

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING
Thursday, February 9, 2023**

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

The Board of Trustees invites the community to participate in this meeting in-person. **It is strongly recommended that in-person attendees continue to wear a mask or face covering during the meeting.**

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: <https://www.ssfusd.org/apps/pages/onlineboardmeeting>
(The link will be active shortly before 7:00 p.m. on February 9)

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

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

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. To consider the evaluation of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957 (one case).

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

B. ROLL CALL

- C. **PLEDGE OF ALLEGIANCE** will be led by Sunshine Garden ES student Fiona South.

D. LAND ACKNOWLEDGEMENT STATEMENT

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

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

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

- a. Introduction of new Student Trustee Torres
- b. Advanced Placement Computer Science Female Diversity Award
- c. LindsayUSD Site Visit Reflection
- d. Other

L. STUDENT TRUSTEE REPORTS

1. Tania Torres, Spring Student Trustee and ASB President South San Francisco
2. Katrina Oller, Fall Student Trustee and ASB President El Camino High School.

M. PUBLIC COMMENTS

For Items Not On The Agenda:

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

To comment prior to the meeting:

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/boardmeeting292023> beginning at 3:00 p.m. on Monday, February 6, until 3:00 p.m. on Thursday, February 9. These comments will be read by all Board members and posted on the District website's 2022-23 Board meetings at: <https://www.ssfusd.org/apps/pages/meetings>

To comment in-person during the meeting:

Public comments are limited to one to three minutes per individual (per Board Bylaw 9323). Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

Special Meeting Comments:

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

The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

N. INFORMATION ONLY PRESENTATIONS

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

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1. EDUCATIONAL SERVICES

**a. Teaching and learning presentation:
Sunshine Gardens Elementary School**

Principal Leticia Gonzalez will share, with the Board, educational priorities and programs at Sunshine Gardens ES.

b. Performance Management - Special Education and Pupil Personnel **1**

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

O. PRESENTATION WITH POTENTIAL ACTION - None

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

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1. ADMINISTRATION	
a. Minutes of the December 15, 2022 regular Board meeting.	2 - 31
b. Minutes of the January 19, 2023 regular Board meeting.	32 - 56
c. Minutes of the January 19, 2023 special Board meeting.	57
2. EDUCATIONAL SERVICES	
a. Permission for SSFHS and ECHS Varsity Wrestling Team students to travel to Bakersfield, CA, February 22-25, 2023.	58 - 59
b. Permission for SSFUSD paraeducators to attend a CSEA Paraeducators Conference in Ontario, CA, April 4-6, 2023.	60 - 61
c. Permission for Buri Buri ES staff members to attend an RTI Institute Conference in Seattle, CA, April 5-6, 2023.	62 - 63
d. Permission for ECHS Band and Choir students to travel to and Los Angeles and Orange County areas for performances and workshops, April 20-April 23, 2023.	64 - 65
e. Permission for SSFHS Earth Club students to attend the overnight field trip to Big Sur, CA, May 12-14, 2023.	66 - 67
f. Permission for Special Education psychologists to travel to Wisconsin to fulfill a District student's assessment, in the near future.	68 - 69
3. HUMAN RESOURCES	
a. Certificated Personnel Assignment Order.	70
4. BUSINESS SERVICES	
a. Gifts to the District, January 2023.	71 - 72
b. Fundraising events for the 2022-23 school year	73 - 74
c. Professional service agreements under \$25,000	75 - 79

ACTION

PAGE

1. EDUCATIONAL SERVICES

- a. Approval of Young Audiences of Northern California MOU for 2023** 80 - 84

Staff recommends the approval of the MOU between Young Audiences of Northern California and the SSFUSD, effective March 1 through December 2023, as presented to the Board.

- b. Approval of Silicon Valley Education Foundation (SVEF) MOU for 2023** 85 - 98

Staff recommends the approval of the MOU between SVEF and the SSFUSD, to provide the Elevate Math program designed for 3rd to 10th grade students, as presented to the Board.

- c. Approval of Individual Service Agreement (ISA) for Non-Public School (NPS) Placement** 99 - 101

Staff recommends the approval of an ISA with Weingarten Children's Center NPS to fulfill Individualized Education Plan (IEP) service agreements for the remainder of the 2022-23 school year, as presented to the Board.

2. HUMAN RESOURCES

- a. Adoption of tentative AFT Agreement and Approval of Corresponding AB 1200** 102 - 112

Staff recommends the adoption of the tentative agreement dated January 23, 2023 between the South San Francisco Unified School District and the South San Francisco Federation of Adult Educators, Local 6179 and pursuant to Government Code Section 3547.5, approval of the corresponding AB 1200 document, as presented to the Board.

- b. Approval of the Minimum Wage Increase** 113

Staff recommends the approval of the SSFUSD minimum wage increase to \$16.70 per hour, beginning January 1, 2023, as presented to the Board.

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3. BUSINESS SERVICES

- a. Approval of Agreement with Hamilton + Aitken Architects for ECHS Food Services and Cafeteria Improvements Project** 114 - 121

Staff recommends the approval of an agreement with Hamilton + Aitken, in the amount of \$177,859, for the ECHS Food Services and Cafeteria Improvements Project, as presented to the Board.

- b. Approval of Change Order #1 to the Southwest Construction Agreement for the SSFHS Food Service Improvements Project** 122 - 124

Staff recommends the approval of Change Order #1 to the Southwest Construction agreement, in the amount of \$313,445.15 for the SSFHS Food Service Improvements Project, as presented to the Board.

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

Board meetings have returned to in-person and are being held in the Baden HS gym, unless otherwise noted.

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
- Approval of agreement for Electric Vehicle (EV) Charging Stations at the District Office

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 2nd interim budget report “positive certification”
- Resolution to Certify Election Results for Measure T
- 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
- Resolutions for retirees

April 13, 2023

- Teaching and learning presentation - Spruce ES
- Presentation on Performance Management - College and Career Readiness
- Williams report for 3rd 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 5th 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

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

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

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

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2022

RE: Performance Management - Special Education and Pupil Personnel Presentation

BACKGROUND:

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

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

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

For Information/Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of December 15, 2022

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 - 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Katrina Oller, Student Board Member - Present
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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
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C. PLEDGE OF ALLEGIANCE - was led by Parkway Heights MS student Natalia Alvarez. Principal Marco Lopez said Natalia, an 8th grader is a second year leadership student and ASB President. She is part of the school's Sports Club, participated in the Green Team and Recycle Club last year, and enjoys playing volleyball and riding her bike.

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. CEREMONIAL OATHS OF OFFICE

Due to a last minute change in the agenda, the planned administrators for the ceremonial Oaths of Office to the three newly elected Board members were changed. The oaths were administered by Superintendent Shawnterra Moore to Chialin Hsieh and Mina Richardson. SSF Councilmember Eddie Flores administered the oath to Board member Amanda Anthony. (Board members are legally sworn in by the elections office when they file for candidacy.)

ACTION

1. ADMINISTRATION

a. Resolution No. 22-64 Ratifying Election Results

The resolution was read by Board Clerk Daina Lujan.

MOTION #81 (Murray/Hsieh) to adopt Resolution #22-64: To ratify the results of the November 8, 2022 election of three SSFUSD Board members. (AYES: Student Trustee Oller, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

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

Superintendent Moore assumed the chair and facilitated the Board Reorganization. First, they would have nominations, opportunities for a discussion, and then she would open it up to a roll call vote for the different positions of President, Vice President, and Clerk for the SSFUSD school board.

Election of President

Trustee Patricia Murray nominated Trustee Hsieh for the presidency. There were no other nominations for this office.

MOTION #82 (Murray/Anthony) to nominate Trustee Hsieh for President. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: None; ABSTAIN: Richardson). Motion Carried on a 4-1 vote.

Election of Vice President

President Hsieh nominated Trustee Murray for the office of Vice President. There were no other nominations for this office.

MOTION #83 (Hsieh/Murray) to nominate Trustee Murray for Vice President. (AYES: Anthony, Hsieh, Lujan, Murray; NOES: None; ABSTAIN: Richardson). Motion Carried on a 4-1 vote.

Election of Board Clerk

Trustee Richardson self-nominated for Board Clerk. There were no other nominations for this office.

MOTION #84 (Richardson/Murray) for Trustee Richardson to nominate herself for Board Clerk. (AYES: Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

G. NEW BOARD PRESIDENT ASSUMES THE CHAIR

President Hsieh shared the following remarks.

“First I'm so honored that my fellow trustees believe in me to take office in the Presidential role. As I take this position, I will become the first Asian American to serve as the Board President. I thank you for all of your support and confidence. Secondly, I would like to recognize the outstanding work of Trustee John Baker in his role as Board President for the past year. Under his leadership, he has led us through many successful and challenging times. For example, COVID, [the] SLO MOU, mask policy, Measure T, and more. So thank you so much for your leadership, John. We will miss you greatly. Thirdly, I would like to reiterate our District priorities, that are also the Board priorities. [The] first one is academic excellence. We are here for our students. [Then] talent management, operations and fiscal stewardship, community engagement, and connectedness. I am committed to working with all of you Trustees, Superintendent and Cabinet to make certain that our top priority is to serve our students. I hope that you will support me in this effort, and we will work effectively as a team in the upcoming year. Thank you so much.”

ACTION (continued)

1. ADMINISTRATION (continued)

b. Resolution No. 22-65 Honoring President John C. Baker

The resolution was read by Board Clerk Richardson.

MOTION #85 (Lujan/Murray) to adopt Resolution #22-65: To honor Trustee Baker for his service as President of the Board 2021-22. (AYES: Student Trustee Oller, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

c. Resolution No. 22-66 Honoring Trustee John C. Baker

The resolution was read by Board Clerk Richardson.

MOTION #86 (Murray/Lujan) to adopt Resolution #22-66: To honor Trustee Baker for his years of service on the Board. (AYES: Student Trustee Oller, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

Outgoing President/Trustee Baker shared the following remarks.

“Friends, I’m going to be a little different here, with a different format than most of these speeches take, because I’d like Trustee Anthony to know what she’s getting into.

First, congratulations Amanda, you’ve got so much to which to look forward. I’ve gotten to know you and your values in the past couple months and think you’ll both fit in well with this group and bring a fresh perspective.

And this job, and I encourage you to think of it as one, will bring you so much to be proud of. By my back of the envelope calculations, there are about 4,000 high school graduates in or late of this community with my signature on their diplomas. There are thousands more who won’t have my signature, they’ll have yours, in the schools now of whom I can be proud because I had some say in the education that will shape their lives.

And this Board has so much to be proud of in the past few years. Since I joined the Board, it (sometimes spurred by me, usually not, but always as part of a team):

- Negotiated a police MOU with the City, which, although no one got exactly what they wanted (I even voted no on the final form), showed cooperation and preserved valuable aspects of the program but put in place numerous safeguards and de-escalations for our students
- We collaborated with staff and stakeholders to make SSFUSD an equity-first district, ensuring that help flows first to those who most need it
- We worked with administration to address the most-pressing needs as schools went into, lived through, and then safely exited distance learning during the Covid-19 pandemic
- We spearheaded a program to distribute protective eyewear to most SSFUSD middle school students in 2017 so they could safely view that year’s Solar Eclipse
- We approved Next-Generation Science Standards into our curriculum
- We helped spur the construction of new sports facilities at all the District high schools.

I joined the Board soon after Measure J had fallen apart. As a Board, we worked with our lawyers to win a frivolous legal case via summary judgment (some restitution issues continue through the court, so I will leave it there). We finished Buri Buri, improved Parkway, and upgraded most of Martin. Even so, we had work to do, particularly with east side schools that didn’t benefit from Measure J.

So the Board, in its wisdom, placed Measure T on this fall's ballot. This bond measure will protect our kids and fund classrooms for the 2050s, not the 1950s. It passed by better than a 3:2 ratio, despite inauthentic opposition from a group that cared more about its pocket books than the safety and education of this community's children. I'm proud of that.

Amanda, I've no doubt when your term is finished, whenever that might be, you'll also have much to be proud of. You'll also have much to be thankful for.

I just met Ireneusz (Trustee Anthony's husband), but you will be thankful for his support. Everyone up there can't make it work without the support of their partners, who not only tolerate the late nights, but will also pick up some of the slack — and there will be slack. Without the help, love, brains, and initiative of my amazing wife Claire Ramsey — who took the reins despite having possibly an even more important and time consuming job than I did — very little of what I accomplished would have happened.

You'll be especially thankful for the student trustees with which you work. I've had the pleasure of working with excellent student trustees: Alan, Tiana, Kanani, Mia, Hannah, Izzy, Sam, Katrina and Tania, just to name a few. They are the ones both living the consequences of the Board's decisions and are in a position to give us real, unfiltered feedback. Listen to them. I so appreciated their feedback that when I became president, I made student trustee reports their own agenda item instead of a sub-section of the Superintendent's report; their input is that important.

And these are just some of our amazing students. I won't name all the kids I've worked with over the years because they'd be mortified, but I'm proud my name is on the diploma of one of our councilmembers, James Coleman, and on that of the leader of City's Youth Commission, Ethan Mizzi. I also told Erin Chazer I'd give her a shout-out, if only because she has repeatedly said I'm her favorite Board member, despite her mother also being on our Board.

Amanda, if you stay at least the six years that I have, you might meet the majority of our teachers, and you will be thankful for them, because without their efforts, the decisions of the Board will amount to nothing. Personally, I have too many to thank, but here's an attempt: Thanks to Mr. Jacobson, Ms. Martin, Ms. Yee, Ms. Jinso, Ms. Ka, Mr. Capitan, Ms. Carlino, Ms. Starke, Ms. Herda-Camacho, Ms. Hefner, Ms. Shurk, Ms. Musallam, Ms. Navarro, Ms. Fehoko, Mr. Brouillet, and Mr. Nakamura (that's one from each campus, if anyone's counting).

You'll be thankful for each and every one of our classified workers, from the front office, to custodians, to painters. Without them, the District would grind to a halt. I'm personally thankful for CSEA President Jolene Malfatti who helped teach an uninformed new Board member of their value.

You'll be thankful for our cabinet. Ted O, who works too late as it is, but will work even later to show you how the numbers work under a million different scenarios.

Keith Irish, who can explain every learning metric and pedagogy technique invented by mankind and tell why SSFUSD needs, or doesn't need it. As for Dr. Jay Spaulding, you will appreciate the dollop of common sense, realism, and humor he adds to every conversation, because this field is so often lacking it.

Amanda, you probably just met her, but you'll be especially thankful, like I am, for Nalani. If you think herding cats is hard, Nalani not only assists our superintendent in her busy schedule but also coordinates five Board members, each with their own jobs and agendas, and gets them both what they need and where they need to go. She's also an amazing, kind human being. Nalani, thank you for all that and especially for making me look good in the minutes when I ramble like this.

And I'm going to step out of this theme of addressing our new trustee for a second to personally thank Superintendent Dr. Shawnterra Moore.

Shawnterra, I can't put into words how privileged this community is to have you. Your compassion for education, your dignity, and especially your love for the students, are all so inspiring. People often overuse the term "it was an honor to work with you," but Shawnterra, I am indeed honored to have had you as a colleague. You are one of the most amazing women I have ever met.

And, apropos of nothing, I'd like to remind you that the other school districts in this county have a consistent recent history of making things difficult for their superintendents.

I'm also giving this, and future, iterations of the Board notice that if you ever do anything to drive her off, I'm going to be here with a torch and a pitchfork. Fair warning.

It's important for new Board members to remember what a trustee does. You are there to govern, not administrate. The Board sets the limits -- the floors, the ceilings -- of where the District should be and then hires one person, the Superintendent, to run the District within those rules.

We've seen in the past couple weeks in San Mateo why the board/council-manager system is so important. The manager, or superintendent in SSFUSD's case, is there to get things done when the elected officers let political differences get in the way of actual governance.

So what SHOULD a trustee do? Trustees need to be advocates for our students, our "kiddos." They should make sure the community and the state provides all that schools need to do their jobs. Trustees need to be the eyes and ears for the professionals in the district, the lookouts for icebergs or red flags, that will impede progress.

Trustees need to beg, borrow, barter, and I won't say steal, but will say "acquire," every bit of funding needed to provide the best education for our students. Anyone who says that taxes for education are high enough already is demonstrating

incredible naiveté. Our schools are tremendously underfunded. Keep the Legislature on its toes.

I will miss the site visits where we see our decisions in action. I will miss the Bell Game, the kindergarten nights, even the middle-school attempts at Shakespeare. But you, Amanda, have a world of student activities to which to look forward. Don't let the hard work of the Board get in the way of appreciating our students. Because the kids are the reason you're there.

