in local educational agencies (LEAs).

#### Facilities

- To help address the current budget gap, the Governor proposes to delay the 2023-24 Planned \$550M California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program investment until 2024-25.
- He also proposes a decrease of \$100M from the General Fund in planned support for the School Facility Program from \$2.1B to \$2.0B in 2023-24.

Proposition 28 Art and Music Funding

- In November 2022, voters approved Proposition 28, which requires the State to provide arts and music funding for schools beginning in the 2023-24 fiscal year.
- The Newsom Administration estimates that it will cost \$941M to fully fund the Proposition 28 obligation for the 2023-24 fiscal year.
- Estimates on how much districts will receive will not be available until the Governor's May Revision.

Arts, Music, and Instructional Materials Discretionary Block Grant

- In 2022-23, the Enacted Budget included a one-time investment of \$3.5B for the Arts, Music, and Instructional Materials Discretionary Block Grant.
- However, given the obligation to fund Proposition 28 and to fill the budget gap, the Governor is proposing to reduce this one-time block grant from \$3.5B to \$2.3B, a reduction of \$1.2B.
- The impact to SSFUSD is an estimated reduction of \$1.7M from the original \$4.9M original estimate.

Summary

During the next few months, the legislature will go through the proposals, either pushing back on the Governor's priorities or proposing their own. In mid-May, the Governor will release his May Revision, which is an update to his proposed budget for next year. District staff will be attending a workshop and getting more information at that time to share with the Board.

**ACTION** *(continued)*

**1. ADMINISTRATION**

**a. Resolution No. 23-01 African American History Month**

Vice President Murray read the resolution.

MOTION #4 (Lujan/Murray) to adopt Resolution #23-01: Honoring African American History Month. (AYES: Student Trustee Oller, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

**b. Childcare CCTR Contract and Resolution No. 23-02**

MOTION #5 (Lujan/Anthony) to adopt Resolution #23-02: Authorizing designated District personnel to sign the California Department of Social Services Continued Funding contract documents for FY2023-24. (AYES: Student Trustee Oller, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

## 2. EDUCATIONAL SERVICES

### **b. Approval of a New Course Implementation for the 2022-23 School Year**

Trustee Richardson asked if this is a new program. Assistant Superintendent Keith Irish said the course was built off the controversial issues course that was Board approved last year and a second level for students is being created to help them get re-designated. They want the course to be college prep so it is an a-g elective. Trustee Richardson asked how the course is working. Mr. Irish said the course is set up already and it would be implemented in the spring semester.

MOTION #6 (Lujan/Murray) to approve of the implementation of a course of study in *Controversial Issues in Teen Culture* at ECHS and SSFHS in the 2022-23 school year. Motion Carried. (Unanimous)

### **c. Approval of Imagine Learning Licenses and Professional Development (PD)**

MOTION #7 (Lujan/Richardson) to approve the purchase of 150 Imagine Learning licenses and five PD sessions to support Newcomer EL students in SSFUSD K-5 schools. Motion Carried. (Unanimous)

### **d. Approval of the MOU with Student Achievement Partners**

MOTION #8 (Murray/Richardson) to approve the partnership with Student Achievement Partners for piloting the pre-adoption audit process beginning January 9, 2023 through June 30, 2023. Motion Carried. (Unanimous)

### **e. Approval to Continue Non-Public Agencies (NPA) Contracts for the 2022-23 School Year**

Trustee Richardson asked if the Board receives a dollar amount at the end of year of how much money has been borrowed from one fund to satisfy another fund. Mr. Irish said last July Ed. Ser. asked several third party organizations to assist the District in filling staffing needs, especially with SpEd and paraprofessionals. Maxim, an NPA, has been able to fill those needs. However, another NPA, Stepping Stones has not been able to deliver. Therefore, he is asking that \$1M be transferred to Maxim from the funds allotted to Stepping Stones. This transfer, to change the two contracts, must be brought back to the Board for approval.

MOTION #9 (Lujan/Murray) to approve allowing the Assistant Superintendent of Business Services to transfer funds between Maxim and Stepping Stones NPAs in order to fulfill Individualized Education Plan (IEP) service agreements for the 2022-23 school year. Motion Carried. (Unanimous)

#### **4. BUSINESS SERVICES**

##### **a. Approval of Award of Contract for the Repair of Defective Toilet Pods**

MOTION #10 (Lujan/Murray) to approve the award of contract to Joseph Comisky Construction, in the amount of \$563,000, for the repair of defective toilet pods at elementary sites. Motion Carried. (Unanimous)

##### **b. Approval of Agreement with Interstate Grading and Paving, Inc. for Alta Loma MS Water Main Project**

MOTION #11 (Anthony/Lujan) to approve an agreement with Interstate Grading and Paving, Inc., in the amount of \$19,916.05, for providing emergency repair/replacement of the main water pipe at Alta Loma MS. Motion Carried. (Unanimous)

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

##### **February 9, 2023**

- Introduction of new Student Trustee Torres
- Teaching and learning presentation - Sunshine Gardens ES
- Presentation on Performance Management - Special Education
- Adoption of agreement and approval of Public Disclosure AB 1200 - **AFT**
- Approval of MOU w/Young Audiences
- Approval of MOU w/ SVEF Elevate Math
- Approval to raise SSFUSD minimum wage to \$16.70 per hour
- Approval of agreement for Electric Vehicle (EV) Charging Stations at the District Office

##### **February 23, 2023**

- Teaching and learning presentation - Los Cerritos ES
- Teaching and learning presentation - Children's Center
- Presentation on Performance Management - English Learners
- Presentation on supplement to the annual LCAP update for 2022-23
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- Adoption of agreement and approval of Public Disclosure AB 1200 - **CSEA**

