

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of October 10, 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 – 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Jamie Wong, Student Board Member - Present
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Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Excused
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- C. PLEDGE OF ALLEGIANCE** - was led by ECHS 11th grade student Saoirse Price Sagastume. Principal Briano introduced Saoirse Price Sagastume as a high-performing junior with an exceptional GPA. She is president of the Students in Action (SIA) club and the Associated Student Body Historian. Saoirse has been on the girls' golf team for three years, currently serving as team captain, and is an active cheerleader. She contributes to the SSFUSD Student Advisory Committee, providing valuable input for the district's Portrait of a Graduate. Additionally, she founded the non-profit Girls Fore Golf to support inclusivity for female golfers, offering practice sessions and equipment donations. Principal Briano stated that Saoirse truly embodies the Graduate Aims: Learn, Thrive, Navigate, and Impact!

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. REVIEW OF AGENDA – No changes.

F. PTA COUNCIL REMARKS - El Camino PTSA Vice President, Ms. Annette Lemons, welcomed the Board, Superintendent Moore, cabinet members, and the community, noting her nine years of PTA volunteering. She shared upcoming events, including Sunshine Gardens' 70th anniversary on October 25 and El Camino High School's Fall Festival on October 26, along with other local activities like a car show, pumpkin patches, and trunk-or-treats. Ms. Lemons recognized the hard work of the PTSA board, teachers, ASB students, and Principal Briano. She highlighted the PTSA's commitment to parent education, offering presentations on topics such as college readiness, career technical pathways, AP classes, school safety, and more. She also discussed their efforts to celebrate graduation with events like a senior breakfast and grad night, encouraging parents to remain involved throughout high school.

G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - President Elizabeth Bales-Stutes introduced herself as the new Curriculum Technology Integrator (CTI) for Adult Education. She expressed enthusiasm for collaborating with the IT staff to tackle tech issues and reported that Adult Ed is thriving, with full ESL classes and literacy courses divided into three cohorts to serve more students. She highlighted the recent hiring of an in-person teacher for the high school diploma program, a position that had been vacant since the pandemic, made possible by using the HR Nimble system. Ms. Bales-Stutes also shared the success of their partnership with Job Train, noting that two students who graduated from Baden last year secured externships at Kaiser. She thanked Dr. Moore for her outreach to union presidents and expressed gratitude for the district's support. Ms. Bales-Stutes invited everyone to visit their classes, showcasing student-created posters that introduced themselves and shared information about their countries. She concluded by looking forward to increased cooperation between the district and the unions, wishing everyone a great evening.

South San Francisco Classroom Teachers Association - President Shari Giusti addressed the South San Francisco Unified School District Board and community members, expressing gratitude for the opportunity to discuss relations with labor partners. Although she had a prepared speech, she chose to omit parts due to ongoing issues that need attention, which she plans to address in meetings at the

district office. Ms. Giusti expressed her hope that local politicians will run clean campaigns this November. She shared that she was feeling heavy-hearted after attending a visitation for a Monte Verde staff member's family member. Acknowledging the serious global issues such as hurricanes and war, she requested a moment of silence to recognize these challenges.

California School Employees Association Chapter 197 - None

- H. PERSONNEL COMMISSION** - Assistant Superintendent Marwan Hannon reported that the next Personnel Commission meeting would take place on Monday, October 21, at 5:00 PM in the South San Francisco Unified School District office Boardroom.

I. ITEMS FROM THE BOARD

Trustee Amanda Anthony announced that the next board bylaws meeting is scheduled for 4:30 PM next Thursday, October 17.

J. SUPERINTENDENT'S REPORT

- a. PoG and District Office** - Dr. Moore shared that in mid-September, the district held a staff meeting focused on engaging classified colleagues with the strategic plan. The discussion centered on becoming a more learner-centered organization, prompting staff to reflect on their roles and how they can embody these values in their work. Dr. Moore encouraged the team to consider commitments they can make to exemplify the core values and initiatives that most staff members have been trained in, ensuring these principles remain at the forefront to the work that is being done.
- b. Back-to-School Night** - Dr. Moore stated that at the September 12 board meeting, she reported on how schools created a welcoming environment, shared school expectations, and informed families about the strategic plan and the Portrait of a Graduate. She noted that initial feedback was positive but wanted to summarize the data for the board and community, especially regarding Strategic Priority Five, which focuses on data-driven decisions. She reported that all 15 elementary, middle, and high schools collected observation data from district office leaders, with 93% achieving parent participation in surveys. She acknowledged the opportunity to gather even more feedback from families. Dr. Moore set baseline expectations for school leaders, noting that about 93% of sites reported creating a welcoming environment, and 100% held Back-to-School Night in person, sharing key district messages. She identified a need for improvement in interpretation services for families. Quantitative feedback was positive: about 95% of families felt welcomed, 94% learned about school expectations, and 91% felt informed about district goals and

programs. Many families expressed a desire for more individual time with teachers, which can be challenging due to time constraints. Overall, families appreciated the professionalism and support from the school community and noted that effective communication helped them feel more engaged. Dr. Moore emphasized the importance of considering the structure, timing, and length of Back-to-School Night to ensure everyone is on the same page, and she highlighted the need for collaboration with union colleagues to keep educators well informed.

- c. **Scoreboard** - Dr. Moore discussed the Strategic Plan Scoreboard, emphasizing that with the launch of the strategic plan, they are focusing on intentional leadership actions. She introduced the scoreboard as a tool to help maintain focus on the strategic priorities and actions for the year, serving as a "single source of truth" for the five-year plan. Additionally, there will be a detailed implementation plan outlining goals, key owners, necessary supports, and milestones for each priority. Dr. Moore noted there would be more information at the Board meeting on November 14.

K. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President for ECHS announced the ECHS Fall Festival on October 26, inviting the community for an evening of carnival games, food, and fun. She shared the annual Power Puff game is scheduled for November 15, with practices starting soon. Ms. Wong also highlighted the Play-a-Thon on October 25, featuring performances from various music groups, with proceeds supporting a spring tour. She mentioned the success of the newly renamed Colts Corner student store, which offers snacks and a lounge area for students. New merchandise, including apparel, will be available at the upcoming home game. Ms. Wong praised the sports teams for their performances, including a significant football victory and the dedication of the volleyball team. She recognized Kobe Salguero Jimenez as Colt of the Week for his academic excellence and Ms. Jennifer Spigno as Staff Member of the Week for her commitment.