You will be thankful to your fellow trustees. For me, Mina, Daina, Chialin, and especially Pat, plus also departed trustees Judy, Patrick, Rosa, and Eddie, are my second family. Like my other family, we've traveled together, eaten together, laughed together, bummed rides off each other, and sometimes fought with each other. You won't trade it for anything.

Well, maybe for another couple billion into the state's education budget.

Amanda, I'm thankful to the voters and parents of the South San Francisco Unified School District for allowing you to sit up there and work with this community's most precious commodity, its children. You will be amazing.

And to those same voters and parents, thank you for entrusting me with your kids these past few years.

For the second time in this speech, I'm going to say, it's been an honor ... and really mean it. Thank you."

Proclamations and a resolution from legislators were presented to Trustee Baker

At this time, a proclamation was presented to Trustee Baker on behalf of the State legislators for this district including Congressman-elect Kevin Mullin, Assemblymember Phil Tang and Senators Josh Becker and Scott Weiner. Linda Wolin, Chief of Staff for Supervisor Dave Pine, also presented a resolution, along with Supervisor David Canepa. SSF Mayor Pro Tem Mark Nagales and SSF Councilmember Eddie Flores presented a proclamation from the City.

Trustee Anthony thanked Mr. Baker for the shout-outs and for sharing his learnings.

Trustee Lujan reflected on serving with Mr. Baker on the San Mateo County Transportation Authority and learning about his passion for the community, students, and the environment. She is grateful for having collaborated with him on the Board and making great things happen for District students.

Vice President Murray said she would miss Mr. Baker's amazing voice for the Board and that his input and advice has been invaluable to her.

Trustee Richardson said one of the best times in her first term on the Board was when she and Mr. Baker worked on the SLO MOU and

together they were the most vocal against changes. She is proud of their collaboration with the police department and promoting safety for students.

Student Trustee Oller thanked Mr. Baker for his hard work and dedication to advocating for improvements in students' education. "I could tell how much of an impact you've created on not only our District but everyone's lives...while you were working with your colleagues."

President Hsieh said Mr. Baker's leadership will be hard to follow. "...thank you for leading us the past year and...we were able to accomplish so many things under your leadership..." Mr. Baker said one of the best decisions the Board made was selecting Dr. Hsieh to continue the great work and move the District forward.

The Board recessed at 8:00 p.m. for a break and reconvened at 8:10 p.m.

H. REVIEW OF AGENDA

Trustee Lujan suggested moving the Student Trustee reports and the Parkway Heights MS presentation be moved to before Item I since students have finals tomorrow.

N. 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: On December 2, a winter rally was held to celebrate everyone's hard work throughout the semester before finals and dead week; the Music Department had successful shows during their holiday performances on December 2 and 9 which featured their choir and jazz and symphonic bands; last week they had an annual event to encourage and motivate the freshmen before their first finals week; and ASB students collaborated with their sister school, James Logan HS, for a two-week shoe drive at both campuses for the non-profit organization Crossroad which reaches out to youth in need and works with them to build healthy and fulfilling lives. She wished everyone a great holiday break.
2. Tania Torres, ASB President South San Francisco High School shared the following news from her school: On November 21, ASB attended a leadership class with various speakers, engaged in workshops, and exchanged tips with other student leaders; the School and Culture Commission held a movie night on November 30 featuring *Home Alone*; Earth Club hosted a holiday ornament decorating event on December 6 and will plant the tree in the outdoor learning space; their Winter Ball with the "Snowball" theme is being held on January 21; and junior and senior prom tickets are starting to be sold for the April 8 dance; Girls' soccer won against the Colts and Grizzlies.

Ms. Torres added that “It is imperative that we continue to encourage student leaders to engage with their student communities no matter how young or inexperienced. We must continue to uplift their voices and provide them with resources to lead and most importantly learn.”

Student Trustee Oller left the meeting at 8:20 p.m.

O. INFORMATION ONLY PRESENTATION

a. Teaching and learning presentation: Parkway Heights Middle School

Principal Marco Lopez shared educational priorities and programs at Parkway Heights MS. He also recognized the following parent volunteers who received certificates of appreciation from the Board: Jocelyn Limos, Nalani Moors, Alyssa Schalk, and Alma Soto.

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 Lopez said PHMS is fostering strong relationships with their students, staff, and parent groups, which is a key force in ensuring everyone is on board the same vehicle, striving towards a common goal of academic achievement and demonstrating growth in their professional practices.

Vision

in order to achieve their vision, they have goals that give them something to reach towards in order to create environments where students can exemplify the four is E's.

LCAP Goals

Principal Lopez said PHMS' goals are in alignment with the District's LCAP goals. “The District priorities and associated action steps must be aligned to the LCAP if we are going to make any positive movement across the District. Essentially what we're trying to do is focus our efforts and develop plans that are aligned and coherent and will help move the needle to move student achievement.”

Academic Achievement (LCAP Goal 1) - one of their site goals centers around the academic achievement of English Learners.

Staff and Professional Development (LCAP Goal 2) - This year they are starting to trend towards in-person PD opportunities for classified and certificated staff members. They have bolstered their capacity and

knowledge of various academic and behavioral strategies through department and site-based initiatives.

Student, Parent, and Community Engagement (LCAP Goal 3) - They continue to work on bringing back activities and workshops on campus or working on strengthening competencies of students such as self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. An example is the program Character Strong.

Demographics

PHMS has 610 students this year. 60% are identified as socioeconomically disadvantaged, 20% are Students with Disabilities (SWD), and 41% are English Learners. 80% of students are Hispanic/Latinx.

Attendance Snapshot (10/17-11/22/22)

Principal Lopez shared the average daily attendance by ethnicity. It includes both excused and unexcused absences. For the total student population, the attendance average for this time period was 89%. He said they are working with staff to understand the root causes for the low attendance.

CAASPP Data

ELA - 34.29% of all students met or exceeded the standard for ELA. 29.87% of students nearly met the standard, and 35.84% did not meet the standard. For English Learners, 4.52% met or exceeded the standard, 33.33% nearly met the standard, and 62.15% did not meet the standard. For Special Education, 8.33% met or exceeded the standard, 25% nearly met the standard, and 66.67% did not meet the standard.

The goal is to move the EL students to the next level within the next two years and Spec. Ed. students to the next level with strategic academic intervention.

Math - 20.71% of all students met or exceeded the standard for math, 30.60% of students nearly met the standard, and 48.69% did not meet the standard. For English Learners, 2.58% met or exceeded the standard, 19.28% nearly met the standard, and 77.84% did not meet the standard. For Special Education, 6.02% met or exceeded the standard, 19.28% nearly met the standard, and 74.70% did not meet the standard.

2021-22 CAASPP ELA and Math Data Compared to 2020-21

GRADE	20 - 21 ELA	21 - 22 ELA	% OF CHANGE	20 - 21 MATH	21 - 22 MATH	% OF CHANGE
6TH	26.51	31.25	4.74	20.76	19.91	-0.95
7TH	41.4	40.7	-0.7	31.08	20.9	-10.18
8TH	32.32	30.97	-1.35	22.58	21.66	-0.92
OVERALL	33.26	34.29	1.03	24.68	20.71	-3.97

For ELA, there was a slight increase in 6th graders meeting or exceeding standards and an overall increase in grades 6th - 8th of approximately 1%. For math, the data indicates an overall decline in students meeting or exceeding standards by almost 4%. Principal Lopez said the past few years have been an anomaly and they are focused on making sure their systems are in place with the work being done in the classrooms.

Academic Supports/Intervention

Principal Lopez reviewed the core academic supports and interventions taking place at PHMS to close the achievement gap.

- Implement curriculum to focus on essential standards as developed on site and through the District-wide/site work
- With site funds, purchase books for classroom and school libraries
- Utilize staff meetings, collaboration meetings, and department meetings to provide training in research-based literacy strategies that will support essential standards instruction site wide
- Equal access to technology in order to enhance the delivery of instruction
- Continue site based academic conferences and other data analysis meetings by grade level team
- Create and implement site based CEA's
- Use collaboration time to improve instruction based on assessment data
- Identify at-risk students and significant sub groups
- Implement 3 tier RTI plan to improve student learning/mentor program (before/after school/advisory)
- Place at-risk students in RTI academic intervention programs
- Provide information and resources to parents/guardians, Provide parent education nights, host family nights
- Before/after school homework/academic programs, i.e. Academic Intervention Hour
- Clubs, tri-middle school events, math competitions, school competitions, cultural awareness nights, spirit weeks, anti-bullying

- program, PBIS
- Investigate and implement alternatives to suspension (Restorative practices)

Alternative to Suspension (ATS) 2022-23

Principal Lopez reported that this is the first year that all three middle schools are aligned with respect to having this specific program at their sites. PHMS hosts the program on Wednesdays when students violate California Ed Code and/or break a policy or rule. In contrast to previous practices such as a one-to-three-day suspension, they are now referring students to ATS and trying to remedy the situation. He said the target areas discussed for educating students, parents, and staff are substance use, fighting, conflict, and bullying. Through counseling, they are working on identifying the roots of what is happening at the school. These are discussed daily with a goal of being proactive as opposed to reactive.

Summative ELPAC Data Spring 2022

In Spring 2021, 19 of PHMS students scored level 4. In Spring 2022, 48 students attained this level. The 2021-22 school year was also the first year that all ELs had a Designated ELD Lab class and all ELA teachers taught a section of ELD. They also have newcomer classes.

Counselors

Principal Lopez acknowledged the “unsung heroes”, the counselors, Yessenia Pena-Ruiz and Thalia Mesa. They provide social emotional academic support to the students on a daily basis. Also a counseling internal in a USF program works part time at PHMS.

Character Strong

Principal Lopez said this is PHMS’s main focus when it comes to social emotional learning. The Character Strong curriculum launched in October, and is a work in progress. They are gathering student data on the program. The core components focus on emotion, understanding and regulation, how we feel and act, empathy and compassion, what we understand how we care, values and purpose, who we are and what we do, goals and habits, the dreams we have and the actions to get there, and leadership and team work, developing agency and working together. He said they are implementing the Character Strong curriculum two to three times a week. The curriculum provides students with self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

Culture and Relationships

Many events are coming back after distance learning, including Ruby Bridges Day, Turkey Trot, Movie Night, Career Day, Spirit Fridays, Wellness Wednesdays, and field trips to see plays and musicals.

Principal Lopez concluded his presentation by saying students do better when parents are involved. They earn higher grades, enroll in higher-level programs, attend school regularly, pass their classes and earn extra credits, have better social skills, and graduate or continue to post-secondary education.

Trustee Lujan thanked Principal Lopez for his presentation and his honest look at the data. “But academics requires a strong foundation, and so through your presentation, what I really valued a lot was the focus on relationships because students thrive when they know they matter and they know they matter when peers care for them and when staff cares for them.” She was excited to hear about the Character Strong program and asked why he and his staff selected it. He replied that it started with ASB leadership bringing back a component of the program from a workshop several years ago. The goal is to make it a part of every-day life. He said, “...we’re a little bit past the research and development portion of it, but in a way, we’re still trying to figure things out like the foundational pieces, like the timing of things, we’re trying to get...full buy-in from staff.” “Things take time for everyone to be brought into but also to gain confidence. Educators need to be able to understand and own what they’re teaching, and once that happens, our goal is hopefully by the end of this year into next year...we’ll start to see the fruits of our labor.”

Trustee Anthony said she was excited about the Character Strong program and asked if it could impact attendance by connecting students to school. Principal Lopez replied that in terms of kids’ feelings, some students in Virtual Independent Study want to return to classrooms. He said the goal is to improve attendance by having students find a connection through relationship building with a teacher, supervisor, himself, or a counselor. Everyone one should speak the same language and students will feel welcome in a safe place.

Trustee Richardson thanked Mr. Lopez for the in depth analysis of his students which shows he is focused on an age group that is a transitional time in their lives. “...this [is a] critical time in their life, in development, [and] it’s important for them to be among their own peers.”

Vice President Murray appreciated the attention to the culture on the campus. She said, “...you have the academic support, you have the alternative to suspension, you have the Character Strong. So you’re just hitting it all over the place. And I get that the test scores are down, but that is throughout the nation. We’ve just been through a horrible couple of years, so it’s to be expected. But I really, really appreciate that you and your staff are looking at the culture and really trying to connect with the kids, because I think that once you do that, the test

scores will go up.” Principal Lopez replied, “So this is a process, and we understand that. And we’re not expecting miracles but we are taking action day to day, and that’s all we can do to get through this together and...with the support of... Cabinet and our District in general, ...for them to back something up like Character Strong and things of that nature...we have the ability to be able to move forward and try new things and take risks because at this moment in time, that’s all we can do.” Vice President Murray noted that children self-regulating at this age is valuable and a skill they will use throughout their lives.

President Hsieh echoed her fellow Trustees’ comments and thanked Principal Lopez for his excellent work. She said it is heartwarming to see African American students have the highest attendance, at 96%.

- I. **PTA COUNCIL REMARKS** - President John Sanna congratulated Dr. Hsieh on her Board presidency. He recognized the efforts of former Trustee Baker. “Since he got involved with the District, it’s always been straight on, head first, go for it, do the best we can for what’s there. He’s been committed to the District, he has been committed to the District’s community, he and his family have all shown amazing commitment to PTA and all the other special interests within the District.” Mr. Sanna congratulated Trustee Anthony and said the PTA Council is looking forward to having her at their meetings and working with them in collaboration with the Board and District. At the last PTA meeting, parents expressed their concerns “...regarding some of the things that will be going on at the high school at a level that will trickle down to the middle school...” He advised that parents are watching and taking note.

Mr. Sanna reported that the PTA Council received a \$5K STEM grant for the science projects aimed at elementary school level learning. “It will be worked primarily with our title 1 schools and all of those administrations have bought in and look forward to working with us on it.” A District TOSA has volunteered to work on the program. The Board will soon hear what is planned and how much each unit will receive.

He said SSFUSD is having a very successful year with bringing back in-person events, supportive parents, and membership numbers rising at all schools. Until the end of the school year, Mr. Sanna will report on schools that are doing the best and how they are keeping the momentum that they have established going. He wished everyone happy holidays.

J. **STAFF ASSOCIATION REPRESENTATIVES’ REMARKS**

South San Francisco Federation of Adult Educators - President Elizabeth Bales-Stutes spoke about teacher pay in the USA. “Teachers are still facing economic hardship. Many of us struggle to pay our bills. More and more teachers cannot afford to live where they work. The teaching profession in this country is under intolerable pressure and our public education system is in crisis.” She said

the inequity if even greater for Adult Educators whose funding is under constant threat. They serve adults from SSF, San Bruno, Colma, and Brisbane. They counsel their students and offer a wide variety of supports to excel for either brief periods of time or for years. 20 years ago, the school employed more than 40 Adult Ed. teachers, but now there are only 8. "If our District leadership and the community you serve want our adult program to continue to exist, we need your support. We need increased pay for our teachers so we can attract qualified applicants, we need more pay for our prep time." They need to be included in staff picture day at the District Office at the beginning of the school year. "Unfortunately, this school year we have not received any assignment memos at all. Again this isn't good for morale. Please fix this." She reminded the community "...that we are a school, not a department and we have never ever been Baden Adult School. We are SSF Adult Education and we are here to serve the adults of our community."

South San Francisco Classroom Teachers Association - President Heather Burns wished everyone happy holidays. She welcomed Trustee Anthony to the District and encouraged her to visit school sites, especially Los Cerritos ES. She said CTA celebrates Mr. Baker and his dedication to the schools and community, the 98% approval of their tentative agreement, Adult Ed. which needs support now more than ever, and classified staff, the backbone of the schools, who work harder for less every year. "And we stand in solidarity in voice and in numbers united, supporting our union sisters and brothers always. Our union serves specific populations, but we are not divided. We stand together. We are one. We know our SSF kids deserve the best. We would like to take this opportunity to celebrate all staff and your hard work. It is your hard work and determination that gives our students what they deserve every day, in every classroom, and office, and on every campus." Ms. Burns stated that SSFCTA's vision it for the District to become a destination and a place where staff want to work and families want to send their kids to be educated. "We will enjoy the next few weeks of regeneration but we will return rested and ready to see our vision come to fruition."