- Adoption of agreement & approval of Public Disclosure - AB 1200 – ***Unrepresented***
- 2023 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2023-24

**February 25, 2023 – Special Meeting/Board Workshop** (*District Office*)

- Good Beginnings

**March 9, 2023**

- Teaching and learning presentation - SSFHS
- Presentation on Genentech and Science
- Presentation and approval of 2<sup>nd</sup> interim budget report “positive certification”
- Approval of dates for 2023-24 LCAP and Budget Hearings and Adoptions

**March 23, 2023**

- Teaching and learning presentation - Martin ES
- Presentation on Structured Literacy Block
- 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
- Resolution to certify election results for Measure T
- Resolutions for retirees

**April 13, 2023**

- Teaching and learning presentation - Spruce ES
- Presentation on Performance Management - College and Career Readiness
- Williams report for 3<sup>rd</sup> quarter ending 3/31/23
- Resolution for Earth Day (April 22)
- Approval of Skyline Middle College MOU for 2023-24
- Resolutions for retirees
- Resolution for Day of the Teacher (5/10)
- Resolution for Classified School Employee Week (5/14-5/20)

**April 27, 2023**

- Teaching and learning presentation - Monte Verde ES
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Approval for 5<sup>th</sup> graders to attend SMCOE Outdoor Education
- Resolution honoring Asian Pacific American Heritage Month (May)

**May 11, 2023**

- Recognition for outgoing Student Trustee Torres
- Teaching and learning presentation - ECHS

- Presentation on Boys and Girls Club
- Approval of the Board meeting calendar for the 2023-24 school year
- Approval of Graduates - Baden HS, ECHS, SSFHS, and Adult Ed.
- Resolution for Fund 11 & Fund 14 account balances
- Approval of All City agreement for crossing guards for 2023-24

**May 25, 2023**

- Teaching and learning presentation - Alternative Education
- Presentation on Curriculum/S&S
- Presentation on the Facilities Department
- Approval of the Children's Center Program annual self-evaluation reports
- Approval of SPSAs
- Approval for destruction of Disposable Class 3 records
- Information on May revision of the Governor's 2023-24 budget
- Resolution in support of LGBTQ+ Pride Month (June)

**June 3, 2023 – Special Meeting/Board Workshop** *(District Office)*

- Board self-evaluation

**June 8, 2023**

- Presentation on the Technology Department
- Presentation on 2023-24 LCAP draft plan
- Presentation on 2023-24 Preliminary Budget
- Approval of School Services 2023-24 contract
- Public Hearing 2023-24 LCAP draft plan
- Public Hearing 2023-24 Preliminary Budget
- Approval of Local Indicators
- Approval of SMCOE Induction Program agreement for 2023-24
- Approval of Literably contract for 2023-24
- Approval of Board of Trustees Compensation increase for 2023-24
- Resolution on Budgetary increases and year end transfers

**June 22, 2023**

- Presentation on Daybreak Mental Health and approval of MOU
- Presentation on YSB Counseling and Safe School Advocates Services
- Approval of SMCOE Outdoor Education dates for 2023-24
- Approval of Children's Center 2023-24 CCTR childcare contract
- Approval of Children's Center 2023-24 CSPP childcare contract
- Approval of Health Connected MOU for 2023-24
- Approval of Paper Education Company agreement for 2023-24
- Approval to increase facility use fees for 2023-24
- Approval to increase District rental/leasing rates for 2023-24
- Approval of Commercial Food Items and Food Supplies Award for 2023-24
- Adoption of 2023-24 LCAP

- Adoption of 2023-24 Preliminary Budget
- Resolution on Education Protection Account Funds

## **SUMMARY OF BOARD DIRECTIVES - None**

### **GOOD AND WELFARE**

Trustee Anthony suggested Student Trustee Oller write up her experiences so her role on the Board could be shared with next year's Student Trustee. She would like to hear about Ms. Oller's lessons learned. She also recommended promoting the great work being done in the District's schools. The presentations. "...show me that there is magic happening in our schools and I think we need to talk about that more." She is excited to discuss this with the PIO.

Vice President Murray reported that she met with the TOSAs in the last few days and gained a better understanding of their work. "They give us a level that allows us to not let kids fall through the crack." She thinks it is an amazing program. She hoped everyone enjoyed a happy holiday.

Trustee Richardson said at Christmas she was invited to a birthday party for kids at the West Winston Manor Association and helped judge homes that were decorated for the season. This week she visited Martin ES and Spruce ES with Dr. Moore and said it is exciting to see the schools evolve every year. Spruce ES Interim Principal Angelica Garduno-Fletes spoke about getting used to seeing 3-year olds (instead of middle schoolers). "I hope more of us try to make [the visits] because a lot of good things happen from one year to the next."

Trustee Lujan welcomed everyone back from the break and hoped they had time to rest and connect with loved ones. She thanked staff for the kind e-mails and gestures of appreciation. This evening was a challenge for her since she is missing her son's 11<sup>th</sup> birthday celebration. Trustee Lujan said she appreciated the quality of the presentations and the work staff put into making tonight come together and was glad to be at the meeting and grateful to serve the amazing District.

Student Trustee Oller thanked the Board for giving her the opportunity to serve and be the voice for the students in her school. It was a learning experience and she did not know what to expect in the role. Yesterday, she participated in an insightful CSBA training for student board members and wished she took it before serving on the Board.

President Hsieh wished everyone a Happy Lunar New Year, a year of happiness, rejuvenation, prosperity, and good health.

**ADJOURNMENT - 9:49 p.m.**