Trustee Richardson asked Ms. Wong if there was an admission fee for the Fall Festival or if it was free. Ms. Wong confirmed that there is no charge for entry, but attendees should bring money for food items that will be sold at the event. Trustee Richardson thanked MS. Wong for the information.

2. Sabrina Aquino, Senior Class President for SSFHS reported on behalf of ASB President, Josephine Harsana on upcoming events, starting with homecoming festivities next week. The school will host themed dress days leading up to the homecoming dance on October 19. Ticket prices are currently \$25, increasing to \$30 next week and at the door. Other events include the AVID program's Taco Night on October 25 and the Earth Club's Dinner in the Dark on October 30, featuring Italian food and fun activities. A voter registration drive for the

presidential election started this week and ending November 1st. Fall Fest will take place on Halloween, with various activities. The football team recently won a game, and there are upcoming events to support breast cancer awareness. Ms. Aquino also acknowledged Hispanic Heritage Month and Filipino Heritage Month for October, encouraging students to take pride in their heritage.

L. PUBLIC COMMENTS

Megan Connery, a math teacher at El Camino High School, shared an update on the math pilot. She expressed how she was nervous when being observed by Mr. Brockmeyer and Ms. Mullassery, despite her 23 years of teaching experience. Ms. Connery reflected on her journey in the district, noting that if she had accepted a position at Capuchino High School in 2014, her salary would be significantly higher at about \$157,234 compared to her current \$126,970. She shared how this represents a difference of over \$30,000, highlighting pay discrepancies between nearby districts. She emphasized the importance of teacher satisfaction, the district's strategic plan, and the Portrait of an Educator, urging consideration of these salary differences in future negotiations.

Michael Harris, a resident of South San Francisco, shared concerns about the Buri Buri campus, describing it as a disaster. He shared his struggles as a disabled veteran undergoing cancer treatment and dealing with ongoing health issues. Mr. Harris expressed frustration with the school district's operations and his disgust with the disrespect shown towards campaign signs, calling it unacceptable behavior. He reflected on his experiences as a student in the district and the bullying he faced, as well as his family's legacy of military service. Mr. Harris emphasized his commitment to fighting for rights and seeking help for the deteriorating conditions at the Buri Buri campus, expressing a need for assistance as his health declines.

Olga Perez, a resident of South San Francisco, expressed her shock at a SSFUSD Board member's support for a park project in Old Town neighborhood that she believes endangers lives. She focused on the \$4,000 in student funds taken for PTA members' vacation expenses, emphasizing these funds were raised through student efforts and should follow strict ASB bylaws. Ms. Perez stated she never authorized the PTA president to contact her and expressed frustration that a Board member, who promised to address the issue, did not follow through. She called for the return of the funds to the students, highlighting her ongoing struggle for respect within the district and urging the Board to prioritize students, especially in the Spanish-speaking community of Old Town, where education is a luxury. She concluded by emphasizing the need for leaders to put students' interests first.

Tom Carney, a resident of South San Francisco, highlighted ongoing frustrations about board members moving out of their districts without informing the public, citing a lack of communication when a board member was unavailable for six months. Mr. Carney emphasized the importance of representation in district

elections and questioned the board's handling of bullying incidents within the schools, calling for consistent policies and education on the issue. He expressed concern over the mismanagement of funds raised by students, implying that the funds have been mishandled by parents. Additionally, he urged the board to consider the community's protection regarding a proposed toxic park downtown and called for greater accountability.

A concerned citizen addressed the board, noting her long history as a property taxpayer and that her three daughters graduated from the district. She highlighted that students are unaware of the district's history, particularly regarding past embezzlement. She recalled a previous meeting about a board member who moved out of her district and mentioned the use of public funds for her attorney. She expressed concern over the ongoing issue of \$4,000 in embezzled student funds, and questioned why property owners should trust the district with millions when it cannot manage this amount. She shared that students work hard and deserve better.

M. INFORMATION ONLY PRESENTATION

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: El Camino High School

Principal James Briano thanked everyone for welcoming him. He explained that the purpose of his presentation was to highlight the school's goals for 2024. He focused on the "Portrait of a Graduate," which outlines the key qualities students should develop. He emphasized that the school is committed to helping students learn, thrive, navigate challenges, and make an impact.

Mission

Principal Briano shared that El Camino High School's mission is to graduate resilient students through a rigorous and culturally relevant learning environment to become globally conscious citizens and lifelong learners. He noted that this mission statement was last updated in preparation for a Western Association of Schools and Colleges (WASC) visit, and he is pleased to announce that the mid-cycle visit will take place in Spring 2025, led by teacher, Cindy Tam.

Student Demographics

Principal Briano reported that El Camino High School is seeing declining enrollment, with nearly 160 fewer students than five years ago. He also mentioned shifts in ethnic

demographics: five years ago, the percentage of Latinx students surpassed that of Filipino students for the first time. Currently, about 38% of students identify as Latinx, while just under 32% identify as Filipino.

Student Demographics



Class of 2027 Homecoming Decorations

Total School Enrollment		1076
Ethnicity:		
Hispanic/Latino		416
American Indian		2
Asian		503
Black or African American		6
Hawaiian or Pacific Islanders		14
White		70
Two or More races		65
Foster Youth		7
Homeless Youth		23
Migrant Education		8
Students with Disabilities		217

Enrollment has declined by 157 students in five years

Attendance & Chronic Absenteeism

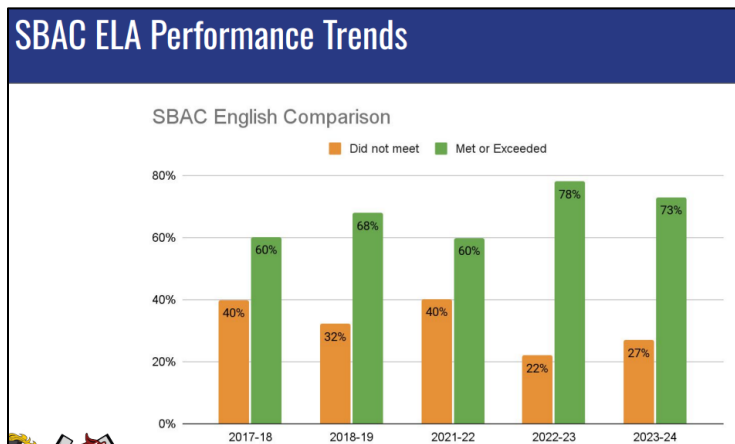
Principal Briano shared they have seen a significant drop in chronic absenteeism and an improvement in overall attendance rates. Chronic absenteeism is defined as students missing more than 10% of instructional time for any reason, not just truancy. For the 2023-24 school year, the cumulative attendance rate was 92.6%, while the chronic absenteeism rate dropped to 22.6%, a notable decrease from the previous year. He also noted that absenteeism rates for targeted student groups have significantly declined compared to the same time last year.

