

## Bueno, Amy

---

**From:** Allen-Cantley, Nalani  
**Sent:** Friday, March 11, 2016 8:42 AM  
**To:** Mindeguia, Yvette Alzugaray; Campbell, Paula; Grima, Charlotte; Sebers, Ryan; Fentanes, Donna; Bueno, Amy; Blundell, Claudette; O, Ted; Gonzalez, Judith; Chan, Jennifer; Valenzuela, Judy; Chan, Sheryl  
**Cc:** Bhatia, Leticia; Krause, Michael; Moore, Shawnterra; Spaulding, Jay  
**Subject:** Items approved/not approved at March 10 Board meeting

### Here is the recap of approved items.

Closed session – 1 expulsion recommendation

#### CONSENT

##### Administration

CDE CCTR-5258 contract amendment #2

CDE CSPP-5549 contract amendment #2

##### Human Resources

Certificated Assignment Order

Classified Assignment Order

##### Business Services

Declaration of surplus property

2015-16 fundraising event(s)

Contracts/Agreements under \$25,000

#### ACTION

##### Administration

2<sup>nd</sup> reading of Board policy

##### Educational Services

Algebra 1 Intervention Program *item was tabled*

##### Human Resources

Agreement with SSFAFT & approval of Public Disclosure-AB 1200

Declaration of need for fully qualified educators, 2016-2017

New position – Career Navigator including job description

##### Business Services

Denial of claim

2nd interim Financial Rpt. “positive certification”

Auditing firm

Measure J/ USS Cal Builders change orders *approved with adjustment to 32 requests totaling*

*\$1,016,214.44*

Measure J/Close out Westborough Science building

Monte Verde additional external speakers and hardware

Resolution #16-07: CEQA

Resolution #16-08: Approval of Science Garage grant agreement

Dates for 2016-2017 LCAP and Budget Hearings and LCAP & Budget Adoption

#### Nalani Allen-Cantley

Sr. Executive Assistant to the Superintendent  
South San Francisco Unified School District

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING  
Thursday, March 10, 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. To consider one (1) expulsion waiver hearing recommendation in accordance with CDE Sections 48915 and 48918.
2. To consider evaluations of performance and discipline/dismissal/release of Certificated personnel. (Non-re-elects/Release of temps). (Two cases)
3. To consider evaluations of performance and discipline/dismissal/release of Certificated personnel (one case).
4. To consider evaluations of performance and discipline/dismissal/release/reassignment of Certificated personnel in accordance with Government Code Section 54957 (three administrators).

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

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE** will be led by Ponderosa Elementary School 5th grader Fidel Jimenez.

**D. REPORTING OUT FROM CLOSED SESSION**

**Action**

**E. REVIEW OF AGENDA**

**F. RECOGNITION AWARDS** – volunteers

**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 BOARD**

**K. SUPERINTENDENT'S REPORT**

a. Title 1 conference

b. Other

- ASB Reports
  - Tiana Valerio, ASB President, El Camino High School
  - Alan Perez, ASB President, South San Francisco High School

**L. 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.

**M. PRESENTATIONS**

**1. EDUCATIONAL SERVICES**

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

Principal Julie Erskine will share with the Board educational priorities and programs at Ponderosa Elementary School.

**b. Career Technical Education (CTE)**

Educational Services will provide an update including a CTE overview, current and growing CTE Pathways, and CTE accomplishments and resources in the District.

**2. ADMINISTRATION**

**a. "Every 15 Minutes"**

SSF Police officer Jason Pfarr will discuss the "Every 15 Minutes" program where law enforcement, and the fire department partner with District high school students to dramatically demonstrate the potentially dangerous consequences of drinking and driving. The program challenges students to consider their responsibility in making mature decisions when lives are involved.

**N. 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 Regular Board Meeting, February 11, 2016.	1 - 19
b. Minutes to the Special Board Meeting, February 24, 2016.	20 - 33
c. Staff recommends the approval of the Department of Education childcare contract CCTR-5258 amendment #2.	34 - 36
d. Staff recommends the approval of the Department of Education childcare contract CSPP-5499 amendment #2.	37 - 39
<b>2. HUMAN RESOURCES</b>	
a. Certificated Personnel Assignment Order	40
b. Classified Personnel Assignment Order	41
<b>3. BUSINESS SERVICES</b>	
a. Staff recommends the approval of the declaration of surplus property.	42 - 50
b. Staff recommends the approval of ECHS fundraising events for the 2015-2016 school year.	51
c. Staff recommends the approval of professional service agreements under \$25,000.	52 - 53

**INFORMATION/DISCUSSION**

**PAGE**

**1. ADMINISTRATION**

- a. Board committees/subcommittees** 54

Board members will discuss continuing their participation on committees and subcommittees, in particular, the Board Policy and Bylaws committee and the City-School District Sub-committee.

**2. EDUCATIONAL SERVICES**

- a. Preliminary costs of 2016 summer school programs** 55 - 56

Staff will provide the Board with information on the preliminary fiscal implications of the District's 2016 Summer School programs.