California School Employees Association Chapter 197 - President Jolene Malfatti also gave a heartfelt welcome to Trustee Anthony, saying she will do a great job. "CSEA sends our sincere thanks to Trustee Baker. We're going to miss you. You've done wonderful years of service to our District..." Bargaining resumes on January 10 with CSEA's main concern being employee retention. She said employees, including the IT Director, have left to work at other districts down the peninsula for more money. She thinks employee turnover is the most hurtful thing in the District at this time. Many employees are still struggling financially. She hopes for a win-win for CSEA so classified staff can be retained. She wished everyone a blessed holiday season.

- K. **PERSONNEL COMMISSION** - Assistant Superintendent Spaulding reported that the last meeting was held on November 21. During that meeting, they ratified six position announcements and two eligibility lists. The next Commission meeting will take place on January 23, 2023.

L. ITEMS FROM THE BOARD - None

M. SUPERINTENDENT'S REPORT

- a. CSBA Annual Conference Report** - Superintendent Shawnterra Moore reported that she had the privilege of attending the annual California School Boards Association (CSBA) conference last week with four Board members. The two ASB Student Trustees are participating virtually this year. There was a wide variety of relevant and meaningful sessions which allowed the Board members and her to reflect on what is being done in the District as well as opportunities for continued growth. One speaker shared his experience and emphasized "...the importance of having compassion and empathy towards our students and their circumstances. They need to put humanity before education and prioritize the ways to break down barriers in order to get to know the stories of our students. In order to know them as human beings first before students. One of his final statements that he shared that resonated with me...it's not your degree that qualifies you to do this work, it's your heart. It reinforced for me the importance of tapping into both emotional and intelligence skills that enables us to forge connections with our students, especially in an effort to both reach and teach them." Dr. Moore appreciated the opportunity to participate, to listen, to learn, to reflect, and to build positive relationships with the Board.
- b. Holiday Greetings for the Community** - Dr. Moore said, as we get to the holiday break, she wanted to wish the entire community a wonderful, healthy, happy, and prosperous holiday season. "If nothing else, I believe the past few years have reminded us to slow down, to be introspective, to rest, and recharge, and to treat one another with love, kindness, and compassion. I'm sending my warmest wishes for a happy holiday season and a wonderful new year and I hope all of your holiday celebrations sparkle with a lot of love, laughter, and good cheer."

P. PUBLIC COMMENTS

Elaijah Larosa, a WMS 7th grader, spoke about her school's blacktop. Students slip on pebbles or trip on cracks and injure themselves daily. She asked that the blacktop be repaired before the next school year so students would not worry about getting hurt.

Alanna Wong, a WMS teacher, was grateful that voters passed Measure T to upgrade District facilities. She noted that with the last bond 12 years ago, some schools were not improved. Los Cerritos ES, a Title 1 school serving the neediest students was skipped over. "The students of SSFUSD deserve the best. Our students deserve safe up to date facilities so they can learn in the best possible conditions. They deserve new classrooms and libraries and...WMS students need a blacktop they can learn and play on safely."

Q. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION**2. BUSINESS SERVICES****a. First Interim Financial Report**

Assistant Superintendent O presented the 2022-23 First Interim Budget for the period ending October 31, 2022. The main purpose of the report is to review the financial condition of the District's general fund budget to ensure that the fiscal obligations in the first quarter and the end of the fiscal year projections can be met.

Reporting Periods

The first report covers the period ending October 31. The second report covers the period ending January 31. Both reports must be approved by the Board no later than 45 days after the period closes.

Ed Code Certification

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

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

2022-23 Assumptions

- Property taxes budgeted with latest estimates
- Estimated RDA revenue from COE is budgeted
- District will remain Community Funded/Basic Aid
- Estimated step and column cost included
- Enrollment/ADA declining
- Estimated STRS/PERS increase included
- Mandated Block Grant and Lottery Funds are budgeted
- Program carryovers from prior year are included
- Contributions to Special Ed and transportation are budgeted
- Contributions for routine restricted maintenance and deferred maintenance are budgeted
- One-time Federal/State Stimulus Funds are budgeted

2022-23 General Fund Projected Revenues

<u>Revenues</u>	<u>Dollar amount</u>	<u>Percentage</u>
LCFF Revenue	\$126,024,819	75%
Federal Revenue	\$ 10,201,716	6%
Other State	\$ 26,719,989	16%
Other Local	\$ 5,013,006	3%

Transfers In	\$ 13,301	0%
TOTAL	\$167,972,831	

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

2022-23 General Fund Projected Expenditures

<u>Expenditures</u>	<u>Dollar amount</u>	<u>Percentage</u>
Certificated	\$ 55,694,906	31%
Classified	\$ 20,615,390	12%
Benefits	\$ 36,925,891	21%
Books and supplies	\$ 37,157,145	21%
Services	\$ 22,066,945	12%
Capital Outlay	\$ 621,173	1%
Other Outgo	\$ 2,071,730	1%
Transfers Out	\$ 2,800,000	2%
TOTAL	\$177,953,180	

The amounts include program carry overs unspent in prior years.

General Fund – Unrestricted and Restricted

<u>General Fund Summary</u>	<u>2022-23 Unrestricted</u>	<u>2022-23 Restricted</u>	<u>Total</u>
Revenues w/Contribution	123,259,236	44,700,294	167,959,530
General Fund Contribution	(33,197,438)	33,197,438	-
Interfund Transfer In	13,301	-	13,301
Total Sources of Funds	90,075,099	77,897,732	167,972,831
Expenditures	88,378,654	86,774,525	175,153,179
Interfund Transfer Out	-	2,800,000	2,800,000
Total Usage of Funds	88,378,654	89,574,525	177,953,179
Net Increase/Decrease In Fund Balance	1,696,445	(11,676,793)	(9,980,348)
Beginning Fund Balance	21,924,318	19,005,166	40,929,484
Projected Ending Fund Balance	23,620,763	7,328,373	30,949,136
Nonspendable	250,904	-	250,904
Restricted (Program Carryovers)	-	7,328,373	7,328,373
Committed	-	-	-
Assigned/Designated			
Various Designations *	14,225,000	-	14,225,000
Unassigned/Unappropriated			
Designated for Economic Uncertainties	8,897,659	-	8,897,659
Undesignated Reserve	247,200	-	247,200

The restricted funds must be spent on a specific purpose. The District received a lot of federal State stimulus funds the past two years and is looking to also receive a lot of State categorical funds this coming year. The one-time restricted categorical funds must be spent on goods and services allowed by the CDE and may not be used to add new programs to the District or pay for employee raises. The District has a projected ending balance of \$23.6M for the unrestricted portion of the

budget which is made up of the unspendable items like inventory and the prepaid items involving cash. The \$8.9M for economic uncertainty is the State required designation.

General Fund – Adopted vs. 1st Interim

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

* Details provided on Slide 13

This diagram is a comparison between the adopted budget, which was prepared back in May 2022, to the 1st Interim report. The net change in revenue is approximately \$32.4M and a net change in expenditures of \$39.2M. This represents a decrease of approximately \$6.8M from the adopted to 1st Interim budget. This is before the State required and District designations.

Fund Summary Comparison (combined)

	2022-23 Adopted Budget	2022-23 1st Interim
Assigned/Designated		
STRS/PERS Increases: 2024-25	200,000	200,000
STRS/PERS Increases: 2025-26	425,000	425,000
Property Tax Re-Payment - Litigation (Rough Estimate)	8,500,000	8,500,000
Carryover - Site Discretionary Funds 21/22	490,000	0
*Set-aside for Staff Raises		5,100,000
	9,615,000	14,225,000

Mr. O said this is the comparison of the District's designations or set-asides between the adopted budget of \$9.6M and \$14.2M for the 1st Interim. The last item of \$5.1M in the 1st Interim, is a newly added item

for the set-aside for 2022-23 employee raises for all employee groups. Since negotiations with employee groups are still taking place, he did not provide the details on this line item.

Changes from Adopted Budget to 1st Interim

Revenue - The net change is approximately \$32.4M.

- Increase in one-time State Categorical Funding, \$16.6M
- Increase due to carryover of prior year Federal and State Program Revenues, \$7.8M
- Increase in RDA Facilities Pass-thru Funds, \$1.3M
- Proceeds from Sale of RDA Property, \$1.6M
- Increase in estimated RDA/Property Tax, \$4.6M
- Net increase in Federal, State and Local Program allocations, \$0.5M

Expenditures - The net change is approximately \$39.2M.

- Increase in one-time State Categorical Funds, \$16.6M
- Increase due to carryover of 2021-22 Federal, State and Local Program Funds, \$20.4M
- Increase in RDA Facilities Pass-thru Funds, \$1.3M
- Net increase in Federal, State and Local Program allocations and various budget adjustments, \$0.1M
- Increase contribution to Routine Restricted Maintenance, \$0.8M

2023-24 and 2024-25 Multi-year Projection (MYP) Assumptions

- Property tax increases - estimated at 3%
- Estimated RDA revenue is budgeted
- Estimated STRS/PERS increase included
- Estimated Step and Column costs included
- Enrollment/ADA projected to decrease by 2% per year
- Mandated Block Grant and Lottery funds are budgeted
- Contributions to Special Ed and Transportation
- Contributions to Routine Restricted Maintenance program
- District will remain Community Funded/Basic Aid
- Set-aside for employee raises is included in the reserve designation

Multi-Year Projections - Actual/projected ending fund balances

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

	First Interim 2022/23	Proposed Budget 2023/24	Proposed Budget 2024/25
Unrestricted and Restricted Funds			
Revenues	\$ 167,959,530	\$ 155,755,549	\$ 158,451,751
Interfund Transfer In	13,301	13,301	13,301
Total Sources of Funds	\$ 167,972,831	\$ 155,768,850	\$ 158,465,052
Expenditures	\$ 175,153,179	\$ 154,268,589	\$ 156,815,687
Interfund Transfer Out	2,800,000	2,800,000	2,800,000
Total Usage of Funds	\$ 177,953,179	\$ 157,068,589	\$ 159,615,687
Net Incr/Decr in Fund Balance	\$ (9,980,348)	\$ (1,299,739)	\$ (1,150,635)
Beginning Fund Balance	40,929,484	30,949,136	29,649,397
Actual/Projected Ending Fund Balance	\$ 30,949,136	\$ 29,649,397	\$ 28,498,762

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

Ending Fund Balance Designations

	First Interim 2022/23	Proposed Budget 2023/24	Proposed Budget 2024/25
Unrestricted and Restricted Funds			
Actual/Projected Ending Fund Balance	30,949,136	29,649,397	28,498,762
Nonspendable			
Revolving Cash	25,103	25,103	25,103
Stores	68,117	68,117	68,117
Prepaid Expenditures	157,684	157,684	157,684
Restricted	7,328,373	7,328,373	7,328,373
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2024-25	200,000	200,000	200,000
STRS/PERS Increase: 2025-26	425,000	425,000	425,000
Prop Tax Re-Pymt - Litigation (Est.)	8,500,000	4,241,691	413,701
Set-aside for Staff Raises	5,100,000	9,350,000	11,900,000
Reserve:			
Reserved for Economic Uncertainties	8,897,659	7,853,429	7,980,784
Undesignated Reserve	247,200	0	0

The District designation, listed under assigned/designated, includes set-aside funds for ongoing salary raises for the current and next two years. These amounts are also increasing because they are compounded. Mr. O said they were able to balance the budget for all three years by using the \$8.5M one-time set-aside for property tax

repayment. If the District is required to repay this money in the future, it will need more revenue or will have to borrow from other funds.

2022-23 One-time Categorical Funds

The 2022-23 Enacted Budget includes two of the largest one-time categorical program funds given to the K-12 system

Program Funding Types	Amount *
Arts, Music, & Instructional Materials Discretionary Block Grant	4,861,450
Learning Recovery Emergency Block Grant	8,025,320
Expanded Learning Opportunity Program (ELOP)	3,637,032
Early Intervention Preschool Grant	111,580
Total	16,635,382

This shows the State one-time categorical funds which the District is expected to receive in the current year. It is important to remember that these are State categorical funds and they must be used for a specific purpose.

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
- Additional expenditures due to COVID-19
- Increasing cost for goods and services (Inflation)
- Positions paid with one-time stimulus funds
- Cost of Universal Transitional Kindergarten Program - this is a State mandate which has very strict staffing ratios.

Next steps

January: 2021-22 audit report, Governor's proposed 2023-24 budget

March: Second Interim Report

The Board recessed at 9:35 p.m. for a break and reconvened at 9:45 p.m.

Trustee Richardson acknowledged that the District is still in litigation concerning the previous bond (Measure J) and asked how much is being spent on it and whether there is a fund for that bond. Assistant Superintendent O replied that all Measure J bond funds are in Fund

21, which has approximately \$5M remaining and is being used to pay the attorneys. She asked if he anticipates any updates on the lawsuit. He said when the attorneys provide more information for the Board, he will give an update in closed session since it is usually confidential. He confirmed that some news was received, but they are not ready to share it with the Board until more information is available.

Trustee Anthony commented on the shortage of teachers, nutrition services workers, custodians, etc. and would like to see the District working with community partners to inform residents of those positions and get them trained. She said one partner at the Economic Advancement Center does great work with training their clients. Mr. O said HR does attend recruitment fairs to hire staff.

Trustee Lujan thanked Mr. O for the presentation and for his forward thinking. She appreciates that the budget projections include salaries.

President Hsieh also thanked Mr. O for the great presentation and his leadership in informing the Board of the areas of concern so they can pay attention to those elements.

ACTION *(continued)*

2. BUSINESS SERVICES

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

MOTION #87 (Murray/Lujan) to approve the 1st Interim Financial Report and positive certification of financial condition for FY 2022-23, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried (Unanimous)

R. CONSENT AGENDA

Dr. Spaulding reported that on the Certificated Personnel Assignment Order, page 33, the date for the paid leave of absence should be January 9, 2023, not 20023.

MOTION #88 (Lujan/Anthony) to approve Item 1a, Minutes to the regular Board meeting, October 20, 2022; Item 2a, Special Olympics MOU; Item 3a, Certificated Personnel Assignment Order (as amended); Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, October 1-31, 2022; Item 4b, October 1-31, 2022; Item 4c, Cash Receipts, October 1-31, 2022; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District, November 2022; Item 4f, 2022-23 fundraising events; Item 3g, Professional service agreements under \$25,000. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. EDUCATIONAL SERVICES

a. 2023 Summer School Programs

Assistant Superintendent Irish said the 2023 Summer School will add a Math Acceleration Pathway at the middle school level to help students. This was suspended in the last few years during COVID. This will help students who need a third year of math to graduate. He said, "...we are putting in an enrichment for Algebra 2 for only 14 days and the intent of that is to ...focus on those content standards to get students ready for Algebra 2." He confirmed that all other summer school programs are the same as last year, including STEAM, Big Lift Inspiring Summers (BLIS), Elevate for math, etc. They are trying to address math in the summer. Mr. Irish advised that once this item is approved, they will begin advertising and sending out applications for administrators. They are trying to move up the time line and also begin recruiting with the students as well.

Trustee Anthony asked if summer school is open enrollment for if it is first come, first served, or targeted intervention per program. Mr. Irish replied that high school level is credit recovery, so students that have failed a graduation requirement need to make it up. Acceleration means trying to take a certain course to get ahead. For the BLIS, there are certain requirements which students and their families must meet.

Trustee Richardson asked if the math class is optional for students who are behind. Mr. Irish said they always strongly encourage students to take advantage of opportunities where the District is providing additional support, but they cannot mandate that students attend summer school. Most students that are behind in credits to graduate do attend summer school.

Vice President Murray thanked Mr. Irish for the program meeting the needs of District students and said BLIS is one of her favorite classes.

President Hsieh said she appreciates the thoughtfulness of the summer school program to meet the needs of students and the efforts made to expand the program a little every summer.

PUBLIC HEARING #1 - SSFAFT Chapter #6179 and SSFUSD Proposals

Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective proposals at a public meeting.

The Board meeting was suspended to open a public hearing at 9:57 p.m.

SSFAFT Initial Proposal to SSFUSD

There was no SSFAFT representative in attendance to review their initial proposal. Dr. Spaulding stated that their proposal is on compensation, article 12, as well as Assignments, article 19.

SSFUSD Initial Proposal to SSFAFT

Dr. Spaulding stated that the SSFUSD initial proposal is proposing compensation, and reserves the right to propose two other articles if they so desire.

This Public Hearing provided an opportunity for members of the public to comment on both initial proposals. No comments were made.

The public hearing was closed and the Board meeting resumed at 9:58 p.m.

PUBLIC HEARING #2 - CSEA Chapter #197 and SSFUSD Proposals

Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective proposals at a public meeting.

