

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING  
Thursday, June 23, 2016**

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

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

**A. CALL TO ORDER**

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

1. Conference with Labor Negotiators  
Agency Designated Representative: Board of Trustees President  
Employee Organization: Unrepresented employee (Superintendent)

**RECONVENE INTO OPEN SESSION – 7:00 p.m.**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. REPORTING OUT FROM CLOSED SESSION**

**Action**

**E. REVIEW OF AGENDA**

**F. PTA COUNCIL REMARKS**

**G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

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

**H. PERSONNEL COMMISSION**

**I. ITEMS FROM BOARD**

**J. SUPERINTENDENT'S REPORT**

**K. COMMUNICATIONS**

Public comments are limited to three minutes per individual. 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. 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 (Brown Act). The Board may request staff to respond orally at the meeting or in writing at a future time.

**L. PRESENTATIONS**

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

**PAGE**

**1. BUSINESS SERVICES**

- a. **Measure J/Update on Martin Elementary School project** 1 - 6

HYA Architects will present an update on the progress being made to create a master plan for the Measure J Bond project at Martin Elementary School.

- b. **Measure J/May Bond Sale Summary**

An RBC representative will present a legally required summary of the May 2016 Bond sale.

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

|   | <u>PAGE</u> |
|---|-------------|
| <b>1. ADMINISTRATION</b>  |             |
| a. Minutes to the Special Board Meeting, June 2, 2016.  | 7 - 13      |
| b. Minutes to the Regular Board Meeting, June 9, 2016.  | 14 - 27     |
| <b>2. EDUCATIONAL SERVICES</b>  |             |
| a. Staff recommends approval of the Consolidated Application and Reporting System Spring 2016 data collection.  | 28 - 34     |
| b. Staff recommends the adoption of high school world languages curriculum.   | 35 - 36     |
| c. Staff recommends the approval of AP Physics 1 at ECHS for the 2016-17 school year and SSFHS/Baden High School for future years.  | 37 - 38     |
| d. Staff recommends the approval of the 6-8 <sup>th</sup> grade Science Integration Pathway proposal including the grade 6 integrated curriculum and accompanying Science readers for students. | 39 - 40     |
| e. Staff recommends the approval of the SSFUSD and Skyline College course equivalency agreement.  | 41 - 45     |
| <b>3. HUMAN RESOURCES</b>   |             |
| a. Certificated Personnel Assignment Order  | 46 - 48     |
| b. Classified Personnel Assignment Order  | 49          |
| <b>4. BUSINESS SERVICES</b>   |             |
| a. Purchase Order Listing, May 1 - 31, 2016   | 50 - 54     |
| b. Warrant Register, May 1 - 31, 2016   | 55 - 75     |
| c. Cash Receipts, May 1 - 31, 2016  | 76 - 88     |

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|---|-------------|
| d. Gifts to the District, June 2016   | 89 - 91     |
| e. Staff recommends the approval of professional service agreements under \$25,000.                   | 92          |
| f. Staff recommends the approval of the Fresh Produce Products and Services bid award for FY 2016/17. | 93 - 94     |

| <u>INFORMATION/DISCUSSION</u>   | <u>PAGE</u> |
|---|-------------|
| <b>1. ADMINISTRATION</b>  |             |
| <b>a. Boys and Girls Club</b>   | 95 - 101    |
| Aubrey Merriman, CEO of the SSF Boys and Girls Clubs of North San Mateo County, will discuss the Out of School Time program fees, increasing participation and lowering the District's cost/subsidy of the program. |             |
| <b>2. BUSINESS SERVICES</b>   |             |
| <b>a. 2016-2017 District Budget</b>   | 102 - 104   |
| Staff will present the 2016-2017 District budget and the multi-year projections for 2017/18 and 2018/19.  |             |
| <b>a. Measure J Update</b>  | 105         |
| Staff will present updated information related to the Measure J bond program.   |             |
| <b>b. Technology Plan</b>   | 106 - 157   |
| Staff will present information on the updated 2016-2019 Technology Plan which outlines key goals, objectives, and processes to ensure that all students and staff members benefit from technology.                  |             |
| <b>c. Facility Use Fees</b>   | 158 - 160   |
| Staff will present information on the proposed increase of rates for the use of District facilities.  |             |
| <b><u>PUBLIC HEARING – EC 42127 Statement on Reserves in Excess of Minimum Reserve Requirements</u></b>   | 161 - 165   |

