

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S – REGULAR MEETING
Thursday, September 12, 2024**

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

SSFUSD Equity Definition

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

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

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: <https://www.ssfusd.org/apps/pages/onlineboardmeeting>
(The link will be active shortly before 7:00 p.m. on September 12)

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

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

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

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Superintendent evaluation

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

B. ROLL CALL

- C. PLEDGE OF ALLEGIANCE** will be led by Buri Buri ES 5th grade student Isabella Chang

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. Back to School Nights
- b. Portrait of an Educator
- c. Other

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President ECHS
2. Josephine Harsana, Spring Student Trustee and ASB President SSFHS

M. PUBLIC COMMENTS

For Items Not On the Agenda:

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

To comment prior to the meeting:

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/BoardMeeting09122024> beginning at 3:00 p.m. on Monday, September 9, until 3:00 p.m. on Thursday, September 12. These comments will be read by all Board members and posted on the District website's 2024-25 Board meetings at: <https://www.ssfusd.org/apps/pages/meetings>

To comment in-person during the meeting:

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

Special Meeting Comments:

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

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

N. INFORMATION ONLY PRESENTATIONS

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

1. EDUCATIONAL SERVICES

**a. Teaching and learning presentation:
Buri Buri Elementary School**

Principal Cregg Ramich will present the educational priorities and programs at Buri Buri Elementary School to the Board.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. Report on Year-End Unaudited Actuals

Assistant Superintendent Ted O will present the Unaudited Actuals Financial Report including revenues, expenditures, and ending balances for the 2023-24 fiscal year.

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ACTION

1. BUSINESS SERVICES

a. Approval of Year-End Unaudited Actuals Report

1

Staff recommends the approval of the 2023-24 Unaudited Actuals Financial Report, as presented to the Board.

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

1. ADMINISTRATION

a. Minutes of the July 29, 2024 special Board meeting. **2 - 3**

b. Minutes of the August 15, 2024 regular Board meeting. **4 - 26**

2. EDUCATIONAL SERVICES

a. Approval to send the Special Education Leadership team to Association of California School Administrators (ACSA) Every Child Counts Symposium on January 13-15, 2025 in San Diego. **27 - 28**

b. Approval of addendum to the June 20, 2024 NPA listing. **29 - 32**

c. Approval of MOU for Elizabeth Kvarna to provide part-time support to the Special Education team for the 2024-25 SY. **33 - 34**

d. Approval of MOU for Susan Cossette to provide part-time **35 - 36**

support to the Special Education team for the 2024-25 SY.

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3. HUMAN RESOURCES

- a. Classified Personnel Assignment Order 37 - 39

4. BUSINESS SERVICES

- a. Gifts to the District, August 2024. 40 - 41
- b. Fundraising events for 2024-25 school year. 42 - 44
- c. Professional services agreements under \$25,000. 45 - 46

PUBLIC HEARING – Sufficient student textbooks/instructional materials

A Public Hearing, in accordance with California Education Code Section 60119 and SB 550, will provide an opportunity for members of the public to comment on the sufficiency, appropriation and disbursement of instructional materials throughout the District.

A Public Hearing will provide an opportunity for members of the public to comment on the instructional materials.

INFORMATION/DISCUSSION

1. ADMINISTRATION

- a. Discussion of Community Forum Topic(s) 47

The Board will discuss potential topic(s) for the District's Community Forum being held on October 24, 2024.

ACTION *(continued)*

1. ADMINISTRATION

- a. Adoption of Resolution No. 24-44 for Hispanic/Latinx Heritage Month 48 - 49

Staff recommends the adoption of Resolution #24-44 (English and Spanish versions): Honoring Hispanic/Latinx Heritage Month (9/15 to 10/15).

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2. EDUCATIONAL SERVICES

- a. Adoption of Resolution No. 24-42 Sufficient Student Textbooks/ Instructional Materials** 50 - 56

Staff recommends the adoption of Resolution #24-42: To confirm and certify that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

- b. Approval of agreement with Silicon Valley Mathematics Initiative (SVMI) to provide a new Math curriculum pilot for the 2024-25 school year** 57 - 60

Staff recommends the approval of agreement with SVMI for Math services provided during the 2024 – 25 school year in the amount of \$43,575.00.

- c. Approval of Baden High School Comprehensive Support and Improvement (CSI) Plan for the 2024-25 school year** 61 - 75

Staff recommends the approval of the CSI plan for the 2024-25 school year as presented.

- d. Approval of agreement with B.E.E. Therapy to provide services for a Speech and Language Pathologist on a leave of absence** 76 - 83

Staff recommends the approval of agreement with B.E.E. Therapy up to \$75,000.00 in order to fulfill IDEA Child-Find requirements for the 2024-25 school year.

- e. Approval of supplemental materials AP US Government and Politics** 84 - 88

Staff recommends the adoption of supplemental materials for AP United States Government and Politics (AMSCO, 2022) for the 2024-25 school year.

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3. HUMAN RESOURCES

- a. Approval of MOU between SSFUSD and SSFCTA Special Education (Education Specialist) sign-on bonus for the 2024-25 school year** 89 - 92

Staff recommends the approval of the MOU between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association regarding the Special Education (Education Specialist) Sign-On Bonus for SY 2024-2025.

4. BUSINESS SERVICES

- b. Adoption of Resolution No. 24-45 GANN limits** 93 - 94

Staff recommends the adoption of Resolution #24-45: Certifying the actual Gann Limit for 2023-24 and the estimated Gann Limit for 2024-25.

- c. Approval of agreement with BESS Test Lab, Inc. for utility survey services for Sunshine Gardens ES modernization project under the Measure T Bond program** 95 - 97

Staff recommends the approval of the agreement with Bess Test Labs, Inc. for the CCTV video inspection of pipelines for sewer and storm systems at Sunshine Gardens ES Modernization project in the amount of \$33,840.30.

- d. Approval of agreement for an extension of a 3-year contract with Key Analytics for cost accounting & tracking program services for the Measure T Bond program** 98 - 110

Staff recommends the approval of agreement for Amendment #1 to extend the service contract with Key Analytics for 3 years (2024-2027) in the amount of \$166,500.00.

- e. Adoption of Resolution No. 24-49 Support of State Ballot Proposition 2** 111 - 116

Staff recommends the adoption of Resolution #24-49 in

support of Proposition 2: Kindergarten through Grade 12 schools and local community college public education facilities modernization, repair, and Safety Bond Act of 2024.

f. Approval of Change Order #3 on the HVAC Project Package A with E.F. Brett and Company 117 - 119

Staff recommends the approval of Change Order #3 to the contract with E.F. Brett and Company for the HVAC Project Package A Project #15-23, in the amount of \$24,804.00.

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

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

September 26, 2024

- Teaching and learning presentation - Westborough MS
- Presentation on SSF Education Foundation
- Presentation on Middle College
- Update on enrollment for the 2024-25 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2024-25
- Resolution for California Week of the School Administrator (October)

October 10, 2024

- Teaching and learning presentation - ECHS
- Presentation on Facilities Department
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/24
- Update on OpTerra Energy solar savings
- Resolution honoring Native American/Alaska Native Heritage Month (November)
- Approval of ESSER III Expenditure Plan for 2024-25

October 24, 2024 - Community Forum

- Topic(s) TBD

November 14, 2024

- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Update on Safe School Plans

December 12, 2024

- Teaching and learning presentation - Parkway Heights MS
- Presentation on Performance Management - CTE

- Approval of San Mateo Co. QRIS block grant for 2024-25
- Presentation and approval of First interim budget report “positive certification”
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of 2025 Summer School Program

December 18, 2024 - Reorganization meeting

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

January 23, 2025

- Teaching and learning presentation – Los Cerritos ES
- Presentation – Children’s Center
- Recognition for outgoing Student Trustees Wong & Harsana
- Presentation on audited actuals report for the fiscal year ended June 30, 2024
- Presentation LCAP
- Williams report for 4th quarter ending 12/31/24
- Resolution honoring African American History Month (February)

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 Joanna Marcelino, 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 and can be found via YouTube at: <https://www.youtube.com/@ssfusdmeetings>

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: September 12, 2024

RE: Approval of the 2023-24 Unaudited Actuals Financial Report

BACKGROUND

At the end of each fiscal year, LEA's must "close the books". This is an accounting process in which the budgetary accounts by fund, by resource code (program) are zeroed out and the actual revenue and expenditure accounts are closed to fund balance. Any excess of revenues over expenditures is added to the fund balance and any excess of expenditures over revenues is deducted from the fund balance. This process separates financial transactions by fiscal year and measures the results of operations for that year.

Education Code section 42100(a) states that on or before September 15, the governing board of each school district shall approve, in a format prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement, along with the statement received pursuant to subdivision (b), with the County Superintendent of Schools. On or before October 15, the County Superintendent of Schools shall verify the mathematical accuracy of the statements and shall transmit a copy to the Superintendent of Public Instruction.

FISCAL IMPLICATIONS:

The Unaudited Actuals financial report includes information on revenues received, expenditures incurred, and the ending balances for all funds in 2023-24.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the 2023-24 Unaudited Actuals financial report.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of July 29, 2024

SSFUSD Equity Definition

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

OPEN SESSION - 5:01 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
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Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Excused Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Excused Mr. Ted O, Assistant Superintendent, Business Services - Present
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C. PLEDGE OF ALLEGIANCE

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. PUBLIC COMMENTS - None

CLOSED SESSION

1. Conference with Legal Counsel - Existing Litigation pursuant to paragraph (1) of subsection (d) of California Government Code Section 54956.9. Name of case: USS Cal School Construction Cases.

RECONVENE INTO OPEN SESSION - 5:18 p.m.

F. REPORTING OUT FROM CLOSED SESSION - Nothing to report.

ADJOURNMENT - 5:18 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of August 15, 2024

SSFUSD Equity Definition

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

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Conference with Legal Counsel – Anticipated Litigation Pursuant Government Code §54956.9(d):
 - One (1) Case

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

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Jamie Wong, Student Board Member - Present
Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Present

C. PLEDGE OF ALLEGIANCE - was led by President Daina Lujan

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 #24 (Anthony/Murray) For Item #1, to reject a claim filed against the district pursuant to Government code §54956.9(d). Motion Carried (Unanimous)

F. REVIEW OF AGENDA

Superintendent Dr. Shawnterra Moore requested to pull Information and Discussion 1a and Action Item 2a.

G. PTA COUNCIL REMARKS

President Lauren Kitchen welcomed everyone to the new school year. “On behalf of the PTA, we would like to say happy first day of school to all of the students, families, teachers, and administrators. I have two kids that started in 7th and 11th grade this year, so it's exciting to have the kids go back to school.” Ms. Kitchen also highlighted a notable achievement, “This is the first year in many years where we start off the year with the minimum number of people to have PTAs at every single school. Some are very small and some have more than 10 people, but there is always room for more leaders at every school.” She mentioned having an amazing group of people who have committed to serving on the PTA including some being their first time on the PTA Board. There are also members who do not speak English as their first language and most members work full-time sacrificing a lot to improve their school environment and experience for their students. Ms. Kitchen expressed her gratitude to the PTA members who have stepped into leadership roles and encouraged those who have not volunteered on the PTA before to get involved. “You can join any PTA in the district. If you go to the website jointotem.com you can find all of our PTAs there and join. It's a great way to get to know people at school to support the teachers and most importantly make your own children proud.” Ms. Kitchen highlighted bright spots that have set a positive tone for the start of the year. At Los Cerritos, the PTA prepared welcome packets and assisted teachers with classroom setup. At Martin, they provided lunch for the teachers. At Skyline, they hosted a luncheon and helped with school supply drop-off. At Spruce, PTA leaders participated in the TK welcome day and gave a presentation to families. At Buri, they hosted a kindergarten meet-and-greet and provided lunch for teachers. At Monte Verde, they provided lunch for teachers, held a breakfast mingle with parents, and have an ice cream social planned. At Ponderosa, they gave Giants game tickets to teachers, decorated the school to welcome families, hosted a welcome breakfast, and have a special treat planned. At Junipero Serra, they provided a welcome breakfast for staff. At Sunshine, they held a parent meet-and-greet with coffee and donuts. At Alta Loma, they assisted with volunteers for new student orientation. At Westborough, they are

providing lunch for teachers. At Parkway, they participated in orientation, connecting with many new families, and plan to offer coffee and donuts for teachers in the coming weeks. At El Camino, they participated in freshman orientation last week and hosted a breakfast meetup for new parents and families. Lastly, South San Francisco provided lunch for teachers while they set up their classrooms and underwent training. “So thank you to the many volunteers who made that happen and made the teachers feel special and we appreciate all of you.”

H. STAFF ASSOCIATION REPRESENTATIVES’ REMARKS

South San Francisco Federation of Adult Educators – None

South San Francisco Classroom Teachers Association - President Shari Giusti mentioned that she had not had time to prepare a speech due to the busy first day of school. She noted the children had a great time and loved it. Ms. Giusti expressed her enthusiasm for the year ahead, particularly in working with everyone and engaging in the class size discussions that the union and cabinet have decided to make a committee for. She noted while adjustments take time, there are concerns from Title I schools regarding high numbers in fourth and fifth grades. Despite compensation, classes at these schools can reach 34 students, which remains stressful and hopes to address and resolve this issue for both secondary and elementary levels this year. Ms. Giusti also shared her position this year is increasing in time, “I am out of the classroom for union work 20% last year but 40% this year.” She continues to plan on visiting all sites to gather input from teachers about their experiences and ideal conditions in South San Francisco. “So since I am asking those questions and I know that it is in line with what you're doing with Portrait of a Graduate, feel free to connect with me and I will hopefully be able to work with all of you and we can share that information and work together to get what a Portrait of an Educator might look like this year.” She wished everyone for a wonderful school year.

California School Employees Association Chapter 197 – President Jolene Malfatti shared CSEA has not had their first meeting this month however, there are items that align with CTA President Giusti’s classroom concerns. “We were also thinking about how the lack of parent educators impacts the teachers. I remember when I started many decades ago in our district, every teacher had a classroom aide.” However, due to a budget shortfall, most staff were laid off. She noted that with moderate to severe students now back in the classrooms, there is an increased need for additional support. “I think we're about maybe a little more than 70 paras short, quite a few paraprofessionals, and I hear nothing but concerns every week about how more of them want to quit and go to Burlingame, where they're paid more.” Ms. Malfatti mentioned there has been increased scrutiny of the paras' stipends, which has heightened their concerns. She hopes the district doesn’t lose any more staff and is sharing this hoping the district can address the issue with cabinet or HR for a resolution. “I think the only thing that's going to resolve it truly is

to raise their pay and not to be scrutinizing of their stipends.” Ms. Malfatti questioned whether the district is saving money by reintegrating severe students, considering the injuries some paras sustain. She expressed she is looking forward to a positive year and mentioned that Board President Lujan will be missed noting, “You’re a very, very good school board member.”

- I. **PERSONNEL COMMISSION** - Assistant Superintendent J. Marwan Hannon reported that the next Commission meeting will take place on August 19, 2024.

- J. **ITEMS FROM THE BOARD**

Vice President Anthony announced the Board Facilities Subcommittee meeting is scheduled for next Thursday in the Board room.

Trustee Richardson announced that the secretary of the County Committee of School District Organization has resigned. This year, Jared Prolo will lead the committee.

- K. **SUPERINTENDENT’S REPORT**

- a. **Introduction of Student Trustees and ASB Presidents** - Superintendent Dr. Moore introduced this year’s Student Trustees. Jamie Wong, The ECHS ASB President will serve as the Student Trustee this Fall and Josephine Harsana, the SSFHS ASB President will be the Student Trustee in the Spring. They will both be reporting out on events at their schools during the Board meetings. They will also provide the student perspective on issues that arise throughout the school year. She expressed appreciation and gratitude for their participation in a very productive and engaging orientation last week, and she and the Board are all very excited to work with the both of them.
- b. **Welcome Back remarks** - Superintendent Dr. Moore welcomed back the community members, students, families, and staff to another year. She shared she was engaged in a collaborative administrator retreat a few weeks ago with school and district leaders. At the retreat, they worked to align professional learning and leadership with the strategic plan and Portrait of a Graduate (POG). She mentioned last week was a welcoming orientation for new district educators noting, “It was engaging, inspiring, warm, and welcoming.” Dr. Moore also shared about the kickoff event “Where we shared our vision, acknowledged the shared journeys that we’re on together, seeking to collectively reach the summit representing our POG outcomes.” The event featured a keynote speaker who many appreciated and enjoyed her presentation, which was inspiring and provided a variety of ways to exemplify instructional shifts that appealed to our community. School sites have since delved deeper into the POG and are already generating ideas to bring it to life. She mentioned school board members

and the cabinet visited schools for the first day of instruction noting, the atmosphere was “electrifying, joyful, welcoming and warm.” She shared some quotes she received from school leaders, one being “Community is our strength.” It was a wonderful first day of school.

- c. **Update on WASC Accreditation – Adult Education** - Superintendent Dr. Moore shared that South San Francisco Adult Education has been reaffirmed for accreditation through June 30, 2026. “I wanted to congratulate our Adult Education staff, students, families and community and administration on a job well done, we're very proud of you.”

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President El Camino High School welcomed everyone back expressing joy at seeing familiar faces. She also recognized Josephine, the new ASB President at South San Francisco High School, and expressed excitement about working with her. She mentioned over the past three weeks, leadership students volunteered their summer to create posters with affirmations, advertisements, and recognitions to foster a welcoming atmosphere on campus. The decorations received positive feedback from both staff and students, enhancing school spirit. On the first day of school, the ASB office conducted a two-day curriculum across all periods to engage students beyond the typical syllabus introduction. This unified approach helped students feel connected and prepared for the new school year. She then highlighted the following upcoming events at her site; Friday, August 23rd, in the big gym will be the Welcome Back rally. The event will feature Dr. McDonald as the emcee, ASB members dressed as "Inside Out" characters, a performance by the varsity cheer team, and the debut routine by the Advanced Performing dance program. From August 26th to 28th, El Camino will hold its annual Fall Club Fair during lunch in the courtyard, showcasing over 30 active clubs, including Fostering the Future, Biotech Club, and Christian Youth Club. August 30th will be the first fundraiser of the year, a movie night under the stars featuring a screening of "Pitch Perfect" on the football field. Freshman elections are approaching, offering new students a chance to take on leadership roles. An informational session will be held to explain the election process and encourage freshmen to participate. Ms. Wong concluded by wishing everyone a great start to the school year and expressing excitement for what's to come.

Vice President Anthony commented that was a really lovely welcome back for the school and hoped it was enjoyed by everyone.

President Lujan commented thanking Ms. Wong for the update.

2. Josephine Harsana, Spring Student Trustee and ASB President South San

Francisco High School, expressed her excitement for the upcoming year and hopes everyone had an excellent summer. She shared her enthusiasm about starting the new school year. She then highlighted the following recent and upcoming events at her site; during the annual summer training, the ASB welcomed both returning members and new students. They introduced new student expectations and basic procedures for event planning and fundraisers. On the final day of training, students participated in a cooking challenge inspired by the show "Chopped," where they created meals from scratch. This activity fostered collaboration, effective communication, and bonding, aligning with the Portrait of a Graduate aim of impact. On August 7th, South San Francisco High School hosted an orientation for freshmen and transfer students. The event featured performances to showcase the school spirit, and students had the opportunity to sign up for various extracurricular activities including band, color guard, soccer, football, volleyball, wrestling, cheer, badminton, and cross country. Campus tours and classroom activities helped new students connect with the school community. Ms. Harsana highlighted the summer activities of several clubs and sports. The Earth Club worked on the outdoor learning space, Key Club officers attended training conferences, and fall sports teams including football, volleyball, cheer, and cross-country prepared for their upcoming seasons. She expressed high hopes for the teams and excitement for the season, concluding with a spirited "Go, Warriors!" On the first day of school, ASB students were stationed around the campus to assist new students and answer questions, contributing to a positive start to the school year. Ms. Harsana concluded her report by thanking the board for the opportunity to speak and expressing her anticipation for an eventful year ahead with the South San Francisco High School community.

President Lujan commented thanking Ms. Harsana for the update.

M. PUBLIC COMMENTS

Megan Connery, a teacher at El Camino High School, spoke about enrollment and the math pilot program. Freshman enrollment this year is at 297, marking an increase of 72 students compared to last year. The Sophomore class has 225 students, the Junior class has 288, and the Senior class has 273. Historically, each class used to exceed 300 students, and there is hope to increase enrollment further. The math pilot program has begun successfully with three days of training completed. The district has supported preparation for the first unit, and additional resources like bookcases have been arranged for storing workbooks. She also brought up concerns about the Imagine Learning Curriculum and how the experience differs by grade span. Although K-8 materials have been updated, high school materials remain unchanged from the previous year. Middle school workbooks are color, perforated, available in English and Spanish, and has two versions of assessments, while high school workbooks offer only one version of assessments and exactly the same as last year. The high school curriculum

appears to be less prioritized compared to middle school, and there were promises of updated materials that have not been met. She also expressed there is a lack of access to updated high school materials, making it challenging to make informed decisions for the next semester. Lastly, she thanked the district for fully supporting the program.

Amy Lam, a mother of two young children attending Monte Verde and Westborough Middle School in District B, introduced herself to the South San Francisco Unified School District community. She has filed to run for the District B Board of Trustee seat and noted that the position appears uncontested, suggesting she is likely to join the board when the new term begins. Amy expressed her excitement to learn from the community and her commitment to understanding the district's workings. She looks forward to engaging with everyone and contributing to the board.