The Board meeting was suspended to open a public hearing at 9:58 p.m.

CSEA Initial Proposal to SSFUSD

Dr. Spaulding stated that CSEA is bringing to the table articles on compensation, holidays, and effects of layoffs.

SSFUSD Initial Proposal to CSEA

Dr. Spaulding said the SSFUSD initial proposal is focused on compensation and benefits, article 7, and effects of layoffs, article 16. Hours and overtime, article 6, not listed, will be added.

This Public Hearing provided an opportunity for members of the public to comment on both initial proposals. No comments were made.

The public hearing was closed and the Board meeting resumed at 10:00 p.m.

ACTION (continued)

1. ADMINISTRATION

d. Selection of Board Subcommittees/Committee Participants

Vice President Murray recommended that President Hsieh and Trustee Lujan serve on the City subcommittee because Trustee Lujan was on the subcommittee last year and it would be beneficial to have that continuity.

Trustee Lujan stated that as a school district employee of San Mateo County, she cannot serve on the San Mateo County Committee on School District Organization. Trustee Richardson agreed to continue to serve on that committee.

MOTION #89 (Lujan/Murray) to approve Vice President Murray and Trustee Anthony to serve on the **Board Policies and Bylaws Committee**, President Hsieh and Trustee Lujan to serve on the **City-School District subcommittee** and Vice President Richardson to serve on the **San Mateo County Committee on School District Organization**. Motion Carried (Unanimous)

e. CSBA Delegate Assembly Nomination

There are three CSBA Delegate Assembly seats up for election this year in subregion 5B (San Mateo County). Vice President Murray self-nominated to serve on the Delegate Assembly beginning April 1, 2023 through March 31, 2025.

MOTION #90 (Murray/Lujan) to nominate Board member Murray to run for the CSBA Delegate Assembly. Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of the 2023 Summer School Programs

MOTION #91 (Richardson/Murray) to approve the 2023 summer school programs. Motion Carried (Unanimous)

3. HUMAN RESOURCES

a. Adoption of tentative CTA Agreement and Approval of Corresponding AB 1200

MOTION #92 (Murray/Lujan) to adopt the tentative agreement dated November 18, 2022 between the South San Francisco Unified School District and the South San Francisco California Teachers Association and pursuant to Government Code Section 3547.5, approval of the corresponding AB 1200 document. Motion Carried (Unanimous)

4. BUSINESS SERVICES

b. Approval of Alcal Specialty Contracting, Inc. Roof Replacement Projects Close Out

MOTION #93 (Lujan/Murray) to authorize District staff to execute and file the Notice of Completion for the 2021 roof replacement projects at multiple sites. Motion Carried (Unanimous)

c. Approval of Deductive Change Order #1 to the Alcal Specialty Contracting, Inc. for Roof Replacement Projects

MOTION #94 (Lujan/Richardson) to approve Change Order #1 to the Alcal Specialty Contracting, Inc. agreement, a savings for the District in the reduced amount of **-\$19,694**, for the 2021 roof replacement projects at multiple sites. Motion Carried (Unanimous)

d. Approval of Award of Contract to SG Construction for the IMC Roof Replacement Project

MOTION #95 (Murray/Anthony) to approve the award of contract to SG Engineering, Inc., in the amount of \$41,798, for the Instructional Material Curriculum (IMC) roof replacement project. Motion Carried (Unanimous)

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

January 19, 2023

- Recognition for outgoing Student Trustee Oller
- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on audited actuals report for the fiscal year ended June 30, 2022
- Measure J/Presentation of Bond Audit for the fiscal year ended June 30, 2022
- Approval of SARCS
- Williams report for 2nd quarter ending 12/31/22
- Update on Governor's 2023-24 budget proposal
- Resolution honoring African American History Month (February)

February 9, 2023

- Introduction of new Student Trustee Torres
- Teaching and learning presentation - Sunshine Gardens ES
- Presentation on Performance Management - Special Education
- Approval of DTS contract for 2023-24
- Approval of implementation of Science for Scientists for 2023-24
- 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)
- 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 2nd 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
- Resolutions for retirees

April 13, 2023

- Teaching and learning presentation - Spruce ES
- Presentation on Performance Management - College and Career Readiness
- Williams report for 1st 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 5th 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 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 Richardson reported that they all attended the CSBA conference and had a good time reaching out to other school board members. She met a lady who was on a school board for 25 years, and she's 85 years old. The presenters and student performances were great. She attended the California Latino School Boards Association presentation. She also attended the CSBA Legislative Action Luncheon where they spoke about all the bonds that were passed. Yesterday, she joined the Parkway Heights MS students, along with Dr. Moore and her daughter, and enjoyed seeing the musical *Frozen*.

Vice President Murray said attending the CSBA annual conference was a time to learn, bond, and renew. She attended several inspiring sessions, saw talented high school students, and got to know the governance team a little better. She also attended Junipero Serra ES's holiday show, which was very inclusive with special needs students participating on the stage. She congratulated and welcomed Trustee Anthony and looks forward to working with her. She also congratulated President Hsieh on her new role and for both Dr. Hsieh and Trustee Richardson being re-elected to the Board. Vice President Murray thanked community members for voting for Measure T, which passed by 62.95%. She thanked Dr. Moore, Cabinet, teachers, and staff for their work and said SSFUSD is second to none. She hoped everyone enjoys whatever holiday(s) they celebrate and spend quality time with their families.

Trustee Lujan wished the students a restful winter break and that they do well on their finals. She hoped staff have a restorative and restful break and said those who work during the break are the quiet, unsung heroes. She congratulated her colleagues who were re-elected and have new roles on the Board and welcomed Trustee Anthony.

Trustee Anthony thanked those who elected her and Councilmember Flores for swearing her in. She also attended the CSBA conference and "...took in some fantastic sessions on attendance and student achievement and student engagement and it was really inspiring and really refocused me on why I worked in education and am happy to take on a role of governance in education." She said she would have many questions in the coming months and is excited to begin school visits and "...meeting our students and seeing the absolutely amazing environments that I know we're creating for them."

President Hsieh welcomed Trustee Anthony for joining the Board members. She had a wonderful time at the CSBA conference learning how to be a great, effective team together. This is the Board's 2023 goal. She wished everyone safe and happy holidays.

ADJOURNMENT - 10:20 p.m.

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
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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
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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 5th 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 3rd through 5th 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 3rd through 5th 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 21st 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 3rd 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 2nd 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 4th 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 2nd 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 2nd 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 2nd 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 2nd 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 3rd 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 5th 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 11th 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.

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

OPEN SESSION – 9:50 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Katrina Oller, Student Board Member - Present
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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
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C. PUBLIC COMMENTS - None

ACTION

1. BUSINESS SERVICES

a. Approval of Award of Contract for the Replacement of South San Francisco High School's M-Wing Roof

MOTION #12 (Lujan/Murray) to approve the award of contract to San Francisco Roofing Services, in the amount of \$81,500, for the SSFHS M-Wing roof replacement. Motion Carried (Unanimous)

ADJOURNMENT - 9:51 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

DATE: February 9, 2023

RE: Approval of permission for the South San Francisco High School and
El Camino High School Varsity Wrestling Teams to Participate in the
State Wrestling Championship in Bakersfield, CA, on February 22 to
25, 2023

BACKGROUND:

The purpose of this trip on February 22 to 25, 2023, is to participate in the State Wrestling Championship at the Mechanics Bank Arena in Bakersfield, CA. This is a four-day event beginning on Thursday, February 23, 2023.

The SSFHS team is made up of four females and three males and their coach, Cuauhtemoc Cervantes. The ECHS team is made up of four males and three females and their coach Steve Ray Reyes. A female HR-cleared parent volunteer, Ms. Amber Verdin, is accompanying the 14 students and two staff members. They will leave at 4:00 p.m. on Wednesday, February 22, 2023 and return at approximately 11:00 p.m. on Sunday, February 25, 2023. Qualifying wrestlers from both high schools will be participating. The group will be traveling to Bakersfield by District vans and will be staying at the Best Western Plus, 700 Truxtun Ave, Bakersfield.

FISCAL IMPLICATIONS:

The South San Francisco High School and El Camino High School Athletics Departments will pay for tournament fees, the overnight stipend, and use of the

District vans. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for students from the South San Francisco High School and El Camino High School Varsity Wrestling teams to participate in the State Wrestling Championship in Bakersfield, CA on February 22 to 25, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2023

RE: Approval of Permission for SSFUSD Paraeducators to attend the CSEA Conference in Ontario, CA, April 4-6, 2023.

BACKGROUND:

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

A survey was sent to all Classified staff requesting those interested in attending to fill out a Google form. A total of seven paraeducators shared an interest in attending the CSEA conference in Ontario, CA.

FISCAL IMPLICATIONS:

Registration fees, travel, meals, and lodging will be paid out of District Educator Effectiveness Funds, the **estimated** cost for seven staff members to attend is:

Registration	\$199 x 7	\$1,393.00
Hotel	\$209 (3 night stay) x 7	\$5,400.00
Meals	\$1,400 (3 days) x 7	\$1,400.00
Travel	\$179 r/t x7	\$1,300.00
TOTAL		\$9,493.00

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve seven paraeducators attending the annual CSEA Paraeducators Conference in Ontario, CA, April 4-6,2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith B. Irish, Assistant Superintendent of Educational Services and Categorical Programs
Cregg Ramich, Principal, Buri Buri ES

DATE: February 9, 2023

RE: Approval for Buri Buri ES staff members to attend a 2 days RTI Institute hosted by Solution Tree in Seattle, WA on April 5-6, 2023.

BACKGROUND:

This request will allow three Buri Buri ES staff members, Principal Ramich, the School Psychologist, and the RSP Teacher, to attend a 2-day Response to Intervention (RTI) Institute hosted by Solution Tree on April 5-6, 2023, in Seattle, WA. This is an opportunity for Buri Buri ES to engage in RTI training so that staff can continue with the current RTI process and be able to refine it to meet the needs of the students. This will also allow Buri Buri ES to make a connection with our RTI process to our PLC progress.

As part of the school's learning community, the team will be returning to school to implement strategies after getting the chance to review the school's current RTI process to see how it fits with the school's mission, vision, and goals. This will be done through the School Leadership Team meetings, staff meetings, and teacher collaboration times.

FISCAL IMPLICATIONS:

All expenses will be sourced using LCAP 123 and site gift funds. The estimated cost for three staff members to attend the RTI Institute/professional development is approximately:

Registration	\$749.00 x 3	\$2,247.00
Hotel	\$650 (2 night stay) x 3	\$3,900.00
Meals	\$79 (3 days) x 3	\$ 475.00
Travel	\$348 x 3	\$1,045.00
TOTAL		\$7,667.00

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for three Buri Buri ES staff members to attend the RTI Institute conference in Seattle, WA, April 5-6, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2023

RE: Approval of Permission for El Camino High School Band and Choir students to travel to and around the Los Angeles and Orange County area for performances and workshops from April 20 – 23, 2023.

BACKGROUND:

The purpose of this field trip April 20-23, 2023, is to provide students the opportunity to participate in performances, University-led workshops, high school exchange, and attend professional shows in the Los Angeles and Orange County areas. Students will perform on stage at Disney's California Adventure on April 22. They will also participate in a workshop on the Disneyland property in a professional recording studio on April 23. In addition, students will participate in a high school band and choir exchange and in a university led workshop at CSU Long Beach.

There will be 40 male and female ECHS students accompanied by Ray Galela, Music Director and seven HR-cleared parent chaperones (male and female). They will be traveling to and around the Los Angeles and Orange County areas with United Coach Tours. While in Orange County, lodging will be at the Embassy Suites by Hilton, Irvine-Orange County Airport, 2120 Main St, Irvine, CA. The bus and hotel accommodations and planned activities will be arranged by the teacher and parents.

FISCAL IMPLICATIONS:

All program fees, including transportation, food and lodging are financed by the students and families. The cost for a substitute and the overnight stipend for Mr.

Galela will be through the ECHS ASB account. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve El Camino High School Band and Choir students to participate in performances and workshops in the Los Angeles and Orange County areas, April 20 - April 23, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

Kevin Asbra, Principal, El Camino High School

DATE: February 9, 2023

RE: Approval of Permission for South San Francisco High School Earth
Club Students to Travel to Fernwood Campgrounds in Big Sur, CA,
Overnight on May 12 - 14, 2023

BACKGROUND:

The purpose of this field trip to Big Sur on Friday, May 12 to Sunday, May 14, is to provide SSFHS Earth Club members with an experiential learning opportunity. A maximum of 14 students will be allowed to attend due to bus capacity, and attendance will be on a first-come, first-serve basis plus recycling duty requirements. Students will have the chance to experience nature first-hand and enjoy hiking, nature walks, and learning about the ecosystem of the Central Coast. Two staff members, Ms. Clements and Mr. Seelbach will chaperone this overnight trip. Students will stay at Fernwood Campgrounds in tents. Bath houses have hot showers, electrical sockets, and flush toilets. Each site has a picnic table, fire ring, and running water and is a short walk from all sites. The site is extremely safe and secure. Students will be transported in District vans.

FISCAL IMPLICATIONS:

Entrance fees, bus transportation, food, and campsite charges will be financed by the Earth Club's recycling efforts and fundraising. There will be no cost to the District and all costs will be billed to the SSFHS Earth Club. Substitutes will be necessary for covering two classes and this expense has been built into the budget. No student will be denied the opportunity to participate based on financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the SSFHS Earth Club students and staff to attend the overnight field trip in Fernwood Campgrounds in Big Sur, CA, on May 12-14, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith B. Irish, Assistant Superintendent of Educational Services and Categorical Programs
Sabrina Yacoub, Director of Special Education

DATE: February 9, 2023

RE: Approval for Special Education Psychologists to Conduct an Evaluation for Individuals with Disabilities Education Act (IDEA in Wisconsin.

BACKGROUND:

SSFUSD has an out-of-state student placed in a residential treatment center (RTC) in Wisconsin, which requires evaluation under IDEA. This memo is to approve the out-of-state travel to send an assessment team of two school psychologists to conduct this evaluation. Travel dates have not been determined, but will take place in the near future, prior to the end of the 2022-23 school year.

FISCAL IMPLICATIONS:

The estimated cost for two psychologist to travel to Wisconsin to conduct an assessment is approximately:

Air Travel for 2 school psychologists	\$500
Accommodations for 2 school psychologists for 3-4 nights, allowing for 2-3 days for assessments and observations.	\$1,200
Transportation (Car) & Gas	\$300
Food, etc.	\$600
Total Estimated Cost	\$2,600

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve two SSFUSD Psychologists to travel to Wisconsin, in the near future, in order to fulfill assessment obligations.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Washington, Nikki, Assistant Principal at El Camino High School effective June 30, 2023

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

Authorizes the Assistant Superintendent of Human Resources and Student Services to enter into an agreement with Patrick Hautau, CTE Consultant for Construction & Trades, at South San Francisco High School from February 1, 2023 through May 30, 2023.

Authorizes the Assistant Superintendent of Human Resources and Student Services to enter into an agreement with Leana Mangubat, Elementary Music Lessons Contractor, at Ponderosa, Junipero Serra, and Buri Buri Elementary Schools from February November 28, 2022 through May 30, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 9, 2023

RE: Acceptance of Gifts

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of January 2023.

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school sites that has been requested by the donors.

RECOMMENDATION:

Staff recommends that the Board of Trustees accepts the gifts on behalf of the District.

**TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT –
ACCEPTANCE OF GIFTS FOR JANUARY 2023.**

It is recommended that the South San Francisco Unified School District Board of Trustees accept the following gifts for the District:

\$3,116.59 from Bright Funds – VM Ware Foundation to Monte Verde Elementary School in support of student and teacher needs, for use under the principal's discretion.

\$240 from Ruby Harrison via American Online Giving Foundation, a donation matched by Genentech, to Monte Verde Elementary School in support of 5th grade class activities.

\$595.43 from LifeTouch/Shutterfly to Monte Verde Elementary School in support of student and teacher needs, for use under the principal's discretion.

\$500 from Wells Fargo Gift Matching via Blackbaud Giving Fund to Monte Verde Elementary School in support of student and teacher needs, for use under the principal's discretion.

\$1,275 from Putnam Chevy to El Camino High School in support of the girls and boy's golf team.

\$550 from Marie Dorsey (and friends of Ann) to Junipero Serra Elementary School in support and use of the library.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 9, 2023

RE: Approval of 2022-23 Fundraisers

BACKGROUND:

Each year, the Board of Trustees approves all fund-raisers to be held on behalf of the schools and students of the District.