Attendance & Chronic Absenteeism

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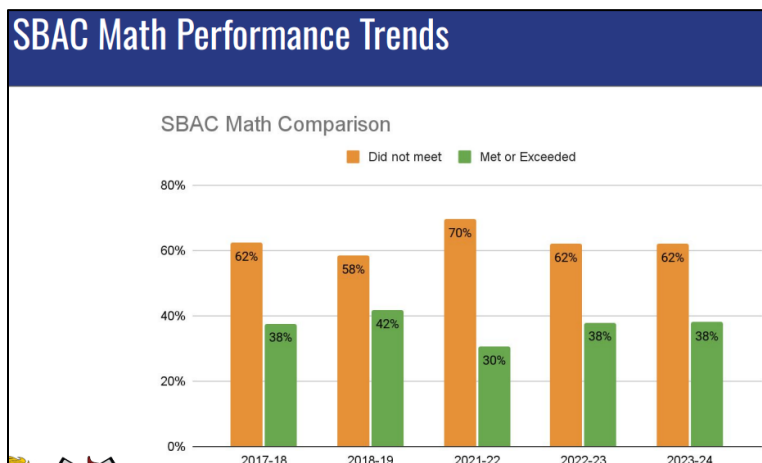
SBAC ELA Performance

Principal Briano shared the SBAC English Language Arts performance trends, focusing on the academic achievement data relevant to the district's priority of exceptional instruction. He highlighted that while the results for the class of 2025 showed a slight decrease compared to the remarkable class of 2024, they still exceeded the school's historical averages. He noted that El Camino High School significantly outperformed state averages.



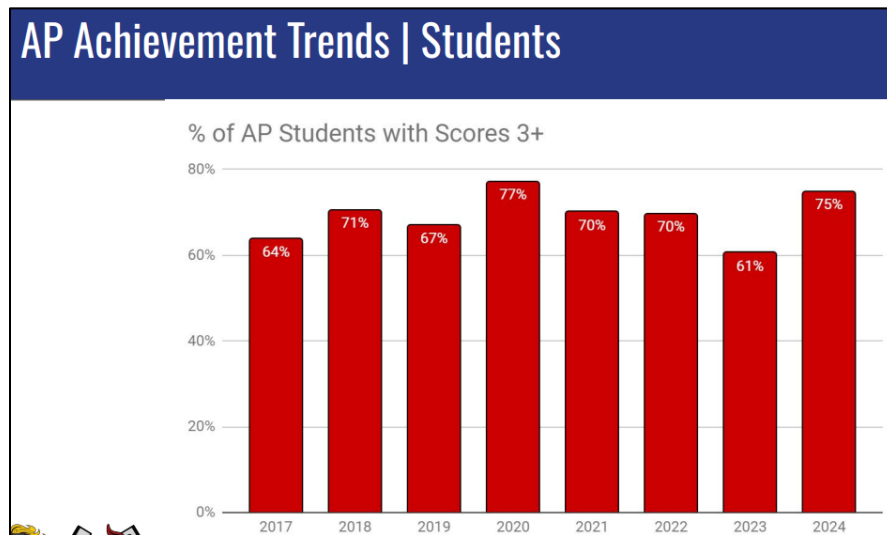
SBAC Math Performance

Principal Briano mentioned SBAC math scores have stayed the same since 2023 and 2017-2018. He noted that fewer students are close to meeting the standards, while more are not meeting or exceeding standards. He thanked Assistant Principal, Jerell Maneja, for spearheading efforts to dig deeper into the data, looking at AP scores and math grades to find ways to boost overall performance. He also noted that the school scored 10% higher than the state average.



Advanced Placement

Principal Briano shared that the percentage of eligible students in AP classes—sophomores through seniors—has reached a record high of 29%. He noted that 33% of the Class of 2024 scored a 3 or higher on at least one AP exam. Looking at achievement trends, he highlighted that last year was their most successful, with a high percentage of AP students scoring 3 or above, excluding the anomaly year of 2020.



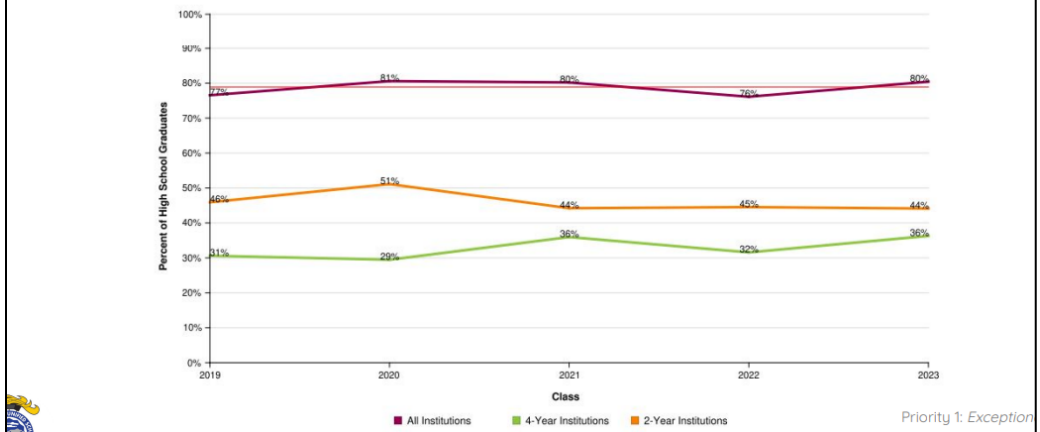
He also noted last year's focused efforts on promoting and funding AP exam preparation, which he believes contributed to student success. Looking ahead, he plans to expand these preparation activities to continue supporting student growth.