N. INFORMATION ONLY PRESENTATION

1. EDUCATIONAL SERVICES

a. Summer School

Assistant Superintendent Keith Irish introduced the summer school program leaders, Director Dr. Marianne Hew, and Director Dr. Marcos Garcia, who oversaw the summer programs and worked with the school leaders.

Dr. Garcia thanked the Board for their continued support of all the District's extended year programming.

Overview of Summer School

- 5 Programs
- 5 Campuses with in-person instruction
- 274 Staff members
- Over 1,500 students

Programs

Dr. Garcia said the BLIS program was held at Los Cerritos Elementary and Spruce Elementary. The ESY (Extended School Year) program was integrated across all five sites. This year, the Elevate Math program was conducted in person, serving 199 students across two sites: lower grade students attended Spruce, while upper grade students attended Alta Loma. Nutrition Services provided both breakfast and lunch to students, serving a total of 11,000 breakfasts and 17,000 lunches. The Community Meals Program was also implemented at three sites.

BLIS Program

The program was led by two exceptional school teams: Dr. Humphrey and Ms. Gonzalez led the Spruce team, while Ms. McCarron and Ms. Christian led the Los Cerritos team. The program was overseen with expert supervision and direction from Mr. Covacha.

Dr. Garcia reviewed the program highlights:

- The Big Lift Program is a key initiative aimed at supporting academic readiness for K-3 students.
- The program combines academic and social-emotional support.
- Professional learning for teachers is provided through academic coaching and various training sessions.
- Literacy assessments are conducted and shared with home schools to support teachers at the start of the academic year.
- Positive feedback was received from families, noting increased student confidence and a strong connection to the program.

Extended School Year (ESY) Program

Director Dr. Marianne Hew began with an overview of the Extended School Year (ESY) program, designed for special education students who need additional summer support to meet their academic and social-emotional behavioral goals as outlined in their IEPs. The program accommodates a wide range of students, including preschoolers and adults, and was led by Mr. Jonathan Berg, with amazing support from a dedicated team of support providers.

In addition to academic support, the program included community learning experiences, such as field trips to parks and supermarkets, offering students a broad range of summer experiences. Site leaders played a crucial role, with each leader contributing to the ESY program at their respective school sites throughout the year.

Elevate Math

Dr. Hew pointed out that this year is the first time the Elevate Math Lab program is being held in person, based on family feedback that they preferred in-person classes over online ones. This change led to more students joining the program compared to last year, which was a good thing but also created some new challenges. Due to the higher number of students, the program was divided between two campuses: younger students attended Spruce, while older students were at Alta Loma. The site leaders' flexibility and support in managing this split were greatly appreciated. Additionally, Jordan Mineo from the Silicon Valley

Educational Foundation continues as the Elevate Coordinator, while Kim Moss, was the site administrator. She supported both the Elevate Math program and the Baden ESY program across the district.

The program is focused on:

- Math curriculum front-loading skills for next year
- Emphasis on growth mindset
- College and career readiness lessons
- College mentors working with students

STEAM Academy

The STEAM program is one of the district's signature initiatives and has a long-standing history. This year, STEAM benefited from the experience of returning teachers, site leaders, and teaching artists through the partnership with Young Audiences. Returning administrators, Principal Miranda Hahn, and Assistant Principal Cynthia Espinor led the program. They provided strong support for the program, allowing students to engage in a variety of activities centered on science, math, and literacy throughout the summer. The teaching artists, who focused on graffiti, dance, and percussion, did a great job mixing art with the science lessons. The program concluded with a gallery walk and performances that families were invited to attend.

High School Credit Recovery

Dr. Hew noted the high school summer program focused solely on credit recovery, and it turned out to be quite robust. 517 students across two sessions attended, allowing them to earn credits towards graduation and improve their grades for college eligibility. Principal Esperanza Flores, who was a returning administrator but new to the role of Principal, along with Assistant Principal Sharon Celillo, did an excellent job leading the program and supporting both teachers and students. 14 students completed all their graduation requirements and graduated, which was a significant achievement. Instead of having a separate summer graduation, these students participated in their regular May graduation ceremonies. This allowed them to celebrate with their classmates and move forward after finishing their summer work.

Program Summary

Dr. Hew expressed deep appreciation for the staff members who return each year to support summer learning, noting that their dedication is crucial to offering the robust and varied programs offered. She also commended the site leaders for their exceptional work and dedication throughout the summer and highlighted their presence on the first day of school as a testament to their commitment. The highlights of the

program included:

- Strong attendance in summer programs (average daily attendance ranged from 89% to 96%)
- Compared to the two previous years, more interest in in-person programs and an increase w
- Challenges due to bond construction projects
- Programs were able to welcome families to campus for closing ceremonies
- Staffing challenges are a continued area for reflection and growth

President Lujan thanked Drs. Hew and Garcia for the summer overview noting "It leaves me smiling."

Trustee Richardson expressed gratitude and mentioned looking forward to summer graduations, though noted that we no longer have them. She also asked for clarification if there were 14 students who graduated.

Dr. Hew explained to Trustee Richardson that 14 students completed their final credits for graduation over the summer. Because many only had a small amount of work left, they didn't need the entire summer to finish. That's why principals advocated for these students to participate in the May graduations rather than waiting until the end of the summer. This way, they could celebrate with their families and friends while quickly finishing up their graduation requirements.

Trustee Richardson thanked everyone for the great presentation.

Trustee Hsieh thanked everyone for the great presentation and was impressed by the fact that 1,518 participated. She also highlighted the dedication of the 274 administrators, staff, and teachers, which means there was a ratio of 5 to 1. She called the program amazing and appreciated all the effort that went into helping the students succeed.

Trustee Murray expressed gratitude for the work done by everyone involved, including the Ed Services team, staff, teachers, and administrators. She emphasized that every program in the summer was important and praised the team for effectively meeting the needs of many students.

Vice President Anthony echoed the thanks and expressed happiness about the wrap-around services, specifically noting the summer meals provided to students who aren't in the program. She also praised the

increase in student participation in math.

President Lujan thanked everyone again for the excellent presentation and for all the planning and hard work. She expressed joy at seeing so many engaged kids in the pictures.

2. BUSINESS SERVICES

a. Information Technology Department

Assistant Superintendent Ted O introduced Nathan Sundaram, Director of Technology, to provide an update on his department and the District's Information Technology Department.

Director Nathan Sundaram introduced his presentation by outlining that the technology department plays a crucial role in supporting the District's goals. He explained that technology acts as an enabler, helping achieve these objectives. He shared that he joined the district about a year and a half ago and has since worked on infrastructure security, the help desk, and has also set up functions related to project management, governance, and procurement.

Key Topics

- Mission
- Talent
- Accomplishments
- Landscape
- Opportunities

Mission

Director Sundaram explained that as he gained more insight, he recognized the need to build a strong foundation for future growth. To address this, the team created a mission and "embarked on a transformation journey to learn, adopt, and implement organization fundamentals while servicing students, teachers, parents and staff with increasing customer satisfaction, speed, and innovation." He chose to lead this change by example by becoming actively involved with his team to explore more efficient methods and understand current practices within the district. The approach has proven effective, with the team fully on board and significant progress made together.

Talent

Director Sundaram introduced the technology department team, who were recognized and applauded for their significant contributions. He noted that, although small, the team has been crucial in making his 1.5-year journey enjoyable. He mentioned that there are still two open

positions, including a systems administrator. Director Sundaram highlighted the department's commitment to continuous learning, providing opportunities for team members to enhance their technical skills through an online learning platform. This initiative supports their professional development and has led to a substantial improvement in ticket resolution times, which are now nearly three times faster than before. Director Sundaram noted that the work doesn't stop here, as there is still a lot to be done. The goal is to further reduce resolution times to just a day or two instead of weeks and to improve technology and automation. He highlighted the success of the first summer internship program, which had two interns from El Camino High School this year. The interns made significant contributions, including fixing nearly 300 Chromebooks, working on MacBooks, organizing the technology department, and processing E-waste recycles. The internship provided valuable work experience and life skills for the students, which are beneficial for both employment and college admissions and expressed enthusiasm for continuing and expanding this opportunity throughout the year.

Accomplishments

Director Sundaram gave an overview of the year's accomplishments.

Key Highlights

- Core infrastructure is more stable than ever with 99.999% availability. This has resulted in zero internet issues and no major infrastructure issues over the last eight months.
- Increased security camera availability from 60% to 90%. It is more reliable than ever at an outstanding 98% (a significant jump from prior record of 70%)
- Products were purchased and implemented with very little training for users or staff. We have engaged vendors to provide training for staff. We will extend the training to users this year.
- Elimination of dormant products previously purchased but were unused resulted in significant financial savings for the district.
- Negotiated better contract rates for services to benefit the district financially. Switched vendors for cost-saving and quality of services.
- Implemented robust backup of our systems and services.

- Created a first draft of a Disaster Recovery Plan and Ransomware Protection solutions. Both have been tested and validated.
- Upgraded our phone system to be more efficient and cost-saving, and we enacted our T-Mobile partner to provide the best cellphone coverage during emergencies and cellular congestion.

Culture

Director Sundaram shared there was a focus on talent development within the team. Each team member plays a crucial role and has a stake in their department's success, which fosters a sense of responsibility. Clear ownership of tasks has enhanced collaboration and communication, allowing everyone to share information and learn from one another to improve continuously.

Innovation/Optimization

Governance structures were established to enhance accountability and performance. Director Sundaram noted that this year's focus was on making services more efficient and better suited to the district's needs. They reviewed all the licenses they use, negotiated better deals, and looked for new vendors to drive innovation. They worked on improving security and making sure the tools they use are the best fit for the district. They also switched from reacting to problems to preventing them. Instead of waiting for teachers or staff to report issues, they now monitor everything closely and set up alerts for things like power outages. This way, they can fix problems before they affect the classrooms. The team received training to better understand and use the tools they have. Because of these changes, they completed all their projects, saved \$450,000 a year, and increased customer satisfaction. There's still some work to be done, but they've made great progress.

Project Highlights

Several specific projects were highlighted. The network electronics and cabling project upgraded internet coverage and hardware, addressing gaps that previously impacted connectivity. In the internet and telecom area, unused services were migrated, and price negotiations led to annual savings of \$188,000. The migration of phone systems and E911 testing resulted in additional savings of \$38,000. The legacy storage system was improved by migrating to the cloud and redesigning backup systems. Progress was made with printers, deploying nearly all of them, and automated the process of setting up new computers, reducing the time required from 2 or 3 hours to just 5 minutes. 36 ECHS monitors were upgraded with donated 32-inch

monitors, spending only \$500 on cabling. He brought maintenance in-house for security cameras due to poor vendor response times. A total of 50 cameras were repaired and installed, ensuring all are operational. The audio systems project, which began in 2019, was modified to include cameras, microphones, and extra speakers, making the spaces more functional. Upgrades were done in the Spruce cafeteria and gym facilities.

Opportunities

- Security is not a matter to be taken lightly. We have not installed all necessary measures properly, which calls for immediate action.
- Technology is an afterthought.
- Improve collaboration for the initiatives.
- Adapting and embracing technology standards.
- Planning sessions and communication are warranted. Example: Summer program. Onboarding and introducing new tools/programs.
- Implement device management solution for Windows and Android hardware.
- Upgrade the Palo Alto Firewall to the latest release.
- Implement a new security detection and prevention system.
- Expand physical security cameras and upgrade some outdated systems and hardware.
- Enhanced review of the contract to get the best rate and services
- Improve the ticketing system.
- Upgrade outdated and inadequate power supply units.

Director Sundaram concluded his presentation by thanking everyone for their time.

President Lujan thanked Director Sundaram for his presentation.

Vice President Anthony shared she reviewed the packet and was very impressed with the work of our new IT director. She thanked the team for all their efforts.

Trustee Murray thanked Director Sundaram and his team for the comprehensive report. She expressed appreciation for the proactive approach outlined in the report and the various ways saving the district money.

Trustee Hsieh expressed appreciation for the comprehensive report

and was particularly impressed with the clear presentation of key accomplishments and savings. She praised the team's excellent work in saving the district a significant amount and appreciated the outlined opportunities that provide clear direction for future actions.

Trustee Richardson thanked Mr. Sundaram for the detailed presentation, noting that it was the most in-depth analysis the board has heard, especially regarding the security cameras. She was surprised to learn that the district has many more cameras than she initially thought, with varying numbers at each school.

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.

Dr. Moore made a correction to Item 1f, Agreement with America's Next Talented Star and Sports Soccer Program for the 13-week Fall and 14-week Winter Sports training program in fiscal year 2024-25. Dr. Moore noted the fiscal implications indicated \$63,750,000.00 which is incorrect. The correct amount is \$63,750.00.

MOTION #25 (Murray/Anthony) to approve Administration Item a, Minutes of the July 11, 2024 Regular Board meeting; Administration Item b, Minutes of the July 18, 2024 Regular Board meeting; Item 1a, District Counselor on Special Assignment, Director, and counseling staff to attend the CASC Annual Conference in Riverside, CA from October 23-25, 2024; Item 1b, Supplementary Instructional Materials for adoption beginning in the 2024-2025 school year; Item 1c, Agreement to participate with the California Healthy Kids surveys for the 2024-25 Spring Administration; Item 1d, Agreement with Renaissance Learning Inc. program for the 2024-25 school year; Item 1e, Agreement between Coach Jirayu Jerry Wu and SSFUSD for the 2024-2025 program year; Item 1f, Agreement with America's Next Talented Star and Sports Soccer Program for the 13-week Fall and 14-week Winter Sports training program in fiscal year 2024-25; Item 1g, Agreement with South San Francisco Unified School District's Child Development Program and The Educational Team Contract for the fiscal year of 2024-2025; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 3a, Purchase Order Listing, June 1-30, 2024; Item 3b, Warrant Register, June 1-30, 2024; Item 3c, Cash Receipts, June 1-30, 2024; Item 3d, Declaration of surplus items; Item 3e, Gifts to the District, June 2024; Item 3f, Fundraising event for the 2024-25 school year; Item 3g, Professional service agreement under \$25,000. Motion Carried with correction. (Unanimous)

INFORMATION/DISCUSSION

1. Educational Services

a. Confirmation of sufficient student textbooks/instructional materials.

Item pulled

ACTION

1. ADMINISTRATION

a. Resolution No. 24-43 for Attendance Awareness

Board Clerk Hsieh read the resolution.

MOTION #26 (Murray/Richardson) to adopt Resolution #24-43: Recognizing Attendance Awareness Month and supporting activities to increase awareness of the importance of daily attendance. (AYES: Trustee Hsieh, Murray, Richardson, Anthony, Lujan; NOES: None). Motion carried. (Unanimous)

b. Approval of MOU with Bay Ed Fund

Trustee Murray thanked the Bay Ed Foundation for their continued support.

MOTION #27 (Anthony/Richardson) to approve the MOU with Bay Ed Fund for a one-year period. Motion Carried. (Unanimous)

c. Approval of MOU with Learner Centered Collaborative

Vice President Anthony inquired about the roles and differences of Learner Centered Collaborative since it was mentioned earlier for approval. Mr. Irish clarified that LCC will lead the transition to a learner-centered model and help define the district's approach, focusing on nine competencies. They will also support the development of a shared instructional vision. PSI will provide targeted support, particularly in math and science, to three schools, offering on-site assistance to instructional leadership teams and principals.

Vice President Anthony mentioned, "It looked like people who were going to be receiving the support in each school are going to be the same regardless of which organization is providing. Both proposals said we're going to be working with TOSAs and teacher leaders." She then asked, "Are those the same groups in each?" Mr. Irish explained that while both organizations will work with TOSAs and teacher leaders, the specific groups might differ. For LCC, a guiding coalition of educators, including teachers and classified staff, will be formed. Mr. Irish also mentioned that funding for LCC will come from the general fund, while

PSI's costs are covered partly by the general fund and partly by the Bay Ed Fund. The \$150,000 from the educator effectiveness grant will be used for coaching and mentoring as per the grant's requirements.

Trustee Hsieh questioned whether the cost reflects the workload, and Mr. Irish responded that priorities and responsibilities are clearly defined for both organizations, with specific leads assigned to different aspects of the work. Adjustments have been made to ensure that TOSAs and teacher leaders can manage their new responsibilities effectively without being overwhelmed.

Trustee Richardson inquired about the funding sources, specifically whether the costs were covered by the LCAP. Mr. Irish confirmed that the general fund will cover the costs for LCC, while the Bay Ed Fund will contribute to other areas. Trustee Richardson expressed gratitude for the support from the Bay Ed Fund and the superintendent's efforts in securing additional funding for the district's initiatives.

MOTION #28 (Richardson/Murray) to approve the agreement with Learner Centered Collaborative for the 2024 - 2025 school year in the amount of \$343,000. Motion Carried. (Unanimous)

d. Approval of MOU with Partners in School Innovation

Mr. Irish clarified that the main difference in cost is due to having a staff member on site at each school once a week providing additional support to site leaders. This support will be provided to three Title I schools this year.

MOTION #29 (Murray/ Hsieh) to approve the Memorandum of Understanding (MOU) with Partners in Schools Innovation in the amount of \$650,000 for the 2024-2025 school year. Motion Carried. (Unanimous)

e. Approval of District's New and Updated Policies

MOTION #30 (Hsieh/Murray) to approve the District's new or updated Board Bylaws and Policies listed below and waive a second reading (except where noted). Motion Carried. (Unanimous)

1. BP 3555 - Nutrition Program Compliance.
2. BP 4030 - Nondiscrimination in Employment
3. BP 4218 - Dismissal/Suspension/Disciplinary Action
4. BP 6146.1 - High School Graduation Requirements
5. BP 6177 - Summer Learning Programs
6. BP 9270 - Conflict of Interest

2. EDUCATIONAL SERVICES

- a. **Resolution #24-42: sufficient student textbooks/instructional materials**

Item pulled

3. Human Resources

- a. **Approval of Scoot Education MOU**

MOTION #31 (Murray/Hsieh) to approve the renewal of the Swing Education Platform & Services Agreement for SY 2024-2025. Motion Carried. (Unanimous)

- b. **Approval of Swing Education MOU**

MOTION #32 (Murray/Hsieh) to approve the renewal of the Scoot Education Agreement for Staffing Services for SY 2024-2025. Motion Carried. (Unanimous)

The Board recessed at 8:27 p.m. for a break and reconvened at 8:37 p.m.

- c. **Approval of ChildCare Careers, LLC dba The Education Team MOU**

Vice President Anthony asked why we are considering another contract here when we already passed one for the Education Team on the consent agenda. Mr. Irish explained that the previous contract was for early education, while this one is for K-12 support.

MOTION #33 (Hsieh/Murray) to approve the renewal of The Education Team Service Agreement for SY 2024-2025. (AYES: Hsieh, Murray, Richardson, Lujan; NOES: Anthony). Motion Carried on a 4-1 vote.

- d. **Approval of Contract with an Agency for Transportation Services for Eligible Student designated Foster Youth or McKinney-Vento for the 2024-25 School Year**

President Lujan pointed out that the title should be "students" (plural) instead of "student." She mentioned that while the title read awkwardly, it wasn't significant to delaying the entire item.

MOTION #34 (Murray/Hsieh) to approve our Student Services partnership with these transportation agencies in order to support our homeless and Foster Youth. It is further recommended the Assistant Superintendent of Business Services be allowed to sign all Program Service Agreements (PSA) in the 2024-25 school year. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

a. Approval of Professional Services Agreement with Pavement Engineering, Inc., for Pavement Assessment at Westborough Middle School under the Measure T Bond Program

MOTION #35 (Murray/Hsieh) to approve the professional services agreement with Pavement Engineering Inc., for the Pavement Assessment at Westborough Middle School in the amount of \$12,830.00. Motion Carried. (Unanimous)

b. Approval of the Agreement with Lionakis Beaumont Design Group for Project Assessment Services for the El Camino High School Modernization Project under the Measure T Bond Program

Vice President Anthony was concerned because only one bid was considered for the project. She felt more bids should have been sought from the 18 prequalified firms and suggested that the process was unfair. She encouraged the trustees to vote against the item.

Ms. Lori Shelton explained that the prequalified firms were selected to speed up the process and prevent delays. The goal was to streamline things by moving from identification to design without holding up each project. The chosen firm was intended to go straight into the design phase.

Vice President Anthony disagreed with this approach, arguing that there should have been more competition and bidding from the entire pool of firms.

Trustee Richardson suggested that if more proposals were needed, the board could reopen the process, but noted that this might delay the project.

President Lujan asked for more details on the prequalification process and why the current firm was selected.

Ms. Shelton described how several architectural firms were interviewed, and one was chosen based on how well it fit the project. Proposals were requested after the interviews, but not all firms submitted them.

Vice President Anthony asked if proposals were requested from all prequalified firms or just a few. Ms. Shelton confirmed that only a few selected firms were asked.

Trustee Richardson asked if all 30 approved firms were cleared by the state for school projects. Ms. Shelton confirmed that the firms had the necessary licenses and certifications.

Trustee Murray supported moving forward with the current process to avoid delays.

Ms. Shelton confirmed that all firms in the pool were licensed for projects.

President Lujan thanked everyone for their input.

MOTION #36 (Murray/Hsieh) to approve an architectural services agreement with Lionakis Beaumont Design Group for project assessment services at El Camino High School for the school's modernization project in the amount of \$395,505.00. (AYES: Murray, Hsieh, Richardson, Lujan; NOES: Anthony). Motion carried on a 4-1 vote.

c. Approval of Agreement with CAW Architects, Inc. for Project Assessment Services for the South San Francisco High School Modernization Project under the MeasureT Bond Program

Vice President Anthony expressed feeling the same way from the previous Lionakis item and that if conversations are happening, they should be detailed in the staff report. Specifically, the report should include information about who was contacted, the proposals requested, and if anyone was non responsive.