The following fund-raisers are being submitted for approval:

El Camino High School

Asian Media	BBQ and Lumpia Fundraiser – To be sold in front of the ECHS red stage afterschool. Commencing February 15, 2023.
Class of 2023	Quesabirria Fundraiser – Selling quesabirria, or, large tortillas filled with birria beef and cheese. Commencing February 10, 2023. Pit Stop Fundraiser – Selling Boba drinks afterschool. Commencing February 24, 2023. Mochi Donut Fundraiser – Selling donuts afterschool. Commencing February 14, 2023.
Class of 2024	T-Pumps Fundraiser – Selling Boba drinks afterschool. Commencing February 3, 2023. Ice Cream Float Fundraiser – Selling Root Beer Floats in front of the ECHS red stage afterschool. Commencing March 17, 2023.

Spam Musubi Fundraiser – Selling in front of the ECHS red stage afterschool. Commencing March 3, 2023.

Valentine’s Day Grams Pre-Sale Fundraiser – Each gram will have a rose and a card. Commencing January 30, 2023 through February 10, 2023.

South San Francisco High School

ASB	Lunar New Year Event – Selling sugar donuts, candy, and pork buns during the Lunar New Year celebration. Commencing January 27, 2023.
Culture & Community	Krispy Kreme Donuts Fundraiser – Pre-selling donuts at lunch in room F101. Delivery will be on February 14, 2023. Commencing February 1, 2023 through February 10, 2023.
Folklórico	Esquite Fundraiser – Selling esquites, or toasted corn snacks, afterschool in front of the District Office. Commencing January 27, 2023. Dinner Dance Ticket Sale – An event for the community to enjoy dinner and dancing. Presale tickets are \$20 each and \$25 at the door. Commencing February 3, 2023 from 5:30 p.m. to 9:30 p.m.
Key Club	Instant Ramen Fundraiser – Selling different flavors of instant ramen cups for \$2-\$4 each at the SSFHS quad. Commencing January 25, 2023.
Sports Photography	T-Pumps Fundraiser – Selling Boba drinks after the Winter Rally at the front gate. Commencing January 20, 2023.

FISCAL IMPLICATIONS:

All funds from approved fund raisers are accounted for in the School Site Associated Student Body (ASB).

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 9, 2023

RE: Professional Services Agreements Under \$25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

\$7,150	ATLAS – Under the HVAC Replacement Project, ATLAS will conduct a limited Geotechnical Study for the purpose of developing sufficient geotechnical information to guide wall foundation design at the Spruce ES site, as required by the Division of State Architect. Commencing January 2023.
\$17,700	ArborTech – Fallen tree removal and hauling services for the Alta Loma MS site. Additional services also include flushing of the cut stumps. Commencing January 2023.
\$2,000	Eide Bailey – Provide virtual Associated Student Body and/or Booster training via Zoom to the Fiscal Services and school staff. Commencing January through December 2023.
\$5,395	ProTech Consulting & Engineering - Provide limited environmental consulting services to assess elevated moisture materials in SSFHS' M-Wing and the Band room as a result of multiple storms. Consulting services have been requested as part of a mold prevention effort. Commencing January 2023.

District Office – Superintendent

\$2,700 CSBA/Luan Burman Rivera – Fee for June 3, 2023.
Board/Superintendent Workshop.

District Office – Human Resources

Not to Exceed \$7,500 Mangubat, Leana – To provide music lessons to students at the Buri Buri ES, Junipero Serra ES, and Ponderosa ES sites. Commencing November 2022 through May 2023.

Junipero Serra Elementary School

\$5,000 Science from Scientists, Inc. – A STEM literacy program designed to provide regular scheduled hands-on science, technology, engineering, and math lessons for grades 4-5. Commencing September 2022 through May 2023.

Los Cerritos Elementary School

\$7,400 Soul Shoppe - Providing virtual and in-person lessons for staff via the Tools of the Heart Course. Commencing January 2023.

FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

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

California School Boards Association

AGREEMENT FOR GOVERNANCE CONSULTING SERVICES

THIS Agreement made and entered into by and between the CALIFORNIA SCHOOL BOARDS ASSOCIATION, a nonprofit California corporation, hereinafter referred to as "CSBA" South San Francisco Unified School District hereinafter referred to as "District."

CONDITION PRECEDENT

To be eligible for this program, the district must be a member in good standing of CSBA.

The parties hereby agree as follows:

1. DUTIES AND RESPONSIBILITIES OF DISTRICT

1.1 District agrees to:

- a. assure attendance by all board members, and the South San Francisco Unified School District as requested by CSBA;
- b. provide appropriate facilities for each session; and
- c. provide necessary food and refreshments.

2. DUTIES, RESPONSIBILITIES AND RECOMMENDATIONS OF CSBA

2.1 CSBA agrees to:

- a. conduct phone interviews with board members and superintendent as appropriate;
- b. provide governance consulting services, which may include a workshop to be completed not later than June 30, 2023, on governance leadership, such as district goal setting, board self-evaluation, superintendent evaluation, developing norms and protocols, developing a governance planning calendar, and other governance-related activity as CSBA and District may agree.
- c. provide any necessary copyrighted course materials as needed for the governance leadership workshop;
- d. provide summary materials from the governance consulting services.

3. COMPENSATION AND REIMBURSEMENT OF EXPENSES

- 3.1 In consideration for the consulting services, the District agrees to pay CSBA a base fee of \$2,700, plus reasonable travel expenses.
- 3.2 Payment is due within 30 days upon receipt of invoice from CSBA, following the service delivery.

- 3.3 In the event that District cancels the workshop after it is scheduled, District agrees to reimburse CSBA for any travel expenses already incurred by the consultant at the time of the cancellation.

4. CONTRACT TERMINATION

- 4.1 The terms of the Agreement shall terminate no later than June 30, 2023, or sooner if all provisions have been satisfied.
- 4.2 Unless otherwise terminated pursuant to this Agreement, CSBA or District may terminate this agreement without cause by giving thirty (30) days written notice to the other party.
- 4.3 Should CSBA default in the performance of this Agreement or materially breach any of its provisions, District may terminate this Agreement by giving written notification to CSBA.
- 4.4 Should District default in the performance of this Agreement or materially breach any of its provisions, CSBA may terminate this Agreement by giving written notification to District.

5. GENERAL PROVISIONS

- 5.1 For the purposes of communication between the parties, the following shall be the representatives of the parties:

Dr. Chialin Hsieh, Board President	Dr. Shawnterra Moore, Superintendent	Amy Christianson, Assistant Executive Director, Member Services
South San Francisco Unified School District Address: 398 B Street. South San Francisco, CA, 94080-4423, Untied States	South San Francisco Unified School District Address: 398 B Street. South San Francisco, CA, 94080-4423, Untied States	California School Boards Association 3251 Beacon Boulevard West Sacramento, CA 95691
Phone: (650) 877-8705	Phone: (650) 877-8705	Phone: (916) 669-3293 Fax: (916) 371-3407

- 5.2 This Agreement is the entire agreement and supersedes any oral or written agreements previously entered into concerning the conduct of the Governance consulting services.
- 5.3 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force.
- 5.4 This Agreement will be governed and construed according to the laws of the State of California.

AGREED

SCHOOL DISTRICT

BY: _____
Dr. Chialin Hsieh, Board President

DATED: _____

BY: _____
Dr. Shawnterra Moore, Superintendent

DATED: _____

CALIFORNIA SCHOOL BOARDS ASSOCIATION

BY: Amy Christiansen
Amy Christiansen,
Assistant Executive Director,
Member Services

DATED: 1/17/2023

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2023

RE: Approval of the Memorandum of Understanding (MOU) between Young Audiences of Northern California and SSFUSD, March 1-December 31, 2023

BACKGROUND:

Young Audiences of Northern California in partnership with the South San Francisco Unified School District will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for 2023 STEAM SUMMER SCHOOL. This program is for 3rd through 8th grade students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons.

Young Audiences of Northern California (YANC) delivers maximum impact on student learning by ensuring that all of our Signature Core Programs are arts-focused, child-centered, outcomes-driven, and measurably effective. To achieve these qualities, all Signature Core Programs contain the following four essential elements, offering children the opportunity to:

- **Experience** the art of demonstrated by a professional artist
- **Understand** the art form and its history and culture
- **Create** the art form
- **Connect** their learning to other areas of study, and to their lives and world

Classroom Teacher/Arts Integration Special Teaching Artist Intensive PD for Classroom Teachers and Teaching Artists June 5 - 9, 2023

With the goal of expanding teacher practice and strengthening arts education, Young Audiences will provide professional development to summer school

educators on Arts Integration into STEM curriculum development. Participating Teachers and Teaching Artists will participate in a 5-day intensive focusing on the practices of Harvard's Project Zero, including:

- Arts Integration
- Making Learning Visible
- Culturally Relevant Practices
- GLAD integration into science curriculum

Summer STEAM - Arts Integration Summer Sessions (20 days) With Embedded Professional Development included June 14 – July 17, 2023

All YANC programs are designed to address the specific educational and/ or social goals of a class or school. This is done through arts integration, in which instruction in an art form is integrated with instruction in another curricular area.

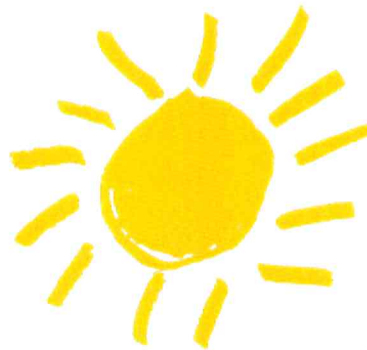
FISCAL IMPLICATIONS:

The total contract for Young Audiences of Northern California support cost shall not exceed \$280,000, to be paid out of LCAP Supplemental funds:

- | | |
|----------------------------|-----------|
| ▪ Artist Fees | \$225,000 |
| ▪ Professional Development | \$ 25,000 |
| ▪ Administrative Cost | \$ 30,000 |

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between Young Audiences of Northern California and SSFUSD, effective March 1 through December 31, 2023.



**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
2023
STEAM SUMMER SCHOOL
*STEM + ARTS INTEGRATION***

**YOUNG AUDIENCES OF NORTHERN CALIFORNIA
Service Proposal**

District:

South San Francisco Unified
School District (SSFUSD)
398 B Street
South San Francisco, CA 94080
650-877-8700
www.ssfusd.org

Contractor:

Young Audiences of Northern
California (YANC)
57 Post Street #511
San Francisco, CA 94104
415-554-5554
www.ya-nc.org
Fed I.D. #: 94-1553479

Service Period

1 March 2023 – 31 December 2023

Contract Amount: \$280,000

Contractors Areas of Service:

Young Audiences of Northern California in partnership with the South San Francisco Unified School District will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for 2023 STEAM SUMMER SCHOOL. This program is for 3rd through 8th grade) students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical Thinking, Creativity and Collaboration as well as Social Emotional Wellbeing.

Classroom Teacher/ Arts Integration Special Teaching Artist Intensive
PD for Classroom Teachers and Teaching Artists
June TBD, 2023

With the goal of expanding teacher practice and strengthening arts education, Young Audiences will provide professional development to summer school educators on Arts Integration into STEM curriculum development. Participating Teachers and Teaching Artists will participate in a 5-day intensive focusing on the practices of Harvard's Project Zero, including:

- Arts Integration
- Making Learning Visible
- Culturally Relevant Practices
- GLAD integration into science curriculum

NOTE: 2-3 additional professional training days may be required prior to June.

Through a series of hands-on activities, pedagogical strategies will be put into action, allowing participants to make connections to core educational content while exploring strategies in multiple art forms.

Time will be allocated during this training to ensure participating teachers will collaborate and develop their summer arts integrated curriculum with their Teaching Artist partner.

Summer STEAM - Arts Integration Summer Sessions (20 days)
With Embedded Professional Development included
June TBD – July TBD 2023

Skills acquired during the Teacher Intensive will be put into practice during the Summer Learning Institute. Teachers will co-facilitate their STEM + Arts Integrated curriculum alongside Arts Integrated Specialist (Teaching Artists), working with the 4th-8th grade level classroom cohorts of students. During the four-week summer session, initial facilitation of Daily Block One (STEM) will be led by the classroom teacher and during Daily Block Two (Arts Integration/Arts Learning) facilitation will be led by teaching artist. This allows cooperative learning that can lead to co-designed curriculum development.

Classroom Coaching

Additional coaching will be provided by the Young Audiences team during the four weeks of programming, ensuring that teachers build confidence in teaching the arts and are able to transfer these skills to their classrooms in the fall.

Teaching Artist will participate in two class sessions per day:

1. STEAM / Arts Integration
2. Arts Learning

Protocols and Contingency Planning:

It is understood that Young Audiences of Northern California will follow all safety protocols outlined by the district for safe reopening. One YANC teaching artist will be assigned to each classroom, thus operating in a bubble cohort. YANC will provide a blended model of instruction for both in-person learning as well as remote instruction if needed.

Proposal Notes:

Budget is based on 200-250 students in 10 classrooms.

12 Teaching Artist (Arts Integration) working one-on-one with 10 classroom teachers

ADDITIONAL STUDENTS

1 Teaching Artist is required for each class added.

Cost per added Teaching Artist - \$15,000

The Young Audiences Approach:

YANC delivers maximum impact on student learning by ensuring that all of our Signature Core Programs are arts-focused, child-centered, outcomes-driven, and measurably effective. To achieve these qualities, all Signature Core Programs contain the following **four essential elements**, offering children the opportunity to:

- **Experience** the art form demonstrated by a professional artist
- **Understand** the art form and its history and culture
- **Create** the art form
- **Connect** their learning to other areas of study, and to their lives and world

All YANC programs are designed to address the specific educational and/or social goals of a class or school. This is done through arts integration, in which instruction in an art form is integrated with instruction in another curricular area.

YANC partners with our network of teaching artists to provide Bay Area schools and community centers with four Signature Core Programs:

- **Assembly Performances**—Live, in-school performances by virtuosic artists and ensembles invite students to experience a professional dance, theater or music program right in their school.
- **Residencies**—hands-on arts experiences conducted by teaching artists in classrooms, for a period of 6 to 20 sessions.
- **Workshops**—stand-alone, hands-on arts experiences often occurring before or after an assembly performance.
- **Professional Development for classroom teachers**—designed to increase teachers' comfort level in teaching in and through the arts.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2023

RE: Approval of the MOU between Silicon Valley Education Foundation and SSFUSD from 2/25/23 – 10/1/23

BACKGROUND:

The purpose of this agreement is for the Silicon Valley Education Foundation to provide the Elevate Math program designed for incoming 3rd - 10th grade students whose test scores indicate they are nearly meeting grade level standards. We have partnered with SVEF-Elevate and use their services to prepare students so they can be successful in the next math course. The MOU states services will be provided between February 25 through October 1, 2023.

SVEF will provide curriculum and PD resources, project management staffing to assist with student and teacher recruitment, meetings, tracking of the program and handling financials. They will organize surveys, prepare reports, track student achievement, and assist the District in developing ongoing summer interventions programs.

FISCAL IMPLICATIONS:

Class Agreement Breakdown for E:

Grade	# of Classes	Cost to District
Elevate Math 3	3	\$28,500
Elevate Math 4	3	\$28,500
Elevate Math 5	3	\$28,500
Elevate Math 6	3	\$28,500
Elevate Math 7	3	\$28,500
Elevate Math 8	3	\$28,500

Elevate Math 9	2	\$19,000
Elevate Math 10+	0	
Total	20	\$190,000

Class Agreement Breakdown for CSI:

	# of Classes	Cost to District
CS I 201	2	\$19,000
TOTAL		\$209,000

Amount to be paid out of LCAP Supplemental Funds. SVEF fundraises to offset the cost of providing this program.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between SVEF and SSFUSD from February 25, 2023 – October 1, 2023.



MEMORANDUM OF UNDERSTANDING

**Silicon Valley Education Foundation
and
South San Francisco Unified School District**

Elevate [Math] and/or Computer Science Innovate Programs

This Memorandum of Understanding (MOU) serves as a facilitating document establishing an agreement between **Silicon Valley Education Foundation (SVEF)**, located at 1400 Parkmoor Avenue, Suite 200, San José, CA and **South San Francisco Unified School District** located at 398 B St. South San Francisco, CA 94080-4423 to implement SVEF's Elevate [Math] and/or Computer Science Innovate (Elevate [Math] from *February 25- October 1, 2023*)

All of the provisions of this MOU and any attached documents, project proposals, and/or addenda are subject to mutual agreement of the parties, and to review by the School District Superintendent, and when necessary, the School District's Board of Trustees. Parties to this MOU have the right to terminate this MOU and any addenda by informing the other party in writing three (3) months prior to the date on which termination will become effective.