- b. Software upgrade for Physical Fitness testing** 57 - 58

Staff will provide the Board with information on new Fitnessgram software for physical fitness testing of District students, which would provide easier data entry options, consolidate data and facilitate all upgrades and data storage.

- c. Algebra 1 intervention program** 59 - 60

Staff will provide the Board with information on an Algebra 1 intervention program for 9th graders in the 2016-17 school year.

**3. HUMAN RESOURCES**

- a. New Career Navigator position** 61 - 65

Staff will provide the Board with information on the need to establish a Career Navigator position and the accompanying job description.

PAGE

**4. BUSINESS SERVICES**

- a. **Measure J/Update on construction at Martin Elementary School** 66

Staff will provide the Board with an update on activity for Martin Elementary School as construction planning moves forward.

- b. **Genentech grant agreement: California Environmental Quality Act (CEQA) and grant approval** 67

Staff will provide the Board with information on the Genentech grant for a Science Garage at SSFHS to house a collaborative biotechnology curriculum for the secondary education program and the District's compliance with CEQA on the project.

**ACTION**

**1. ADMINISTRATION**

- a. **2nd Reading of District's Updated Board Policy** 68 - 76

Staff recommends the approval of the District's updated Board Policy (listed below), as presented to the Board.

1. BP 5145.3 - Nondiscrimination-harassment

**2. EDUCATIONAL SERVICES**

- a. **Approval of Algebra 1 intervention program** 77 - 79

Staff recommends the approval of an Algebra 1 intervention program for 9th graders in the 2016-17 school year, as presented to the Board.

	<u>PAGE</u>
<b>3. HUMAN RESOURCES</b>	
<p><b>a. Adoption of tentative AFT agreement and approval of corresponding AB 1200</b></p> <p>Staff recommends the adoption of the tentative agreement dated February 16, 2016, between the South San Francisco Unified School District and South San Francisco American Federation of Teachers and pursuant to Government Code Section 3547.5, approval of the corresponding AB 1200 document, as presented to the Board.</p>	80 - 86
<p><b>b. Adoption of Declaration of Need for Fully Qualified Educators</b></p> <p>Staff recommends the approval of the Declaration of Need for Fully Qualified Educators for the 2016-2017 school year to the California Commission on Teacher Credentialing, as presented to the Board.</p>	87 - 90
<p><b>c. Approval of new Career Navigator position</b></p> <p>Staff recommends the approval to establish a Career Navigator position and the accompanying job description, as presented to the Board.</p>	91 - 92
<b>4. BUSINESS SERVICES</b>	
<p><b>a. Denial of Claim</b></p> <p>Staff recommends the denial of a claim and referral to the District's insurance carrier, as presented to the Board.</p>	93
<p><b>b. Presentation and approval of 2nd interim financial report and "positive certification" of financial condition</b></p> <p>Staff recommends the approval of the 2nd interim financial report and positive certification of financial condition for fiscal Year 2015-2016, as presented to the Board.</p>	94 - 152
<p><b>c. Approval of District auditing firm</b></p> <p>Staff recommends the approval of a contract with Vavrinek, Trine, Day and Company, LLP, to provide audit services for the District, as presented to the Board.</p>	153 - 169

PAGE

- d. **Measure J/Approval of USS Cal Builders change orders** 170 - 173

Staff recommends the approval of 33 change order requests with USS Cal Builders, in the amount of \$1,092,850, as presented to the Board.

- e. **Measure J/Approval of Westborough Middle School science classroom project close out** 174 - 176

Staff recommends the approval to close out the Westborough Middle School science classroom remodel project, as presented to the Board.

- f. **Approval of Monte Verde Elementary School additional external speakers** 177 - 179

Staff recommends the approval of a quote from IT Management Corp. for additional equipment needed for the external speakers at Monte Verde Elementary School, as presented to the Board.

- g. **Resolution No. 16-07 for California Environmental Quality Act (CEQA) exemption** 180 - 183

Staff recommends the adoption of Resolution #16-07: Finding the addition of the Science Garage to the SSFHS campus exempt from the California Environmental Quality Act (CEQA), and approving the filing and recordation of a notice of exemption.

- h. **Resolution No. 16-08 Approval of Science Garage grant agreement** 184 - 209

Staff recommends the adoption of Resolution #16-08: Approving a grant agreement for the addition of the Science Garage laboratory and classroom space to the SSFHS campus.

**PAGE**

- i. **Dates for 2016-2017 LCAP hearing, 2016-2017 budget hearing, 2016-2017 LCAP Adoption, and 2016-2017 budget adoption** 210 - 211

Staff recommends approval of the recommended dates for the 2016-2017 Local Control Accountability Plan (LCAP) Hearing, 2016-2017 Budget Hearing, 2016-2017 LCAP Adoption, and 2016-2017 Budget Adoption, as presented to the Board.