A Public Hearing will provide an opportunity for members of the public to comment on Education Code Section 42127 (a)(2)(B) which requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

**ACTION**

**PAGE**

**1. ADMINISTRATION**

- a. Adoption of Polices for the November 8, 2016 Governing Board Election** 166 - 169

Three of the Board of Trustees' five-member seats will be up for election in November 2016. Both Education Code and Election Code require the Board to adopt policies regarding that election. The Board previously adopted policies for the number of members to be elected and their terms, the number of words in a candidate's statement, and who is to be charged for the candidate's statement. They will be adopting the policy for how a candidate will be selected in case of a tie vote.

- b. 2nd reading of District's Updated Board Bylaw and Policies** 170 - 226

Staff recommends the approval of the updated District's Board Bylaw and Board Policies as follows:

1. BB 9110 Terms of Office
2. BP 1312.3 Uniform Complaint Procedures
3. BP 3270 Sale and Disposal of Books, Equipment and Supplies
4. BP 3553 Free and reduced meals
5. BP 5146 Married-Pregnant-Parenting Students
6. BP 6142.7 Physical Education and Activity
7. BP 6152 Class Assignment
8. BP 6164.2 Guidance Counseling Services

- c. Childcare Contract CCTR-6255 and Resolution No. 14-46** 227 - 235

Staff recommends the approval of the Department of Education California State Preschool Program contract CCTR-6255 to provide child care and development services and the adoption of Resolution #14-46: Authorizing designated District personnel to sign contract documents for FY 2016-2017.

**PAGE**

**d. Childcare Contract CSPP-6515 and Resolution No. 16-47 236 - 243**

Staff recommends the approval of the Department of Education California State Preschool Program contract CSPP-6515 to provide child care and development services and the adoption of Resolution #16-47: Authorizing designated District personnel to sign contract documents for FY 2016-2017.

**e. Approval of Updated SSFUSD Governance Handbook 244 - 258**

Staff recommends the approval of the SSFUSD Governance Handbook which was updated at the May 14, 2016 Board retreat, as presented to the Board.

**2. EDUCATIONAL SERVICES**

**a. Adoption of 2016-2017 Local Control Accountability Plan (LCAP) 259 - 262**

Staff recommends the adoption of the 2016-2017 Local Control Accountability Plan (LCAP) and authorizes submission of same to the San Mateo County Office of Education, as presented to the Board.

**3. BUSINESS SERVICES**

**a. Adoption of 2016-2017 District Budget 263**

Staff recommends the adoption of the 2016-2017 District Budget and the Multi-Year Projections for 2017/18 and 2018/19 and authorizes submission of same to the San Mateo County Office of Education, as presented to the Board.

**b. Approval of Updated Technology Plan 264**

Staff recommends the approval of the updated 2016-2019 Technology Plan which outlines key goals, objectives, and processes to ensure that all students and staff members benefit from technology, as presented to the Board.

|   | <u>PAGE</u> |
|---|-------------|
| <b>c. Approval of Increase of Facility Use Fees</b>   | 265         |
| <p>Staff recommends the approval of a 3.0% increase of fees for the use of District facilities for FY2016-2017, as presented to the Board.</p>                                |             |
| <b>d. Approval to increase District Lease Rates</b>   | 266 - 267   |
| <p>Staff recommends the approval of the increase of 3.0% on lease rates at District facilities for FY2016-2017, as presented to the Board.</p>                                |             |
| <b>e. Resolution No. 16-48: Education Protection Account Funds</b>  | 268 - 272   |
| <p>Staff recommends the adoption of Resolution #16-48: To receive and disburse the revenues derived from Proposition 30 taxes into the Education Protection Account fund.</p> |             |
| <b>f. Denial of Claim</b>   | 273         |
| <p>Staff recommends the denial of a claim and referral to the District's insurance carrier, as presented to the Board.</p>  |             |