Trustee Hsieh acknowledged Vice President Amanda's comment and asked if there are ways to improve the process moving forward.

MOTION #37 to approve an architectural services agreement with CAW Architects, Inc. for project assessment services at South San Francisco High School for the school's modernization project in the amount of \$672,940.00. (AYES: Murray, Hsieh, Richardson, Lujan; NOES: Anthony). Motion carried on a 4-1 vote.

d. Approval of Agreement with Smith, Fause, McDonald, Inc. for the Development of District-Wide Information Technology Standards for the Measure T Bond Program

MOTION #38 (Anthony/Hsieh) to approve a contract for the development of SSFUSD District-Wide IT Standards with Smith, Fause, McDonald, Inc. in the amount of \$40,770.00. Motion Carried. (Unanimous)

e. Approval of Change Order #5 on the Heating, Ventilating and Air Conditioning (HVAC) Project Package B, Project #16-23

MOTION #39 (Hsieh/Murray) to approve Change Order #5 to the contract with E.F. Brett and Company for the HVAC Project Package B Project #16-23, in the amount of \$48,489.00. Motion Carried. (Unanimous)

f. Approval of Change Order #2 on the Heating, Ventilating and Air Conditioning (HVAC) Project Package

Trustee Richardson raised concerns about whether the new roofs being installed have enough insulation. She worried that if the roofs are not well-insulated, the new HVAC units might have to work harder, which could lead to higher costs and shorten their lifespan.

Ms. Lori Shelton explained that, according to the project team, the new units being installed on the roofs do have added insulation. She didn't have specific details about the insulation levels but confirmed that not all roofs are being upgraded in this project. The goal is to improve the performance of the HVAC units, but there may still be some issues with insulation in other areas of the district.

President Lujan thanked Lori Shelton for addressing Trustee Richardson's questions.

Motion #40 (Murray/Hsieh) to approve Change Order #2 to the contract with E.F. Brett and Company for the HVAC Project Package A Project #15-23, in the amount of \$47,793.00. Motion Carried. (Unanimous)

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

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

August 29, 2024 - Board study session *(Board room)*

- Math

September 12, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation and approval of year end unaudited actuals
- Presentation on SSF Education Foundation
- Discussion of October 24 Community Forum topic(s)

- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Nomination(s) for CSBA Directors-at-large Asian American and Hispanic
- Resolution on GANN limit

September 26, 2024

- Teaching and learning presentation - Westborough MS
- Update on enrollment for the 2024-25 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2024-25
- Resolution for California Week of the School Administrator (October)

October 10, 2024

- Teaching and learning presentation - ECHS
- Presentation on Facilities Department
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/24
- Update on OpTerra Energy solar savings
- Resolution honoring Native American/Alaska Native Heritage Month (November)
- Approval of ESSER III Expenditure Plan for 2024-25

October 24, 2024 - Community Forum

- Topic(s) TBD

November 14, 2024

- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Update on Safe School Plans

December 12, 2024

- Teaching and learning presentation - Parkway Heights MS
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2024-25
- Presentation and approval of First interim budget report “positive certification”
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of 2025 Summer School Program

December 18, 2024 - Reorganization meeting

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)
- Board of Trustees reorganization

- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Murray welcomed Joanna Marcelino and thanked everyone for a successful start to the school year. She mentioned visiting schools on the first day and seeing both new students and happy returning teachers. She also expressed her appreciation for the beginning of the school year and wished everyone a great start.

Trustee Hsieh also welcomed everyone back and wished them a great semester.

Trustee Richardson shared her positive experiences visiting several schools and participating in the welcome events for teachers. She observed emotional “happy” moments from parents and students, saw improvements at Martin School, and noted the success of the revamped parking lot. She also attended a conference about critical issues affecting Latino students, particularly the importance of maintaining reading skills after third grade. She praised the district for its efforts in addressing these issues and implementing restorative practices.

President Lujan wished everyone a happy first day of school and looked forward to a great year.

ADJOURNMENT – 9:00 p.m.

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 Nathan Isla, 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 and can be found via YouTube at: <https://www.youtube.com/@ssfusdmeetings>

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
Sabrina Yacoub, Director of Special Education

DATE: September 12, 2024

RE: Approval to send the Special Education Leadership team to Association of California School Administrators (ACSA) Every Child Counts Symposium on January 13-15, 2025 in San Diego

BACKGROUND:

ACSA Every Child Counts Symposium is a specially designed conference held annually for the special education administrator. It takes place on Wednesday, January 13, 2025 through Friday, January 15, 2025 in San Diego. More information can be found at <https://acsa.org/Professional-Learning/Conferences/every-child-counts-symposium>.



ACSA's Student Services and Special Education Council presents this world-class learning event each year, featuring exciting workshops, informative keynotes and opportunities for skill development and networking.

The Every Child Counts Symposium is designed for both beginning and veteran educational leaders and focuses on the latest in the field of student services and special education.

This year, the special education department would like to send our leadership team to this symposium. This team will consist of:

- 2 Special Education Teachers on Special Assignment
- 1 School Psychologist on Special Assignment
- 3 Special Education Program Specialists
- 1 Special Education Coordinator of Mental Health, Behavior and Assessment
- 1 Special Education Transition Coordinator
- 1 Coordinator, PreK Special Education
- 1 Director of Special Education & Pupil Personnel
- Total = **10** SSFUSD special education district office staff

FISCAL IMPLICATIONS:

The total fiscal implication is \$25,000.00.

Breakdown of Fees:

- Registration Fees: \$599 (member) - \$799 (non-member)
- Airfare: \$200
- Hotel: approximately \$1050 (\$350 per night for up to 3 nights)
- Travel Reimbursement to and from Airport to Hotel and back
- Daily Travel Expenses/Meal Allowances: \$75/day

The Special Education General Education Fund will cover all costs listed for staff to attend this conference.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve sending the Special Education Leadership team to attend the ACSA, Every Child Counts Symposium on January 13-15, 2025 in San Diego, CA.

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

Sabrina Yacoub, Director of Special Education

DATE: September 12, 2024

RE: Addendum to approved Non-Public Agencies (NPA) memo dated June 20, 2024 to fill special education staffing needs and vacant positions for the 24-25 school year.

BACKGROUND:

SSFUSD contracts with non-public agencies (NPA) in order to provide specialized services and support for vacancies that we either are not able to fill internally or do not have allocated internally and are required to provide. On June 20, 2024, the SSFUSD school board approved a comprehensive listing of NPAs that we contract with of which two had been allocated to fill for open and known positions of need. That section of that chart is included below.

Organization	Service(s) Provided	Description	Cost per service	Agency Total Cost
Amergis Health Care, formerly Maxim HealthCare Staffing	Licensed Vocational Nurses	This agreement is set up to continue contracting for 3 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. • LVN \$60/hour <u>LVNs</u> • Krizza Agustin • Kristyne Pardilla	\$260,000	\$3,288,440

		• VACANT		
	Board Certified Behavior Analyst (BCBA)	This agreement is set up to continue contracting with 1 BCBA through this agency at the following rate. • \$130/hour <u>BCBA</u> • 2 Board Certified Behavior Specialists • 3 Board Certified Behavior Specialists to cover leaves for 24-25	\$750,000	
Ro Health	Licensed Vocational Nurses	This agreement is set up to continue contracting for 3 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. • LVN \$56/hour • RN \$100/hour <u>LVNs</u> • Donia Zaru • Guadeloupe Furtado • 2 VACANT	\$325,000	\$325,000

Outstanding INTERNAL TEACHER & RELATED PROVIDER VACANCIES:

- 16.5 special education teachers
- 1 Augmentative Alternative Communication /Assistive Technology Specialist
- 1 Deaf & Hard of Hearing teacher
- 2 Speech Language Pathologists
- 1 School Psychologist on Special Assignment
- .5 Teacher of the Visually Impaired
- .5 Orientation & Mobility Specialist

*Already part of adopted budget

*This is a note of current vacancies which if not able to hire internally, will need to seek out personnel externally. Costs are approximations based on average costs. \$150,000/ staff on average

This memo is to request approval of additional staff and professional service agreements (PSA) with the following Non-public agencies. Below is an update of the June 20, 2024 chart of approved agency contracts:

Organization	Service(s) Provided	Description	
Amergis Health Care, formerly Maxim HealthCare Staffing	Licensed Vocational Nurses	This agreement is set up to continue contracting for 2 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. • LVN \$60/hour <u>LVNs</u> • Krizza Agustin (out starting October)? • Kristyne Pardilla • VACANT STILL	No change in cost from June 20, 2024 board approval
	Board Certified Behavior Analyst (BCBA)	This agreement is set up to continue contracting with 1 BCBA through this agency at the following rate. • \$130/hour <u>BCBA</u> • 2 Board Certified Behavior Specialists (1 hired internally; the other contracted: Semi Chang) • 3 Board Certified Behavior Specialists to cover leaves for 24-25 ○ Sunjoo Kim ○ Doreece Taylor ○ VACANT STILL	No change in cost from June 20, 2024 board approval
Ro Health	Licensed Vocational Nurses	This agreement is set up to continue contracting for 3 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. • LVN \$56/hour • RN/CSN \$100/hour <u>Certified School Nurse:</u> • Janet Kwan <u>LVNs</u> • Cammy Vue	No change in cost from June 20, 2024 board approval. Shift of \$81,250 from total cost approved to ProCare (next line)

		• Guadeloupe Furtado • 2 VACANT: Carmella David Bautista , other allocated to ProCare contract	
ProCare	Licensed Vocational Nurses	This agreement is set up to continue contracting for 1 Licensed Vocational Nurses (LVN) through this agency at the following rates: • LVN \$60-\$65/hour <u>LVNs</u> • Franchesca Aquino	No change in cost from June 20, 2024 board approval. \$81,250 shifted from RoHealth allocation
<u>Outstanding INTERNAL TEACHER & RELATED PROVIDER VACANCIES:</u> • 1 Augmentative Alternative Communication /Assistive Technology Specialist - hired internally • 2 Speech Language Pathologists - hired internally • 1 School Psychologist on Special Assignment - Hired internally • 2 Speech and language pathologists to cover maternity leaves - continues to be vacant • 1 Deaf & Hard of Hearing teacher - continues to be vacant • 2 PreSchool Teachers & 2 Mild-Moderate High school teachers - vacancies continue • .5 Teacher of the Visually Impaired - continues to be vacant • .5 Orientation & Mobility Specialist - continues to be vacant			

FISCAL IMPLICATIONS:

No fiscal implications

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the updates to the June 20, 2024 approved board memo and subsequent professional services agreements.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith Irish - Assistant Superintendent of Educational Services
Sabrina Yacoub, Director of Special Education

DATE: September 12, 2024

RE: Approval of Request to Hire through Memorandum of Understanding (MOU)

BACKGROUND:

We currently have two special education teachers on leave. This memo is to request to hire a retired special education teacher, Elizabeth Kvarna, on a part-time basis through a MOU. Ms. Kvarna will support the IEP case management for a special education teacher at Martin who is on a leave of absence. Support will be as needed until the teacher returns for the 2024/25 school year.

FISCAL IMPLICATIONS:

Up to \$25,000.00 for the 2024-25 school year. Funding will come out of the Special Education budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve this MOU in order to fulfill IDEA Child-Find requirements for the 2024/25 school year.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District and **Elizabeth Kvarna**, hereinafter called the "EMPLOYEE", for the purposes of the assignment of the EMPLOYEE to the duties as follows for the 2024-25 school year on a part-time basis, on her per diem hourly rate, to support IEP case management for a leave of absence of a special education teacher at Martin, as needed until the teacher return up to \$25,000:

1. Draft, develop and present IEPs to parents and IEP team at IEP meetings by established due date
2. Assess students for initial and eligibility review meetings

The EMPLOYEE will be paid their per diem hourly rate for fiscal year 2024-2025. The task(s) or project will begin on 08/12/2024 and end on 05/30/2025. Funding will come out of the Special Education budget.

Stipends must be preapproved by the Business Services and Human Resources Departments prior to the start of the additional duties.

Employee

Date

Assistant Superintendent, Business Services

Date

Assistant Superintendent, Human Resources

Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith Irish - Assistant Superintendent of Educational Services
Sabrina Yacoub, Director of Special Education

DATE: September 12, 2024

RE: Approval of Request to Hire through Memorandum of Understanding (MOU)
for the 2024/25 school year

BACKGROUND:

We currently have two preschool teacher vacancies, of which requires a special education credentialed teacher with preschool authorization. This memo is to request to hire through a MOU a retired special education teacher, Susan Cossette, on a part-time basis to support assessment and initial IEP case management for preschool evaluations as needed until an internal staff is hired for the 2024/25 school year.

FISCAL IMPLICATIONS:

Up to \$35,000.00 for the 2024-25 school year. Funding will come out of the Special Education budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve this MOU in order to fulfill IDEA Child-Find requirements for the 2024/25 school year.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District and **Susan Cossette**, hereinafter called the “EMPLOYEE”, for the purposes of the assignment of the EMPLOYEE to the duties as follows for the 2024-25 school year on a part-time basis, on her per diem hourly rate, to support assessment and initial IEP case management for preschool evaluations as needed until an internal staff is hired up to \$35,000.

1. Draft, develop and present IEPs to parents and IEP team at IEP meetings by established due date
2. Assess students for initial and eligibility review meetings

The EMPLOYEE will be paid their per diem hourly rate for fiscal year 2024-2025. The task(s) or project will begin on 08/12/2024 and end on 05/30/2025. Funding will come out of the Special Education budget.

Stipends must be preapproved by the Business Services and Human Resources Departments prior to the start of the additional duties.

Employee

Date

Assistant Superintendent, Business Services

Date

Assistant Superintendent, Human Resources

Date

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Cacao, Rowena, Nutrition Services Assistant I, El Camino High School, 5.0 hours per day, Range 25H, Step 5, effective August 15, 2024.

Hendricks, Isabella, Paraprofessional I, Spruce Elementary School, 6.0 hours per day, Range 25, Step 4, effective August 15, 2024.

Barghouti, Sarah, Paraprofessional II - Special Education, Sunshine Gardens Elementary School, 6.0 hours per day, Range 29, Step 2, effective August 15, 2024.

Shrestha, Agyashree, Paraprofessional II - Special Education, Junipero Serra Elementary School, 6.0 hours per day, Range 29, Step 2, effective August 15, 2024.

Salvo, Autumn, Paraprofessional II - Special Education, Westborough Middle School, 6.0 hours per day, Range 29, Step 2, effective August 15, 2024.

Barnes, Ellyson, Paraprofessional II - Special Education, Parkway Heights Middle School, 6.0 hours per day, Range 29, Step 3, effective August 15, 2024.

Greenberg, Danielle, Paraprofessional II - Special Education, Junipero Serra Elementary School, 6.0 hours per day, Range 29, Step 3, effective August 20, 2024.

Noguchi-Ordonez, Chiko, District Behaviorist, District Office, 7.5 hours per day, Range 3C, Step 5, effective August 21, 2024.

Ledezma, Manuel Guadalupe, Skilled Maintenance Worker, District Office, 8.0 hours per day, Range 48, Step 2, effective August 26, 2024.

Buscher, Marykate, Paraprofessional II - Special Education, Alta Loma Middle School, 6.0 hours per day, Range 29, Step 3, effective August 26, 2024.

RESIGNATION

Ortiz, Thomas, Paraprofessional II - Special Education, South San Francisco High School, 6.25 hours per day, Range 29, Step 5, effective August 5, 2024.

RESIGNATION (CONTINUED)

Hagy, Sophia, Paraprofessional I - Special Education, South San Francisco High School, 6.0 hours per day, Range 26, Step 3, effective August 13, 2024.

Aguirre, Irene, Paraprofessional I - Bilingual, Los Cerritos Elementary School, 4.0 hours per day, Range 30, Step 5, effective August 14, 2024.

RELEASE FROM PROBATION

EIN 9942, Nutrition Services Assistant I, El Camino High School, 5.0 hours per day, Range 25H, Step 5, effective August 30, 2024.

TEMPORARY INCREASE IN HOURS

Ramirez, Elizabeth, Paraprofessional I - Bilingual, Los Cerritos Elementary School, 3.0 to 5.0 hours per day, Range 25, Step 5, effective August 15, 2024 through May 30, 2025.

Sanchez, Martha, Office Assistant, Martin Elementary School, 4.0 to 7.5 hours per day, Range 30, Step 5, effective August 15, 2024 through May 30, 2025.

Alvarez, Dora, Office Assistant, Ponderosa Elementary School, 4.5 to 7.5 hours per day, Range 30A, Step 5, effective August 15, 2024 through May 30, 2025.

Gomez, Sandra, Paraprofessional I - Bilingual, Ponderosa Elementary School, 3.0 to 4.0 hours per day, Range 25, Step 5, effective August 15, 2024 through May 30, 2025.

Chen, Jade, Paraprofessional I – Bilingual, Skyline Elementary School, 5.0 to 6.0 hours per day, Range 25, Step 3, effective August 15, 2024 through May 30, 2025.

Bactad, Nenita, Paraprofessional II – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29, Step 5, effective August 15, 2024 through May 30, 2025.

Christie, Loree, Paraprofessional I – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 26, Step 5, effective August 15, 2024 through May 30, 2025.

Hirsch, Kady, Paraprofessional I – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29A, Step 5, effective August 15, 2024 through May 30, 2025.

Dresser, James, Paraprofessional II – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29, Step 5, effective August 15, 2024 through May 30, 2025.

TEMPORARY INCREASE IN HOURS (CONTINUED)

Meinguer, Arantxa, Paraprofessional I – Bilingual, Spruce Elementary School, 3.0 to 6.0 hours per day, Range 25, Step 5, effective August 15, 2024 through May 30, 2025.

Hernandez, Julie, Paraprofessional I – Bilingual, Spruce Elementary School, 4.0 to 6.0 hours per day, Range 25, Step 4, effective August 15, 2024 through May 30, 2025.

Gomez, Ruth, Paraprofessional I – Bilingual, Sunshine Gardens Elementary School, 4.0 to 6.0 hours per day, Range 25 A, Step 5, effective August 15, 2024 through May 30, 2025.

Barghouti, Sarah, Paraprofessional II – Special Education, Sunshine Gardens Elementary School, 6.0 to 6.5 hours per day, Range 29, Step 2, effective August 15, 2024 through May 30, 2025.

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: September 12, 2024

RE: Acceptance of Gifts

Background:

The District has received the attached list of cash and in-kind gifts during the month of August 2024.

Fiscal Implications:

The gifts will benefit the District Office or school sites that have 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 AUGUST 2024.**

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

\$1,500 – Non-monetary donation of one Canon Plotter Printer valued at \$1,500 from Bill Wong to El Camino High School for student and staff use.

\$100 from Ms. Eliza Nunez to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$100 from Jumana Juhar to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$150 from Henry Dao to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$300 from ASB Leadership to El Camino High School in support of ASB activities.

\$575 from various parents to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$7,500 from the South San Francisco Rotary Foundation to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$1,000 from Alta Loma Middle School PTA to Alta Loma Middle School in support of the 6th grade class.

\$1,000 from Alta Loma Middle School PTA to Alta Loma Middle School in support of the 7th grade class.

\$1,000 from Alta Loma Middle School PTA to Alta Loma Middle School in support of the 8th grade class.

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: September 12, 2024

RE: Acceptance of 2024-25 Fundraisers

BACKGROUND:

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

The following fundraisers are being submitted for approval:

El Camino High School

ASB	Welcome Back Movie Night – Selling tickets to attend the screening of Pitch Perfect. Commencing August 30, 2024.
Class of 2028	T-Pumps Boba Sale - Commencing afterschool on March 25, 2025 and April 22, 2025.
Class of 2028	Boba Drinks Sale – Selling boba drinks during the Senior Sunset Event. Commencing May 25, 2025.
Class of 2028	Popcorn Sale – Selling popcorn during movie night. Commencing August 30, 2024.
Class of 2028	Spam Musubi Sale – Selling spam musubis during the Homecoming Dance. Commencing September 28, 2024.
Class of 2028	Donut Sale – Selling donuts during the Fall Festival event. Commencing October 26, 2024.
Class of 2028	Popcorn and Candy Sale – Selling popcorn and candy during the Talent Show event. Commencing February 27, 2025.

Class of 2028	Stickers and Key Chains Sale – Selling stickers and key chains during the Jim Cresta Memorial Car Show event. Commencing March 8, 2025.
Class of 2027	T-Pumps Boba Sale - Commencing afterschool on April 8, 2025 and April 29, 2025.
Class of 2027	T-Pumps Boba Sale – Selling boba drinks during the Jim Cresta Memorial Car Show event. Commencing afterschool on March 8, 2025.
Class of 2027	Candy Sale – Selling candy during movie night. Commencing August 30, 2024.
Class of 2027	Jollibee's Peach-Mango Pie Sale – Selling pies during the Homecoming Dance event. Commencing September 28, 2024.
Class of 2027	Boba Drinks Sale – Selling boba drinks during the Talent Show event. Commencing October 26, 2024.
Class of 2027	Spam Musubi Sale – Selling spam musubis during the Fall Festival event. Commencing October 26, 2024.
Class of 2026	Boba Drinks Sale – Selling boba drinks during the Basketball Quad Games event. Commencing afterschool in January 2025.
Class of 2026	T-Pumps Boba Sale - Commencing afterschool on April 15, 2025.
Class of 2026	T-Pumps Boba Sale - Selling boba drinks during the Homecoming Dance event. Commencing September 28, 2024.
Class of 2026	Boba and Soda Sale – Selling boba drinks and sodas during movie night. Commencing August 30, 2024.
Class of 2026	Cup-of-Noodle and Hot Chocolate Sale – Selling noodles and hot chocolate during the Fall Festival event. Commencing October 26, 2024.
Class of 2026	T-Pumps Sale – Selling boba drinks during the Fall Festival event. Commencing October 26, 2024.