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

**March 12, 2016 – Board retreat (Board room)**

**March 24, 2016**

- Teaching and learning presentation – El Camino High School
- Teaching and learning presentation – South San Francisco High School
- Measure J/Community Meeting at Parkway Heights Middle School
- Presentation on RBC Bond sale
- Resolution for Red Cross Month
- Approval of Migrant Education MOU
- Information on expulsion/suspension report numbers/discipline at SSFHS
- Approval of OpTerra energy financing plan
- Presentation on Big Lift
- Acceptance of the Measure J Bond Audit for the fiscal year ended June 30, 2015

**April 14, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Martin Elementary School
- Williams report for 1st quarter ending 3/31/16
- Resolutions for Retirements
- Update on Technology master plan, including upgrades and possibility of live audio streaming of Board meetings
- Presentation on Special Ed/Adult Transition Program
- Presentation on District Health Committee

**April 28, 2016**

- Teaching and learning presentation – Junipero Serra Elementary School
- Measure J/Update on Summer construction projects
- Resolution for Day of the Teacher
- LCAP update
- Resolutions for Retirements

**May 12, 2016**

- Teaching and learning presentation – Westborough Middle School
- Resolution for Classified School Employee Week
- Approval of the Board meeting calendar for the 2016-2017 school year
- Recognition for outgoing Student Trustee
- Resolution for Asian Pacific American Heritage Month
- Approval of Middle College MOU
- Approval of Graduates - Baden, ECHS and SSFHS
- Approval of Certificates of Completion - Baden, ECHS and SSFHS
- Approval of designated representatives to CIF
- Recognition for Spelling Bee winner

**May 26, 2016**

- Teaching and learning presentation – Baden/Adult Education
- Presentation on Humane Society work with Baden students
- May revision of the Governor's 2016-2017 budget
- Approval for destruction of Disposable Class 3 records

**June 9, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Children's Center
- Public Hearing 2016-2017 LCAP
- Public Hearing preliminary 2016-2017 Budget
- Resolution on Budgetary increases and year end transfers
- Approval of 2016-2017 Dairy Supply bid
- Resolution in support of LGBT Pride Month
- Approval of Children's Center Program Self-evaluation annual reports
- Approval of School Services 2016-2017 contract

**June 23, 2016**

- Adoption of 2016-2017 LCAP
- Adoption of preliminary 2016-2017 Budget
- Approval of piggyback contracts
- Approval of 2016-2017 contracts with legal firms utilized by the District

**SUMMARY OF BOARD DIRECTIVES**

**GOOD AND WELFARE**

- Comments from Board Members and Superintendent

**ADJOURNMENT**

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)

### ASB Reports

- Tiana Valerio, ASB President, El Camino High School, highlighted recent and upcoming events on campus. Students voted today for next year's class officers. Next Friday is a lip sync rally with the theme of "Childhood Memories". Spirit Week begins on Monday with a different TV network theme daily (Cartoon, Disney, etc.). Club elections are also happening now. The annual "Pennies for Patients" fundraiser for The Lymphoma and Leukemia Society is taking place the month of March with a goal of raising \$1500. Tonight is opening night for the play "A Night of One Acts". ECHS had their first swim meet against SSFHS today and varsity girls and JV boys and girls won.
- Alan Perez, ASB President, South San Francisco High School, shared events at his school with the Board. The third edition of the student newspaper, "Warrior Post", was just published. He attended last Saturday's junior prom which was a fantastic event. Senior ball is coming. On Thursday, a Special Olympics basketball game, organized by Ms. Nelson took place. Students had an "R" word banner which encouraged using the word "Respect". Next Tuesday is the student-teacher basketball game and students are looking forward to winning once again. A community relations event, "Bumpin' to the Oldies" is scheduled for March 19 at Physique Magnifique. The musical "Little Shop of Horrors" takes place next Thursday through Saturday.

Trustee Baker said that as a journalism graduate, he would like to see the newspaper. Trustee Judy Bush asked Mr. Perez to provide the Board with copies.

### L. COMMUNICATIONS

**Stacey Turpin**, a Buri Buri PTA member, said she is working on a date for the security meeting with that site's parents. She asked the Board to use their influence to move construction at the site more quickly.

**Cynthia Hoffens-Oishi**, a Buri Buri parent, asked to keep construction communications open. She urged the Board to prioritize the site's needs for students, teachers, and staff.

**Adolfo Leiva**, a Buri Buri parent, thanked President Lucy and Dr. Moore for responding to the requests from the site's committee for child safety. He asked that Trustees acknowledge emails from the community. He appreciates what the Board is doing but is still asking for more. President Lucy stated that their protocol is that if he receives an email, the rest of the Board also gets the information.

**Lauren Kitchen**, another Buri Buri PTA member, spoke about construction issues at the site including: a small playground, an unsafe fence next to the construction zone, etc. The community met with Bond consultant Bill Savidge. She urged the Board, as elected

officials, to make decisions for Buri Buri construction a top priority.

Reem Nasrah, community member, requested the Board re-evaluate the SSFHS field rental prices for non-profit clubs.

## M. PRESENTATIONS

### 1. EDUCATIONAL SERVICES

#### a. Teaching and learning presentation: Ponderosa Elementary School

Principal Julie Erskine shared educational priorities and programs at Ponderosa Elementary School.