Post-Secondary Education

Principal Briano mention that the post-secondary education data comes from the National Student Clearinghouse Student Tracker Program, providing insights into students' paths after high school and their progress toward degree attainment. He noted that 80% of the Class of 2023 enrolled in a post-secondary program.

ECHS Graduates are Pursuing Postsecondary Education

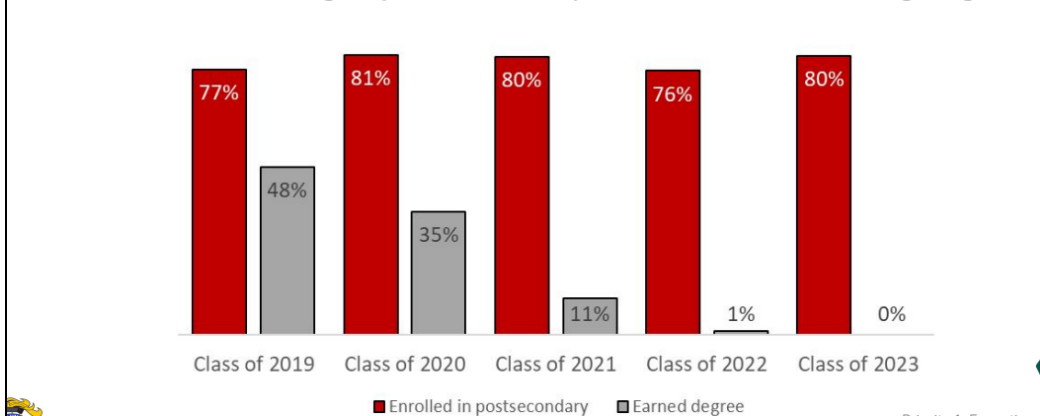
Graduates enrolling in higher education within 1 year of HS diploma



He also highlighted that 77% of the Class of 2019, now five years out, enrolled in a post-secondary institution, and 48% have achieved a degree to date.

ECHS Graduates are Pursuing Postsecondary Education

Graduates enrolling in postsecondary education and earning degrees



Single Plan for Student Achievement (SPSA) Goals

Principal Briano discussed three SPSA goals.

SPSA Goal #1

Principal Briano highlighted a few actions related to their SPSA and LCAP goals. They are focusing on improving SBAC math results and the admin team is working on new policies to enhance guidance beyond what counselors

currently provide. The UC A-G eligibility rates for the Class of 2024 have not changed much and they want to remove barriers so more students can succeed. While not all students need to go to college, they should have the opportunity to do so if they wish. These goals align with the District's priorities 1 and 5.

SPSA Goal #1: High Quality Programs and Student Support

Actions

1. SBAC Math achievement
 - a. The Algebra II Professional Learning Community is engaged in a Cycle of Inquiry
2. UC a-g Eligibility | Implementing Data-Driven Policies
 - a. 68% of Class of 2023 was UC eligible
 - b. 69% of Class of 2024 was UC eligible
 - c. The Administrative Team is using the Collaborative Inquiry Cycle (CIC) to analyze data and develop **policies** to replace a-g eligibility **advice**
 - i. TA positions
 - ii. Excused Home



Priority 1: Exceptional Instruction
 Priority 5: Equity-Centered Systems
 Core Value: Equity is our North Star

SPSA Goal #2

Principal Briano shared that three actions align with District priorities 4 and 5. This year, the admin team is intentionally visiting each classroom at least once, instead of just when they have time. These visits offer constructive feedback and promote a culture of continuous improvement. They use an equity-centered walkthrough tool that aligns with their Portrait of a Graduate, focusing on key elements that are crucial for student growth and success.

SPSA Goal #2: Effective Professional Development

Actions

1. All four site administrators will conduct a quick visit for each instructor using an equity-centered instrument aligned to the Portrait of a Graduate
2. 100% of all teachers participate in site-level collaboration, as measured by Professional Learning Community collaboration reports
3. All Classified staff will participate in training offered, as applicable, in areas such as: The use of attendance/weekly engagement protocols; online self-registration; campus safety and security; customer service

LEARN constantly as their life and world change

☒ Students perform activities for learning that are intellectually engaging & thinking-centered

- ☐ Students demonstrate their understanding of what they are doing and learning
- ☐ Students are able to explore their creativity and problem-solving skills
- ☐ Students are able to embrace or build a growth mindset and a love of learning



Priority 4: Empowered Educators
 Priority 5: Equity-Centered Systems
 Core Value: Authentic Relationships Matter

SPSA Goal #3

Principal Briano emphasized student, parent, and community engagement, aligning with District priorities 2 and 3. He acknowledged the excellent work of the ASB leadership students and thanked Dr. Rachel McDonald for her guidance in enhancing their efforts. He highlighted upcoming events, including a workshop and assembly by the San Francisco Gay Men's Chorus on October 25, as well as the Fall Festival, and the Jim Cresta Memorial Car Show, all made more community-focused by the ASB. He expressed pride in their efforts to welcome the public and mentioned that improving attendance is a priority, aiming to reduce tardiness by 20% this year, with progress on track by the end of the first quarter.

SPSA Goal #3: Student, parent, and community engagement

Actions

- Events
 - Back-to-School as a community event
 - Movie Night
 - SFGMC Workshops and Assembly (October 25)
 - Fall Festival
 - Jim Cresta Memorial Car Show
- Attendance
 - Decrease tardiness by 10% in 2023-24
 - Achieved 8% reduction
 - Decrease unexcused absences by 10% in 2023-24
 - Achieved 18% reduction
 - 2024-25 Goal: Decrease tardiness by 20%



Back-to-School 2024

PRIORITY 2

PRIORITY 3

Priority 2: Engaged Students
Priority 3: Purposeful Partnerships
Core Value: Community is our Strength.

School Culture & The Portrait of a Graduate

Principal Briano presented examples of self-portraits created by students during activities organized by the ASB at the start of the school year. These portraits were displayed in the cafeteria to celebrate student creativity. He also noted that 15 El Camino staff members are graduates of SSFUSD, highlighting the pride and success of the community.