Class of 2026	ECHS T-Shirt Sale - Selling school t-shirts during the Jim Cresta Memorial Car Show event. Commencing March 8, 2025.
Class of 2026	Caramel Apple Day Sale – Selling caramel apples at \$5 each in-front of the ECHS Red Stage afterschool. Commencing October 21, 2024.
Class of 2026	Boba Sale – Selling boba drinks during the Senior Sunset event. Commencing May 23, 2025.
Class of 2025	T-Pumps Sale – Selling boba drinks during the Fall Festival event. Commencing October 26, 2024.

Monte Verde Elementary School

Monte Verde ASB Walk-A-Thon – Commencing September 27, 2024.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

For 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: September 12, 2024
RE: Professional Services Agreements Under \$25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Superintendent

\$6,000	Dr. Michael Milliken – To support Ms. Hong’s success in the role of new principal at Los Cerritos by providing administrative coaching and support services throughout the 2024-25 school year.
Not to exceed \$8,000	Dr. Bruce F. Thompson – To support Ms. Nguyen’s success in the role of new principal at Parkway Heights MS by providing administrative coaching and support services throughout the 2024-25 school year.

District Office – Business Services

\$8,500	Amador General Construction – Installation of a new door at the South San Francisco HS site by opening concrete wall, waterproof opening and installing fiberglass door. Commencing August 2024.
\$2,800	Gomez Iron Works – Providing iron work repair and service for realignment of railing, add missing post and welding work. Services to be conducted at the Monte Verde ES site. Commencing August 2024.
\$24,400	Raposo Engineering – To extend the storm drain line and connect to existing basin at Parkway Heights MS to improve drainage during heavy rain and prevent flooding.

District Office – Ed Services

\$2,000	James Graham – Mr. Graham is an artist/painter hired to restore and revitalize the Children’s Center front facing mural. Commencing September 2024.
\$9,735	Music is First – To provide twelve half-hour classes ending in a culminating event for 7 preschool classrooms at the Children Center. Commencing October 2024.
\$4,180	Development is Child’s Play – Providing Individual Educational Evaluation and occupational therapy evaluation for Special Needs Pre-K student. Commencing September 1, 2024 through May 30, 2025.
\$1,500	Innovative Therapy Services – Providing Speech and Language Evaluation for Special Needs Pre-K student. Commencing September 1, 2024 through May 30, 2025.
\$7,600	Los Gatos Psychological Assessment Inc. – Providing individual Educational Evaluation and Psycho Educational Evaluation for Special Needs Pre-K Student. Commencing September 1, 2024 through May 30, 2025.

El Camino High School

\$3,200	PixalShot LLC – To provide photobooth and its services for all ASB activities. Commencing throughout the 2024-25 school year.
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FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

It is recommended that the Board of Trustees approve the professional services agreements as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

DATE: September 12, 2024

RE: October Community Forum Topic(s) Discussion

BACKGROUND:

In preparation for the October 24 Community forum, we wanted to give the Board an opportunity to discuss potential topics.

The Board will determine 1 or 2 topics they would like the community forum to focus on. In previous years, the Board discussed the following topics at our community forums:

- *Strategic Plan*
- *School safety: A review of the Big 5 Protocols and site emergency plans*
- *Equity and homework*
- *District fields*
- *Moving to district (area) elections*
- *Mental health in the District*
- *Nutrition Services (long food lines and breakfast service at middle and high schools)*
- *Facilities needs and challenges*
- *Emergency preparedness in schools and communities*

FISCAL IMPLICATIONS:

NA

RECOMMENDATION:

For information and discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-44

**HISPANIC/LATINX HERITAGE MONTH
SEPTEMBER 15 – OCTOBER 15, 2024**

*WHEREAS, the month of September 15 to October 15 was designated as **Hispanic Heritage/Latinx Month** by the United States Congress in 1988; and*

WHEREAS, Hispanic, Latinx or Latino, refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race; and

WHEREAS, September 15 was chosen to commemorate the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua and September 16 for Mexico's independence; and

*WHEREAS, this year's theme is: **"Pioneers of Change: Shaping the Future Together."** and*

WHEREAS, the impact of the Hispanic/Latinx culture and centuries-old traditions are manifested in our State's customs and laws; and

WHEREAS, Hispanic Americans/Latinx continue to make important contributions to our society in American government, business, agriculture, Armed Forces, commerce, education, the arts, science, and sports; and

WHEREAS, California Education Code Section 51204.5 specifically calls for instruction in the social sciences to include the study of the role and contributions of Mexican Americans, to the economic, political, and social development of California and the nation, with particular emphasis on portraying the role of this group in contemporary society; and

WHEREAS, Hispanic Americans/Latinx are one of the fastest growing communities in this country and represent 62 million or 19% of U.S. residents, 40% of California's population which signifies the nation's largest Hispanic/Latinx population, 30% of the SSF population and 44% of the District's students;

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor Hispanics and Latinos during **2024 Hispanic/Latinx Heritage Month**.*

REGULARLY PASSED AND ADOPTED this 12th day of September 2024.

AYES in Favor of Said Resolution

ATTEST:

Secretary/Clerk of the Board

Superintendent of Schools

DISTRITO ESCOLAR UNIFICADO DE SUR SAN FRANCISCO

Resolución # 24-44

MES DE LA HERENCIA HISPANA/LATINX 15 de septiembre – 15 de octubre de 2024

MIENTRAS, el mes de Setiembre 15 a octubre 15 fue designado como El Mes de la Herencia Hispana/Latinx por el Congreso de Los Estados Unidos en 1988; y

MIENTRAS, Hispano, Latinx or Latino, se refiere a Puerto Riqueños, Sur o Centro Americanos, u otra cultura Hispana u origen no interesa la raza; y

MIENTRAS, Setiembre 15 fue escogido para conmemorar el aniversario de la independencia de cinco países Latinos Americanos: Costa Rica, El Salvador, Guatemala, Honduras y Nicaragua y Setiembre 16 por la independencia de Mexico; y

*MIENTRAS, este tema es: “**Latinos” Manejando Prosperidad, Poder, y Progreso en America.**” And*

MIENTRAS, el impacto de la cultura Hispana/Latinx y tradiciones centenarias son manifestadas en nuestras costumbres Californianas y leyes; y

MIENTRAS, los Hispanos Americanos/Latinx continúan haciendo contribuciones importantes con nuestra sociedad en el Gobierno Americano, negocios, agricultura, Fuerzas Armadas, comercio, educación, las artes, ciencia, y deportes; y

MIENTRAS, el Código de la Educación de California Sección 51204.5 específicamente requiere instrucción que ciencias sociales incluya el estudio del papel y contribuciones de los Mexico-Americanos, a la economía, política, y socio-desarrollo de California y la nación, con infatuación particular interpretando el papel de este grupo en la sociedad contemporánea; y

MIENTRAS, Hispanos Americanos/Latinx son unos de los grupos de la comunidad creciendo muy rápido en este país y representan 62 millones o 19% de los residentes en Los Estados Unidos, 40% de la población en California el cual significa la población más grande de Hispanos/Latinx en la nación, 30% de la población de Sur San Francisco y 44% de estudiantes en nuestro Distrito;

*AHORA, ENTONCES, ESTA YA RESUELTO que la Junta Directiva del Distrito Escolar de Sur San Francisco reconoce y desea honrar a los Hispanos y Latinos durante el **Mes de Herencia del Hispano/Latinx.***

REGULARMENTE APROVADO Y ADOPTADO este 12mo día de Setiembre 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: September 12, 2024

RE: Approval of Sufficient Instructional Materials, Resolution #24-42

BACKGROUND

Under existing law, school districts must annually hold a public hearing regarding the appropriation and disbursement of instructional materials throughout the district. The Williams Settlement (SB 550) adds a new term and definition of “sufficient instructional materials.” Each student is to have textbook and appropriate materials in the four core academic areas to use in the classroom and to take home. This does not equate to two copies. In addition, every school district must make statements of Sufficiency for Instructional materials for foreign language, health courses, and laboratory science equipment for grades 9-12 science classes. School districts are required to conduct this hearing before the end of the eighth week of the school year.

FISCAL IMPLICATIONS

Due to our Community Funded status, we do not receive state aid through the LCFF model; however, we will pay for instructional materials through our unrestricted general fund.

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #24-42 confirming and certifying that the School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards, consistent with the cycles, and content of the curriculum frameworks.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution No. #24-42 SUFFICIENT INSTRUCTIONAL MATERIALS

WHEREAS, The Board of Trustees of the South San Francisco Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 12, 2024, at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the eighth week from that day) and which did not take place during or immediately following school hours, and;

WHEREAS, The Board of Trustees provided at least ten days' notice of the public hearing posted in at least three public places with the South San Francisco Unified School District that stated the time, place, and purpose of the hearing, and;

WHEREAS, The Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, Information provided at the public hearing and to the Board of Trustees at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English Learners, in the South San Francisco Unified School District, and;

WHEREAS, The definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials compiled to address a shortage, and;

WHEREAS, Between the 2008-09 through the 2024-25 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the *South San Francisco Unified School District* have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, Sufficient textbooks and instructional materials were provided to each student, including English Learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- **Mathematics**

Houghton Mifflin Harcourt, Math Expressions California Edition, © 2015 for Grades K - 5 Mathematics classes.

Grade K Consumable Student Edition ISBN: 9780544272460

Grade 1 Consumable Student Edition ISBN: 9780544266544

Grade 2 Consumable Student Edition ISBN: 9780544268845

Grade 3 Consumable Student Edition ISBN: 9780544268746

Grade 4 Consumable Student Edition ISBN: 9780544267947

Grade 5 Consumable Student Edition ISBN: 9780544269248

Pearson California Digits, © 2015 for Grades 6-8 Mathematics classes.

Grade 6 Student Companion Write-in Worktext ISBN: 9780133284034

Grade 7 Student Companion Write-in Worktext ISBN: 9780133284041

Grade 7 Accelerated Student Write-in Worktext ISBN: 9780133318234

Grade 8 Student Companion Write-in Worktext ISBN: 9780133284058

Pearson CA Algebra 1 Common Core Edition© 2015 for Grade 8-9 ISBN: 9780328927104 for Grade 8 and Grade 9 Mathematics classes.

Pearson CA Geometry Common Core Edition© 2015 ISBN: 9780133315387 for High School Mathematic classes.

Pearson CA Algebra 2 Common Core Edition© 2015 ISBN: 9780133315424 for High School Mathematic classes.

Pearson, Precalculus Common Core Edition© 2015 ISBN: 978-0-13-353919-6, for High School Mathematics Classes

Key Curriculum Press, Calculus: Concepts and Applications, 2nd Edition, 2009 ISBN: 978-1-55953-654-7, for High School Mathematics Classes

Pearson-Prentice Hall, Statistics: Informed Decisions Using Data, 5th Edition, 2017 ISBN: 978-0-13-413353-9

Bedford, Freeman and Worth Publishing, Economics for AP & Economics by Example, 1st Edition for High School AP Macroeconomics Classes. ISBN: 1429273038

- **Science**

Twig Science Grades K-5 © 2020

Grade K, Module 1, TwigBook: My Big Nature Adventure ISBN: 978-1-78916-116-8

Grade K, Module 2, TwigBook: Marble Run Engineer ISBN: 978-1-78916-117-5

Grade K, Module 3, TwigBook: Be Prepared ISBN: 978-1-78916-118-2

Grade K, Module 4, TwigBook: I Can ISBN: 978-1-78916-119-9

Grade 1, Module 1, TwigBook: Museum of Leafology ISBN: 978-1-78916-120-5

Grade 1, Module 2, TwigBook: Animal Reporters ISBN: 978-1-78916-121-2

Grade 1, Module 3, TwigBook: Shadow Town ISBN: 978-1-78916-122-9

[Grade 1, Module 4, TwigBook: Patterns in the Sky](#) ISBN: 978-1-78916-123-6
[Grade 2, Module 1, SE TwigBook: My Journey West](#) ISBN: 978-1-78916-124-3
[Grade 2, Module 2, SE TwigBook: Masters of Materials](#) ISBN: 978-1-78916-125-0
[Grade 2, Module 3, SE TwigBook: Save the Island](#) ISBN: 978-1-78916-126-7
[Grade 2, Module 4, SE TwigBook: A Garden for Life](#) ISBN: 978-1-78916-127-4
[Grade 3, Module 1, SE TwigBook: The Ultimate Playground](#) ISBN: 978-1-78916-128-1
[Grade 3, Mod 2, SE TwigBook: Welcome to the Biodome](#) ISBN: 978-1-78916-129-8
[Grade 3, Mod 3, SE TwigBook: How to Survive an Ice Age](#) ISBN: 978-1-78916-130-4
[Grade 3, Module 4, SE TwigBook: Weather Warning](#) HQ ISBN: 978-1-78916-131-1
[Grade 4, Module 1, SE TwigBook: Egg Racers](#) ISBN: 978-1-78916-132-8
[Grade 4, Module 2, SE TwigBook: Sparks Energy Inc.](#) ISBN: 978-1-78916-133-5
[Grade 4, Mod. 3, SE TwigBook: Time-Traveling Tour Guides](#) ISBN: 978-1-78916-134-2
[Grade 4, Mod 4, SE TwigBook: Earthquake Engineering](#) ISBN: 978-1-78916-135-9
[Grade 4, Module 5, SE TwigBook: Super Survivors](#) ISBN: 978-1-78916-136-6
[Grade 5, Module 1, SE TwigBook: Matter Mysteries Hotline](#) ISBN: 978-1-78916-137-3
[Grade 5, Module 2, SE TwigBook: Yellowstone: Uncovered](#) ISBN: 978-1-78916-138-0
[Grade 5, Module 3, SE TwigBook: H2O Response Team](#) ISBN: 978-1-78916-139-7
[Grade 5, Module 4, SE TwigBook: Galactic Guidebook](#) ISBN: 978-1-78916-140-3

Green Ninja, [Green Ninja](#), 2023 Student Workbooks Grades 6-8 for Middle School Science Classes.

[The 6th Grade Student Workbooks \(6 book set\)](#) ISBN: 978-1-948845-03-8
[The 7th Grade Student Workbooks \(6 book set\)](#) ISBN: 978-1-948845-04-5
[The 8th Grade Student Workbooks \(6 book set\)](#) ISBN: 978-1-948845-05-2
[Grade 6 Unit 1 Student Workbook](#) ISBN: 978-1-948845-30-4
[Grade 6 Unit 2 Student Workbook](#) ISBN: 978-1-948845-31-1
[Grade 6 Unit 3 Student Workbook](#) ISBN: 978-1-948845-32-8
[Grade 6 Unit 4 Student Workbook](#) ISBN: 978-1-948845-33-5
[Grade 6 Unit 5 Student Workbook](#) ISBN: 978-1-948845-34-2
[Grade 6 Unit 6 Student Workbook](#) ISBN: 978-1-948845-35-9
[Grade 7 Unit 1 Student Workbook](#) ISBN: 978-1-948845-36-6
[Grade 7 Unit 2 Student Workbook](#) ISBN: 978-1-948845-37-3
[Grade 7 Unit 3 Student Workbook](#) ISBN: 978-1-948845-38-0
[Grade 7 Unit 4 Student Workbook](#) ISBN: 978-1-948845-39-7
[Grade 7 Unit 5 Student Workbook](#) ISBN: 978-1-948845-40-3
[Grade 7 Unit 6 Student Workbook](#) ISBN: 978-1-948845-41-0
[Grade 8 Unit 1 Student Workbook](#) ISBN: 978-1-948845-42-7
[Grade 8 Unit 2 Student Workbook](#) ISBN: 978-1-948845-43-4
[Grade 8 Unit 3 Student Workbook](#) ISBN: 978-1-948845-44-1
[Grade 8 Unit 4 Student Workbook](#) ISBN: 978-1-948845-45-8
[Grade 8 Unit 5 Student Workbook](#) ISBN: 978-1-948845-46-5
[Grade 8 Unit 6 Student Workbook](#) ISBN: 978-1-948845-47-2
[Grade 6 Unit 1 Student Spanish Workbook](#) ISBN: 978-1-948845-48-9
[Grade 6 Unit 2 Student Spanish Workbook](#) ISBN: 978-1-948845-49-6
[Grade 6 Unit 3 Student Spanish Workbook](#) ISBN: 978-1-948845-50-2
[Grade 6 Unit 4 Student Spanish Workbook](#) ISBN: 978-1-948845-51-9
[Grade 6 Unit 5 Student Spanish Workbook](#) ISBN: 978-1-948845-52-6

Grade 6 Unit 6 Student Spanish Workbook ISBN: 978-1-948845-53-3
Grade 7 Unit 1 Student Spanish Workbook ISBN: 978-1-948845-54-0
Grade 7 Unit 2 Student Spanish Workbook ISBN: 978-1-948845-55-7
Grade 7 Unit 3 Student Spanish Workbook ISBN: 978-1-948845-56-4
Grade 7 Unit 4 Student Spanish Workbook ISBN: 978-1-948845-57-1
Grade 7 Unit 5 Student Spanish Workbook ISBN: 978-1-948845-58-8
Grade 7 Unit 6 Student Spanish Workbook ISBN: 978-1-948845-59-5
Grade 8 Unit 1 Student Spanish Workbook ISBN: 978-1-948845-60-1
Grade 8 Unit 2 Student Spanish Workbook ISBN: 978-1-948845-61-8
Grade 8 Unit 3 Student Spanish Workbook ISBN: 978-1-948845-62-5
Grade 8 Unit 4 Student Spanish Workbook ISBN: 978-1-948845-63-2
Grade 8 Unit 5 Student Spanish Workbook ISBN: 978-1-948845-64-9
Grade 8 Unit 6 Student Spanish Workbook ISBN: 978-1-948845-65-6
The 6th Grade Spanish Student Workbooks (6 book set) ISBN: 978-1-948845-69-4
The 7th Grade Spanish Student Workbooks (6 book set) ISBN: 978-1-948845-70-0
The 8th Grade Spanish Student Workbooks (6 book set) ISBN: 978-1-948845-71-7
Grade 6 Texas Program ISBN: 978-1-948845-78-6
Grade 7 Texas Program ISBN: 978-1-948845-79-3
Grade 8 Texas Program ISBN: 978-1-948845-80-9

Goodheart-Wilcox, Health© 2023 ISBN: 9781637766217 for High School Health Classes.

Prentice Hall, College Physics© 2014 ISBN: 0-13-344767-7

Pearson, AP CAMPBELL BIOLOGY IN FOCUS AP EDITION 2E, 2017 ISBN: 9780134588995 for High School AP Biology Classes

Current Publishing Corp., Life on an Ocean Planet© 2006 ISBN: 1-878663-34-8 for ECHS Marine Science Class.

EMC/PARADIGM PUBLISHING, Biotechnology: Science for the New Millennium 2nd Ed.© 2017 ISBN: 978-0-7638-6806-2 for High School Biotechnology Classes.

- **History,-Social Science**

Scott Foresman, History-Social Science. Social Studies, California Edition 2006 Grades K-5

Grade K Consumable Student Edition ISBN: 0-328-20049-2

Grade 1 Consumable Student Edition ISBN: 0-328-20050-6

Grade 2 Consumable Student Edition ISBN: 0-328-20051-4

Grade 3 Consumable Student Edition ISBN: 0-328-16671-5

Grade 4 Consumable Student Edition ISBN: 0-328-16672-3

Grade 5 Consumable Student Edition ISBN: 0-328-16673-1

McGraw-Hill, IMPACT CA World History and Geography/Ancient Civilizations 2019 ISBN 978-0-07-675590-5 for Grade 6 Social Studies classes.

McGraw-Hill, IMPACT CA World History and Geography/Medieval and Early Modern times 2019 ISBN 978-0-07-675597-4 for Grade 7 Social Studies classes.

McGraw-Hill, IMPACT CA United States History and Geography/Growth and Conflict 2019 ISBN 978-0-07-675568-4 for Grade 8 Social Studies classes.

McGraw-Hill, IMPACT CA World History Culture and Geography 2019 ISBN 978-0-07-675576-9 for Grade 10 Social Studies classes.

McGraw-Hill, IMPACT CA United States History and Geography Continuity and Change 2019 ISBN 978-0-07-675580-6 for Grade 11 Social Studies classes.

McGraw-Hill, IMPACT CA Principles of Economics 2019 ISBN 978-0-07-675555-4 for Grade 12 Social Studies classes.

McGraw-Hill, IMPACT CA Principles of American Democracy 2019 ISBN 978-0-07-675563-9 for Grade 12 Social Studies classes.

McGraw-Hill, IMPACT CA Geography The Human and Physical World 2019 ISBN 978-0-07-668046-7 for High School 9-12 Social Studies classes.

McGraw-Hill, IMPACT CA Understanding Psychology 2019 ISBN 978-0-07-663194-0 for High School 9-12 Social Studies classes.

Pearson, American Government, 11th AP Edition, 2011, ISBN: 978-0132610001 for High School AP American Government Classes.

Bedford/St. Martin, Henretta America's History, 8th Ed,© 2014 ISBN: 1-45762893-7 for High School AP US History Classes.

Bedford, Freeman Worth, AP Ways of the World Volume 1 & 2, 3rd Edition, 2016 ISBN: 9781319092047 for High School AP World History Classes.