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

**July 12, 2016 – Special Board Meeting**

**July 21, 2016**

- Williams report for quarter ending 6/30/16
- Approval for Board /Superintendent to participate in CSBA Annual conference
- Approval of 2016-2017 contract(s) with legal firms utilized by the District
- Approval of State awarded contracts
- Approval of declaration of need for fully qualified educators, 2016-2017
- Approval of Middle College MOU
- Update on Every Student Succeeds Act (ESSA)
- Approval of OpTerra financing plan

**August 18, 2016**

- Summer School report
- Discussion of October 20 Community Forum topic(s)
- Discussion on District-wide safety patrol program

**September 8, 2016 - Televised**

- Teaching and learning presentation – Spruce Elementary School
- Introduction of Student Trustee & ASB High School Presidents
- Commemorating Spruce Centennial
- Presentation of CBOC 2015-2016 annual fiscal report
- Discussion on expansion of childcare
- Resolution for Attendance Awareness Month
- Resolution Honoring Hispanic Heritage Month
- Resolution for Childhood Cancer Awareness Month

**September 22, 2016**

- Teaching and learning presentation – *School TBD*
- Resolution for confirmation of sufficient student textbooks/instructional materials
- Approval of year end unaudited actuals
- BTSA presentation
- Resolution honoring Filipino American History Month
- Resolution honoring National Disability Employment Awareness Month
- CAASPP District results
- Approval for Superintendent to participate in ACSA Leadership summit
- GANN limit resolution

**October 6, 2016**

- Teaching and learning presentation – *School TBD*
- Williams report for 3rd quarter ending 9/30/16
- Resolution for California Week of the School Administrator (10/10 - 10/15)
- Updated Safe School Plans
- Approval of updated designated representatives to CIF (California Interscholastic Federation)
- Resolution for Domestic Violence Awareness Month
- Resolution for National School Lunch Week (10/10 – 10/14)

**October 20, 2016 – Community Forum**

- Topic(s) TBD

**November 17, 2016**

- Teaching and learning presentation – *School TBD*
- Resolution honoring American Indian Heritage Month
- Approval of SES contracts

**December 8, 2016 - Televised**

- Teaching and learning presentation – *School TBD*
- Board of Trustees reorganization
- Resolution honoring outgoing Board President

- First interim budget report “positive certification”
- Resolution for Computer Science Week
- Approval for Superintendent to participate in ACSA symposium
- CSBA Delegate Assembly nomination

## SUMMARY OF BOARD DIRECTIVES

### GOOD AND WELFARE

- Comments from Board Members and Superintendent

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District's website: [www.ssfusd.org](http://www.ssfusd.org) (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: [ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

# SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## Master Plan - Martin Elementary School

The South San Francisco Unified School District is considering modernizing the Martin Elementary School campus. In order to make the necessary planning and budgeting decisions, the District hired HY Architects to work with the school site to develop a master plan to identify projects that fit within the District's current budget as well as to develop a conceptual plan for future phases of work.

HY Architects met with the school site team, key staff and administration members to review the existing programs, as well as anticipated needs, in a series of meetings from March through May.

The initial meeting began with a discussion of the vision and values that guide the educational program at Martin Elementary School and the improvements needed at the campus to meet those goals. Staff and community connections to the school go back decades, providing a strong link between the school and its neighborhood.

This meeting was followed with an assessment of the site conditions including meeting with facilities (Jeff Bonner) to understand the infrastructure needs across the campus. The most significant items identified were:

- Fire alarm upgrade
- Window replacement at older buildings
- Replacement of underground piping - storm drain lines and catch basins, sanitary sewer line, water lines and gas lines
- Mechanical system upgrades
- Roof coating at 'Unit A' Building

The second meeting with the site team included presentation of master plan concept options and discussion by the group.

The third and fourth meetings discussed priorities - which of the items included in the master plan needed to be completed first and which would have the most impact on the school environment. The District's current budget for the work is limited - options and long term needs should be included in the plan, with a realistic prioritization of the needs that can be accomplished within the current project budget of \$10 million (which would allow approximately \$8 million for construction). The site team refined the scope of work within each priority item so that as many critical items as possible could be completed in the current modernization.