#### b. Career Technical Education (CTE)

Interim Assistant Superintendent Leticia Bhatia provided an update on Career Technical Education (CTE) in the District.

##### **Overview of Career Technical Education (CTE)**

- A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.
- Industry sectors: Agriculture and natural resources, entertainment, construction trades, business and finance, education, child development and family services, energy, environment and utilities, engineering and architecture, fashion and interior design, health science and medical technology, hospitality, tourism, and recreation, information and communication technologies, manufacturing and produce development, marketing, sales, and service, public service, and transportation.
- Participant: A secondary CTE participant is a student who has been enrolled in any CTE course.  
Concentrator: A secondary CTE concentrator is a student who has completed 50 percent of a planned program sequence (in hours or credits) in a state-recognized CTE sequence and is enrolled in the next course in that sequence, or has completed 50 percent of a single state-recognized multi-hour course and is enrolled in the second half of that course.  
Capstone Course: The last course in a planned sequence of CTE courses necessary for employment in an identified occupation. A student who completes this course may exit the program for employment or continue enrollment in the program to prepare for higher level employment or advanced education in the same career path.

- Police receive grants to produce, film, allocate vehicles and cover expenses.
- Statistics show the program is working at reducing incidents.

Trustee Lujan said an acquaintance, a former ECHS parent, took the program to heart.

Corporal Farr invited the Board to the presentation on Thursday, April 7, at the SSFHS auditorium.

#### **N. CONSENT AGENDA:**

MOTION # (Baker/Bush to approve Item 1a, Minutes to the Regular Board meeting, February 11, 2016; Item 1b, Minutes to the Special Board meeting, February 24, 2016; Item 1c, Department of Education childcare contract CCTR-5258 amendment #2; Item 1b, Department of Education childcare contract CSPP-5499 amendment #2.; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 3a, Declaration of Surplus Property, Item 3b, ECHS fundraising events; Item 3c, professional service agreements under \$25,000. Motion Carried (Unanimous)

#### **INFORMATION/DISCUSSION**

##### **1. ADMINISTRATION**

###### **a. Board committees/subcommittees**

Board members discussed continuing their participation on committees and subcommittees. The following was decided:

Board Policy and Bylaws committee – Trustee Baker and Trustee Bush

City-School District Sub-committee – President Lucy and Trustee Lujan

Martin Measure J construction committee – Vice President Rosa Acosta

Buri Buri Citizens Action committee – Trustee Baker

County Committee on School District Organization – Trustee Lujan

ACCEL committee – Trustee Bush will continue to serve

San Mateo County Big Lift committee – Trustee Lujan

Former Trustee Rick Ochsenhirt served on the Chamber of Commerce Education Committee. Dr. Moore was asked to check if another Trustee can still serve.

Trustee Lujan said she would continue as the District representative in the San Mateo County School Wellness Alliance Advisory group.

### 3. HUMAN RESOURCES

#### a. New Career Navigator position

Dr. Spaulding, on behalf of Principal Mike Coyne, spoke about the need to establish a Career Navigator position.

Adult-Education College and Career Educational Leadership (ACCEL) is the planning body for San Mateo County consortium that is responsible for carrying out the mission of supporting adult education students' transition to college, workplace success and community contributions. SSF Adult Education is one of several collaborating partners working towards this goal and as such, is proposing the creation of a Career Navigator position. This person would work with Adult Education students only and provide ongoing transition support, case management, goal setting, and career exploration assistance for adult education students in the English as a Second Language (ESL), high school diploma, high school equivalency, adult basic skills and Career Technical Education programs.

The Career Navigator would also collaborate with community colleges, other adult schools, the regional workforce development systems, local businesses, the library, and other community organizations to facilitate the students' transitions to college or a career path.

This position would be grant funded by the state of California's Adult Education Block Grant and will continue so long as dedicated funding is available.

### 4. BUSINESS SERVICES

#### a. **Measure J/Update on construction at Martin Elementary School**

Mr. Krause provided the Board with an update on activity for Martin Elementary School as construction planning moves forward. The first meeting with the Martin site committee took place on March 3. HYA, the master planner for Martin facilitated the meeting. The community asked about the school in general to assess needs (long term needs, wish list, adequate drop off/pick up area, library, etc.). \$10M has been dedicated for the Martin remodel project. If the Master Plan exceeds \$10M, then needs will be prioritized.

The next meeting will be held on March 22 and include HYA.

Areas of concern

- STRS/PERS (retirement systems) Increases
  - In 2017/2018 will be doubled from 2014/2015
  - Unfunded mandate for the District
  - No additional revenues to offset large increases.
- EPA Funding may expire if ballot initiative not passed.
- Deficit Spending in the out years.
- Aging facilities with not enough funding to repair/replace.
- Impact of the Affordable Care Act.
- Increases in contribution to Health and Welfare costs of current and retired employees.
- (OPEB) Other Post-Employment Benefits.
- Lack of funding for Special Education.
  - The District spends \$11M which includes transportation.
  - Expenditures far exceed Federal and State Revenue

The next step is budget adoption in June.