Program Description:

Elevate [Math]: The Elevate [Math] program is designed for incoming 3rd–10th grade students whose test scores (as measured by Smarter Balanced Assessment Consortium (SBAC) or other objective measures) indicate they are nearly meeting their grade-level standards. The Programs frontload supplemental accelerated instruction in math readiness, so that students are able to successfully complete their next level math course.

[CS]I : The program provides learning opportunities to students who are furthest away from opportunities by introducing the foundations of computer science through the lens of making and design thinking to promote the continued pursuit of CS. [CS]I is designed for rising 6th-10th grade students.

Details of Elevate [Math] and [CS]I program can be found in Addendum I to this MOU.

Collaborative Successful Partnership Proposed Roles and Responsibilities:

SVEF agrees to:

- Provide the curriculum and professional learning resources for effective implementation of the curriculum specifically aligned and designed to meet grade-level Common Core State Standards (CCSS).

- Market the Program(s) to foundations, corporations, businesses, and individuals in an effort to obtain partial funding for the Programs.
- Provide financial contributions as outlined in the “Class Agreement Breakdown” table on page 4 of this MOU. The School District will pay for programs prior to the start of the Elevate [Math]/[CS]I Program.
- Provide project management staffing to assist as needed with the following:
 - o student recruitment;
 - o teacher recruitment;
 - o setting meetings;
 - o tracking execution of the Programs; and
 - o handling financials.
- Assist districts with TB and fingerprinting logistics. School District may elect to have SVEF assume the responsibility of fingerprinting and paying teachers.
- Recruit and train college mentors/teaching assistants to enhance college curriculum for E[M], provide project support for [CS]I, and to provide inspiration and encouragement to students to attend college.
- Facilitate the pre- and post-assessments and surveys, prepare reports on the Programs, track overall student achievement gains, and gather student efficacy survey results to share with the School District and funders.
- Collect student emergency contact information and provide safety guidelines for the classroom and online environment.
- Provide access to required online tools.
- Work with the School District to develop a school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college.
- Recruit and train corporate volunteers to enrich the classroom experience and provide STEM or Career Inspiration Workshops.
- Organize a College Day experience for high school students only (E[M] 9-10+).
- Work with teachers to organize and promote End of Program celebrations for each class.
- Organize site visits to provide donors and/or partners the opportunity to observe classroom sessions. Visits may include student and staff photo releases.

School District agrees to:

- Enroll students only in SVEF programs rather than a combination of SVEF and district programs.
- Appoint a School District representative to serve as the primary liaison for SVEF, with whom Program coordination can be managed—including student/teacher recruitment and logistics of the Programs. The School District representative agrees to respond to requests for information, feedback, and other communications in a timely manner, generally within 24-48 during business days.
- Appoint a School District representative to serve as the data liaison to SVEF who will provide required data in a timely manner as outlined in Addendum V, VI, and VII to this MOU.
- Provide a target list for student recruitment and use the enrollment form created by SVEF. If the School District elects to lead recruitment efforts that do not utilize the SVEF enrollment form, the School District will be responsible for manually entering the hardcopy forms into SVEF's online enrollment system. SVEF will not accept scanned forms that do not use the SVEF enrollment template.
- Communicate the policy/procedures for handling student behavior and absence during the summer Programs. The School District will provide SVEF the name of the person responsible.
- If in person, provide basic classroom facilities as outlined in Addendum II to this MOU.
- Provide the financial contribution to the Programs as outlined on page 4 of this MOU unless the class is canceled for reasons beyond the School District's control. Such financial contribution should be paid to SVEF prior to the first day of class.
- Identify a representative from the School District's IT department to support the Programs' connection to the internet and ensure that computers/devices are provided for each student to use during the Programs. This includes whitelisting and access to Youtube.com, Desmos, Google Classroom, Zoom, Nearpod, Salesforce etc. SVEF will provide the full list.
- Assist in recruitment of teachers for their Program sites. Teachers may be paid through SVEF (simplifying the role of the School District) or through traditional School District processes. The preference will be outlined on pages 4 and 5 of this MOU.
- Provide TB verification and proof of sexual harassment training for your district recruited teachers. (Human Resources)
- Assist in finding substitutes.
 - o SVEF will pay a substitute if SVEF is the teacher's paying agent.
 - o The School District will pay a substitute if the School District is the teacher's paying agent.
- Ensure that all teachers participate in the curriculum and professional development training and Professional Learning Communities (PLCs).

- Assist in recruitment of full classes of students to participate in the Programs. Allow SVEF to contact families directly.
- Support the administration of the pre-post assessments and pre/post surveys.
- Work with SVEF to develop school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college. SVEF collects placement and success data on all alumni students from third grade through completion of high school.
- Commit to placing students who have successfully completed Elevate [Math] into the appropriate grade-level course for the following school year.
- Allow SVEF to host site visits by donors and/or partners with the purpose of observing a classroom session and/or presenting a hands-on STEM Workshop.

Class Agreement Breakdown for E[M]:

	# of Classes	District Contribution	# of Students per Class
Elevate [Math] 3	3	\$28,500	24
Elevate [Math] 4	3	\$28,500	24
Elevate [Math] 5	3	\$28,500	24
Elevate [Math] 6	3	\$28,500	24
Elevate [Math] 7	3	\$28,500	24
Elevate [Math] 8	3	\$28,500	24
Elevate [Math] 9	2	\$19,000	24
Elevate [Math] 10+	0	0	—
Total	20	\$190,000	480

Class Agreement Breakdown for [CS]I:

	# of Classes	District Contribution	# of Students per Class
[CS]I 201	2	\$19,000	24
[CS]I 202	0	0	—

[CS]I 300	0	0	—
Total	2	\$19,000	48

SVEF fundraises to offset the cost of providing this program. This summer, SVEF will fundraise to contribute \$7,500 per class, for a total of \$165,000 for this agreement.

South San Francisco Unified School District agrees to pay the **Grand Total of \$209,000**.

- ☐ **SVEF will be responsible for paying teachers and fingerprinting**
☐ **District will be responsible for paying teachers and fingerprinting and...**
☐ **will or** ☐ **will not invoice SVEF for payment of teacher**

(SVEF will only reimburse up to \$6,250/ES or MS teacher or \$7,500/HS teacher)

Please provide a contact with whom to follow up with any billing questions.

Finance contact: Name _____ Email _____

[Signature Page Follows]

District Superintendent or Designee Signature:

Only the authorized agents or their offices listed below may make changes to this MOU and any future addenda, provided, however, that both parties mutually agree upon such changes in writing.

X _____
Superintendent or Designee Signature

Date

Keith Irish
Printed Name

District Data Personnel Signature:

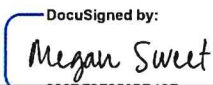
By signing below, I acknowledge that I have read and understand the data exchange timeline and requirements and agree to meet the deadlines as outlined in Addendum VI and VII to this MOU or otherwise communicated by the SVEF Directors or Managers.

X _____
Data Personnel Signature*

Date

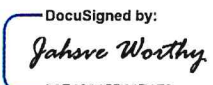
Keith Irish
Printed Name

SVEF Signature:

X  _____
Megan Sweet
Senior Director of District Partnerships

1/17/2023

Date

X  _____
Jahsve Worthy
Senior Director of District Partnerships

1/18/2023

Date

ADDENDA**Addendum I: Program Components**

	Elevate [Math] 3-5	Elevate [Math] 6-8	Elevate [Math] 9-10
Grades	Rising 3rd-5th	Rising 6th-8th	Rising 9th-10th
Length	75 hours	75 hours	125 hours
Curriculum	Elevate [Math] (math and literacy)	Elevate [Math]	Elevate [Math]
Teacher PD	24 hours PL 6 hours PLC Coaching	24 hours PL 6 hours PLC Coaching	24 hours PD 6 hours PLC Coaching
Classroom Mentor	College Mentor (~1:3)	College Mentor (~1:3)	College Mentor (~1:3)
College Awareness	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum -College Day Event
Growth Mindset	19 day curriculum	19 day curriculum	24 day curriculum
STEM/Career Awareness	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity
End of Program	Celebration Party	Celebration Party	Celebration Party

	[CS]I 201	[CS]I 202	[CS]I 300
Grades	Rising 6th-7th	Rising 7th-8th	Rising 9th-10th
Length	76 hours	76 hours	125 hours
Curriculum	[CS]I curriculum using Micro:Bits	[CS]I curriculum using Circuit Playground Express(CPX)	[CS]I curriculum using CPX and Raspberry Pi
Teacher PD	24 hours PL, 6 hours PLC Coaching	24 hours PL, 6 hours PLC Coaching	24 hours PL, 6 hours PLC Coaching
Classroom Mentor	Teaching Assistant (~1:3)	Teaching Assistant (~1:3)	Teaching Assistant (~1:3)
STEM/Career Awareness	-STEM Inspiration Workshop	-STEM Inspiration Workshop	-Career Inspiration Workshop

End of Program	End of Class Celebration	End of Class Celebration	End of Class Celebration
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Addendum II: Facilities and Support for the Elevate [Math] Programs

If in person, School District agrees to provide the location and facilities for the Programs, including:

- Classroom setting for teachers to conduct instruction to students, such that adequate space is allocated for class size and safety guidelines.
- A teacher-preparation and small tutoring space (could be a classroom).
- Access to computers and the internet to support an entire class at one time.
- An outdoor space for students to have physical exercise and to mingle during breaks.
- Access for teachers to printers and photocopiers, including teachers who do not work in the School District during the school year.

If remote, The school District agrees to ensure every student and teacher has Internet and access to a device capable of running Zoom and another program.

If in person, The School District agrees to provide access to the following classroom equipment:

- Class Set of mini-whiteboards or plastic sheet protectors filled white copy paper
 - *Note:* If unable to provide either option, teacher can utilize clear plastic cover of the Elevate [Math] notebook
- Class Set of dry erase markers and erasers
- Class Set of iPads/Chromebooks/laptops, with access to the following domains:
 - YouTube, Google Classroom, Kahoot!, Desmos, Padlet (for Growth Mindset and College Information curricula**)
 - Students will also access the following domains for SVEF surveys and pre-/post-assessments: svef-pre.qassess.com, <https://svef.force.com/faculty/login>, and formassembly.com
- Manipulatives (cm cubes, double-sided counters, etc)
- General Classroom Supplies, including:
 - Markers, pencils
 - Calculators, Rulers, scissors
 - Whiteout, blue tape, glue sticks
 - Paper clips, post-its
- Projector and/or Document Camera
- The following types of paper:
 - Sticky pad/ flip chart
 - Colored Xerox paper (for small posters)
 - Construction paper (for larger posters)
 - Butcher paper
 - Patty paper (*8th grade only*)
- It is highly recommended that districts provide out-of-district teachers and all College Mentors with a temporary district email/Google account. This enables teachers and students to access a shared Google Classroom. If districts are unable to do so, Elevate

[Math]SVEF will create an @elevatemath.com for E[M] and @csi.svef.com for [CS]I domain that must be whitelisted by the district for use by students and the teacher.

SVEF agrees to provide the following classroom materials:

- End of program certificates
- A Gift Card provided to each teacher for extra supplies (including, but not limited to, snacks & incentives)
- Program materials, including:
 - Elevate [Math] Curriculum
 - Pre- and post survey and assessments
 - Core FALs and card sorts
 - College Readiness Curriculum
- Elevate [Math] student swag and materials, including, but not limited to:
 - Elevate [Math] Notebooks
- Grade-specific program handouts for parents
- End of program certificates

For [CS]I class:

- Program materials, including but not limited to
 - End of program certificates
 - [CS]I curriculum
 - Pre and post-survey and assessments
 - Student incentives
- Material kits for in person programs.

Addendum III: Guidelines for Teacher Selection; Responsibilities

School District may request SVEF contract teachers directly and facilitate payment for service. School District may select credentialed teachers appropriate for the Programs and who support Program goals. For E[M] the teachers should have strong math experience for the grade they will be teaching that summer. Teachers should complete SVEF's pre- and post-Program surveys to provide feedback in support of Program development.

If the School District cannot provide internal district teachers by February 28, 2023, SVEF may work with the School District to interview and hire teacher(s) from outside the School District.

Addendum IV: SVEF Professional Development

All teachers participating in the Elevate [Math] will be required to participate in:

- professional development;
- PLCs (except Elevate [Math]²);

- Elevate [Math] coaching program; and
- Elevate [Math] effectiveness studies.

All teachers participating in the [CS]I Program will be required to participate in:

- professional development;
- [CS]I coaching program; and
- [CS]I effectiveness studies.

Teachers who miss any of the required trainings will be expected to make up the sessions by watching videos or engaging with the materials.

Addendum V: Student Data and Tracking of Student Achievement

SVEF and the School District have partnered to examine students' academic trajectories toward college readiness, which includes preparation in mathematics. The partnership will assess the progress of students who participate in the Elevate [Math] or [CS]I through assessments (MAC/MARS), math course placement patterns, and a variety of metrics.

The specific exceptions to the Family Educational Rights and Privacy Act that allow SVEF to request and collect students' data from a district partner are as follows:

1. Studies exception, 34 C.F.R. Section 99.31(a)(6): Elevate [Math] and [CS]I uses education data for studies to improve instruction.
2. Audit or evaluation exception, 34 C.F.R. Sections 99.31(a) and 99.35: Elevate [Math] and [CS]I share aggregated education data with funders.

Addendum VI: Data Transfer Timelines

The timelines for data transfer are as follows:

Student Data Timeline

Student Data Timeline					
Task	Request Date	Due Date	Data	E[M]	[CS]I
<u>School District sends</u> target student list based on criteria outlined in Addenda	November	January	Student Name	x	x
			10-digit State ID	x	x
			Middle/High School	x	x
			Last SBAC Scaled Score for E[M]	x	
			Parent/Guardian Name	x	x
			Parent/Guardian Phone	x	x
			Parent/Guardian E-Mail	x	x
<u>SVEF provides</u> Program Results at debrief meeting	n/a	September	Program Attendance	x	x
			Program Assessment Results	x	x
			Program Survey Results (if available)	x	x
<u>School District sends</u> current and former students school grades and SBAC results <i>each year until graduation</i>	August	September	Missing 10-digit State ID	x	x
			I-ready or similar benchmark	x	
			SBAC Scaled Score (Grades 5-8, 11) for E[M]	x	
			Math Grades for E[M]	x	
			Middle/High School Attending	x	x

Addendum VII: Confidentiality Requirements and Responsibilities of the Parties Relating to Student Data

Confidentiality:

- A. SVEF agrees to preserve the anonymity of all persons and confidentiality of all data collected. SVEF agrees not to release data to any person or organization not involved in Program evaluation.
- B. SVEF requests to share nameless student data with the following SVEF partner organizations that assist with program support and analysis: WestEd and Hispanic Foundation of Silicon Valley (HFSV). Non-specific student data means student names and other identifying personal information will not be shared with the program results. These partner organizations will not be able to name or identify any specific students.
- C. No individual shall be identifiable in any reports, publications, or other documents created by SVEF from the use of data provided by the School District.
- D. SVEF and its contractors shall maintain the confidentiality of all records in accordance with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 *et. seq.*), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

SVEF responsibilities:

SVEF shall:

- A. use the data collected for evaluation of the Programs Elevate [Math] and [CS]
- B. retain data in a place that is physically secure from access by unauthorized persons. SVEF agrees that any computer on which the data resides will be password protected at all times;
- C. agree that no individual will be identifiable in any reports, publications, or other documents that are created; and
- D. provide a template list to the district to attain students with California State Identification Number (CSID) and or local student ID numbers for which the data has been requested.

School District responsibilities:

School District shall:

- A. agree to provide a list of students with California State Identification Number ([CS]ID) and or local student ID numbers for which the data has been requested.
- B. designate a contact person to facilitate communications between School District and SVEF for coordinating the data transfer activities necessary to carry out this MOU;
- C. collaborate with SVEF, as needed, to facilitate the coordination of the data transfer; and
- D. agree to participate in data sharing for the course of the MOU.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 9, 2023

RE: Approval of ISA (Individual Service Agreement) for Non-Public School (NPS) placement

BACKGROUND:

This memo is to request the approval of an ISA with Weingarten Children's Center NPS, for the remaining 81 regular school days and 23 for the extended school year. Weingarten Children's Center currently has an MOU with SSFUSD with our SELPA for placements by districts in our SELPA.