The resulting site priorities were:

- 1A** Kindergarten Toilets: Providing a toilet directly accessible from each kindergarten classroom
- 1B** Student Toilets: Renovation of four student toilet rooms
- 2** Infrastructure: Fire alarm system (safety item); window replacement for rusted steel windows in older buildings; mechanical system upgrades; replacement of underground

## SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

### Master Plan - Martin Elementary School

site piping - storm drain lines, sanitary sewer lines, water lines, and gas lines; roof coating at 'Unit A' Building

- 3A New modular classroom building (Project Frog) - six classrooms to replace aging portable classrooms
- 3B Reconfiguration of Pre-K and After-School portables with new Toilet portable to provide campus space for new classroom and other improvements

*(Note: The above items fall within the \$8 million construction budget. Projects listed below would require additional project budget included for construction.)*

- 
- 3C Admin / Office Relocation: Remodel front building to locate office at front of school with consolidation of student support and resource programs
  - 3D Library center: Remodel old office space into new 21st century library at the center of the campus
  - 3E Main Entry: Accessibility upgrades from School Street with stairs, landings, and wheelchair ramps and an identifiable main entry into the school.
  - 3F Outdoor Classroom: Removal of the unused Pre-K play area and replace with new paving for an outdoor classroom area.

*(Note: The above items represent the items the school site would like to see accomplished within this modernization. Projects listed below represent needs that could be deferred to a future modernization project.)*

- 
- 4 Classroom Upgrades: Miscellaneous updating to existing classrooms including connecting doors for collaborative teaching, and accessibility upgrades between buildings.
  - 5 Renovation of RSP Rooms: Renovation of Rooms 18 and 22 for RSP, Art Therapy, Speech, Language, and Family resource programs
  - 6 Providing pull-out space for drop-off and pick-up at main entry to improve student safety
  - 7 Kindergarten Play Yard: Expand and renovate the current kindergarten play yard to provide sufficient area for use by all kindergarten classes and upgrade surfaces and apparatus to current standards.

Attached is a summary cost matrix showing the conceptual project costs and plans summarizing the master plan and priorities. Construction costs for all of the needs at Martin exceed the currently available funding from the Measure J Bond program. The master plan prioritizes the needs to address those considered most important for delivering a quality education. These costs include anticipated inflation / escalation for the three year duration of the project. Work not that cannot be funded with current money should be considered when funds become available in the future.

## SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT Master Plan - Martin Elementary School

**Acknowledgements:** Many people made this effort possible by providing their valuable time, information and insights. We wish to thank all those that participated in the process:

- Rosemary Wood, Principal
- Leslee Cottell
- Christina Arce
- Erica Mendoze
- Jennifer Philips
- Juanita Flores
- Deanna Walton
- Jeff Bonner
- Shawnterra Moore, Superintendent
- Rosa Acosta, Board Member
- Michael Krause, Assistant Superintendent
- Bill Savidge
- Craig Durand, Lee Pollard, and Marcus Hibser, HY Architects