MOTION # (Bush/Baker) to approve the 2nd interim financial report and “positive certification” of financial condition for fiscal Year 2015-2016, declaring that the School District will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried. (Unanimous)

Student Trustee Valerio left the meeting at 9:52 p.m.

**c. Approval of District auditing firm**

Trustee Baker pointed out that the recommended firm was the second highest bidder, who was recommended by Dr. Moore. Going forward, he asked for enhanced justification for selecting a bidder.

Mr. Krause reported that six firms responded to the RFP and VTD was chosen since the firm met the District’s needs, even though it was not the lowest bidder. The recommendation was based on the firm’s location, feedback from prior clients, costs, extra services/training, level of service provided, and the number of hours provided to the District. He will include more robust information on future recommendations.

Mrs. Lujan said she supports Cabinet’s move to switch auditing firms as established relationships can sometimes lead to overlooking things. Mr. Krause stated that the agreement is for three years vs. five years.

MOTION # (Baker/Bush) to approve a contract with Vavrinek, Trine, Day and Company, LLP, to provide audit services for the District. Motion Carried. (Unanimous)

**d. Measure J/Approval of USS Cal Builders change orders**

Trustee Bush said she knows the change orders are vetted, but she is disappointed to receive these now when they were requested a year ago. She is concerned with the quality of work received, such as the flooring.

Mr. Krause echoed her sentiments and then introduced Bond consultant Savidge, who confirmed this is the first step in an on-going process. USS Cal will respond to the punch list. He amended the original agenda item from 33 to 32 change orders, saying the Buri Buri wet pipe stand work was not completed. Once the change orders are approved by the Board, USS Cal will bill the District. Joint checks will need to be developed for the contractor and sub-contractors due to stop payments in place. If the District does not pay, interest accrues.

MOTION # (Lujan/Bush) to approve 32 change order requests with USS Cal Builders, in the amount of \$1,016,214.44. Motion Carried. (Unanimous)

**e. Measure J/Approval of Westborough Middle School science classroom project close out**

Trustee Bush spoke about the countertops which were a porous material and scratched easily. Mr. Krause said the countertops installed met the minimum requirements of the District standards. They were replaced and a change order was then submitted.

MOTION # (Bush/Lucy) to approve the close out the Westborough Middle School science classroom remodel project. Motion Carried. (Unanimous)

**f. Approval of Monte Verde Elementary School additional external speakers**

Mr. Krause said additional speakers were needed for inside the school office and for the principal to make announcements. Trustee Bush asked about the total cost at each site. He replied that Monte Verde was addressed first, then Ponderosa, Buri Buri and other sites will be assessed. Trustee Bush added that Junipero Serra and Skyline need to be included as well.

MOTION # (Baker/Bush) to approve of a quote from IT Management Corp. for additional equipment needed for the external speakers at Monte Verde Elementary School. Motion Carried. (Unanimous)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** March 10, 2016  
**RE:** Measure J Program - Martin Elementary School

---

**BACKGROUND:**

The Measure J Bond program has been in place since 2012. The Board will receive an update of activity for Martin Elementary School as construction planning moves forward.

**FISCAL IMPLICATIONS:**

TBD

**RECOMMENDATION:**

For Information/Discussion only.

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** March 10, 2016  
**RE:** Denial of Claim

---

**BACKGROUND:**

A Buri Buri Elementary School neighbor alleges that she injured her shoulder when she slipped and fell on the sidewalk near the construction zone.

**FISCAL IMPLICATIONS:**

A claim has been submitted in the amount of \$103,689.70 (to date) for hospitalization and medical treatment.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees deny this claim in its entirety and refer it to the District's insurance carrier.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
Financial Report of Income & Expenditures  
Building Fund Fund 21