The Portrait of a Graduate Brought to Life

SSFUSD Graduates at El Camino

Mr Bratcher ECHS
Ms Campbell ECHS
Mr Cosco ECHS
Mr Diaz ECHS
Ms Egan ECHS
Ms Espinoza ECHS
Ms Evans ECHS
Ms Guglielmoni ECHS
Mr Jacobson ECHS
Mr Junio ECHS
Mr Madayag SSFHS
Mr Maneja SSFHS
Ms Molina SSFHS
Mr Padilla ECHS
Ms Simi ECHS



Student portraits

PRIORITY 2

PRIORITY 4

Priority 2: Engaged Students
Priority 4: Empowered Educators
Core Value: Authentic Relationships Matter

Principal Briano shared highlights of the school culture and climate at El Camino this year, mentioning the Homecoming rally and a successful movie night. He also mentioned the senior skit and expressed his enjoyment of the Homecoming dance, thanking the ASB leadership students for organizing such a fantastic event.



Wellness and Inclusion

This year, Principal Briano mentioned they are piloting a peer-counseling program called Wellness Ambassadors, with 22 students participating. They have also transformed a small office into a welcoming center. The ASB student leaders have moved to a larger workspace, expanded enrollment, and created a vibrant, self-sustaining student store.

Wellness and Inclusion

1. Peer Counseling / Wellness Ambassadors
 - a. Co-taught program with Ms R and Ms Stevenson
 - b. Twenty-two students enrolled
2. Wellness Center
 - a. Converted Room 04 into a welcoming space
 - b. Expanding to Room 13B in 2025-26 to include Peer Counseling meeting spaces
3. Student Leadership
 - a. Relocated to larger, more accommodating workspace
 - b. Connected to a viable and vibrant Student Store

PRIORITY 2 PRIORITY 3
Priority 2: Engaged Students
Priority 3: Purposeful Partnerships
Core Value: Community is our Strength

Honoring El Camino History

Principal Briano concluded his presentation by discussing the documentation of the school's rich history, including different versions of the school logo and images from past events. He mentioned that a time capsule from 2001 is set to be opened in 2026, which will be an exciting event. Additionally, he has physical copies of past master schedules and plans to digitize these records to preserve the school's legacy.



Principal Briano noted he had recognition certificates for Mr. and Mrs. Jacobson, but mentioned they were not present because of a football game that had been rescheduled. He shared that they would still receive their certificates later.

Trustee Richardson shared her admiration for what is happening at El Camino High School, especially the wellness areas focused on mental health. She emphasized the importance of supporting students, especially during rough times. She also pointed out how great it is to see alumni come back to teach, which strengthens the community. Trustee Richardson praised Principal Briano, the staff, and the students for their hard work and the positive vibe at the school. She thanked everyone for their efforts and appreciated the enthusiastic supporters cheering in the audience.

Trustee Hsieh thanked Principal Briano for his comprehensive presentation, praising the focus on supporting students in many ways. She highlighted the data showing that 81% of the class of 2020 went on to further education, with 35% already earning a degree. She found it

encouraging to see how well students are doing after graduation and appreciated the importance of tracking this information over the years. She also noted the UC eligibility stats, pointing out that 68% of the class of 2023 and 69% of the class of 2024 were eligible to apply to UC schools. She emphasized that this kind of tracking helps us understand the opportunities available to students after they leave high school.

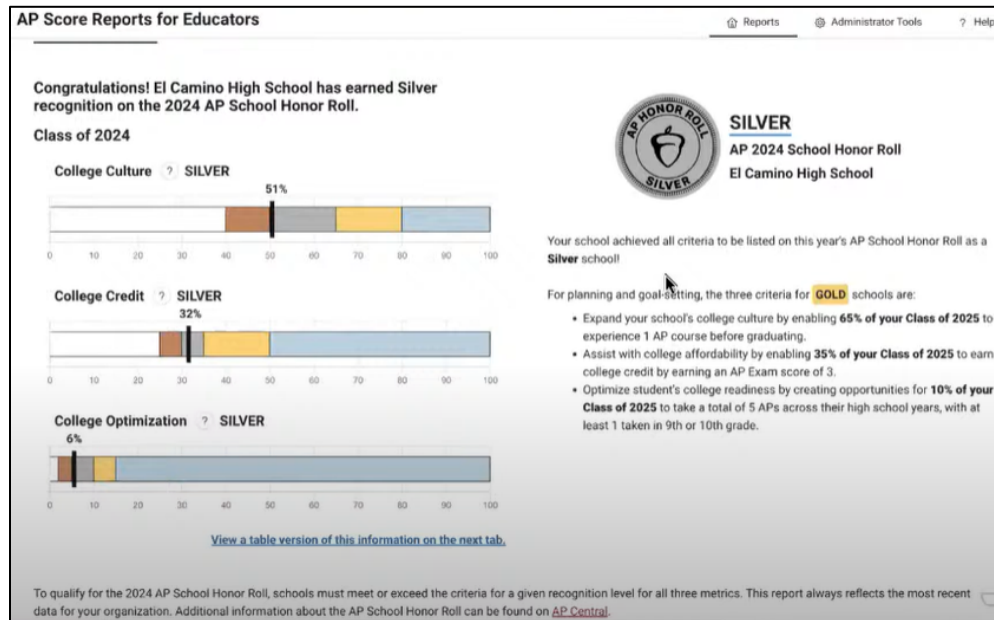
Trustee Murray expressed gratitude for the presentation, noting it was a great report. She shared that she is a proud graduate of El Camino, as are her three children, emphasizing that they all received a great education. She also mentioned enjoying a recent Kiwanis dinner where she sat with three students from El Camino— the president, vice president, and treasurer of the senior class, who are also members of the Key Club. She highlighted how much fun she had, calling it the most enjoyable Kiwanis dinner she had ever attended.

Vice President Anthony thanked the ASB leadership students for their inspiring motto last year, "Be where you're supposed to be, do what you're supposed to do," which she has on her wall at home. She appreciated the school's efforts to reduce chronic absenteeism, emphasizing that students cannot learn well if they are not in class with highly trained teachers. She also congratulated the students on their success with AP exams, praising their hard work. She shared her experience of attending college outside California, mentioning that while out-of-state tuition can be higher, other living costs might be much lower. She reassured students that not meeting A-G eligibility does not stop them from going to a good four-year college, even if that means considering schools in different states.