June 23, 2016

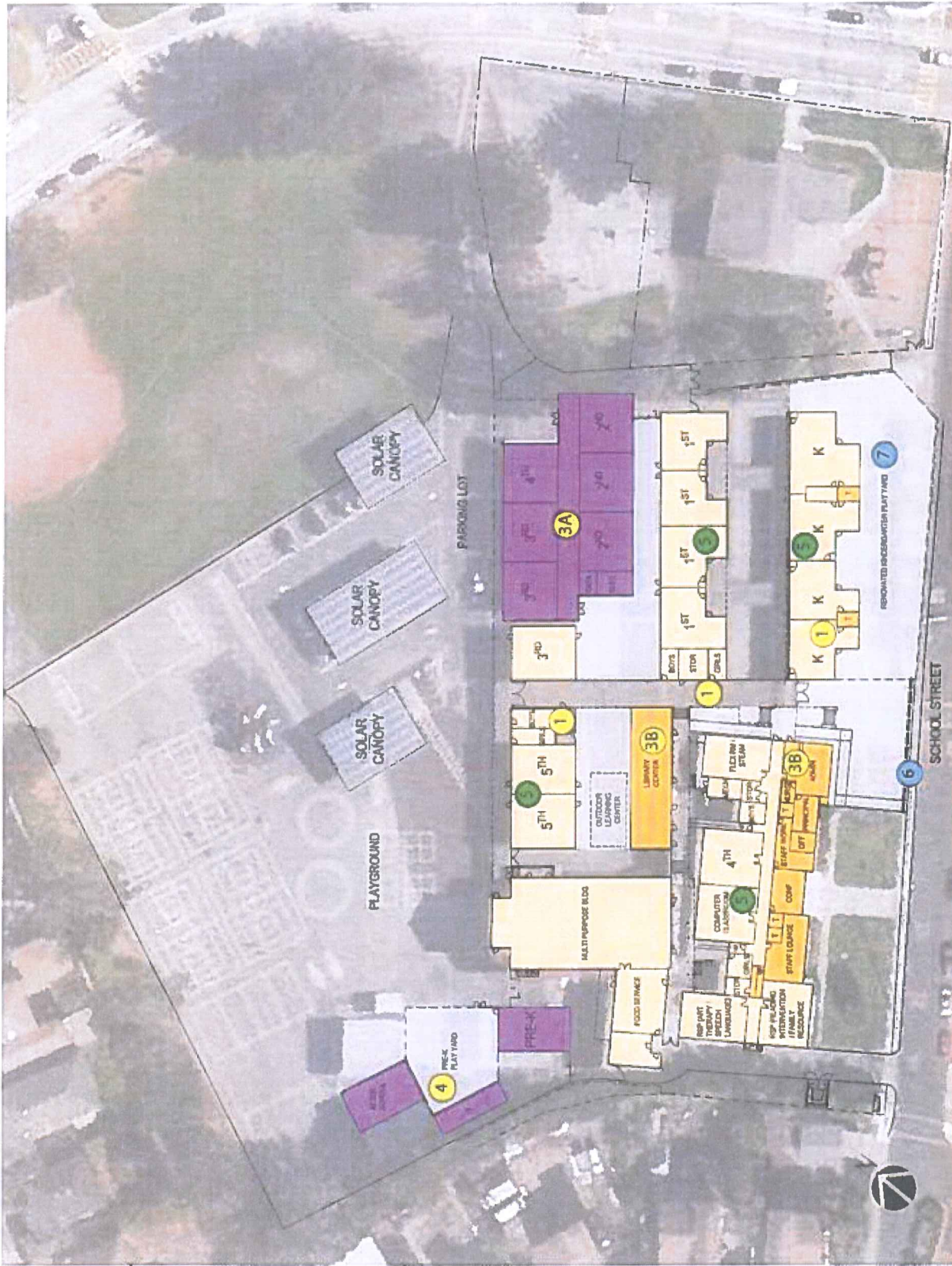
**LEGEND**

- EXISTING BUILDING
- RENOVATION
- NEW BUILDING
- NEW SITE WORK

**SCOPE**

- 1 STUDENT TOILETS
- 2 INFRASTRUCTURE AND DEFERRED MAINTENANCE
- 3A NEW CLASSROOM BUILDING
- 3B ADMIN RELOCATION / NEW LIBRARY CENTER
- 4 PRE-K, AFTER SCHOOL BUILDINGS, AND PLAY YARD
- 5 CLASSROOM UPGRADES
- 6 DROP-OFF ZONE ON SCHOOL STREET
- 7 KINDERGARTEN PLAY YARD EXPANSION

SCALE 1" = 20'-0"