Seven Stories Press, A Young People's History of the United States, 2009 revised edition. ISBN: 978-1583228692 for High School Ethnic Studies Class.

Bedford, Freeman, & Worth High School Publishers, A History of Western Society 12th Ed.© 2017 ISBN: 1-31903598-1 for High School AP European History Classes.

- **English/Language Arts, including the English Language Development Component of an Adopted Program**

McGraw-Hill, Wonders California Edition,© 2017, for Grades TK-5 Language Arts Classes. (TK does not have a textbook.)

Grade K Bundle (text. practice book) ISBN: 978-0-07-897411-3

Grade 1 Bundle (text. practice book) ISBN: 978-0-07-897 412-0

Grade 2 Bundle (text. practice book) ISBN: 978-0-07-897 416-8

Grade 3 Bundle (text. practice book) ISBN: 978-0-07-897 419-9

Grade 4 Bundle (text. practice book) ISBN: 978-0-07-897420-5

Grade 5 Bundle (text , practice book) ISBN: 978-0-07-897424-3

McGraw-Hill, StudySync, © 2017 for Middle School and High School Language Arts Classes.

Grade 6 Bundle (Consumable Text, practice book and novels) **ISBN: 978-0-07-680302-**

6 Grade 7 Bundle (Consumable Text, practice book and novels) **ISBN: 978-0-07-**

680310-1 Grade 8 Bundle (Consumable Text, practice book and novels) **ISBN: 978-0-**

07-680334-7 Grade 9 Bundle (Consumable Text, practice book and novels) **ISBN: 978-**

0-07-680342-2 Grade 10 Bundle (Consumable Text, practice book and novels) **ISBN:**

978-0-07-680351-4 Grade 11 Bundle (Consumable Text, practice book and novels) **ISBN:**

978-0-07-680369-9 Grade 12 Bundle (Consumable Text, practice book and novels)

ISBN: 978-0-07-680382-8

Bedford St. Martin, The Language of Composition, 3rd Edition, 2018 ISBN: 9781319056148 for High School AP Language Composition Classes.

WHEREAS, Sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes; and

WHEREAS, Laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOW, THEREFORE, BE IT RESOLVED that for the 2024-25 school year, the South San Francisco Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Regularly passed and adopted this 12th day of September, 2024.

Ayes and in favor of said Resolution: _____

ATTEST:

Secretary to the Board

Superintendent of Schools

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: September 12, 2024

RE: Permission for SSFUSD and Silicon Valley Mathematics Initiative (SVMI) to enter into an Agreement to provide a new Math Curriculum Pilot for 2024-25

BACKGROUND

As part of SSFUSD's pilot of new mathematics curriculum, SVMI will provide 1 facilitator/coach for 1 day to assist the SSFUSD team with selecting MAC/MARS tasks for Grade 3 to Algebra 2 to use as a pre and post assessments. SSFUSD will subscribe to qAssess, via SVMI, to receive the scanned student assessments for SVMI to score. SVMI will score pre-assessments in September 2024 and January 2025 for students in Grade 3 to Algebra 2. This estimate is based on 6,000 students taking 1 task as a post-assessment in January.

FISCAL IMPLICATIONS

SSFUSD shall pay SVMI, LLC up to \$43,575.00 for the services outlined above and displayed as noted:

Part 1: \$1,800 = 1 facilitator x 1 day (more than 3 hours) x \$1800 daily rate = \$1,800

Part 2: \$5,775 = qAssess subscription for pilot

Part 3: \$18,000= 6,000 Students x 1 Task x \$3/task scoring fee

Part 4: \$18,000= 6,000 Students x 1 Task x \$3/task scoring fee

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with SVMI for math services provided during the 2024 – 25 school year in the amount of \$43,575.00.

SERVICE AGREEMENT

Between

South San Francisco Unified School District
and
The Silicon Valley Mathematics Initiative, LLC



This document is to serve as an Agreement between the South San Francisco Unified School District and The Silicon Valley Mathematics Initiative, LLC (SVMI). The effective date of this Agreement shall be August 7, 2024. This Agreement may be extended upon mutual written agreement of the parties.

1. Service Deliverables

Part 1: Technical Assistance

As part of SSFUSD's pilot of new mathematics curriculum, SVMI will provide 1 facilitator/coach for 1 day (more than 3 hours) to assist the SSFUSD team with selecting MAC/MARS tasks for Grade 3 to Algebra 2 to use as a pre- and post-assessments.

Part 2: qAssess Subscription Fee

SSFUSD will subscribe to qAssess, via SVMI, to receive the scanned student assessments for SVMI to score.

Part 3: Scoring Fee for Pre-Assessment Tasks

SVMI will score pre-assessments in September 2024 for students in Grade 3 to Algebra 2. This estimate is based on 6,000 students taking 1 task as a pre-assessment in September.

Part 4: Scoring Fee for Post-Assessment Tasks

SVMI will score pre-assessments in January 2025 for students in Grade 3 to Algebra 2. This estimate is based on 6,000 students taking 1 task as a post-assessment in January.

2. Funding and Payment

South San Francisco Unified School District shall pay SVMI, LLC up to \$43,575 for the services outlined above.

Part 1: \$1,800 = 1 facilitator x 1 day (more than 3 hours) x \$1800 daily rate = \$1,800

Part 2: \$5,775 = qAssess subscription for pilot

Part 3: \$18,000 = 6,000 Students x 1 Task x \$3/task scoring fee

Part 4: \$18,000 = 6,000 Students x 1 Task x \$3/task scoring fee

As part of this MOU, SVMI, LLC shall invoice South San Francisco Unified School District 3 times.

- 1st Invoice in August 2024: \$7,575
- 2nd Invoice for in September 2024 : \$18,000
- 3rd Invoice for in January 2025 : \$18,000

3. Indemnification

South San Francisco Unified School District and SVMI, LLC mutually agree to indemnify and to hold harmless the other party from damage to persons or property resulting from any act or omission on the part of each party, its employees, agents, or officers.

4. Termination

Either South San Francisco Unified School District or SVMI may terminate this Agreement by giving thirty (30) days written notice to the other party. Emerson Elementary School in South San Francisco Unified School District shall reimburse SVMI for acceptable and allowable work performed under this Contract, and for all non-cancelable obligations made in connection with such work, through the date of termination.

5. Entire Agreement

This Consulting Agreement and the Attachment hereto constitutes the entire agreement of the parties concerning the services described herein.

IN WITNESS WHEREOF, the parties have executed this Service Agreement as of the effective date referenced above.

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

Silicon Valley Mathematics Initiative, LLC
6908 Santa Teresa Blvd., Suite #100
San Jose, CA 95119

By: _____

By:  _____

Name: _____

Name: Cecilio Dimas

Title: _____

Title: Executive Director

Date: _____

Date: August 7, 2024

Cecilio Dimas
Executive Director
(408) 909-7864
cdimas@svmimac.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: September 12, 2024

RE: Baden High School - CSI Plan - 24 - 25

BACKGROUND:

In February 2023, SSFUSD was notified by the state of California that Baden High School has been identified by federal accountability standards as having a low graduation rate, which means that the average graduation rate is less than 68% for the past three years.

For the 23 - 24 school year, Baden was awarded CSI funds in the amount of \$178,000.00 and SSFUSD reapplied in February 2024 and Baden was awarded another \$174,382.00 to address their low graduation rate. Below is a brief summary of how the money will be spent to assist our Baden students.

In the funding plan, you will see how Baden plans do address the low graduation rate by:

- Providing students additional support in an individualized or small group setting.
- Provide additional academic support for all students (including SWD's and EL's)
- Continue to partner with the Bay Area Writing project to design lessons incorporating writing strategies.
- Provide additional time for teachers to learn, and plan to use highly effective instructional strategies.
- Provide additional time for staff that conduct home visits/phone calls after hours to assist in improving student attendance.
- Provide additional time for staff to conduct needs assessment/data analysis of data.
- Provide additional compensation for staff to learn and plan to implement restorative practices.

- Purchase of instructional materials associated with Restorative Practices work and highly effective instructional strategies.
- To hire an organization/consultant to provide training in restorative practices and highly effective instructional strategies for our Baden Staff.

Upon approval, Principal Prasad will incorporate the aforementioned actions into the Baden Single Plan for Student Achievement for the 24 - 25 school year.

FISCAL IMPLICATIONS:

Baden High School has been allocated \$174,382.00 to address the low graduation rate.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the CSI plan as presented.

Grant Management and Reporting Tool (GMART)

GMART Home Funding Application LEA Contact Info CDE Contact Info Budget Summary

Grant Mgmt Reports Federal Reports Report History GMART Requests

[Logoff](#)

FY 2023–24 Grant Management Reports

South San Francisco Unified

Report 1 Status: Approved

[LEA Allocation](#)
[Funding Plan \(adjustment required in Report 1\)](#)
[Budget Summary \(required\)](#)
[Expenditure Report \(required\)](#)
[Report History](#)

FY 2023–24 LEA Allocation

LEA Name	Preliminary LEA Allocation (February 2024)	Final LEA Allocation (May 2024)
South San Francisco Unified	\$163,444	\$174,382

A table of final allocation amounts is located on the CDE [Funding Results](#) web page.

FY 2023–24 Funding Plan

The LEA must adjust its Funding Plan to reflect the Final May 2024 LEA Allocation. In the table above, the Final LEA Allocation is prepopulated in the FY 2023–24 Final LEA Allocation (May 2024) column.

Instructions: In the table below, select the “Edit” button to input data into the “FY 2023–24 Final Funding Plan” fields. Once all data are entered, select the “Update” button to save the data or the “Cancel” button to cancel the revision. Enter the justification in the “Justification for Funding Plan Changes” text box located below the Funding Plan table. Select the “Save Justification Text Box” button to save entered text.

Highlighted cell(s) indicates a change in funding from the previous submission.

LEA and School Name	CSI Eligibility Status (2023–24 ESSA Assistance Status Data Files)	Preliminary Funding Plan (February 2024)	Final Funding Plan (May 2024) (Active)
South San Francisco Unified (District)	***	\$0	\$0
Baden High (Continuation) September 12, 2024	CSI Grad	\$163,444	\$174,382

Total Distributed	N/A	\$163,444	\$174,382
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Justification for Funding Plan Changes (REQUIRED):

SSFUSD was notified in May 2024 that the CSI allocation for Baden was increased to \$174,382 from \$163,444.

The justification text may be lost if you logoff without saving. Please use the "Save" button below to save your justification.

Budget Summary

The Budget Summary combines LEA - and school-level budget amounts for CSI project activities. The total Revised Budget Summary amount must not exceed the Final LEA Allocation indicated in the Funding Plan.

Note: The use of federal funds must be consistent with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, and the requirements in the 2023–24 ESSA CSI LEA Application for Funding. In addition, CSI funds shall not be used to hire additional permanent staff.

The acceptance and approval of this budget does not preclude the CDE in any way from conducting program monitoring or audits.

Budget Summary Instructions: In the table below, select “Edit” in the “LEA Action” column to enter data into the “Budget Amount” column for each major Object Code. From the project activities listed in the table, select the corresponding project activity. More than one project activity may be selected for each major Object Code.

- [Indirect cost guidelines, \(Procedure 915\)](#), allow that up to \$25,000 of each individual sub-agreement may be coded to Object Code 5800, Professional/Consulting Services and Operating Expenditures, with the remainder charged to Object Code 5100—Sub-agreements over \$25,000.
- [Capital Outlay guidelines, \(Procedure 330\)](#) are in the California School Accounting Manual. For the purpose and intent of the ESSA CSI LEA subgrant, the LEA may only claim Capital Outlay expenditures for the following Object Codes, provided they meet the criteria, as indicated on the CDE [Authorized Use of Funds](#) web page:

- **Object Code 6400—Equipment** (*Computer Systems Only*)
- **Object Code 6500—Equipment Replacement** (*Computer Systems Only*)

A CSI CapEx Request Form is not required to request approval for **Object Code 6700-Subscription Assets**, which was developed in Standardized Accounting Structure, in accordance with the new [Governmental Accounting Standards Board \(GASB\) Statement No. 96, Subscription-Based Information Technology Arrangements](#), as capital outlays for financial reporting purpose. Object Code 6700 is for intangible right-to-use assets, and for federal grant expenditure reporting purposes, it is not considered a capital asset. Per [CFR Section 200.465\(e\)](#), subscription payments may be allowable where the LEAs are required to recognize an intangible right-to-use subscription asset.

Additional information about GASB 96 can be found in the [November 8, 2022, SACS Forum Meeting Minutes](#).

More information about Capital Outlay guidelines, (Procedure 330) is located in the [California School Accounting Manual](#)(PDF).

Once all data are entered, the Total Budget Summary will automatically calculate.

Enter the indirect cost. For a listing of indirect cost rates visit the CDE [Indirect Cost Rates](#) web page.

LEA Name	Final LEA Allocation (May 2024)
South San Francisco Unified	\$174,382

Object Code	Budget Amount	Budget Detail (Project Activity)	Percent of Total Budget
1000–1999 Certificated Personnel Salaries	\$100,000	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	57.35 %
2000–2999 Classified Personnel Salaries	\$12,000	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	6.88 %
3000–3999 Employee Benefits	\$33,000	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	18.92 %
4000–4999 Books and Supplies	\$14,691	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	8.42 %
5000–5999 Services and Other	\$14,691	Select All That Apply: ☒ Capacity Building	8.42 %

September 12, 2024

Operating Expenditures		☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	
7310 Indirect Cost	\$0	Budgeted Indirect Costs	0.00 %
5100 (Sub-agreements over \$25,000)	\$0	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
6400–6500 Equipment and Equipment Replacement	\$0	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
6700 Subscription Assets	\$0	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
Total Budget Summary	\$174,382	N/A	100.00 %

Budget Summary Narrative

September 12, 2024

Each major Object Code text box must be completed if the LEA has proposed budgeted amounts in the Budget Summary table above. Incomplete Budget Summary Narratives will be returned for revisions.

Part 1: Describe how the costs directly support implementation of evidence-based interventions/strategies/activities and reason/s/ for identification.

Baden High School conducted a needs assessment and data analysis process and determined that there were two areas of focus that will assist in increasing the graduation rate at Baden High School. Baden High school will focus on improving school culture, climate and engagement by learning and implementing restorative

Part 2: Explain how the costs associated with **each major Object Code and project activity** relate to the development and implementation of the CSI plan.

**1000–
1999:**
(\$100,000)

-Provide additional time for staff to conduct needs /assessment/data analysis of data.
-Provide additional compensation for staff to learn, plan and implement restorative practices.
-Provide additional compensation for staff to learn, plan and implement Writing strategies.
-All teachers learned about and participated in a collaborative inquiry cycle
-Received 3 2-hour professional development sessions with the Bay Area Writing Project (BAWP)
Object Code - 1000 - 1999:
-Designed lesson plans to include effective writing strategies
-Received feedback and ongoing support from the PLC team and BAWP facilitators

**2000–
2999:**
(\$12,000)

Object code - 2000 - 2999:
-We've allocated 12,000 so classified staff can us in tracking how we're using CSI funds per object code and grant requirements.
-In addition, we've allocated monies in case we need additional staff for supervision purposes.

**3000–
3999:**
(\$33,000)

Object Code - 3000 - 3999:
We've allocated 33,000 for certificated and classified benefits associated with this extra time and work for staff.

**4000–
4999:**
(\$14,691)

Object Code - 4000 - 4999:
We've allocated 14,491 for the purchase of instructional materials associated with Restorative Practices and/or highly effective instructional strategies (Bay Area Writing Project).

**5000–
5999:**
(\$14,691)

Object Code - 5000 - 5999:
We've allocated 14,691 to hire an organization/consultant to provide training in restorative practices and highly effective instructional strategies or for our Baden staff. This allocation could also support CyC implementation if needed.

The budget narrative text may be lost if you logoff without saving. Please use the **"Save"** button below to save your budget narrative.

Export Budget Summary To Excel

Expenditure Report

The LEA must report expenditures for each reporting period. Expenditures reported are total expenditures combined for the LEA and each school receiving ESSA, Section 1003 funds for CSI. Expenditure data are used by the CDE to monitor use of funds and to calculate LEA apportionments.

Note: The use of federal funds must be consistent with the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, and the requirements in the 2023–24 ESSA CSI LEA Application for Funding. In addition, CSI funds shall not be used to hire additional permanent staff.

The acceptance and approval of this report does not preclude the CDE in any way from conducting program monitoring or audits.

Instructions:

- In the table below, select the “Edit” button for each object code description to input data into the “Expenditure Amount” fields for the performance period of March 18, 2024, through June 30, 2024.
- Capital Outlay Expenditures: If claiming expenditures for object codes 6400-6500 with a unit cost of \$5,000 or more, the LEA must provide the date that its Title I CSI Capital Outlay Expenditures Request Form was approved by the CDE in the text box under the Expenditure Reporting table (approvals will be verified). More information is available on the [CDE CSI LEA Authorized Use of Funds](#) web page.
- Upon completion of all Report 1 requirements, the LEA will select the “Submit” button and the completed Report 1 will be submitted to the CDE for review. If one or more error messages appears, the LEA must resolve all errors in order to submit Report 1. Once submitted, the LEA will receive an automated email message from the GMART confirming the report has been submitted. The LEA will receive a subsequent email once the report is approved.

Please visit the [FY 2023–24 ESSA CSI LEA Fiscal Reporting Instructions](#) for information on how Indirect Costs will be reported.

LEA Name	Final LEA Allocation (May 2024)
South San Francisco Unified	\$174,382

Expenditure Table

Object Code Description	Report 1 Expenditures	Report 2 Expenditures	Report 3 Expenditures	Report 4 Expenditures	Report 5 Expenditures	Expenditures/Indirect Costs To-Date
1000–1999 Certificated Personnel Salaries	\$0	\$0	\$0	\$0	\$0	\$0
2000–2999 Classified Personnel Salaries	\$0	\$0	\$0	\$0	\$0	\$0
3000–3999 Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
4000–4999 Books and Supplies	\$0	\$0	\$0	\$0	\$0	\$0

September 12, 2024

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5000–5999 Services and Other Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
7310 Indirect Cost	\$0	\$0	\$0	\$0	\$0	\$0
5100 (Sub- agreements over \$25,000)	\$0	\$0	\$0	\$0	\$0	\$0
6400–6500 Equipment and Equipment Replacement	\$0	\$0	\$0	\$0	\$0	\$0
6700 Subscription Assets	\$0	\$0	\$0	\$0	\$0	\$0
Total Amount	\$0	\$0	\$0	\$0	\$0	\$0

Balance

FY 2023–24 Final Allocation (May 2024)	Total Expenditures To-Date	Cash Balance
\$174,382	\$0	\$174,382

Indirect Costs

Description	Report 1 Expenditures (July 2024)	Report 2 Expenditures (Oct 2024)	Report 3 Expenditures (Feb 2025)	Report 4 Expenditures (July 2025)	Final Report Expenditures (Oct 2025)	Total Maximum Allowable Indirect Cost
Maximum allowable indirect cost	\$0	\$0	\$0	\$0	\$0	\$0

Show Report Submission and Review History

Export Expenditure Report to Excel

Report History

Select a Report Version:

Report 1-LEA Submission 1 (Approved 08-08-24) ▼

Get Selected Version

Report 1-LEA Submission 1 (Approved 08-08-24)

FY 2023–24 LEA Allocation

LEA Name	Preliminary LEA Allocation (February 2024)	Final LEA Allocation (May 2024)
South San Francisco Unified	\$163,444	\$174,382

FY 2023–24 Funding Plan

LEA and School Name	Preliminary Funding Plan (February 2024)	Final Funding Plan (May 2024) (Active)
South San Francisco Unified (District)	\$0.00	\$0.00
Baden High (Continuation)	\$163,444.00	\$174,382.00
Total Distributed	\$163,444.00	\$174,382.00

Justification for Funding Plan Changes

Submitted 08/07/2024: SSFUSD was notified in May 2024 that the CSI allocation for Baden was increased to \$174,382 from \$163,444.

Budget Summary

Object Code	Budget Amount	Budget Description	Percent of Total Budget
1000–1999 Certificated Personnel Salaries	\$100,000.00	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	57.35 %
2000–2999 Classified Personnel Salaries	\$12,000.00	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level	6.88 %

		budgeting ☐ Other CSI Activities	
3000–3999 Employee Benefits	\$33,000.00	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	18.92 %
4000–4999 Books and Supplies	\$14,691.00	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	8.42 %
5000–5999 Services and Other Operating Expenditures	\$14,691.00	Select All That Apply: ☒ Capacity Building ☒ Stakeholder Engagement ☒ Needs assessment/root cause analysis ☒ Selecting and implementing evidence-based interventions / strategies / activities ☒ Monitoring and evaluating improvement efforts ☒ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	8.42 %
7310 Indirect Cost	\$0.00	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
5100 (Sub-agreements over \$25,000) September 12, 2024	\$0.00	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis	0.00 %

		☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	
6400–6500 Equipment and Equipment Replacement	\$0.00	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
6700 Subscription Assets	\$0.00	Select All That Apply: ☐ Capacity Building ☐ Stakeholder Engagement ☐ Needs assessment/root cause analysis ☐ Selecting and implementing evidence-based interventions / strategies / activities ☐ Monitoring and evaluating improvement efforts ☐ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting ☐ Other CSI Activities	0.00 %
Total Distributed	\$174,382.00		100.00 %

Budget Summary Narrative

Submitted 08/07/2024: Baden High School conducted a needs assessment and data analysis process and determined that there were two areas of focus that will assist in increasing the graduation rate at Baden High School. Baden High school will focus on improving school culture, climate and engagement by learning and implementing restorative practices and highly effective instructional strategies.