DESCRIPTION	First Interim 2015/16	Second Interim 2015/16
<b>Revenue</b>		
LCFF Sources	\$0.00	\$0.00
Federal Revenue	\$0.00	\$0.00
Other State Revenue	\$0.00	\$0.00
Other Local Revenue	\$275,000.00	\$275,000.00
Loss on Investments		
<b>Total Revenue</b>	<b>\$275,000.00</b>	<b>\$275,000.00</b>
<b>Expenditures &amp; Transfers Out</b>		
Certificated Salaries	\$0.00	\$0.00
Classified Salaries	\$288,826.00	\$288,826.00
Employee Benefits	\$73,380.00	\$73,380.00
Supplies	\$0.00	\$0.00
Services & Operating Expenses	\$600,388.00	\$600,388.00
Capital Outlay (Facilities MP/Bldg Imprvmt.)	\$30,077,201.00	\$30,077,201.00
Other Outgo (Debt-Principal & Interest)	\$0.00	\$0.00
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$31,039,795.00</b>	<b>\$31,039,795.00</b>
<b>Excess/Deficiency</b>	<b>-\$30,764,795.00</b>	<b>-\$30,764,795.00</b>
<b>Interfund Transfers</b>		
Transfers In	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00
Sources	\$0.00	\$0.00
<b>Total Interfund Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>
Estimated Beginning Balance	\$40,882,756.43	\$40,882,756.43
<b>Ending Balance</b>	<b>\$10,117,961.43</b>	<b>\$10,117,961.43</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	275,000.00	275,000.00	226,828.92	275,000.00	0.00	0.0%
5) TOTAL REVENUES			275,000.00	275,000.00	226,828.92	275,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	288,826.00	288,826.00	119,323.56	288,826.00	0.00	0.0%
3) Employee Benefits		3000-3999	73,380.00	73,380.00	34,773.82	73,380.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	600,388.00	600,388.00	0.00	600,388.00	0.00	0.0%
6) Capital Outlay		6000-6999	30,077,201.00	30,077,201.00	13,758,035.20	30,077,201.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			31,038,795.00	31,038,795.00	13,811,832.57	31,038,795.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			(30,764,795.00)	(30,764,795.00)	(13,585,003.65)	(30,764,795.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			130,764,795.90	130,764,795.90	113,885,003.62	130,764,795.90		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited								
		975	40,882,756.43	40,882,756.43		40,882,756.43	0.00	0.0%
b) Audit Adjustments								
		9790	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			40,882,756.43	40,882,756.43		40,882,756.43		
d) Other Restatements								
		9735	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			40,882,756.43	40,882,756.43		40,882,756.43		
2) Ending Balance, June 30 (E + F1e)			10,117,961.43	10,117,961.43		10,117,961.43		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash								
		9711	0.00	0.00		0.00		
Stores								
		9712	0.00	0.00		0.00		
Prepaid Expenditures								
		9710	0.00	0.00		0.00		
All Others								
		9719	0.00	0.00		0.00		
b) Legally Restricted Balance								
c) Committed								
Stabilization Arrangements								
		9750	0.00	0.00		0.00		
Other Commitments								
		9750	0.00	0.00		0.00		
d) Assigned								
Other Assignments								
		9790	10,117,961.43	10,117,961.43		10,117,961.43		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties								
		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount								
		9790	0.00	0.00		0.00		

# SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Michael Krause, Assistant Superintendent – Business Services  
William Savidge - Bond Management Consultant

**DATE:** March 10, 2016

**RE:** Measure J Program - Approval of Change Orders to the contract of  
USS Cal

---

### **BACKGROUND:**

As part of the process of implementing the Board's direction to dissolve our contractual relationships with USS Cal Builders (USS Cal), staff is reviewing all valid contract change requests submitted by USS Cal. Staff has reviewed and recommends approval of the attached 33 Change Order Requests (COR's) for \$1,092,850 worth of work performed by USS Cal and its subcontractors at eight different project site.

The CORs recommended for approval and payment meet the following criteria:

- the work described in the CORs is clearly outside of the scope of the plans and specifications contained in the original contracts;
- the work was explicitly requested by District staff/agents (as confirmed by the District's Bond Management Consultant);
- the work and costs were approved by District staff/agents (as confirmed by the District's Bond Management Consultant); and
- the work has already been completed by the contractor and the District is making use of the facilities in which the work was performed.

Board approval of these CORs is required in order to process payment for the work. There are a number of vendors and subcontractors, including small local firms, which have furnished or constructed the work, but have not yet been paid. This approval is the first step in that process. Once the Board approves the CORs, staff will work with counsel to implement a process to direct payment through joint checks to ensure that these vendors are paid by the contractor. In addition, staff is closely monitoring Stop Notices filed on our projects to ensure

that we receive full releases of any stop notices from both the subcontractors and USS Cal prior to payment.

Staff will be available to provide additional background on specific items to Board members during the presentation of this item.

**FISCAL IMPLICATIONS:**

Total by this action: \$1,092,850. See attached worksheet for a description of the additional work and individual site totals.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attached Change Orders to the District's contracts with USS Cal Builders.