President Lujan expressed her appreciation for the students, staff, and parents of El Camino High School. She asked all the "Colts," to stand up so everyone could give them a round of applause for all their efforts.

Assistant Superintendent Mr. Keith Irish shared exciting news of El Camino High School receiving the Silver Award for the AP Honor Roll for the Class of 2024. He noted this recognition indicates that over 51% of students took at least one AP course before graduating, and 32% scored a 3 or higher on

at least one AP exam. He congratulated Principal Briano and the El Camino community for this achievement.



2. BUSINESS SERVICES

a. Citizens' Bond Oversight Committee annual report 23-24

Chair member, John Sanna shared the CBOC Annual Report to inform the public and taxpayers about expenditures and use of bond funds. He explained that the Citizens Bond Oversight Committee's job is to make sure the school district spends its bond money on the right projects. He explained the report gives an overview of how the money was spent and confirms that, based on the records they have, the funds were used correctly. He pointed out that in the first year, a lot of the money went to administrative and setup costs. While some projects are moving forward, he stressed that the committee is keeping a close eye on expenses, especially when changes happen that could affect available funds. Mr. Sanna reassured everyone that the committee is actively monitoring the situation and plans to ask for more details in future meetings. He shared that he signed the report to confirm its accuracy.

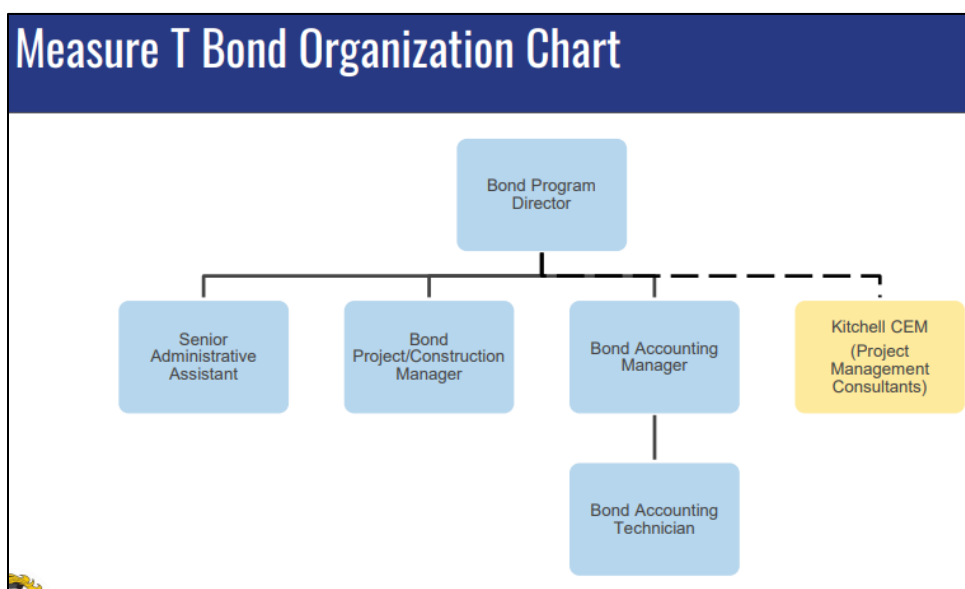
Trustee Richardson thanked Mr. Sanna for his volunteer work and asked if the report was part of the next presenter's slides. Mr. Sanna clarified that the slides were for Ms. Shelton's presentation and that he was just there to provide the annual

report, which is required once a year after the audit.

President Lujan thanked Mr. Sanna and the members of the Citizens Bond Oversight Committee for their oversight and service, expressing that their contributions are greatly appreciated.

b. Bond update on Los Cerritos and Sunshine Gardens Elementary Schools

Lori Shelton, The Measure T Bond Director, shared an update on the projects for Los Cerritos and Sunshine Gardens Elementary Schools. She emphasized the importance of aligning with the district's core values and strategic priorities, particularly the Portrait of a Graduate. The focus for the year is on equity-centered systems within the bond program. Ms. Shelton outlined the department's structure, which includes herself, a senior admin assistant, a bond project construction manager, an accounting manager, and an accounting technician. The team collaborates with consultants from Kitchell for project management.



Ms. Shelton emphasized that as the team transform facilities, the goal is to support student learning. They want students to focus on their education and the learning environment rather than the physical buildings. This approach helps them think about all the future opportunities they can pursue.

How Does the Bond Program Support the Strategic Goals

The Bond Program Supports the Strategic Goal of **Equity-Centered Systems**:

- Transforming school facilities with 21st century infrastructure, modernized classrooms, and updated systems helps to create an environment where learning is the primary focus, not the antiquated environment.

Department Goals

Ms. Shelton explained that their department goals include not just bringing projects into the program, but also establishing key program goals. They have developed educational specifications, which outline the educational services the district wants to provide for students. This document guides design teams in translating those needs into actual facilities. Additionally, they have specific facility standards that detail exactly what should be built and what services should be provided, including information technology. These foundational projects aim to create consistency across all school sites.

Department Goals

The initial goals of the Measure T Bond Program include establishing baselines:

- Developing the foundational expectations for all school facilities whereby all improvements are measured through the updating or creation of:
 - ❖ Educational Specifications
 - ❖ District Facility Standards, and
 - ❖ Information Technology Standards

Ms. Shelton mentioned that they are continuously updating their master schedule and budget, planning for 8 to 10 years ahead. They have launched projects at two elementary schools, Sunshine Gardens and Los Cerritos. A project assessment has been created to understand not just the facility needs but also the program requirements for each site. For example, if a school has specific functions for special education or other departments, they need to ensure there is

enough space to accommodate those needs. This approach helps them address facility requirements effectively.

Department Goals continued

The initial goals of the Measure T Bond Program include establishing baselines:

- Create and continuously update the Bond Program Master Schedule and Master Budget for the next eight to ten years.
- Launch projects for the two Title 1 Elementary Schools which had no previously modernization.