FISCAL IMPLICATIONS:

Total estimated maximum cost for remaining school year is \$54,392.00.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve this ISA in order to fulfill Individualized Education Plan (IEP) service agreements for the remainder of the 2022-23 school year in the amount of \$54,392.00.

OR NONPUBLIC AGENCY SERVICES

Local Education Agency South San Francisco Unified School District Nonpublic School /Agency Weingarten Children's Center

Pupil Name _____ Sex: ☒ M ☐ F Grade: Pre

(Last) (First) (M.I.)

DOB _____ Residential Setting: ☐ Home ☐ Foster ☐ CI # _____ ☐ OTHER

Parent/Guardian Phone () ()

(Residence) (Business)

Address _____ City _____ State/Zip _____
(If different from student)

1. *Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year

_____ during the regular school year

during the extended school year

2. *Nonpublic School:* The number of school days in the calendar of the school year are: 81 during the regular school year

23 during the extended school year

3. Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: _____

Estimated Number of Days 104 **x Daily Rate** \$255/day **= PROJECTED BASIC EDUCATION COSTS** \$26,520.00

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group		X		30 min/day	\$88/ half hour	104 days	\$9,152
Transportation-Emergency b. Transportation-Parent							
Bus Passes	X			Daily	\$180/day	104 days	\$18,720
Other							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COST\$ \$27,872.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS\$ \$54,392.00

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify) _____

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LOCAL EDUCATION AGENCY -

(Name of Nonpublic School/Agency)

(Name of
LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

(Name of Superintendent or Authorized Designee)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: February 9, 2023

RE: Approval of Memorandum of Understanding between the South San Francisco Unified School District and the South San Francisco Federation of Adult Educators, Local 6179, and Approval of the Corresponding Public Disclosure AB 1200.

BACKGROUND:

Representatives of the South San Francisco Unified School District and the South San Francisco Federation of Adult Educators, Local 6179, met and negotiated a Tentative Agreement. The signed Tentative Agreement is attached.

FISCAL IMPLICATIONS:

Please refer to Public Disclosure AB-1200.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the Tentative Agreement, between the South San Francisco Unified School District and the South San Francisco Federation of Adult Educators, Local 6179, and approve the corresponding Public Disclosure AB 1200

TENTATIVE AGREEMENT
BETWEEN THE
THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
THE SOUTH SAN FRANCISCO FEDERATION OF ADULT EDUCATORS
Local 6179, CFT/AFT/AFL-CIO

Article 12 – Compensation

12.1 Salary

12.1.1 Effective for the 2022-2023 school year provide an additional 5.0% salary increase retroactive to August 15, 2022.

12.1.2 Effective for the 2023-2024 school year, provide an additional 4.50% salary increase.

12.1.3 Effective for the 2023-2024 school year, step 4 of the hourly salary schedule will be increased by 0.75%; step 5 of the salary schedule will be increased by 1.0%; step 6 will be increased by 1.25%; step 7 will be increased by 1.5% and step 8 will be increased by 1.5%.

12.1.4 Effective for the 2024-2025 school year, provide an additional 3.0% salary increase.

Article 19 – Assignment

19.2 A unit member who teaches twenty (20) or more hours per week will be paid an additional two (2) hours per week for purpose of teaching preparation. The unit members shall be compensated at the regular hourly rate.

19.3 A unit member who teaches thirty (30) or more hours per week will be paid an additional two (2) hours and fifteen (15) minutes per week for purpose of teaching preparation. The unit members shall be compensated at the regular hourly rate.

Article 20 – Duration

The parties agree that the Collective Bargaining Agreement shall remain in full force up to and including June 30, 2025.

For AFT
Elizabeth Behr - Stute 1/23/23
[Signature] 1/23/2023
[Signature] 1/27/2023

For the District
[Signature] 1/20/2023
Ramon Pineda 1/23/2023

SAN MATEO COUNTY
PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: **South San Francisco Unified School District**

Name of Bargaining Unit: **South San Francisco Federation of Adult Educators (SSFAE)**

Certificated, Classified, Other: **Certificated**

The proposed agreement covers the period beginning: **July 1, 2022** and ending: **June 30, 2025**
(date) (date)

The Governing Board will act upon this agreement at its meeting on: **2/9/2023**
(date)

(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement FY 2022-23	Fiscal Impact of Proposed Agreement		
			Year 1 Increase/(Decrease) FY 2022-23	Year 2 Increase/(Decrease) FY 2023-24	Year 3 Increase/(Decrease) FY 2024-25
1	Salary Schedule Increase (Decrease)	\$ 450,563	\$ 22,528	\$ 28,386	\$ 15,045
			5.0000%	6.0000%	3.0000%
2	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	\$ -	\$ -	\$ -	\$ -
			%	%	%
3	Other Compensation - Increase (Decrease) (One-time Stipends, Bonuses, Longevity, overtime, etc.)	\$ -	\$ -	\$ -	\$ -
			%	%	%
	Description of other compensation:	\$ -	\$ -	\$ -	\$ -
4	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicate etc.	\$ 106,550	\$ 6,392	\$ 5,646	\$ 3,558
			5.9991%	4.9990%	3.0003%
5	Health/Welfare Plans:	\$ -	\$ -	\$ -	\$ -
			%	%	%
	Description of health & welfare plans:				
6	Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$ 557,113	\$ 28,920	\$ 34,032	\$ 18,603
7	Total Number of Represented Employees (Use FTEs if appropriate)	8.00			
8	Total Compensation Average Cost per Employee	69,639.13	3615	4253.9375	2325.3125
			5.19%	5.81%	3.00%

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9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Three-year agreement with salary compensation increase as follows: 5% in 2022-23 (retro to July 1, 2022), 6% in 2023-24 and 3% in 2024-25. Yearly compensation includes annual salary schedule increases of 5%/5%/3% and other various salary increases as noted in the tentative agreement.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

No

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☒ No ☐
If yes, please describe the cap amount.

Kaiser + Dental + Vision for Single (Approximately \$900 a month)

- B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA)

Yes ☐ No ☒

If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

- C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Possibility in the 2nd out-year (2024-25) should additional revenue not materialize.

- D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

No reopeners.

- E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

This agreement will result in deficit spending in the current and subsequent years. The District will use its Unrestricted General Fund and Fund 17 reserves to cover the deficit spending. Staff will be reviewing the budget to determine the one-time and on-going reductions in staffing and programs needed starting in 2023-24, should additional revenue not materialize.

- F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

- G. Source of Funding for Proposed Agreement

1. Current Year

Funding from the Adult Education budget and reserves will be used to cover this proposed agreement.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?)

Funding from the Adult Education budget and reserves will be used to cover this proposed agreement Staff will be monitoring the budget to determine the one-time and/or on-going reductions in staffing and programs starting in 2024-25 to reduce the deficit spending if additional revenue does not come in.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Funding from the Adult Education budget and reserves will be used to cover this proposed multi-year agreement. Staff will be monitoring the budget to determine the one-time and/or on-going reductions in staffing and programs starting in 2024-25 to reduce the deficit spending if additional revenue does not come in.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Enter Bargaining Unit: SSFFAE

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 12/15/22)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 120,275,954	\$ -	\$ -	\$ 120,275,954
Remaining Revenues (8100-8799)	\$ 2,983,281	\$ -	\$ -	\$ 2,983,281
TOTAL REVENUES	\$ 123,259,235	\$ -	\$ -	\$ 123,259,235
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 42,502,467	\$ -	\$ 2,060,740	\$ 44,563,207
Classified Salaries (2000-2999)	\$ 12,386,206	\$ -	\$ -	\$ 12,386,206
Employee Benefits (3000-3999)	\$ 21,474,471	\$ -	\$ 487,324	\$ 21,961,795
Books and Supplies (4000-4999)	\$ 2,310,731	\$ -	\$ -	\$ 2,310,731
Services, Other Operating Expenses (5000-5999)	\$ 10,325,334	\$ -	\$ -	\$ 10,325,334
Capital Outlay (6000-6599)	\$ 240,604	\$ -	\$ -	\$ 240,604
Other Outgo (7100-7299) (7400-7499)	\$ 374,464	\$ -	\$ -	\$ 374,464
Direct Support/Indirect Cost (7300-7399)	\$ (1,235,623)	\$ -	\$ -	\$ (1,235,623)
Other Adjustments				
TOTAL EXPENDITURES	\$ 88,378,654	\$ -	\$ 2,548,064	\$ 90,926,718
OPERATING SURPLUS (DEFICIT)	\$ 34,880,581	\$ -	\$ (2,548,064)	\$ 32,332,517
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 13,301	\$ -	\$ -	\$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS (8980-8999)	\$ (33,197,438)	\$ -	\$ (849,354)	\$ (34,046,792)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,696,444	\$ -	\$ (3,397,418)	\$ (1,700,974)
BEGINNING BALANCE	\$ 21,924,318			\$ 21,924,318
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 23,620,762	\$ -	\$ (3,397,418)	\$ 20,223,344
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	\$ 250,904	\$ -	\$ -	\$ 250,904
Restricted (9730-9749)	\$ -	\$ -	\$ -	\$ -
Committed (9750-9769)	\$ -	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Assigned (9770-9788)	\$ 14,225,000	\$ -	\$ (1,698,710)	\$ 12,526,290
Unassigned (9789-9790)	\$ 9,144,858	\$ -	\$ (1,698,708)	\$ 7,446,150

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H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Enter Bargaining Unit: SSFFAE

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 12/15/22)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 5,748,865	\$ -	\$ -	\$ 5,748,865
Remaining Revenues (8100-8799)	\$ 38,951,429	\$ -	\$ -	\$ 38,951,429
TOTAL REVENUES	\$ 44,700,294	\$ -	\$ -	\$ 44,700,294
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 13,192,439	\$ 22,528	\$ 686,913	\$ 13,901,880
Classified Salaries (2000-2999)	\$ 8,229,184	\$ -	\$ -	\$ 8,229,184
Employee Benefits (3000-3999)	\$ 15,451,420	\$ 6,392	\$ 162,441	\$ 15,620,253
Books and Supplies (4000-4999)	\$ 34,846,414	\$ (28,920)	\$ -	\$ 34,817,494
Services, Other Operating Expenses (5000-5999)	\$ 11,741,611	\$ -	\$ -	\$ 11,741,611
Capital Outlay (6000-6599)	\$ 380,569	\$ -	\$ -	\$ 380,569
Other Outgo (7100-7299) (7400-7499)	\$ 1,933,558	\$ -	\$ -	\$ 1,933,558
Direct Support/Indirect Cost (7300-7399)	\$ 999,330	\$ -	\$ -	\$ 999,330
Other Adjustments				
TOTAL EXPENDITURES	\$ 86,774,525	\$ -	\$ 849,354	\$ 87,623,879
OPERATING SURPLUS (DEFICIT)	\$ (42,074,231)	\$ -	\$ (849,354)	\$ (42,923,585)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,800,000	\$ -	\$ -	\$ 2,800,000
CONTRIBUTIONS (8980-8999)	\$ 33,197,438	\$ -	\$ 849,354	\$ 34,046,792
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (11,676,793)	\$ -	\$ -	\$ (11,676,793)
BEGINNING BALANCE	\$ 19,005,166			\$ 19,005,166
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 7,328,373	\$ -	\$ -	\$ 7,328,373
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	\$ -	\$ -	\$ -	\$ -
Restricted (9730-9749)	\$ 7,328,373	\$ -	\$ -	\$ 7,328,373
Committed (9750-9769)	\$ -	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Assigned (9770-9788)	\$ -	\$ -	\$ -	\$ -
Unassigned (9789-9790)	\$ -	\$ -	\$ -	\$ -

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Enter Bargaining Unit: _____ SSFFAE _____

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 12/15/22)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 126,024,819	\$ -	\$ -	\$ 126,024,819
Remaining Revenues (8100-8799)	\$ 41,934,710	\$ -	\$ -	\$ 41,934,710
TOTAL REVENUES	\$ 167,959,529	\$ -	\$ -	\$ 167,959,529
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 55,694,906	\$ 22,528	\$ 2,747,653	\$ 58,465,087
Classified Salaries (2000-2999)	\$ 20,615,390	\$ -	\$ -	\$ 20,615,390
Employee Benefits (3000-3999)	\$ 36,925,891	\$ 6,392	\$ 649,765	\$ 37,582,048
Books and Supplies (4000-4999)	\$ 37,157,145	\$ (28,920)	\$ -	\$ 37,128,225
Services, Other Operating Expenses (5000-5999)	\$ 22,066,945	\$ -	\$ -	\$ 22,066,945
Capital Outlay (6000-6599)	\$ 621,173	\$ -	\$ -	\$ 621,173
Other Outgo (7100-7299) (7400-7499)	\$ 2,308,022	\$ -	\$ -	\$ 2,308,022
Direct Support/Indirect Cost (7300-7399)	\$ (236,293)	\$ -	\$ -	\$ (236,293)
Other Adjustments				
TOTAL EXPENDITURES	\$ 175,153,179	\$ -	\$ 3,397,418	\$ 178,550,597
OPERATING SURPLUS (DEFICIT)	\$ (7,193,650)	\$ -	\$ (3,397,418)	\$ (10,591,068)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 13,301	\$ -	\$ -	\$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,800,000	\$ -	\$ -	\$ 2,800,000
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (9,980,349)	\$ -	\$ (3,397,418)	\$ (13,377,767)
BEGINNING BALANCE	\$ 40,929,484			\$ 40,929,484
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 30,949,135	\$ -	\$ (3,397,418)	\$ 27,551,717
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	\$ 250,904	\$ -	\$ -	\$ 250,904
Restricted (9730-9749)	\$ 7,328,373	\$ -	\$ -	\$ 7,328,373
Committed (9750-9769)	\$ -	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -	\$ -
Assigned (9770-9788)	\$ 14,225,000	\$ -	\$ (1,698,710)	\$ 12,526,290
Unassigned (9789-9790)	\$ 9,144,858	\$ -	\$ (1,698,708)	\$ 7,446,150

* If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below: _____

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I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

Multiyear Projection - Combined General Fund

Enter Bargaining Unit: SSFFAE

	FY 2022 - 23	FY 2023 - 24	FY 2024 - 25
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 126,024,819	\$ 125,803,987	\$ 128,493,433
Remaining Revenues (8100-8799)	\$ 41,934,710	\$ 29,951,563	\$ 29,958,318
TOTAL REVENUES	\$ 167,959,529	\$ 155,755,550	\$ 158,451,751
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 58,465,087	\$ 58,061,222	\$ 57,983,942
Classified Salaries (2000-2999)	\$ 20,615,390	\$ 20,319,627	\$ 20,624,421
Employee Benefits (3000-3999)	\$ 37,582,048	\$ 38,856,493	\$ 39,593,352
Books and Supplies (4000-4999)	\$ 37,128,225	\$ 16,869,234	\$ 17,035,882
Services, Other Operating Expenses (5000-5999)	\$ 22,066,945	\$ 20,679,471	\$ 21,054,690
Capital Outlay (6000-6999)	\$ 621,173	\$ 416,549	\$ 341,549
Other Outgo (7100-7299) (7400-7499)	\$ 2,308,022	\$ 2,303,339	\$ 2,308,806
Direct Support/Indirect Cost (7300-7399)	\$ (236,293)	\$ (236,292)	\$ (236,292)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 178,550,597	\$ 157,269,643	\$ 158,706,350
OPERATING SURPLUS (DEFICIT)	\$ (10,591,068)	\$ (1,514,093)	\$ (254,599)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ 13,301	\$ 13,301	\$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (13,377,767)	\$ (4,300,792)	\$ (3,041,298)
BEGINNING BALANCE	\$ 40,929,484	\$ 27,551,717	\$ 23,250,925
CURRENT-YEAR ENDING BALANCE	\$ 27,551,717	\$ 23,250,925	\$ 20,209,627
COMPONENTS OF ENDING BALANCE:			
Nonspendable (9711-9719)	\$ 250,904	\$ 250,904	\$ 250,904
Restricted (9730-9749)	\$ 7,328,373	\$ 7,328,372	\$ 7,328,372
Committed (9750-9769)	\$ -	\$ -	\$ -
Stabilization Arrangements (9750)	\$ -	\$ -	\$ -
Assigned (9770-9788)	\$ 12,526,290	\$ 7,818,220	\$ 4,649,567
Unassigned (9789-9790)	\$ 7,446,150	\$ 7,853,429	\$ 7,980,784

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		FY 2022 - 23	FY 2023 - 24	FY 2024 - 25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 181,350,597	\$ 160,069,643	\$ 161,506,350
b.	State Standard Minimum Reserve Percentage for this District: (enter percentage):	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$50,000	\$ 5,440,518	\$ 4,802,089	\$ 4,845,191

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties)	\$ 7,446,150	\$ 7,853,429	\$ 7,980,784
b.	Special Reserve Fund (Fund 17) Unassigned Fund Balance	\$ -	\$ -	\$ -
c.	Total Available Reserves	\$ 7,446,150	\$ 7,853,429	\$ 7,980,784
d.	Reserve for Economic Uncertainties Percentage	4.11%	4.91%	4.94%

3. Do unrestricted reserves meet the state minimum reserve amount?

FY 2022 - 23	Yes	☒	No	☐
FY 2023 - 24	Yes	☒	No	☐
FY 2024 - 25	Yes	☒	No	☐

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of South San Francisco Unified School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the South San Francisco Federation of Adult Educators (Bargaining Unit), during the term of the agreement from July 1, 2022 to June 30, 2025.