1000–1999: (\$100,000)

- Provide additional time for staff to conduct needs /assessment/data analysis of data.
 - Provide additional compensation for staff to learn, plan and implement restorative practices.
 - Provide additional compensation for staff to learn, plan and implement Writing strategies.
 - All teachers learned about and participated in a collaborative inquiry cycle
 - Received 3 2-hour professional development sessions with the Bay Area Writing Project (BAWP)
- Object Code - 1000 - 1999:
- Designed lesson plans to include effective writing strategies
 - Received feedback and ongoing support from the PLC team and BAWP facilitators

2000–2999: (\$12,000)

- Object code - 2000 - 2999:
- We've allocated 12,000 so classified staff can us in tracking how we're using CSI funds per object code and grant requirements.
 - In addition, we've allocated monies in case we need additional staff for supervision purposes.

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- Object Code - 3000 - 3999:
- We've allocated 33,000 for certificated and classified benefits associated with this extra time and work for staff.

4000–4999: (\$14,691)

- Object Code - 4000 - 4999:
- We've allocated 14,491 for the purchase of instructional materials associated with Restorative Practices and/or highly effective instructional strategies (Bay Area Writing Project).

5000–5999: (\$14,691)

- Object Code - 5000 - 5999:
- We've allocated 14,691 to hire an organization/consultant to provide training in restorative practices and highly effective instructional strategies or for our Baden staff. This allocation could also support CyC implementation if needed.

Expenditure Report

Object Code Description	Report 1 Expenditures	Report 2 Expenditures	Report 3 Expenditures	Report 4 Expenditures	Report 5 Expenditures	Expenditures/Indirect Costs To-Date
1000–1999 Certificated Personnel Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000–2999 Classified Personnel Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000–3999 Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4000–4999 Books and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000–5999 Services and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Other Operating Expenditures						
7310 Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 (Sub-agreements over \$25,000)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400–6500 Equipment and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6700 Subscription Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Balance

FY 2023–24 Final Allocation (May 2024)	Total Expenditures To-Date	Cash Balance
\$174,382	\$0.00	\$174,382.00

Indirect Costs

Description	Report 1 Expenditures	Report 2 Expenditures	Report 3 Expenditures	Report 4 Expenditures	Final Report Expenditures	Total Maximum Allowable Indirect Cost
Maximum allowable indirect cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Remarks:

CDE (08/08/2024): To Fiscal for final review. CDE (08/08/2024): Report 1 Approved.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith Irish - Assistant Superintendent of Educational Services
Sabrina Yacoub, Director of Special Education

DATE: September 12, 2024

RE: Approval of contract with Non-Public Agencies Agency (NPA) B.e.e. Therapy to provide services for a Speech and Language Pathologists (SLP) on leave of absence

BACKGROUND:

We currently have two Speech and Language Pathologists(SLP) on leave of absence. This memo is to request to hire under a professional services agreement an SLP to cover half of the caseload of each SLP on leave. This is a full time position between both caseloads and is to continue until the return of both SLPs on leave.

FISCAL IMPLICATIONS:

- Up to \$75,000 for the 2024-25 school year. Funding will come from the General fund budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve this professional service agreement in order to fulfill IDEA Child-Find requirements.

PROFESSIONAL SERVICES AGREEMENT

2024-2025

This Agreement is entered into between b.e.e therapy (CONTRACTOR) and South San Francisco Unified School District (District). DISTRICT is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services:** CONTRACTOR shall provide the services ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** The term of this agreement shall be **July 1, 2024** or the day immediately following approval by the Board of Education to **February 01, 2025.**
3. **Compensation:** DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed **\$75,000 billed as stipulated in Exhibit A.** This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to DISTRICT.

DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows:

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by DISTRICT, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by DISTRICT and in that case must be replaced by CONTRACTOR without delay.

4. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* **[NONE]**, which shall not exceed a total cost of **[REDACTED]**.
5. **CONTRACTOR Qualifications / Performance of Services:**

CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of DISTRICT. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

6. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to DISTRICT. All amounts paid by DISTRICT shall be subject to audit by DISTRICT. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

DISTRICT Representative:

Name: Sabrina Yacoub

Site /Dept.: Special Education

Address: 398 B Street, SSF, CA 94080

Phone: (650) – 877-8700

Email: syacoub@ssfusd.org

CONTRACTOR:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Notice shall be effective when received if personally served or, if mailed, three (3) calendar days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees, agents, volunteers, consultants and subcontractors shall not be considered officers, employees, agents, partners, or joint ventures of DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, DISTRICT being interested only in the results obtained.

9. **Insurance:**

- a. CONTRACTOR shall procure the following insurance:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

☐ CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

☐ CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage, with limits of at least Two Million Dollars (\$2,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. The coverage shall be primary as to DISTRICT and shall name DISTRICT as an additional insured. Evidence of insurance must be attached. Endorsement of DISTRICT as an additional insured shall not affect DISTRICT's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and DISTRICT in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

- iii. If CONTRACTOR is offering DISTRICT professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in aggregate..

10. **Licenses and Permits:** CONTRACTOR, its employees, consultants and agents shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement. DISTRICT has no obligation to pay for any hours of service during which any required credentials, licenses or permits are expired, lapsed, or otherwise not in effect.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of DISTRICT.

12. **Non-Discrimination:** It is the policy of DISTRICT that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and DISTRICT policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, sexual orientation, or other legally protected class.
13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on DISTRICT property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR shall indemnify and hold DISTRICT and its respective Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("DISTRICT Indemnitees") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding DISTRICT Indemnitees). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR.

DISTRICT also shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, consultants, attorneys, and subcontractors ("CONTRACTOR Indemnitees") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of DISTRICT, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnitees). This provision survives termination of this Agreement.

15. **Compliance with Laws, Statutes, Regulations:** CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable District policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with District policies and shall indemnify District under the provisions of Section 14 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of the failure of CONTRACTOR, its employees, consultants or agents to comply with applicable DISTRICT policies (e.g., those policies relating to the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that DISTRICT may report to the California Department of Education ("CDE") any violations of the provisions of this Professional Services Agreement and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification, pursuant to California Education Code section 56366.4(a).

16. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of DISTRICT.
17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
18. **Termination:** DISTRICT may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. DISTRICT shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, DISTRICT may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, DISTRICT may secure the required services from another contractor. If the cost to DISTRICT exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.

19. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide DISTRICT with evidence of staff qualifications, which include:
- a. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at DISTRICT sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB risk assessment testing on file consistent with Education Code section 49406.
 - b. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by DISTRICT, or acting as independent contractors of CONTRACTOR, who may have contact with DISTRICT pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. CONTRACTOR further certifies that it has received and reviewed fingerprint results for each of its Employees and CONTRACTOR has requested and reviews subsequent arrest records for all Employees who may come into contact with DISTRICT pupils in providing services to the DISTRICT under this Agreement."

In the event that DISTRICT, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR-related persons, employee, representative or agent from an DISTRICT school site and/or property, CONTRACTOR shall immediately, upon receiving notice from DISTRICT of such desire, cause the removal of such person or persons.

20. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **DISTRICT's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** DISTRICT may evaluate CONTRACTOR's work in any way that DISTRICT is entitled to do so pursuant to applicable law. The DISTRICT's evaluation may include, without limitation:
- a. Requesting that DISTRICT employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 - b. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
22. **Limitation of DISTRICT Liability:** Other than as provided in this Agreement, DISTRICT's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall DISTRICT be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
23. **Non-Solicitation of CONTRACTOR Employees:** DISTRICT agrees not to solicit for hire any employee of CONTRACTOR placed in DISTRICT schools and/or programs pursuant to this Agreement ("Consultant") for a period of twelve (12) calendar months following the last date of that Consultant's paid services to the DISTRICT. Notwithstanding the foregoing, after a Consultant completes one (1) full billable school year with the DISTRICT pursuant to this Agreement, the DISTRICT may hire the Consultant as an employee of the DISTRICT subject to payment of a referral fee to CONTRACTOR. This fee shall be agreed upon in writing between the DISTRICT and the CONTRACTOR.
24. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing DISTRICT's Confidentiality Agreement Regarding Student Data.
25. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of DISTRICT to perform any service by this Agreement without the prior approval of DISTRICT Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of

change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to DISTRICT's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify DISTRICT in writing.

26. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
27. **Litigation:** This Agreement shall be performed in South San Francisco, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The San Mateo County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Agreement.
28. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.
29. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
30. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
31. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
32. **Contract Contingent on Governing Board Approval:** DISTRICT shall not be bound by the terms of this Agreement until it has been formally approved by DISTRICT's Governing Board, and no payment shall be owed or made to CONTRACTOR absent that formal approval. This Agreement shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
33. **W-9 Form:** If CONTRACTOR is doing business with DISTRICT for the first time, complete and return with the signed Contract the W-9 form.
34. **Contract Publicly Posted:** This Agreement, its contents, and all incorporated documents are public documents and will be made available by DISTRICT to the public online via the Internet.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CONTRACTOR

Signature

Ted O
Printed Name

Assistant Superintendent of Business Services
Title

Date

Signature

Printed Name

Title

Date

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers. All related providers work 7 hour days, including lunch, on school days plus times after regular contracted hours for IEP meetings, site or department meetings, as well as trainings. All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator. Para Educators work a 6.5 hour day, including lunch.

Contractor agrees to provide {the following} (quantity) (role).

- 1 Speech and Language Pathologist to cover services for maternity leaves between two middle school sites to serve 24 students at Parkway Heights Middle School and 15 students at Westborough Middle School, as well as hold IEP meetings for students, provide progress on goals incrementally as well as other IEP/case management duties.
- **Number of Contracted Students** - 24 students at Parkway Heights Middle School and 15 students at Westborough Middle School.



Part B: Hourly Rate

SLP Service Type	Amount / Number of Students	Hourly Rate
Speech Therapy Services - Hourly		\$106.00
Bilingual-Speech Therapy Services		\$126.00
No show fee - late cancel (prorated to length of scheduled session)		\$106.00 - English \$126.00 - bilingual
Annual Student Fee	\$55 per student seat / per year	

Should there be a 5% differential in contracted student numbers, an amendment shall be executed.

- *For full time therapists, caseloads are not to exceed 55 students.
- **Bilingual therapists are contracted to provide speech language pathology services and will not be utilized as interpreters as this is outside their scope of practice.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

To: Board of Trustees

From: Shawnterra Moore, Ed.D., Superintendent

Thru: Keith Irish, Assistant Superintendent, Educational Services

Date: September 12, 2024

Subject: Supplementary Instructional Materials for Approval

BACKGROUND:

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

Title	Course	Initiating Site
AP Edition United States Government and Politics	AP US Government and Politics	El Camino High School and South San Francisco High School

AP United States Government and Politics

The AP United States Government and Politics text is one of the textbooks approved by College Board for the AP US Government and Politics course. As a condition of participation in the AP program, schools must adopt a textbook that has been approved by College Board and that is no more than 10 years old. The AP exam itself was also redesigned a few years ago, including some shifts in content that teachers have needed to supplement outside of the currently adopted text. This proposed textbook, published in 2022, was highly recommended by the trainer at an AP Institute our teachers attended, and is aligned with the current course scope and sequence and AP exam. The hardcover text is supplemented by a digital edition with enhancements and teacher materials.

Fiscal Implications

Student hardcover text (w/digital edition) x \$167.70 x 155 copies = \$25,993.50
Teacher edition and materials x \$79.90 x 4 licenses = \$319.80 (for this initial adoption, the publisher has waived the fees for 4 teacher editions)

Recommendation

It is recommended to the South San Francisco Unified School District Board of Trustees approves the following Supplementary Instructional Materials for adoption beginning in the 2024-2025 school year:

- AP United States Government and Politics (AMSCO, 2022): AP US Government and Politics



South San Francisco Unified School District Supplemental Materials Proposal Form

Supplemental Materials Information:

Title: AMSCO- AP Edition United States Government and Politics		Copyright Date: 2022
Author: David Wolfford		Publisher/Producer: Perfection Learning
Media Type: Textbook	Edition:	ISBN: 9781531128706
Cost per item: \$167.70		Quantity requested: ECHS-85 SSFHS-70

Course Information:

Initiating School: Dept- Educational Serv	Department: Social Science and Ethnic Studies TOSA
Course: AP United States Government and Politics	Grade Levels: 12th Grade

Names of staff participating on review committee:

Committee must include at least one representative from each site that offers the course, preferably the teachers who teach or will teach the course.

Name	Position	School
Initiator (your name): Michael Gassaway	Social Science TOSA	Dept- Educational Serv
Laney Goo	Social Science Teacher	Site- El Camino
Jason Capitan	Social Science Teacher	Site- SSF High

1. Briefly describe how the need for this proposed text/supplemental material was determined.

The need for the AMSCO Advanced Placement Edition: United States Government & Politics textbook was determined by the fact that our current school textbooks, dating from 2011, are not aligned with the most recent version of the AP Government and Politics course, which was redesigned by the College Board in 2018. As this is a popular course for 12th graders, with three sections currently offered, it is essential to provide students with materials that reflect the current curriculum to ensure they are adequately prepared for the AP exam. The AMSCO textbook is recognized for its alignment with the latest course framework and is an effective resource for student success.

The redesign has required readings and Supreme Court cases that are not covered in the current text.

Also practice tests and questions were changed from 5 possible answers to 4.

2. Explain the targeted alignment of this text with any/all of the following: Curriculum framework, State standards, College Board (AP) recommendations, other courses (within and outside the department/school – *give examples*) or other.

The AMSCO Advanced Placement Edition: United States Government & Politics textbook is specifically targeted to align with the AP Government and Politics curriculum framework set by the College Board, covering all essential units and following the 2018 course redesign. It meets state standards for social studies and civics education by emphasizing critical thinking and a deep understanding of the U.S. political system, including the most recent presidential elections and impeachments. Additionally, the textbook adheres to College Board recommendations, providing content and practice that effectively prepare students for the AP exam.

3. What teacher support materials are available? Describe instructional aids such as suggested problems or projects, tests, bibliographies, appendixes, glossaries, maps, lesson approaches, background, critical thinking issues, etc.

The AMSCO Advanced Placement Edition: United States Government & Politics textbook includes a comprehensive set of teacher support materials designed to enhance instruction and student learning. These resources feature suggested problems, projects, and lesson approaches, along with practice tests and quizzes aligned with the AP exam format. The textbook also provides bibliographies for further reading, appendixes with essential resources like foundational documents and Supreme Court case summaries, and a glossary of key terms.

4. How will this text/supplemental material be used in the course? List specific curricular units, assignments, and projects and describe what sections or content from this text/supplemental material will be used and how.

The AMSCO Advanced Placement Edition: United States Government & Politics textbook covers the following units and lessons: Foundations of American Democracy, Interactions Among Branches of Government, Civil Liberties and Civil Rights, American Political Ideologies and Beliefs, and Political Participation. Specific sections on the U.S. Constitution, landmark Supreme Court cases, political socialization, and voting behavior will guide assignments and projects. Students will analyze foundational documents, debate federalism, study checks and balances, research civil rights cases, and examine political trends and voter behavior. The textbook's practice questions, critical thinking prompts, and case studies will reinforce concepts and ensure thorough preparation for the AP exam.

Review Committee/Department Chair verification:

Representatives from each site participating in this review process must sign off to verify they have reviewed the proposal and agree with the recommendation to submit for Board approval.

<u>Michael D Gassaway</u>	<u>TOSA</u>	<u>08/28/2024</u>
Initiator	Title & Site	Date
<u>Marleen Goo</u>	<u>Social Science Teacher, El Camino</u>	<u>08/28/2024</u>
2nd Reviewer/Dept Chair	Title & Site	Date
<u>Jason Capitan</u>	<u>Social Science Teacher, SSFHS</u>	<u>08/29/2024</u>
Additional Reviewer	Title & Site	Date
<u>James Briano</u>	<u>El Camino High School</u>	<u>08/29/2024</u>
Principal	Site	Date
<u>Marianne Hew</u>	<u>Director of Student Performance, EDS</u>	<u>09/03/2024</u>
Name	Title	Date

1000 North Second Ave
Logan, Iowa 515461061
(800) 8314190
orders@perfectionlearning.com

Quote
#QUO7944
8/28/2024

Bill To
ATTN:
SOUTH SAN FRANCISCO UNIFIED SCHOOL
DISTRICT
398 B ST
S SAN FRAN CA 94080
United States

For Delivery to:
ATTN: RECEIVING
EL CAMINO HIGH SCHOOL
1320 MISSION RD
S SAN FRAN CA 94080
United States

Quote Prepared For:
Michael Gassaway
mgassaway@ssfusd.org

Expires	Terms	Sales Rep	Sales Rep Email
10/27/2024	Net 30	Carissa Hicks	carissa@perfectionlearning.com

Item	Description	ISBN	QTY	Years	List Price	Sales Price	Sales Price Amount
T4719B	AP US Government & Politics SE 3E Print/Interactive Bundle	9781663624932	85	6	\$191.70	\$167.70	\$14,254.50
T4864B	AP US Government & Politics TR 3E Print/Interactive Bundle	9781663631961	2	6	\$79.95	\$0.00	\$0.00

NOTES TO CUSTOMER

Subtotal	\$14,254.50
Product Saving	\$2,199.90
Tax Total (9.875%)	\$1,407.63
Shipping Cost	\$1,710.54
Handling Fee	\$0.00
Total	\$17,372.67

Order over \$5,000 are not eligible for payment by credit card.



September 12, 2024

1000 North Second Ave
Logan, Iowa 515461061
(800) 8314190
orders@perfectionlearning.com

Quote
#QUO7961
8/28/2024

Bill To
ATTN:
SOUTH SAN FRANCISCO UNIFIED SCHOOL
DISTRICT
398 B ST
S SAN FRAN CA 94080
United States

For Delivery to:
ATTN: RECEIVING
SOUTH SAN FRANCISCO HIGH SCHOOL
400 B ST
S SAN FRAN CA 94080
United States

Quote Prepared For:
Leon Wilborn
lwilborn@ssfusd.org

Expires	Terms	Sales Rep	Sales Rep Email
10/27/2024	Net 30	Carissa Hicks	carissa@perfectionlearning.com

Item	Description	ISBN	QTY	Years	List Price	Sales Price	Sales Price Amount
T4719B	AP US Government & Politics SE 3E Print/Interactive Bundle	9781663624932	70	6	\$191.70	\$167.70	\$11,739.00
T4864B	AP US Government & Politics TR 3E Print/Interactive Bundle	9781663631961	2	6	\$79.95	\$0.00	\$0.00

NOTES TO CUSTOMER

Subtotal	\$11,739.00
Product Saving	\$1,839.90
Tax Total (9.875%)	\$1,159.23
Shipping Cost	\$1,408.68
Handling Fee	\$0.00
Total	\$14,306.91

Order over \$5,000 are not eligible for payment by credit card.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**MEMORANDUM**

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: September 12, 2024

RE: SSFUSD-SSFCTA Special Education (Education Specialist) Sign-On
Bonus SY 2024-2025

BACKGROUND:

As part of our continued recruitment and retention efforts aligned to Priority #4 Empowered Educators in our District's Strategic Plan "Fulfilling Our Promise to Learners," and building upon the 2023-2024 school year's sign-on bonus strategy, the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") agree to enter into a Memorandum of Understanding ("MOU"), effective the 2024-2025 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2024-2025 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

FISCAL IMPLICATIONS:

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment ("sign-on bonus") equal to fifteen thousand dollars (\$15,000) distributed over a three-year period in annual installment payments of five thousand dollars (\$5,000) per one year of completed full-time service. Enclosed is a copy of the signed MOU that outlines the terms and conditions of the agreement.

To date, for the 2024-2025 school year, the District hired and onboarded a total of eleven (11) Special Education (Education Specialist) classroom teachers of record who will be eligible for the incentive compensation. The District will use its General Fund to cover the costs of these one-time expenditures.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the enclosed Memorandum of Understanding between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association regarding the Special Education (Education Specialist) Sign-On Bonus for SY 2024-2025.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND THE SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective the 2024-2025 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2024-2025 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment ("sign-on bonus") equal to fifteen thousand dollars (\$15,000) distributed over a three-year period in annual installment payments of five thousand dollars (\$5,000) per one year of completed full-time service:

- Each annual installment payment shall be distributed to each eligible participating employee in their paycheck as follows: November 2024, November 2025, and November 2026.
- If the eligible participating employee vacates their position and leaves the District subsequent to completing one year of full-time service, and prior to completing any

additional remaining year(s) of full-time service, then the District shall not owe the remaining balance of the sign-on bonus to the employee.

- If the eligible participating employee vacates their position and leaves the District prior to completing one year of full-time service, then the employee shall owe the entire balance of the sign-on bonus (\$5,000) for the given year to the District, which shall be reimbursed to the District through a jointly established repayment plan and/or wage deductions.

The parties agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by: <i>Shari Giusti</i> A06B07E1AEEA47F...	8/14/2024
Shari Giusti	Date
President, South San Francisco Classroom Teachers Association	
DocuSigned by: <i>J. Marwan Hannon</i> 9BE9E0D45FBA4EA...	8/12/2024
J. Marwan Hannon	Date
Assistant Superintendent, Human Resources and Student Services	

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: September 12, 2024

RE: Adopt Resolution #24-45, Certifying the Actual Gann Limit for 2023-24 and Estimated Gann Limit for 2024-25

BACKGROUND:

Education Code Section 42132 requires that, on or before September 15 of each year, the governing board of each school district adopt a resolution to identify the estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal. This resolution must be adopted at a regular or special meeting of the governing board.