Current Initiatives

Ms. Shelton discussed the current initiatives for Los Cerritos and Sunshine Gardens, highlighting their importance in terms of equity. Previously, these schools did not receive any modernization in the last bond program, so they were prioritized for improvements. The assessments for both schools have just been completed, and they are now moving forward with the design teams into the next phases of the project to start the improvement process.

Sunshine Gardens and Los Cerritos Elementary Schools - Project Assessment (Part 1)

Purpose

To understand the facility and program needs of the Title 1 Elementary School campuses and school communities in order to develop a campus modernization project for each site.

What Does Equitable Success Look Like

To address the unique needs of each school community to ensure the physical environment supports both the programmatic needs and facility improvements.

What Data Will Tell Us We Were Successful

Success of these projects will be determined by meeting the future established project schedules and project budgets.

Ms. Shelton shared additional initiatives are underway, including engaging a design team to start the assessment process for El Camino High School. Projects in progress include modernization of the cafeteria and central kitchen, improvements to the field and pavement areas at Westborough High School, and beginning the modernization assessment for South San Francisco HS. These are the

current projects being worked on.

Projects Underway

Other Projects In Development:

- El Camino HS Cafeteria Upgrades
- Central Kitchen Modernization
- Westborough MS Field & Pavement Improvement
- South San Francisco HS Project Assessment
- El Camino HS Project Assessment

Next Steps

Ms. Shelton explained the design process for Los Cerritos and Sunshine Gardens. After completing the project assessment phase, the next steps, referred to as Part 2, involve three distinct components of the design phase. Once this design phase is complete, they will seek approval from relevant agencies, primarily the Division of State Architects (DSA), which reviews the drawings. There are additional agency approvals needed as well; however, the main one is DSA.

Typical Project Life Cycle

➤ Design

❖ Part 1: Project Assessment

❖ Part 2:

○ Design Phases:

- Schematic Design (SD)
- Design Development (DD)
- Construction Documentation (CD)

○ Agency Approvals: DSA, CDE, SSFFD, SMCHD, CEQA

Before construction begins, Ms. Shelton explained the importance of selecting a contractor through different procurement methods. She noted the team plans to use the lease-leaseback option, believing it will better meet their project needs. Once a contractor is selected, the construction

phase can last from 18 months to two years, depending on the project's scope. After construction, there is a closeout process that includes obtaining documentation and completing a final punch list of tasks, making the entire project timeline quite lengthy. Some review times are beyond their control but are necessary parts of the overall process.

Typical Project Life Cycle (continued)

- Construction Procurement
 - ❖ Design-Bid-Build
 - ❖ Design-Build / Alternate Design-Build
 - ❖ Lease-Leaseback
 - ❖ And others!
- Construction
- Close-Out

Student Trustee Wong left the meeting at 8:30 p.m.

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

Trustee Hsieh thanked Ms. Shelton and asked for clarification on the timeline for the project phases for Sunshine Gardens and Los Cerritos. Ms. Shelton explained that they recently completed the project assessment phase, which is the first part. The design phase (Part 2) will take some time, as they are currently contracting design teams and hope to present that at the December board meeting. She mentioned that the design phase typically takes about six months, but it can vary based on the extent of testing needed, with some additional time for construction documentation, which may take four to six months. The review by the Division of State Architects (DSA) can take nine months to a year, depending on their workload and the project's scope. Ms. Shelton noted that these are the first two schools in the program, and they are refining processes, which may extend timelines initially. However, future projects should proceed more smoothly. Regarding construction procurement, Ms. Shelton clarified that this process would take about two months.

Trustee Richardson thanked Ms. Shelton for the presentation and noted the positive feedback from schools regarding the recent HVAC installations, especially during the recent warm weather. She asked if the Phase 1 HVAC project was complete, to which Ms. Shelton responded that while the HVAC projects for Project A are nearly finished, she didn't have updates on Project B, which is managed by the facilities team. Trustee Richardson then inquired if all 15 schools would eventually have HVAC units. Ms. Shelton clarified that there would not be a separate HVAC project; instead, HVAC needs will be evaluated as part of the modernization projects. Assessments will determine HVAC requirements alongside other priorities and available funding, which will guide the design phase moving forward. Trustee Richardson shared she initially thought that all schools would get new HVAC systems. Ms. Shelton clarified that while upgrading HVAC is a priority, it is just one of many goals. Trustee Richardson then inquired about using the lease-leaseback method for contracting, remembering problems from past school projects that used it. She asked how the current lease-leaseback process is different. Ms. Shelton explained that changes made after 2017 have improved the approach. Now, this method helps with better planning and reduces risks by involving a developer or contractor early on to identify any potential issues. Trustee Richardson thanked Ms. Shelton for the explanation and felt more informed.

Trustee Murray expressed gratitude, appreciating Ms. Shelton's extensive knowledge and her ability to explain various topics clearly.

Vice President Anthony asked about the findings from the project assessments for Sunshine Gardens and Los Cerritos, specifically whether projects were being prioritized based on those findings. Ms. Shelton confirmed that they were prioritizing based on the assessments. She explained that they identified specific needs for both schools, such as expanding libraries, improving security, upgrading classroom lighting from fluorescent to LED, replacing restrooms, and enhancing fire alarm and electrical systems. They have associated costs with these items and are aligning them with the budget to decide what can move forward. Ms. Shelton noted that some items may not currently have funding, but they would continue to evaluate what work could proceed as they develop the designs. Vice President Anthony thanked

her for the information.

President Lujan expressed gratitude to Ms. Shelton for her presentation and all the work she is doing. She mentioned that she had the pleasure of seeing her two nights in a row at the Westborough meeting and thanked her for her leadership and grace.

N. PRESENTATION WITH POTENTIAL ACTION - None

O. CONSENT AGENDA:

Assistant Superintendent Mr. Keith Irish clarified that the number of staff attending the Educating for Careers Conference in Sacramento has increased from five to seven, raising the total cost to \$11,144.90. He confirmed that the funding comes from the CTE grant and apologized for the oversight from Educational Services.