# USS CAL CHANGE ORDER REQUESTS FOR ADDITIONAL WORK REQUESTED

DATE	COR #	SITE	DESCRIPTION	AMOUNT	FUND
3/21/2015	053	Alta Loma Middle School	Reinstall the Supply and Return Registers in Portables	\$ 2,741.39	14
			ALTA LOMA MS TOTAL	\$ 2,741.39	
4/20/2015	022	Buri Buri Elementary School	Power, Low Voltage at Portables, PV System DC Feeder Relocation and	\$ 36,933.40	21
4/21/2015	024 R1	Buri Buri Elementary School	Wet Pipe Fire Sprinkler System for MPR Increment 2	\$ 76,635.97	21
4/29/2015	026	Buri Buri Elementary School	EMS (Energy Management System) at Buri Buri Increment 2	\$ 87,541.09	21
4/29/2015	027	Buri Buri Elementary School	EMS (Energy Management System) at Buri Buri Increment 1	\$ 174,830.85	21
5/29/2015	004 R2	Buri Buri Elementary School	MPR Design and Coordination	\$ 5,567.63	40
5/29/2015	030	Buri Buri Elementary School	Clearstory Shades Buildings I, J and K	\$ 6,363.00	40
6/15/2015	033	Buri Buri Elementary School	Increment 1 Exterior Lighting Controls	\$ 14,049.50	40
			BURI BURI ES TOTAL	\$ 401,921.44	
1/28/2015	053	El Camino High School	Repair and Replace Fencing	\$ 1,705.81	01
			EL CAMINO HS TOTAL	\$ 1,705.81	
1/19/2015	055	Parkway Heights Middle School	Work at Parkway per CCD 9	\$ 45,757.37	21
1/28/2015	056	Parkway Heights Middle School	Add Relief Air Ducts at Parkway	\$ 9,204.63	21
2/2/2015	057	Parkway Heights Middle School	Casework at Parkway Building G	\$ 18,142.57	21
2/2/2015	058	Parkway Heights Middle School	Interior Clear Tempered Glass at Parkway (2 Pack)	\$ 2,449.49	21
3/10/2015	065	Parkway Heights Middle School	Tyvek, Lath and Plaster System at Parkway West, Building J Pod	\$ 8,788.33	40
3/10/2015	066	Parkway Heights Middle School	Paint Exterior Stucco Building J, Parkway West Campus	\$ 1,285.00	21
3/13/2015	067	Parkway Heights Middle School	Resilient Athletic Flooring at Parkway Studio F 102 Building F	\$ 2,865.35	21
			Control Devices and Energy Management System for Parkway Locker Room.		
3/30/2015	077	Parkway Heights Middle School	EMS is not Part of USS CAL Contract	\$ 37,952.00	40
4/27/2015	075 R1	Parkway Heights Middle School	Add Exterior Pod to Building J Exploratorium at Parkway MS	\$ 190,719.54	40
5/26/2015	082	Parkway Heights Middle School	Additional Window Shades	\$ 7,398.47	21
5/29/2015	022 R2	Parkway Heights Middle School	MPR Design and Coordination	\$ 5,567.63	40
6/2/2015	069 R1	Parkway Heights Middle School	Carpet Tile, Resilient Athletic Flooring at Parkway Locker Room	\$ 9,485.18	21
6/2/2015	072 R2	Parkway Heights Middle School	Add Preaction Fire Protection at 2S1L	\$ 1,651.91	40
6/2/2015	073 R2	Parkway Heights Middle School	Design Janitor's Closet at 2S1L at Parkway MS	\$ 1,590.75	40
6/11/2015	087	Parkway Heights Middle School	Temporary Power to Buildings D and G	\$ 19,528.12	21
7/1/2015	092 R1	Parkway Heights Middle School	MDF Room (AC-1 Change)	\$ 57,398.27	40
			PARKWAY HEIGHTS MS TOTAL	\$ 419,784.61	

USS CAL CORs by Site

## USS CAL CHANGE ORDER REQUESTS FOR ADDITIONAL WORK REQUESTED

DATE	COR #	SITE	DESCRIPTION	AMOUNT	FUND
3/28/2015	022	Ponderosa Elementary School	Repair and Replace Fencing	\$ 1,721.80	14
			<b>PONDEROSA ES TOTAL</b>	\$ 1,721.80	
3/16/2015	039	South San Francisco High School	Additional Work at SSFHS per CCD 18	\$ 144,497.28	21
			Install Alerton BACKTalk DDC Control System at SSFHS. EMS is beyond USS		
			CAL Scope of Work	\$ 103,214.69	40
4/8/2015	041	South San Francisco High School	Extra 25 LF of Chain Link Fence for Athletic Field	\$ 1,466.47	40
5/26/2015	042	South San Francisco High School	Shades at 13 Clearstory Windows Buildings F and H	\$ 5,541.90	40
5/29/2015	043	South San Francisco High School	4' Gate 7' Wire and 1 Flange Post	\$ 1,401.46	14
6/12/2015	045	South San Francisco High School	Exterior Lighting Controls	\$ 3,529.76	40
6/15/2015	046	South San Francisco High School	<b>SOUTH SAN FRANCISCO HS TOTAL</b>	\$ 259,651.56	
2/23/2015	032	Westborough Middle School	New Inducer Motor on Bard Unit 1, Add New Ductwork at Westborough	\$ 5,323.80	14
			<b>WESTBOROUGH MS TOTAL</b>	\$ 5,323.80	
			<b>ALL SITES TOTAL</b>	\$ 1,092,850.41	

March 10, 2016

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** March 10, 2016  
**RE:** Measure J Program - Closeout of Westborough Science Building

---

**BACKGROUND:**

On May 8, 2014, the South San Francisco Unified School District entered into a contract with USS Cal Builders, Inc. for the conversion of a building into three (3) science classrooms at Westborough Middle School.

With evidence of substantial completion, the Bond Office has approved finalizing the close out of the Westborough Science Classroom Remodel project.

**FISCAL IMPLICATIONS:**

This action will close out DSA Application No. 01-113778 for the Westborough Science Classroom Remodel project.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve closing out the Westborough Science Classroom Remodel project.