The Gann Limit (named for Paul Gann, the author of Proposition 4, which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in expenditures to changes in inflation (represented by per capita personal income) and population (represented by average daily attendance (ADA) for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

The state's Standardized Account Code Structure (SACS) software includes the Gann Limit calculation. The software includes the statewide factor for per capita personal income change, but each district will have to enter the workload factor, which is the change in ADA from prior year to current year. The combination of these factors yields the change in the district's Gann Limit.

Perhaps the easiest way to understand this calculation is to envision the dollar amount of the district's Gann Limit as a box. For example, if the current year Gann Limit is \$50 million, picture a box that can hold \$50 million. First, put into this box local property taxes that count toward the Local Control Funding Formula (LCFF) sources, as well as an appropriate portion of the district's interest income. Next, pour all of the district's unrestricted state aid into this box. Under state law, the amount of state aid that fills up the box counts toward the district's Gann Limit, which the amount that overflows the box counts toward the state's Gann Limit (Government Code Section (G.C.) 7906). In addition, all state aid for categorical programs always counts toward the state Gann Limit.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

Staff recommends that the Board of Trustees adopt Resolution #24-45, certifying the actual Gann Limit for 2023-24 and the estimated Gann Limit for 2024-25.

RESOLUTION FOR ADOPTING THE “GANN” LIMIT
#24-45
South San Francisco Unified School District

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2023-24 fiscal year and a projected Gann Limit for the 2024-25 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2023-24 and 2024-25 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2023-24 and 2024-25 fiscal years include an increase of \$12,691,996.96 to the 2023-24 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the increase to the 2023-24 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2023-24 and 2024-25 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

REGULARLY passed and adopted this 12th day of September, 2024.

AYES _____ NOES _____ ABSENT _____ ABSTAINED _____

 Secretary

 President

 Date Approved/Filed

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Lori Shelton, Director of Bond Program

DATE: September 12, 2024

RE: Approval of Professional Services Agreement with BESS Test Lab, Inc. for Utility Survey Services for Sunshine Gardens ES Modernization Project under the Measure T Bond Program

BACKGROUND:

One of the most effective methods to determine defects, the likelihood of failure and rehabilitation needs of a pipeline system is with a Closed-Circuit Television Inspection (CCTV). The district is contracting with a firm to perform Hydro Flushing/Jetting and CCTV pipeline inspection to verify pipe size, material, and location of the required sewer and storm systems.

The Measure T Bond Program team solicited fee proposals from three utility survey companies to provide CCTV video inspection of pipelines for sewer and storm systems at Sunshine Gardens Elementary School. Inspections will be conducted during non-school hours and weekends. The three utility survey companies contacted were Bess Test Labs, Inc., Summit Pipelines, and Murgreen Environmental Co. Bess Test Labs, Inc.'s fee proposal was the least costly.

FISCAL IMPLICATIONS:

The cost of services is \$33,840.30. This will be paid for through the Measure T bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreement with Bess Test Labs, Inc. for the CCTV video inspection of pipelines for sewer and storm systems at Sunshine Gardens ES Modernization project in the amount of \$33,840.30.



Hayward (Corporate) | Fresno | Los Angeles | T. (408) 988-0101 | F. (408) 988-0103
 Utility Locating - Ground Penetrating Radar (GPR) - Electromagnetic Pipe Locators
 Structural Concrete Scanning - Potholing Vacuum Excavation - CCTV Pipe Inspection
 Mobile LiDAR Scanning - 3D Scanning - 3D Utility Mapping - www.besstestlab.com

Date: August 1, 2024 **Quote No.:** UJ-053024-03
Customer: South San Francisco School District **By:** Uriel Jimenez
Site: Sunshine Garden Elementary School **City:** South San Francisco
Ref. No.: SSFUSD CCTV Survey **County:** San Mateo
Requestor: Kent Brown **Phone No.:** 408.315.6610
Email: kbrown@kitchell.com **Fee Rate:** Prevailing W. / CPR (OT-Night/Saturday Day)

Project Description:

Bess will perform Hydro Flushing/Jetting and CCTV Pipeline Inspection to verify pipe size, material, and location of the required sewer and storm systems w/ attached scope of work in the designated work area. **If Hydro Flushing/Jetting is not required prior to video inspection, we will disregard service from final invoice.** This project is subjected to PW and CPR requirements. DIR # will need to be provided prior to start of project. Please allow a budget for disposal fees if needed, if not we will bill accordingly. **Traffic control services, plans, and encroachment permit are not included, these services are available if needed. This work will be performed at night during work week (Monday to Friday) when kids are not present or during Saturday daytime.** Please bill to client information below.

Lori Shelton: Director of Bond Program

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

Code	Service Description	Qty	Unit	Unit Price	Sub-Total
PM-100	Project Manager	2	HR	200.00	\$ 400.00
PM-101	Project Coordination	2	HR	150.00	\$ 300.00
SC-101	2 Person CCTV Pipe Inspection Crew (OT/ NIGHT RATE)	3	Day	4,024.80	\$ 12,074.40
SC-106	CCTV Report / Sketch / Videos	9	HR	110.00	\$ 990.00
SC-103	2 Person Hydro Flushing Crew (OT/ NIGHT RATE)	3	Day	4,785.30	\$ 14,355.90
SC-110	CCTV - Soil Disposal Fee	5	Each	1,100.00	\$ 5,500.00
C-100	Clerical: Certified Payroll	2	HR	110.00	\$ 220.00
TOTAL \$					33,840.30

CCTV - Work Conditions

- Overtime applies after 8 hours of work and weekends / **4-Hour Minimums required per project.**
- Hourly rates are portal to portal from our nearest office within 50 miles. Travel rates apply over 50 miles
- Hourly rates apply to day shift (typical BESS day shift hours are 7:00 AM to 4:30 PM).
- Hydro-Flushing mains and laterals is recommended prior to any CCTV Video Inspection of pipelines.
- Quality of CCTV video and equipment breakage will be affected by debris, excessive flow, and obstructions in the pipes.
- If dirty, heavy flow, or obstructed pipes are encountered, CCTV survey will be stopped. Hourly rate applies to re-attempt CCTV survey.
- Pipe Cleaning of any kind is included in above pricing unless NOT requested. (Hydro-Flushing) \$1636 Half-Day - \$3272 (Day)
- If Traffic Control Services are available at 1-Man TC Crew: \$672 Half-Day - \$1344-Day / 2-Man TC Crew: \$1072 Half-Day - \$2144 (Day)
- If needed, we will use a push camera to video inspect any smaller pipelines if accessible and available cleanout or access points are present. **Field delays caused by weather, limited/cover access points, obstructions, and other debris issues may affect the duration of the project.** Any ancillary request after submission of pricing will be billed on T&M basis. Certified Payroll fees may apply if project is subjected to CPR requirements. **Price above is not to exceed total amount.**

I, the undersigned, have read, reviewed and accept the attached proposal, including attachments, and authorize Bess Testlab, Inc. to proceed with the work described above as witnessed and attested by my signature below.

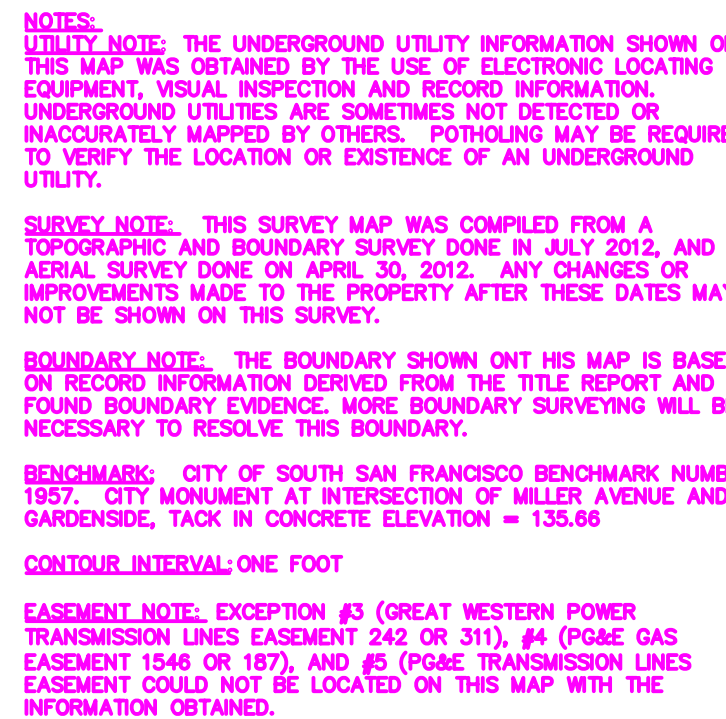
By: _____
 (Print or Type Name)

Title: _____
 (Print or Type Title)

 (Signature)

 (Date)

SEQUOIA AVE



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Lori Shelton, Director of Bond Program

DATE: September 12, 2024

RE: Approval of Amendment #1 for a 3-Year Contract for Professional Services with Key Analytics for Cost Accounting & Tracking Program Services for the Measure T Bond Program

BACKGROUND:

Back on June 22, 2023, the District issued an RFQP for Cost Accounting & Tracking Program services. Interviews and a demonstration were held on August 25, 2023, and Key Analytics was selected based on best value and awarded a one-year contract. The board approved the contract on September 7, 2023. The staff is very happy with the services provided and wishes to extend the contract for three years.

Amendment #1 will extend the contract for three years (October 1, 2024 – September 30, 2027) and includes full program support for budgeting; cost accounting and tracking; additional reporting for preparation of Citizens' Bond Oversight Committee reports and Annual Report; and integrated document routing with e-signature platform.

FISCAL IMPLICATIONS:

By this action: \$166,500 Measure T Bond (Fund 21)

Agreement	Date	Total
Original Agreement	September 7, 2023	\$55,500.00
Amendment No. 1	September 12, 2024	\$166,500.00

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to extend the service contract with Key Analytics for 3 years in the amount of \$166,500.00.



PROFESSIONAL SERVICES AGREEMENT

By and Between

KEYANALYTICS

and

**SOUTH SAN FRANCISCO UNIFIED
SCHOOL DISTRICT**

for

***KeyAnalytics Operational
Support Services***

THIS AGREEMENT, commencing on October 1, 2024, by and between South San Francisco Unified School District, located in San Mateo County, California, a school district duly organized under the laws of the State of California (the “DISTRICT”), and C Financial Investment, Inc., a California corporation d.b.a. KEYANALYTICS (the “CONSULTANT”).

WITNESSETH

WHEREAS, the DISTRICT has determined it has an immediate and ongoing need for the CONSULTANT to provide the professional consulting services set forth in Section I of this AGREEMENT including the referenced Exhibits attached hereto;

WHEREAS, the DISTRICT and the CONSULTANT have reasonably concluded that the described services herein do not currently constitute municipal advisory services as the term is applied by the SEC and the MSRB to firms acting as an advisor in connection with the analyzing, structuring or advising on matters related to the structuring and/or issuing of municipal securities;

WHEREAS, the CONSULTANT has disclosed that it is specifically not qualified to provide legal, or investment advice related to legal matters that impact the use or restrictions of certain funds or the investment of any DISTRICT funds as part of its services hereunder; and

WHEREAS, the services required and described in this AGREEMENT are highly specialized and are not otherwise required by the DISTRICT except during periods when capital facilities are being funded and expended for its School Funding Program (“SFP”), for the ongoing maintenance and compliance related to any resulting municipal issuances, and/or State SFP applications.

NOW, THEREFORE, it is mutually agreed as follows:

The DISTRICT hereby retains the CONSULTANT to perform the services, upon the terms, subject to the conditions, and in consideration of payments as hereinafter set forth.

I. SERVICES TO BE PROVIDED BY CONSULTANT

The CONSULTANT shall perform the services (“Consulting Services”) set forth in the statement of work (the “Statement of Work”) that is attached as Exhibit A to this AGREEMENT in a diligent manner consistent with the usual and customary professional standards. This AGREEMENT and the Statement of Work shall be referred to collectively herein as the “AGREEMENT”.

The CONSULTANT may be directed by the DISTRICT in writing to perform supplemental tasks, analyses, expert testimony, or assignments related to the provision of the services in this AGREEMENT (“Special Related Consulting Services”). Such Special Related Consulting services are intended to supplement the Consulting Services as described herein as circumstances may, from time-to-time, require assistance with matters related to but not contemplated by this AGREEMENT.

II. COMPENSATION FOR SERVICES RENDERED

A. FEES

DISTRICT shall pay CONSULTANT a fee computed according to the fee schedule incorporated into the attached Statement of Work ("Fee Schedules") for the Consulting Services rendered. The DISTRICT agrees to pay, and the CONSULTANT agrees to receive as full compensation, for the rendering of any Special Related Consulting Services, based on the time and materials expended at a rate of \$250 per hour plus expenses as described herein.

B. REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES

Unless otherwise stated within the Fee Schedule, CONSULTANT shall be reimbursed for out-of-pocket expenses, which include extraordinary travel expenses, charges for outside services specifically requested by the DISTRICT, filing fees, other printing charges and other like expenditures -- provided that if any individual expense exceeds \$500.00, the CONSULTANT shall obtain the PRIOR WRITTEN APPROVAL of the DISTRICT's superintendent, chief business officer or facility planning representative -- each of whom shall be a DISTRICT employee. The CONSULTANT shall be reimbursed for such expenses upon submitting an itemized statement, therefore. These expenses shall be billed no more frequently than monthly, if incurred, and payable within thirty (30) days of receipt of the CONSULTANT's invoice.

C. INVOICES

Unless otherwise stated within the Fee Schedules, on or about the 15th day following each quarter during which Consulting Services are rendered hereunder, CONSULTANT shall deliver to DISTRICT an invoice for the Consulting Services performed and the reimbursable expenses incurred in the prior quarter. All fees and reimbursable expenses shall be payable within thirty (30) days of receipt of the undisputed CONSULTANT's invoice.

III. OTHER MATTERS

- A. DISTRICT Facilities Data Stored on DATA VAULT:** The CONSULTANT will provide DISTRICT access to the CONSULTANT'S proprietary online **DATA VAULT** to manage, tag, upload, organize and store important documentation required for OPSC closeout audits, Federal reporting obligations and local DISTRICT revenue/funding sources compliance requirements. CONSULTANT shall take commercially reasonable steps to protect such data from loss or theft but shall not take extraordinary measures to protect data stored in the vault.

The DISTRICT is advised to retain copies of items stored in the vault and only to store non-confidential documents as part of utilizing this service.

- B. Severability:** Should any portion of the AGREEMENT be invalidated through legal proceedings; the remaining portions of the AGREEMENT shall remain valid and binding upon both parties.
- C. Sub-consultants:** The CONSULTANT may utilize inputs and data provided by the DISTRICT, DISTRICT consultants, or other third parties retained by the CONSULTANT without or at the direction of the DISTRICT. The CONSULTANT agrees that all payments to such sub-consultants retained by the CONSULTANT shall be the sole responsibility of the CONSULTANT.
- D. Independent Contractor Status:** The CONSULTANT and any and all agents and employees of CONSULTANT shall perform the services required pursuant to this AGREEMENT as an independent contractor, not as officers, employees or agents of the DISTRICT. In providing the Consulting Services contemplated by this AGREEMENT, the CONSULTANT shall maintain a professional working relationship with the DISTRICT.
- E. Indemnity:** The CONSULTANT shall indemnify, defend and hold the DISTRICT, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in court action with or in any manner arising out of the CONSULTANT'S performance of, or failure to perform, any of the duties contemplated by this AGREEMENT, unless such failure was caused in whole or in part by a negligent act or omission of the DISTRICT.

The DISTRICT shall indemnify and hold the CONSULTANT, its officers, agents, and employees harmless from any and all actions or omissions to act which are the responsibility, in whole, or in part, of the DISTRICT. The obligation to indemnify and hold a party harmless as set forth herein shall include payment of any and all attorney's fees and other expenses which are the subject of such agreement to indemnify and hold harmless, in addition to any damages actually incurred.
- F. Taxes:** The CONSULTANT shall be liable and solely responsible for paying all required taxes, including, but not limited to, federal and state income taxes and social security taxes, on all amounts payable to the CONSULTANT. All payments to the CONSULTANT shall be reported to the appropriate State and Federal tax authorities as required.
- G. Amendment:** THIS AGREEMENT cannot be changed or supplemented orally and may be modified only by written instrument executed by all parties.
- H. Compliance with Law:** While performing the Consulting Services contemplated by this AGREEMENT, the CONSULTANT and the DISTRICT agree to comply with all applicable laws and regulations.

- I. **Work Records:** All documents developed under this AGREEMENT are and shall become the property of the DISTRICT. It is understood that and agreed that the DISTRICT'S right to documents produced by the CONSULTANT pursuant to this AGREEMENT shall not include and ownership interest, license or possession of any computer models, or databases.

The CONSULTANT shall be entitled to retain copies of all such documents and materials for a period of up to five (5) years following termination or expiration of this AGREEMENT. However, the data files shall remain the property of the DISTRICT.

- J. **Entire Agreement:** This AGREEMENT constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral relating to the Consulting Services to be provided in the AGREEMENT. Prior agreements not directly related to the services to be provided in this AGREEMENT shall remain in full force and effect.
- K. **Successors and Assigns:** The DISTRICT and the CONSULTANT each bind themselves, their partners, successors, legal representatives, and assigns of such other party in respect to all covenants of this AGREEMENT. Neither the DISTRICT or the CONSULTANT shall assign or transfer their interest in the AGREEMENT without the consent of the other.
- L. **Execution of the AGREEMENT in Counterparts:** This AGREEMENT may be executed in several counterparts each of which shall be an original. Electronic signatures may be provided to this AGREEMENT or any amendment thereto consistent with the provisions of the California Uniform Electronic Transactions Act.
- M. **Term of the AGREEMENT:** The basic term of this AGREEMENT shall be three (3) years commencing on the date of signing hereof.
- N. **Renewal of the AGREEMENT:** At the expiration of the initial term, this AGREEMENT shall automatically renew on a month-to-month basis unless otherwise terminated or extended for a longer term by mutual consent of the parties. Any renewal shall be considered an extension of the original agreement for the purpose of calculating fees.
- O. **Termination of the AGREEMENT:** This AGREEMENT may be terminated by either party, without cause, upon thirty (30) days written notice of either the DISTRICT or the CONSULTANT. All fees (other than hourly fees that shall be paid on an hourly basis notwithstanding termination) shall be prorated according to the percentage of work completed by the CONSULTANT on the date of DISTRICT termination of other consulting services to be provided under this AGREEMENT and are due and payable no later than the effective date of termination.
- P. **Fee Disputes:** The parties agree to work cooperatively to resolve any fee disputes that arise during the term of this AGREEMENT. Should such efforts fail to resolve any dispute(s), the parties agree that any legal costs incurred to enforce the terms of this agreement shall be recoverable by the prevailing party.

Q. Notices: Except for invoices submitted by the CONSULTANT, all notices, or other communications to either party by the other shall be deemed given when made in writing and delivered, mailed, or send by electronic transmission to such party at their respective addresses as follows:

If to DISTRICT:

Lori Shelton
Director of Bond Program
South San Francisco Unified
School District
 398 B Street Street
 South San Francisco, CA 94080
 Phone: (650) 877-8700
lshelton@ssfusd.org

If to CONSULTANT:

Steven Glad
Executive Vice President,
KeyAnalytics
 555 Corporate Drive, Ste 100
 Ladera Ranch, CA 92694
 Phone: (949) 282-1077
sgald@calschools.com

All notices shall be effective immediately upon personal delivery or electronic transmission; or on the first business day after delivery to an overnight delivery service, or on the third business day if mailed, postage prepaid.

IV. DISPUTE RESOLUTION

The DISTRICT and the CONSULTANT shall use good faith efforts to resolve all disputes informally through direct discussions between the DISTRICT and a representative of the CONSULTANT to be appointed by the CONSULTANT for this purpose.

If the parties cannot resolve their dispute by direct consultation, the dispute shall be referred to mediation through the offices of Judicial Arbitration and Mediation Services (JAMS) at the JAMS office which is geographically most closely located to the chief administrative office of the DISTRICT. The parties shall jointly attempt to agree on a mediator from a list of mediators provided by JAMS but if they cannot so agree, they shall request that JAMS provide the parties with a list of potential mediators containing an odd number of not less than five, and the DISTRICT and the CONSULTANT shall alternatively strike one name from the list with the last remaining name deemed to be the mediator selected by the parties

If the dispute is not resolved in mediation, the matter shall then be submitted to binding arbitration through JAMS and such arbitration shall be conducted pursuant to the JAMS Streamlined Arbitration Rules & Procedures.

Nothing contained herein shall limit either party from seeking injunctive or equitable relief from a court of competent jurisdiction, provided that such injunctive or equitable relief shall be solely in addition to, and not in substitution for the dispute resolution process otherwise provided herein. The prevailing party in any arbitration or litigation procedure shall be entitled, in addition to any other relief to an award of reasonable attorney's fees incurred.