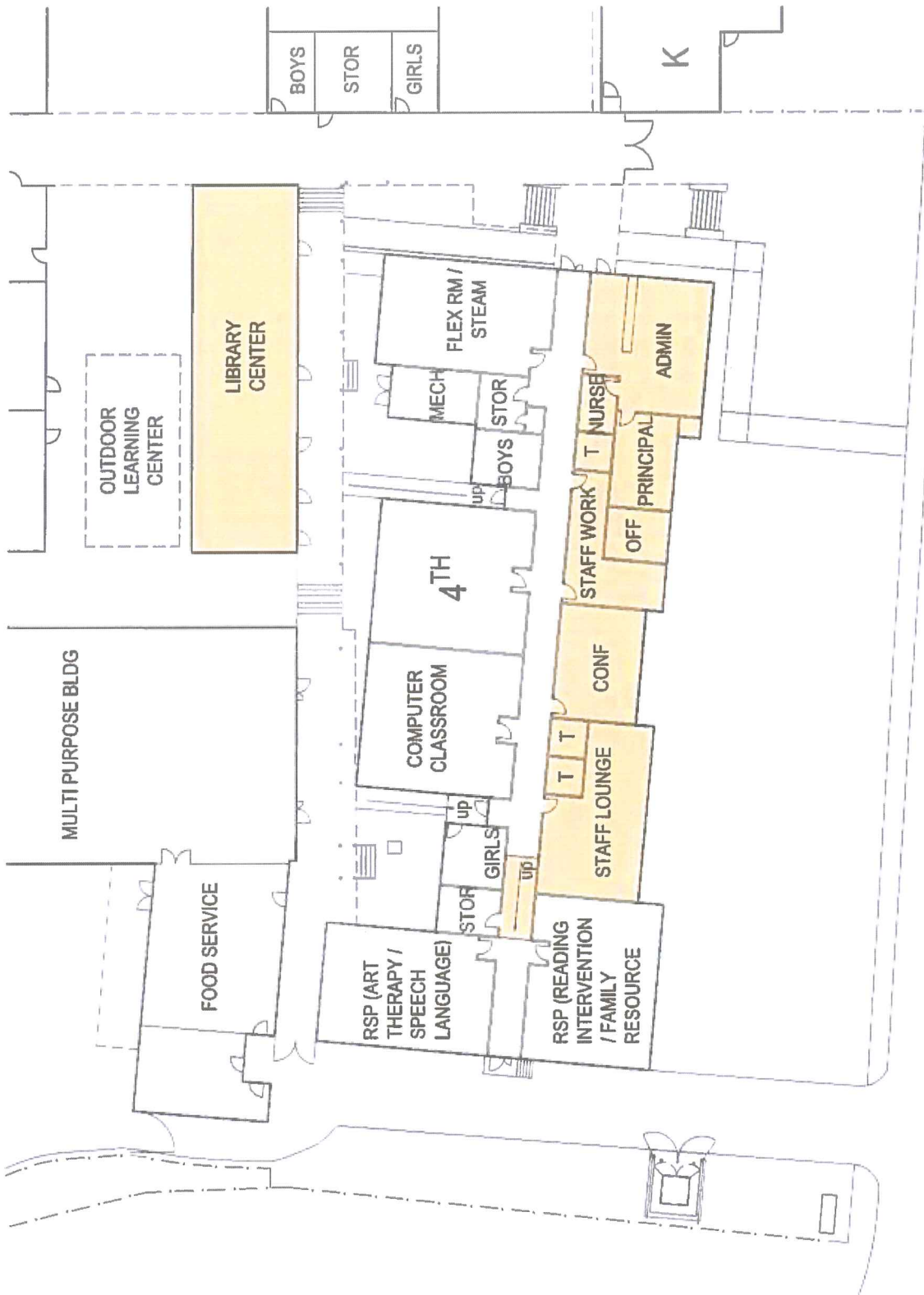


SOUTH SAN FRANCISCO  
UNIFIED SCHOOL DISTRICT

**MARTIN ELEMENTARY SCHOOL  
SITE PLAN**

**HY** HIBER YAMAUCHI Architects, Inc.

JUNE 14, 2016



June 23, 2016

**LEGEND**

- EXISTING BUILDING
- RENOVATION
- NEW SITE WORK

SCALE 1/8" = 1'-0"