Shawnterra Moore

District Superintendent
(Signature Over Printed Name)

Date

Ted O

Chief Business Officer
(Signature Over Printed Name)

Date

L. CERTIFICATION NO. 2

(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)

The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

Shawnterra Moore

District Superintendent
(Signature Over Printed Name)

Date

Ted O

Contact Person

(650) 877-8702

Phone

President or Clerk of the Governing Board
(Signature Over Printed Name)

Date

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: February 9, 2023

RE: Approval of Minimum Wage Increase

BACKGROUND:

Senate Bill 3 (Chapter 4/2016) mandates incremental increases to the minimum wage rate. Effective January 1, 2023, the minimum wage for all businesses operating within the geographic boundaries of the City of South San Francisco will adjust from \$15.80 to \$16.70 per hour. We have one group of employees that make \$15.80 per hour, which is our student employees.

FISCAL IMPLICATIONS:

It is estimated that the ongoing cost will be approximately \$7,500 per year.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve raising the minimum wage in the South San Francisco Unified School District from \$15.80 to \$16.70 per hour beginning January 1, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury – Director of Facilities and Safety
William Savidge - Facilities Management Consultant

DATE: February 9, 2023

RE: Approval of Hamilton + Aitken Architects for Architectural Services for the El Camino High School Food Services and Cafeteria Serving Improvements

BACKGROUND:

The Food Service Kitchen facilities at El Camino High School (ECHS) are in need of significant upgrades in several areas in order to accommodate the increased demand for meals, including new breakfast programs, and continued use of the kitchen to prepare meals for distribution District-wide. There are a number of code and health/safety issues with the current kitchen facilities which need to be addressed. In addition, the existing Cafeteria serving areas are inadequate and poorly configured to meet the needs of current food service for ECHS students.

The District has completed some initial work at the site, including adding a temporary freezer to keep up with frozen food storage capacity needs. The District also completed conceptual designing and planning, with Hamilton + Aitken Architects, by the cafeteria serving areas. The design was reviewed and approved by District staff, including the Director of Nutrition Services. It is appropriate at this time to prepare full construction documents for DSA approval, public bid, and construction of the serving area improvements. The eventual full renovation of the kitchen areas will be a second phase of work as included in the Measure T Bond plan.

Hamilton + Aitken Architects provided a proposal for services which is attached. The proposed services include the preparation of plans through Schematic Design Phase for the entire Kitchen and Serving project. This will allow the

District to reference upcoming work during the approval process with environmental health to address current issues. Then the proposal includes preparation of construction documents, DSA approval, bid and award, and construction administration for cafeteria and serving areas which will be completed first.

FISCAL IMPLICATIONS:

By this action: **\$177,859**. The project will be paid from Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve a professional services agreement with Hamilton + Aitken Architects for the Food Services and Cafeteria Improvements Project at El Camino High School.



26 January 2023

Waziuddin Chowdhury
South San Francisco USD
398 B Street
South San Francisco, CA 94080

Re: Proposal for Architectural Services – El Camino HS Cafeteria Serving Line and Central Kitchen

Dear Wazi:

Thank you for this opportunity to present this proposal to provide architectural services for the El Camino HS Cafeteria Serving Line and Central Kitchen Project. The following information describes our understanding of the project and our approach to providing services.

Overall design of the project will be the responsibility of Hamilton + Aitken Architects and our team of engineers and consultants. Our consultants for this project include AMD Food Service Design; Capital Engineering for Mechanical, Plumbing and Electrical; BASE Design for structural engineering; and Cumming Management Group for cost analysis and reporting.

This proposal builds on the assessment study that our team has done reviewing District needs at El Camino. Based on our previous assessment scope, we understand that there are health code issues within the kitchen that need to be addressed if any food service improvements are made. We believe that these required upgrades can be deferred to a later phase work, with Health Department concurrence, so we have prepared this proposal in multiple phases.

Phase 1 – Schematic design of Serving Line, Cafeteria improvements, and Central Kitchen Improvements. This includes replacement of the main walk-in refrigerator and freezer, overall design of kitchen and related areas, serving line, and cafeteria.

Phase 2 – Design Development through CA for Serving Line and supporting kitchen improvements for food pass through, and cafeteria improvements. We have included major accessibility upgrade of the kitchen Staff toilet room and minor upgrades to the adjacent Student toilet room in this phase, which will be required for DSA approval.

Phase 3 – Kitchen upgrades, including walk-in refrigerator / freezer, code upgrades, and improved layout for efficiency.

Project Scope

Project Location: El Camino High School Cafeteria and Kitchen

Budget: The District's stated budget for this work not known at this time. At the completion of schematic design phase, we will prepare a statement of probable that will enable the District to adopt an overall budget for the project.

Schedule: Design and construction for the project will be completed in phases as described below, on the following preliminary schedule:

- Schematic Design 6 weeks
 - Preparation of Cost Estimate 3 weeks
- Serving Line and Cafeteria
 - Design Development 3 weeks
 - Construction Documents 5 weeks
 - DSA Review 10 weeks (estimated)
 - Bidding 4 weeks
 - Construction Administration 10 weeks (anticipated)
- Central Kitchen and walk-in refrigerator / freezer improvements To be determined

Phasing: The project will be designed and constructed in phases. Phase one will include the serving line, kitchen pass-through and cafeteria improvements, with subsequent phases to be determined.

The form of Agreement will be based on the Client's form of Agreement, which will be provided by the Client for review. This proposal is not intended to extend the responsibilities of the Architect beyond those normally attributed to it under the provisions of AIA document B101.

Proposed Scope of Services

Schematic Design Phase

- Review existing design studies or documents of the existing building or site.
- Review reports and studies obtained by the Owner, including Geotechnical Report, Site Survey, and other pertinent information.
- Attend meetings required for design of the project.
- Prepare schematic design studies of the buildings based on the previous assessment phase studies. Design options are limited to three initial options. We will base the schematic design effort on developing the District's selected design option.
- Meet with agencies having jurisdiction over the project to determine building and sitework compliance with regulatory requirements, including Division of the State Architect, County Health Department, and other authorities having jurisdiction.
- Prepare final schematic design drawings for the project, including site plan, building plans, and interior elevations.
- Prepare a written design narrative describing the major elements of the project.
- Prepare a statement of probable cost based on the schematic design documents.

Design Development Phase

- Attend coordination and review meetings regarding the building and sitework elements of the project.

- Prepare CAD/BIM base drawing files of buildings for use by other design disciplines.
- Refine and develop schematic design elements to generally describe the building elements, including dimensioned drawings, site plan, floor plans, building sections, exterior elevations, interior elevations, and sections of important building elements.
- Prepare outline specifications for the project.

Contract Documents Phase

- Attend coordination and review meetings regarding the project.
- Prepare Contract Documents describing the project, incorporating technical information required for construction approval by public agencies, to facilitate the Client's effort to obtain proposals to construct these elements, and to aid and guide the construction of the project.
- Prepare drawings including site plan, building plans and sections, exterior elevations, interior elevations, wall sections, and detail sections showing the intent of the design for the project.
- Prepare specifications, using CSI format.
- Prepare a statement of probable cost based on the DSA submittal documents.
- Assist Client and Client's counsel in preparation of Divisions 0 and 1 (Bid Forms and General Conditions of the Contract and General Requirements).
- Provide information to the District's separate hazardous materials consultant regarding the scope of modernization work.
- Update the design phase schedule for the project.

DSA Review

- Submit documents to the Division of the State Architect for project review and approval.
- Assist the Client to obtain approval of the project by DSA.
- Respond to correction comments by DSA.

Bidding Phase

- Assist the Client during the bidding process to obtain proposals for the construction of the project.
- Incorporate hazardous materials documentation prepared by the District's separate hazardous materials consultant into the overall bid documents.
- Attend pre-bid meeting with potential bidders.
- Respond to questions from bidders.
- Prepare addenda required to clarify the bid documents and address questions of the bidders.
- Assist the Client to evaluate bid proposals.

Construction Phase

- Attend periodic construction progress meetings and job site visits necessary to observe the progress of construction of the project in order to advise the Client of general compliance with the design intent by the Contractor.
- Review the Contractor's request for progress payments for the project.

- Review product and information submittals and shop drawings required by the Specifications.
- Answer questions of interpretation and clarification by the Contractor.
- Prepare supplemental architectural information for corrections or clarifications to the Contract Documents.
- Attend final walk-through of the building and site at Substantial Completion of the project, and prepare a punch list of items that need to be corrected by the Contractor.

Deliverables

- Deliverables Format: PDF for drawings and other documents.
- Construction Phase: Review of submittals and construction correspondence in PDF format with electronic distribution.

Meetings

- Design Phases: We have included three meetings during Schematic Design, two meetings during Design Development, and two meetings during Construction documents phases. Meetings will be conducted online via Zoom or similar online meeting platform. Additional meetings may be arranged by request.
- Construction Phase: We have included one Owner/Architect/Contractor meeting per week for the construction duration noted under Schedule, above. OAC meetings will be conducted online via Zoom or similar online meeting platform.
- Construction Site Observation: We have included 12 site visits during construction. Each consultant to H+AA has included two site visits during construction, plus punchlist and punchlist review site visits.

Assumptions

This proposal is based on the following assumptions:

- As-built drawings of existing building and building systems will be made available by the Client.
- The Client District will provide site surveys, surveys of existing conditions, and geotechnical information if required by us to perform the work.
- The project will require one document package for the Serving line project. Phasing for the general kitchen improvement has not been determined.
- The project will be produced in our standard BIM format using our office standards for documentation. The BIM model will be developed to LOD 100 for schematic design, LOD 200 for design development and contract documents.
- The existing site utility infrastructure is sufficient to accommodate these renovations.

Contingent Additional Services

The following services may be provided at the request of the Client, but are not included in Basic Services of the Architect:

- Work requested beyond the Project Scope or the Proposed Scope of Services shall be considered extra work and may be performed as additional services upon authorization.

- Preparation of accessibility surveys and design of accessibility upgrades that may be required by regulatory agencies but not specifically identified as part of this proposal are not part of our basic services, but may be included as a contingent service.
- Design of fire, life safety and structural upgrades that may be required by regulatory agencies but not specifically identified as part of this proposal are not part of our basic services, but may be included as a contingent service.
- Design and documentation for sustainable rating certification, for example LEED.
- Major design revisions or changes to project scope requested by the Client.
- Revisions necessary to reduce budget after commencement of Construction Documents phase.
- Building commissioning.
- Bid Alternates.
- Attendance at public hearings, legal proceedings, or arbitration/mediation proceedings.

Exclusions

Services not listed in this proposal are specifically excluded from our scope of services.

- Preparation of as-built drawings
- Review of extent of existing hazardous materials or removal procedures, and cost estimating for hazardous materials abatement.

Compensation

We propose to provide these services for a fixed fee as follows (plus expenses):

Phase I – Schematic design – Kitchen, Walk-in Refrigeration, and Cafeteria–
Commencing upon authorization

Note: This is needed to establish required health code improvements overall, and to establish overall scope and budget

Phase	Percent of Total Fee	Fee / phase
Schematic Design	100%	\$61,680

Phase 2 – DD – CA Services for Service Line, Pass-through service, and Cafeteria improvements

Phase	Percent of Total Fee	Fee / phase
Design Development	28%	\$32,530
Contract Documents	39%	\$45,310
DSA Approval	5%	\$5,809
Bid	3%	\$3,485
Construction Phase	25%	\$29,045

Proposed Fee	100%	\$116,180
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Expenses

It is expected that deliverables will be in PDF format, minimizing reproduction and delivery expenses.

Expenses for the project are in addition to the fee, and include documents for reporting progress to the Client, record keeping, review by regulatory agencies, construction document distribution, and for distribution for coordination among different disciplines of the project team. Typical types of expenses for the project are indicated below.

Reproduction:	1.1 X Direct cost
Postage and Delivery:	1.1 X Direct cost
Out of Bay Area Travel:	\$0.6255 per mile for auto, or the current IRS mileage reimbursement Direct Cost for non-auto

Billing Rates for Other Services

The following rates reflect our standard hourly billing rates for services not covered under this proposal:

Principal:	\$195.00
Project Manager:	\$145.00
Specifications Writer:	\$195.00
Project Designer:	\$135.00
Job Captain:	\$120.00
Intermediate Architect / Designer:	\$100.00
Drafter:	\$90.00
Clerical / Word Processing:	\$70.00

Hourly rates for consultants under this proposal will be provided on request.

I hope this proposal addresses the requirements of the project and meets your expectations. Should you have any questions, please call me and I would be happy to review them with you.

Sincerely,



Chad Hamilton AIA
Principal – Hamilton + Aitken Architects

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury – Director of Facilities and Safety

DATE: February 9, 2023

RE: Approval of Change Order #1 for the Contract of Southwest Construction on the South San Francisco High School Food Service Improvements Project

BACKGROUND:

The improvements to the food services area at the South San Francisco High School are underway.

During the course of the work, there have been numerous unforeseen conditions related to the older building construction, which requires additional work. With the removal of a few partition walls, several concrete curbs were discovered, and the differing levels of the concrete floors found, had to be aligned. Additionally, some additional Haz-Mat material was discovered in the process of demolition.

Change Order #1, in the amount of \$13,445.15 is attached and summarizes the specific items.

FISCAL IMPLICATIONS:

By this action: **\$13,445.15** will be paid from Facilities Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #1 to the contract of Southwest Construction for the South San Francisco High School Food Service Improvements Project.

CHANGE ORDER FORM

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

CHANGE ORDER NO.:

1

CHANGE ORDER

Project: South SF HS Food Service Improvements
Bid No.: 03-25

Date: 01/25/2023
DSA File No.: ____NA____
DSA Appl. No.: ____NA____

The following parties agree to the terms of this Change Order:

Owner: South San Francisco USD

Contractor: Southwest Construction & PM

398 B Street, South San Francisco,
CA-94080

1213 San Mateo Avenue, San Bruno, CA-94066

Architect: HED Architects

Project Inspector: Brett Hammack

417 Montgomery St., Ste 400
San Francisco, CA-94104

1259 Sunny Court, # 8
San Jose, CA-95116

Reference	Description	Cost	Days Ext.
PCO # 4R Requested by: Performed by: Reason:	Repair Floor drain, add trap primer and vent Architect Contractor Unforeseen	\$ 6,976.50	0
PCO # 5 Requested by: Performed by: Reason:	Leveling of concrete floor. Additional costs in addition to "Allowance" amount approved in Contract Architect Contractor Unforeseen	\$ 127.48	5
PCO # 6 Requested by: Performed by: Reason:	Frame chase for Plumbing lines where curb exists. Architect Contractor Unforeseen	\$ 2,603.80	0
PCO # 7 Requested by: Performed by: Reason:	Framing modifications at new door to match existing. Architect Contractor Unforeseen	\$ 3,737.37	0
Contract time will be adjusted as follows:		Original Contract Amount:	\$ 386,200.00
Previous Completion Date: February 24, 2023		Amount of Previously Approved Change Order(s):	\$ 0.00
Five (5) Calendar Days Extension (zero unless otherwise indicated)		Amount of this Change Order:	\$ 13,445.15
Current Completion Date: March 1, 2023		Contract Amount:	\$ 399,645.15

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650, et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:

Contractor:

[Name] Date

[Name] Date

Architect:

Project Inspector:

[Name] Date

[Name] Date

END OF DOCUMENT