IN WITNESS WHEREOF, the DISTRICT has caused these presents to be properly executed and the CONSULTANT has caused this AGREEMENT to be properly executed, as of the date herein forth set forth.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

By: _____
 Ted O
 Assistant Superintendent, Business Services

C FINANCIAL INVESMENT, INC.
D.B.A. KEYANALYTICS

By: _____
 Steven Gald
 Executive Vice President

EXHIBIT A

STATEMENT OF WORK

KEYANALYTICS

Project Tracking/Reporting & Ongoing Compliance Support Services



STATEMENT OF WORK

KEYANALYTICS PROJECT TRACKING AND REPORTING SERVICES

SERVICES TO BE PROVIDED BY CONSULTANT

The CONSULTANT shall provide its **KeyAnalytics Project Tracking, Reporting and Compliance Services** needed to assist the DISTRICT in developing, implementing, and overseeing a **Facilities Financial Management, Reporting and Compliance System** that is integrated with the DISTRICT's existing fiscal system operated by the County and/or the DISTRICT. The CONSULTANT shall receive financial data from the DISTRICT at least monthly in a form exported from the DISTRICT's Fiscal System to be uploaded by the CONSULTANT to its proprietary **KeyStone** Platform. The Financial Management and Reporting System is designed to support and enhance the ability of the DISTRICT needed for tracking all major aspects of its School Facilities Improvement Program ("SFIP").

Set forth below are the major service areas and requirements that the CONSULTANT will assist the DISTRICT with under this AGREEMENT.

I. PROJECT TRACKING AND REPORTING SERVICES

These project tracking and reporting support services consist of the following:

- A. TRACKING MULTIPLE REVENUE SOURCES:** The CONSULTANT will track all revenue/funding sources as applicable.
- B. PROJECT BUDGETS:** The CONSULTANT will track the project **BUDGETS**, changes to the budgets, and the impact of those changes to the DISTRICT'S overall revenue on a cumulative basis.
- C. PROJECT EXPENDITURES:** The CONSULTANT will track the project **EXPENDITURES** from each revenue/funding source individually and on a **CUMULATIVE** basis, from project inception to closeout.
- D. PURCHASE ORDERS AND CONTRACTS:** The CONSULTANT will track **PURCHASE ORDERS** and **CONTRACTS** from all revenue/funding sources on a cumulative basis.
- E. INVESTMENT EARNINGS, TRANSFERS, AND DEPOSITS:** The CONSULTANT will track investment earnings, transfers, deposits, and other fund account activities from each revenue/funding source on a cumulative basis.

- F. **ELECTRONIC DATA UPLOADS:** The CONSULTANT will electronically **UPLOAD** the DISTRICT's CECC export files without manual entry or change to the DISTRICT'S accounting procedures and internal controls. This upload feature eliminates the need for DISTRICT staff to double enter the same data twice, thereby preventing data transposition and errors.
- G. **RECONCILIATION:** The CONSULTANT will **RECONCILE** **Keystone** Reporting Platform records with the DISTRICT's reports and balance 9110 Cash Balance, Receivables, Current Liabilities, Revenues, Total Expenditures and Total Encumbrances (including change orders) with each upload.
- H. **SORT AND GROUP DATA:** **Keystone** Platform will provide the DISTRICT with tools to **SORT** and **GROUP** the funding source data in a variety of ways from a **MICRO** transaction level to a **MACRO** program level.
- I. **SECURE ONLINE ACCESS:** The CONSULTANT'S Operational Support Systems will provide the DISTRICT'S **AUTHORIZED** staff and construction team with **SAFE** and **SECURE** access to the **Keystone** Platform from anywhere an internet connection is available.
- J. **STAFF TRAINING:** Upon request, The CONSULTANT will provide the DISTRICT staff training sessions, as needed, up to 10 hours per month, regarding the use and access to the proprietary **Keystone Platform** at no additional expense when performed from KeyAnalytics' offices. The CONSULTANT will only bill the DISTRICT for direct travel expenses when staff training is performed outside the office; and
- K. **NO EXTRA FEES:** The CONSULTANT will not charge any additional license fees, web user fees, or extra staff navigation fees.

II. STATE AND LOCAL COMPLIANCE SERVICES

These compliance support services consist of the following:

- A. **CITIZEN'S OVERSIGHT COMMITTEE REPORTING REQUIREMENT:** The CONSULTANT will provide the Measure QS **CITIZEN'S OVERSIGHT COMMITTEE** ("COC") with accurate and concise expenditure reports that are mandated by the Prop. 39 statues on a quarterly basis. These reports include the DISTRICT'S Board approved priority Measure QS SFIP projects, project timelines, project scope, construction progress status and pictures, and detailed project expenditures.

- B. ANNUAL REPORTS FROM THE COC TO THE BOARD:** This report is mandated by the COC Bylaws. The CONSULTANT will assist the COC in preparing this Annual Report to the Board which will reflect the COC members' meeting activity in the preceding year as it relates to the SFIP project priorities, project times, and project expenditures.
- C. G.O. BOND PERFORMANCE AUDIT REQUIREMENT:** The CONSULTANT will assist the DISTRICT'S independent auditors with the financial information needed to prepare the mandated annual Performance Audit.
- D. OPSC EXPENDITURE REPORTING REQUIREMENTS:** For State eligible projects, the CONSULTANT will assist the DISTRICT with tracking project **EXPENDITURES** in the OPSC reporting format on a **CUMULATIVE** basis.
- E. OPSC ANNUAL FILINGS REQUIREMENTS:** For State eligible projects, the CONSULTANT will prepare the State's **ANNUAL** and **FINAL** expenditure reports and **SAB 50-06 FORMS** according to OPSC defined categories and guidelines.
- F. OPSC PROJECT INFORMATION WORKSHEET (PIW) FILING REQUIREMENT:** For State eligible projects, the CONSULTANT will prepare and file the PIW as required by OPSC in the beginning of the project, one year from the date of the first fund release, and upon final project closeout.
- G. OPSC CLOSEOUT AUDIT REQUIREMENTS:** For State eligible projects, the CONSULTANT will assist the DISTRICT with the OPSC **CLOSEOUT** audit, including responding to OPSC correspondence, requests for backup documentation of reported transactions, and 15-day letters.
- H. OPSC PROJECT PROGRESS REPORT REQUIREMENT:** The CONSULTANT will prepare State project **PROGRESS REPORTS** every 18 months regarding project construction progress for the State eligible projects.
- I. OPSC REPORTING OF PROJECT SAVINGS REQUIREMENT:** The CONSULTANT will assist the DISTRICT in preserving State funds and limiting the return of any, if any, project savings back to OPSC.
- J. TAX CERTIFICATE RECORDKEEPING AND ALLOCATION REQUIREMENT:** In addition to tracking all revenue/funding sources, the CONSULTANT will provide the DISTRICT access to its proprietary **DATAVAULT**, which is a paperless data repository system for tagging, cataloging, and storing important documents for general record keepings as well as retrieval of important documents in the event of a potential audit by the OPSC, IRS, and/or OPSC.

COMPENSATION FOR CONSULTANT SERVICES

The DISTRICT agrees to pay and the CONSULTANT agrees to receive as full compensation for the rendering of the ***KeyAnalytics Project Tracking, Reporting and Compliance Services***, as described above, the following amounts:

- A. MONTHLY FEES:** A monthly fee of **\$4,625** for the above CONSULTANT's ongoing ***KeyAnalytics Project Tracking, Reporting and Compliance Services listed in Sections I and II above*** including uploading data and providing general support and assistance in reconciling future financial data and preparing reports for DISTRICT staff, DISTRICT auditors, and the COC as directed by the DISTRICT, and ***KeyDocs***.
- B. PAYMENT OF FEES:** Such fees are payable quarterly by the DISTRICT to the CONSULTANT, which will be billed quarterly as of the first day of ***January, April, July, and October*** of each year.
- D. DATA VAULT STORAGE:** Storage of DISTRICT selected Program documentation for seven (7) years is included in the above annual fee for services for so long as the CONSULTANT is continuously providing ***KeyAnalytics Operational Support Services*** set forth in this AGREEMENT. *After seven (7) years, the DISTRICT may maintain its active **DATA VAULT** for a fee of \$250 per year or request the DISTRICT data be transferred to a storage medium provided to the CONSULTANT by the DISTRICT.*

This is a 3 Year price of \$55,500 per year totaling \$166,500.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Lori Shelton – Director of Bond Program
William Savidge - Facilities Consultant

DATE: September 12, 2024

RE: Approval of Resolution #24-49 in Support of Proposition 2: Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024

BACKGROUND:

This item presents the Board of Trustees with a resolution in support of the statewide school facilities bond measure on the November 2024 ballot. The South San Francisco Unified School District has benefited greatly from state school facilities funds for previous capital facilities projects and has significant potential modernization eligibility for future projects. School District support throughout the state is an important element of increasing awareness of the bond and building support for passage.

State ballot Proposition 2 was approved nearly unanimously in bi-partisan votes of the Legislature and signed by the Governor. The new state facilities bond will ensure that state matching funds are available for local school districts & community colleges to complete important modernization and new construction projects.

Information regarding the proposed new state school facilities bond measure is summarized in the attached document.

Statewide bonds do not increase taxes, as debt service on the bonds is paid through the state's general fund. The bonds require a simple majority for passage.

FISCAL IMPACT:

Potential future impact if state school facilities funds are not available to complete future projects.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Resolution #24-49 in support of Proposition 2: Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024.

Proposition 2 – 2024 K-14 State School Bond

Overview of Proposition 2

- Authorizes a \$10 billion state General Obligation bond for facilities at K-12 schools (including transitional kindergarten) and community colleges: *The Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*.
- Prop. 2 was placed on the November 2024 ballot with the Legislature’s passage of AB 247 (Muratsuchi).
- Keeps the School Facility Program (SFP) intact and does not change how projects are prioritized for funding.
- Provides funding enhancements for projects that address specific policy priorities.
- Principal and interest is paid using existing state General Fund revenues and *not* through local tax increases. This allows voters to prioritize state funding for school facilities.

Funding Breakdown

- **\$8.5 billion for K-12 schools**
 - o \$4 billion for Modernization
 - Includes \$115 million for testing and remediation of lead in water
 - Reserves up to 10% for small school districts
 - o \$3.3 billion for New Construction
 - Reserves up to 10% for small school districts
 - o \$600 million for career technical education facilities
 - o \$600 million for charter school facilities
- **\$1.5 billion for community college capital outlay projects**

Program Mechanics and New Requirements

Applicability of Prop. 2 Changes – New Construction and Modernization projects submitted before October 31, 2024 are processed and apportioned under the statute as it read on January 1, 2024 (i.e. not subject to the new requirements created by Prop. 2).

Eligibility Baseline – A district that participates in the New Construction or Modernization program after November 5, 2024 shall submit an updated report of existing school building capacity.

Master Plan – A district that participates in the SFP must submit a five-year school facilities master plan, including an inventory of existing facilities, sites, property and existing classroom capacity, as well as a capital planning budget, deferred maintenance plan, and projected enrollment growth. The Department of General Services and the California Department of Education will develop guidelines to implement. The Controller will add instructions to the annual K-12 audit guide to verify compliance.

Use of Grants – Specifies that SFP grants may be used for advancing state energy goals, outdoor learning environments, school kitchens, transitional kindergarten facilities, preschool facilities, space for counselors and nurses, seismic retrofits, and broadband access.

Funding Enhancement Opportunities

State Share Sliding Scale – Increases the maximum state share and reduces the local match for some projects. No project would receive less than the current state share. The maximum state share would increase from 50% to 55% for New Construction and from 60% to 65% for Modernization. Projects can receive up to 16 total potential points for the increased match calculation; those with at least six points across the following categories receive an increased state grant:

- Unduplicated LCFF pupil percentage – up to 8 points
- Low gross bonding capacity – up to 4 points
- Very small schools (200 pupils or less) – up to 2 points
- Projects using a Project Labor Agreement – up to 2 points

Supplemental Grants – Eligible SFP projects may receive an additional supplemental grant to address specific policy priorities:

- *Minimum Essential Facilities (Modernization only)* – to build or expand one gym, multipurpose room, library, or school kitchen if the existing facility is insufficient or the school does not have one.
- *Transitional Kindergarten (Modernization only)* – to retrofit an existing school facility to adequately house TK pupils, or to construct new TK classrooms if the site lacks sufficient facilities.
- *Career Technical Education (Modernization only)* – up to 5% state grant increase for project components that promote CTE to enhance educational opportunities for pupils at existing middle and high schools. Funds may be used for modernization or reconfiguration of facilities, as well as purchasing equipment with an average useful life expectancy of at least 10 years.
- *Energy and Climate Change (Modernization and New Construction)* – up to 5% state grant increase for projects that exceed Title 24 standards and include energy efficiency components that advance state energy goals and adapt to higher average temperatures.

75 Year-Old Building Replacement – Replacement under the Modernization program at the New Construction grant amount for buildings at least 75 years old.

Lead in Water – Provides \$115 million for grants to test drinking water for lead and to replace lead pipes and fixtures in facilities constructed before January 1, 2010 with elevated lead levels above 15 parts per billion.

Disaster Assistance – Provides immediate interim housing for schools impacted by a natural disaster for which the Governor has declared a state of emergency.

Additional Support for Disadvantaged and Low-Wealth School Districts

Small School District Assistance – For districts with 2,500 pupils or less:

- Provides a reservation of bond authority using a preliminary apportionment structure, ensuring construction funds are available once design has been completed.
- Up to 10% of New Construction and up to 10% of Modernization funds are reserved for small school districts.
- Provides a construction management grant preliminary apportionment worth 5% of the state share to assist with planning, site acquisition, preconstruction, and closeout.

Expands Supporting America's School Infrastructure Grant Program (SASI) – Provides \$5 million to CDE to expand the SASI program to serve additional priority districts, including those with enrollment of less than 2,501, low gross bonding capacity per enrollment, a high percentage of LCFF unduplicated pupils, and those who have not previously applied for SFP funding. The program will provide direct technical assistance, enhanced state and county collaboration efforts, development of centralized online resources, and expertise on facility maintenance.

Financial Hardship – Updates qualifying criteria to increase the maximum level of total bonding capacity from \$5 million to \$15 million beginning in FY 2026-27 and adjusted annually thereafter, increasing the number of districts eligible to receive up to a 100% state share.

Transparency and Accountability Provisions

Creates new transparency and accountability requirements, including:

- Requires a public hearing to discuss a project before it is approved by the local governing board for submission to the state.
- Independent performance audits.
- Must post project and audit information on the school district website, including the location, estimated cost, and estimated timeline for completion.

**A Resolution of the South San Francisco Unified School District
Board of Trustees
in Support of State Ballot Proposition 2:
*Kindergarten Through Grade 12 Schools and Local Community
College Public Education Facilities Modernization, Repair, and
Safety Bond Act of 2024***

Resolution #24-49

WHEREAS, the California Constitution finds public education is a State responsibility in Article IX Section 5; and

WHEREAS, the State is out of school facility program funds and cannot provide the State match for almost \$3.5 billion in local school facilities projects which qualify for state aid; and

WHEREAS, the South San Francisco Unified School District has received over \$6 million in state funding for projects completed and matched with local bonds in the last 5 years; and

WHEREAS, the South San Francisco Unified School District has potential eligibility for over \$50 million in state school facilities funding for future Measure T Projects; and

WHEREAS, state school facilities funds have been and will be a critical element in completing all of the work anticipated as part of the District's Measure T Bond Program; and

WHEREAS, Proposition 2 the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*, provides for renovation of aging schools, upgrade of existing classrooms, construction of new classrooms to accommodate growth, Career Technical Education facilities to provide job training to meet the workforce needs of California employers, testing and remediation of lead levels in water at school sites, disaster assistance, replacement of 75-year-old buildings, adding essential facilities like libraries, multipurpose rooms, mitigating the effects of higher average temperatures, and assistance for small and low-wealth school districts; and

WHEREAS, school districts need state financial support to implement new mandates and initiatives such as universal Transitional Kindergarten, Expanded Learning, on-site cooking and meal preparation, later secondary school start times, and solar power generation and resiliency storage; and

WHEREAS, quality 21st Century school facilities designed for today's and tomorrow's students enhance academic achievement and further the State's academic goals; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades; and

WHEREAS, the Local Control Funding Formula provides funding for educational services for all students, but does not provide dedicated facilities funding; and

WHEREAS, Proposition 2, the ***Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*** will not raise State taxes; and

WHEREAS, Proposition 2, the ***Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*** enhances public accountability and transparency for the use of its proceeds; and

WHEREAS, Proposition 2, the ***Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*** State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the South San Francisco Unified School District supports Proposition 2, the ***Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024***.

APPROVED, PASSED, AND ADOPTED by the Board of Trustees, at a regular meeting held on the 12th day of September, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Trustees of the South San Francisco Unified School District

Attest: _____
Secretary, Board of Trustees of the South San Francisco
Unified School District

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
William Savidge – Facilities Management Consultant
Lori Shelton – Director of Bond Program

DATE: September 12, 2024

RE: Approval of Change Order #3 on the Heating Ventilating and Air Conditioning (HVAC) Project Package A

BACKGROUND:

After a public bid process, the Board awarded a contract for the HVAC Package A Project to E.F. Brett and Company on September 7, 2023. The HVAC Project Package A is currently under construction. Work includes the replacement and upgrade of Heating Ventilating and Air Conditioning (“HVAC”) systems at El Camino HS-2 Classrooms, Westborough MS-5 Classrooms and Library, Sunshine Gardens ES-4 Classrooms + Administration Wing, Monte Verde ES-Administration Wing, and Ponderosa ES-Administration Wing. Work is complete at El Camino, Sunshine Gardens and Westborough, with some minor punch list items remaining. Ponderosa and Monte Verde are anticipated to be completed by the end of September or early October. There have been ongoing changes to the work as demolition and follow-up installation has uncovered unforeseen conditions and new required elements of the work that were not included in the original scope.

Change Order #3 includes work at Monte Verde, Ponderosa and Westborough. The added work includes electrical and mechanical changes to accommodate the work including removal of electrical and mechanical items not originally shown on the plans. At Monte Verde and Ponderosa, staff approved weekend overtime work due to the late start of the projects. At Monte Verde, there were changes to fences and gates to ensure the best operational layout for student, parent and staff site access.

The total cost for Change Order #3 is \$24,804.00. The total change orders to date for #1-#3 is \$113,325. This total is 3.5% of the original contract amount of \$3,230,000.00. Staff has authorized the Contractor to proceed with this work. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **\$24,804.00** Bond Funds (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #3 to the contract with E.F. Brett and Company for the HVAC Project Package A Project #15-23, in the amount of \$24,804.00.

DOCUMENT 00 63 63

CHANGE ORDER FORM

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

CHANGE ORDER NO.:**003****CHANGE ORDER****Project:** HVAC Package A Projects**Bid No.:** #15-23**Date:** 08/29/2024**DSA File No.:****DSA Appl. No.:**

El Camino 01-120597, Sunshine 01-120598,
Ponderosa 01-120599, Monte Verde 01-
120600, Westborough 01-120601

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

Owner:

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

Architect:

HAMILTON + AITKEN ARCHITECTS
(HA+A)
525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107

Contractor:

EF Brett & Company, Inc.
1435 Technology Lane, Suite B1, Petaluma, CA 94954

Project Inspector:

Construction Inspection Services
(CIS Inc.)
243 Arroyo Dr.
Pacifica, CA 94044

Reference	Description	Cost	Days Ext. Req.
PCO: #025 Requested by: EF Brett Performed by: Trahan Reason: Overtime Hours	MONTE VERDE – Sub-Contractor accelerated schedule overtime hours requested (07/27). Postponed site access	\$1,601.00	1
PCO: #026 Requested by: EF Brett Performed by: Trahan Reason: Drawing coordination	MONTE VERDE – Removal of the existing fire damper and sleeves in preparation for new duct connections per RFI #56.1 Response	\$ 1,091.00	0
PCO: #027 Requested by: EF Brett Performed by: Trahan & Mega Reason: Unforeseen Conditions	PONDEROSA – Removal and disposal of (5) existing fire dampers and sleeves per RFI #57.1 Response. Removal of the existing freon and AC equipment per RFI #30 & #59 Response. (Mechanical Scope) Labor for electrical demo per RFI #30 response. (Electrical Scope)	\$ 5,640.00	1
PCO: #028 R1 Requested by: EF Brett Performed by: Trahan & EFB Reason: Overtime Hours	MONTE VERDE & PONDEROSA – Sub-Contractor accelerated schedule overtime hours requested (08/10). Postponed site access	\$ 4,048.00	0
PCO: #029 Requested by: EF Brett Performed by: EF Brett Reason: District Request	MONTE VERDE – Kinder yard gate flipped to swing inward, cut & square-up AC paving and place new concrete @ gate per district request.	\$7,262.00	0
PCO: #030 Requested by: EF Brett Performed by: MEGA Reason: Unforeseen Conditions	MONTE VERDE – Reroute of existing FA conduit, Clock/Speaker conduit and light switch above ceiling per District direction PONDEROSA – Reroute of existing conduit per district request and, disconnect power & safe off per RFI#59 Response. WESTBOROUGH – Westborough Disconnect/safe off of existing rooftop exhaust fans per RFI#36.1 Response.	\$5,162.00	1

**South San Francisco USD
HVAC PROJECTS PACKAGE A**

**CHANGE ORDER FORM
DOCUMENT 00 63 40-1**

Contract time will be adjusted as follows: Previous Completion Date: <u>September 6, 2024</u> [3] Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: <u>September 10, 2024</u>	1) Original Contract Amount:	\$ 3,230,000
	2) Amount of Previously Approved Change Order(s): COR: #001, #002	\$ 88,521.00
	3) Amount of this Change Order:	\$ 24,804.00
	Contract Amount: <i>(pending approval of line item #3 included)</i>	\$ 3,343,325.00

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 including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:

[Name] Date

Contractor:

Ian Burns Digitally signed by Ian Burns
DN: C=US, E=ianb@sfbreit.com,
O=EF Breit, CN=Ian Burns
Date: 2024.08.29 09:50:46-07'00' **8.30.24**

[Name] Date

Architect:

[Name] Date

Project Inspector:

[Name] Date

END OF DOCUMENT