**HY** HIBSER YAMAUCHI Architects, Inc.

JUNE 14 2016

**MARTIN ELEMENTARY SCHOOL  
ADMIN PLAN**

SOUTH SAN FRANCISCO  
UNIFIED SCHOOL DISTRICT



SCHOOL STREET

**MARTIN ELEMENTARY SCHOOL  
COST MATRIX**

| PRIORITY No. | PRIORITY ITEM                      | DESCRIPTION  | Estimated Construction Budget Escalated to Mid 2018 (8%) |
|--------------|------------------------------------|--|--|
| 1            | 1A<br>Kindergarten Toilets         | New Accessible toilets (two single toilet rooms shared by four classrooms)   | \$90,000   |
|              | 1B<br>Student Toilet Renovation    | Renovation of four student toilet rooms (does not include two toilets in Building 'Unit A')  | \$340,000  |
| 2            | Infrastructure                     | <ul style="list-style-type: none"> <li>•Fire Alarm upgrade</li> <li>•Window replacement.</li> <li>•Mechanical upgrades.</li> <li>•Replacement of storm drain lines &amp; catch basins.</li> <li>•Replacement of sanitary sewer lines.</li> <li>•Replacement of water lines.</li> <li>•Replacement of gas lines.</li> <li>•Roof Coating at Building 'Unit A'</li> </ul> | \$2,860,000  |
| 3            | 3A<br>New Classroom Building       | <ul style="list-style-type: none"> <li>•Modular Classroom Building (Project Frog)</li> <li>•Six Classrooms</li> <li>•Related site work</li> <li>•Removal of five portable buildings from site</li> </ul>   | \$4,380,000  |
|              | 3B<br>Pre-K Building and Play Yard | <ul style="list-style-type: none"> <li>•Relocate two portable buildings. Install new ramps</li> <li>•Portable toilet building</li> <li>•Outdoor fenced resurfaced play yard.</li> </ul>  | \$330,000  |
| 3            | 3C<br>Admin / Office Relocation    | Remodel of Rooms 15, 16, 17, Entry and Speech Language to be the Main Office and Teacher Workroom. Remodeling Rooms 18 & 22 for RSP, Reading Intervention, Family Resource, Art Therapy and Speech Language. Accessibility upgrades in corridor.   | \$1,270,000  |
|              | 3D<br>Library Resource             | Remodel of current Administration building to be a Library / Resource Center.  | \$410,000  |
|              | 3E<br>Main Entry                   | Accessibility upgrades from School Street to Main Office and Library/Resource including stairs, landings and wheelchair ramps. Site work at 'Main Entry' to create a more identifiable entry.  | \$200,000  |
|              | 3F<br>Outdoor Classroom            | Removal of unused Pre-K play area and replace with new paving for outdoor classroom area.  | \$50,000   |
| 4            | Classroom & Site Upgrades          | Miscellaneous updating to existing classrooms including connecting doors. Accessibility upgrades between existing buildings.   | \$460,000  |
| 5            | Rm 18 & 22 Renovation for RSP      | Renovation of rooms 18 & 22 for RSP, Art Therapy, Speech Language and Family Resource  | \$390,000  |
| 6            | Drop-off at School Street          | Curb cut for drop off and pick-up at main entry.   | \$140,000  |
| 7            | Kindergarten Play Yard             | Expansion and renovation of current kindergarten play yard.  | \$310,000  |
|              |                                    |  | <b>\$11,230,000</b>                                      |

BDX110 MAY 2016 CASH RECEIPTS #J1992 06/11/2016  
 40 South San Francisco Unified SD BUDGET SUMMARY REPORT PAGE 13  
 05/01/2016 TO 05/31/2016

Fund: 21 BUILDING FUND

| OBJECT CLASSIFICATION | WORKING BUDGET | EXPENDED/RECEIVED YEAR TO DATE | ENCUMBERED | UNENCUMBERED BALANCE |
|-----------------------|----------------|--------------------------------|------------|----------------------|
| 8660 INTEREST         | 275,000.00     | 0.00                           | 281,978.20 | 100.00               |
| TOTAL - 8000          | 275,000.00     | 0.00                           | 281,978.20 | 100.00               |