MOTION #64 (Murray/Richardson) to approve Item 1a, Minutes of the September 26, 2024 Regular Board meeting; Item 2a, Staff member(s) to attend the Worlds of Flavor International Conference and Festival in Napa, CA on November 6 – 8, 2024; Item 2b, Staff member to attend the Dual Language Learner two-day training in Mather, CA on November 5 and 13, 2024; Item 2c, Staff members to attend the CA Math Council Conference in Pacific Grove, CA on December 6 – 8, 2024; Item 2d, Staff members to attend the CA Dual Enrollment Equity Conference in Sacramento, CA on February 23 – 26, 2025; Item 2e, Staff members to attend the Educating for Careers Conference in Sacramento, CA on March 2 – 4, 2025; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, August 1 - 31, 2024; Item 4b, Warrant Register, August 1 - 31, 2024; Item 4c, Cash Receipts, August 1 - 31, 2024; Item 4d, Gifts to the District, September 2024; Item 4e, Fundraising events for the 2024-25 school year; Item 4f, Professional services agreements under \$25,000. Motion carried with correction. (Unanimous)

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Williams Uniform Complaints for First Quarter Ending 9/30/24

Assistant Superintendent J. Marwan Hannon presented to the Board, the Quarterly Report on Williams Uniform Complaints for the quarter ending 9/30/24, per Education Code Section 35186. This form addresses complaints related to textbooks, facilities, and teacher misassignments.

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

ACTION

1. ADMINISTRATION

a. Resolution No. 24-52 Native American and Alaska Native Heritage Month

Trustee Hsieh read the resolution.

MOTION #65 (Murray/Hsieh) to adopt Resolution #24-52: Native American and Alaska Native Heritage month. (AYES: Hsieh, Murray, Richardson, Anthony, Lujan; NOES: None). Motion Carried. (Unanimous)

b. Approval of District's New or Updated Board Bylaws and Policies

President Lujan thanked the Board Bylaws Committee, noting that there are many bylaws to handle.

Trustee Richardson asked about Bylaw 3551 regarding the cafeteria fund. She pointed out that the third paragraph mentions food service administrators and other staff needing training at least once a year. She wanted to know if this has been kept up with or if it is a new requirement, noting she did not see it in the current proposal. Dr. Moore responded that this training requirement is indeed in the current board policy, but they did not have the answer at that moment. Trustee Richardson emphasized the importance of this training, especially with things changing, and apologized for not asking sooner.

MOTION #66 (Hsieh/Murray) to approve the following District's new or updated board bylaws and policies and waive a second reading. Motion Carried. (Unanimous)

1. BP 1330 - Use of School Facilities
2. BP 3312 - Contracts
3. BP 3460 - Financial Reports and Accountability
4. BP 3551 - Food Service Operations/Cafeteria Fund
5. BP 5131.9 - Academic Honesty
6. BP 6154 - Homework/Makeup Work

7. BP 6162.5 - Student Assessment
8. BB 9124 – Attorney
9. BB 9322 - Agenda/Meeting Materials

2. BUSINESS SERVICES

a. Approval of additional architectural design services for D.O. main entrance accessibility project

MOTION #67 (Murray/Richardson) to approve an agreement with CAW Architects, Inc. for additional architectural services for the District Office Main Entrance Accessibility Project to ensure compliance with DSA. Motion Carried. (Unanimous)

b. Approval of 3-year agreement with Palo Alto Networks for D.O. for license renewal

Vice President Anthony expressed her gratitude to the team for their efforts in negotiating the additional critical services and supports.

MOTION #68 (Anthony/Hsieh) to approve a 3-year license renewal agreement with Palo Alto Networks for upgrades and project support for the District's network firewall. Motion Carried. (Unanimous)

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

October 24, 2024 - Community Forum

- Mental Health & School Safety

November 14, 2024

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

December 12, 2024

- Presentation teaching and learning - 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

- Presentation teaching and learning – Los Cerritos ES
- Presentation – Children’s Center
- Recognition for outgoing Student Trustee Wong
- 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)

February 13, 2025

- Presentation teaching and learning – Monte Verde MS
- Introduction of new Student Trustee Harsana
- Presentation on Performance Management - Special Education
- Approval of DTS contract for 2025-26
- Approval of implementation of Science for Scientists for 2025-26
- Update on Governor’s 2025-26 budget proposal
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2025 Summer School Programs

February 27, 2025

- Presentation teaching and learning - Martin ES
- Presentation on Performance Management - English Learners
- Presentation on supplement to the annual LCAP update for 2025-26
- Resolution for Women’s History Month (March)
- Resolution for Red Cross Month (March)
- 2025 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2025-26

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Murray shared that her highlight was attending the Kiwanis dinner, where she sat with amazing young women students who are very excited about school, college,

and life in general. She expressed how much fun the event was.

Trustee Richardson shared that she visited Skyline Elementary and saw an interesting presentation on solving multiplication tables. She thought it could also be a great way to encourage socialization among students. It was wonderful to see how engaged the kids were, all working together on one problem and having a conversation about it. She believes this kind of approach could really help with social skills, problem-solving, and handling disagreements. She also expressed her appreciation for the elementary school teachers and their dedication to the students. Lastly, she thanked Principal Daniel for a nice goodbye gift of goodies in a pink bag.

Vice President Anthony reported on a gathering she attended on Friday at South San Francisco High School, hosted by Social Science teacher Mr. Becerra. The event featured State Senator Scott Wiener, who discussed state initiatives and engaged with students, answering their insightful questions. Some students expressed interest in becoming more involved and using their voices beyond the classroom, and they were encouraged to apply for the South San Francisco Youth Advisory Commission, which is open to students aged 16 and older. Vice President Anthony mentioned that other cities have lowered the age for commissioners to increase youth participation, suggesting this could be a consideration for South San Francisco as well. She concluded by commending the students for their engagement and thanked Mr. Becerra for organizing the event.

President Lujan expressed her gratitude for the opportunity to speak at a recent Career Day, noting that the students asked excellent questions. She had prepared a presentation and used some of her teacher tricks to ensure the middle school students were engaged. From there, it was easy to follow their lead as they continued to ask insightful questions. She had a great time and thanked the staff and the PTSA for organizing the event. President Lujan encouraged the students, saying she loved their curiosity and urged them to keep asking questions and staying curious.

ADJOURNMENT - 9:06 p.m. in memory of

- **Petranella Mirt**, a strong supporter of the South San Francisco School District. She sent all four of her children to the schools and was pleased with the education they received.