RECORDING REQUESTED BY

Mr. Michael Krause  
South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080

AND WHEN RECORDED MAIL TO

Mr. Michael Krause  
South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080

R & S Code 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**Notice of Completion\***  
DSA # 01-113778

**Notice** is hereby given that Michael Krause, the undersigned, [the agent of] the owner of the certain lot, piece, and/or, parcel or parcels of land situated in San Mateo County, State of California.

That the South San Francisco Unified School District as owner of said land, did, on the eighth (8th) day of May, 2014, enter into a contract with the original contractor [by his authorized agent]\*\* whose name is USS Cal Builders, Inc., for the work done and/or materials furnished under that contract as follows:

Alterations to 1-Classroom Building (G/H) at Westborough Middle School, 2570 Westborough Boulevard, South San Francisco, CA.

On the tenth (10<sup>th</sup>) day of March, 2016, the above-referenced contract or work of improvement, as a whole, was completed by USS Cal Builders, Inc. for the South San Francisco Unified School District.

The names and addresses and interests of all the owners of said property are as follows:

**Name and Address**

**Nature of Interest or Estate**

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

\_\_\_\_\_  
\_\_\_\_\_

(Complete if signed by a successor in interest.)

The names and addresses and interests in this property of all the transferors are as follows:

**Name and Address**

**Nature of Interest or Estate**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_

Michael Krause  
Authorized Agent for SSFUSD

### VERIFICATION

I am Michael Krause, the agent of the owners of the property described in the foregoing notice. I have read the foregoing notice and know the contents thereof and the same of my own knowledge. I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_ at South San Francisco, California

\_\_\_\_\_  
Michael Krause

\*This document is to be recorded in the office of the County Recorder in which the site is located within 10 days after completion.  
\*\*Delete if owner signs and completes form.

## Bueno, Amy

---

**From:** Allen-Cantley, Nalani  
**Sent:** Thursday, February 25, 2016 12:19 PM  
**To:** Mindeguia, Yvette Alzugaray; Campbell, Paula; Grima, Charlotte; Bhatia, Leticia; Krause, Michael; Spaulding, Jay; Fentanes, Donna; Bueno, Amy; Blundell, Claudette; O, Ted; Gonzalez, Judith; Chan, Jennifer; Mar, Susan; Krienke, Jason; Hemmerla, Karl; Mamou, Joyce; Chan, Sheryl  
**Subject:** Items approved/not approved at February 24 Board meeting

### Here is the recap of approved items.

#### Consent

##### Human Resources

Certificated Assignment Order

Classified Assignment Order

##### Business Services

Monthly reports

Donations

2015-16 fundraising event(s)

Contracts/Agreements under \$25,000

#### Action

##### Administration

2<sup>nd</sup> reading of Board policies

##### Educational Services

Summer School programs

SSF and District workability MOU **with additional clause so the District has the ability to terminate the agreement**

##### Business Services

Increase in 2016/2017 Child Development tuition fees

Resolution #16-08: Approval of Science Garage grant agreement **tabled**

#### Nalani Allen-Cantley

Sr. Executive Assistant to the Superintendent

South San Francisco Unified School District

398 B Street, SSF, CA 94080

650-877-8705 ph. 650-588-8113 fax

[ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING  
Wednesday, February 24, 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. To provide direction to the Assistant Superintendent of Human Resources regarding negotiations with CSEA.
2. To consider evaluations of performance and discipline/dismissal/release of Certificated personnel.
3. Conference with Legal Counsel – Anticipated Litigation, initiation of litigation pursuant to paragraph (4) of subsection (d) of Government Code Section 54956.9 (one case).

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

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE** will be led by Spruce Elementary School 5th grader Avikash Datt.

**D. REPORTING OUT FROM CLOSED SESSION**

**Action**

**E. REVIEW OF AGENDA**

**F. RECOGNITION AWARDS** – volunteers

**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 BOARD**

**K. SUPERINTENDENT'S REPORT**

- a. Introduction of new Student Trustee
- b. Photography exhibit for Adult Transition Program students
- c. Other
  - ASB Reports
    - Tiana Valerio, ASB President, El Camino High School
    - Alan Perez, ASB President, South San Francisco High School

**L. 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.

**M. PRESENTATIONS**

**1. EDUCATIONAL SERVICES**

- a. Teaching and learning presentation:  
**Spruce Elementary School**

Principal Israel Castillo will share with the Board educational priorities and programs at Spruce Elementary School.

**N. 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. HUMAN RESOURCES</b>	
a. Certificated Personnel Assignment Order	1
b. Classified Personnel Assignment Order	2
<b>2. BUSINESS SERVICES</b>	
a. Purchase Order Listing, January 1-31, 2016	3 - 10
b. Warrant Register, January 1-31, 2016	11 - 53
c. Cash Receipts, January 1-31, 2016	54 - 66
d. Gifts to the District, February 2016	67 - 69
e. Staff recommends the approval of a Buri Buri fundraising event for the 2015-2016 school year.	70
f. Staff recommends the approval of professional service agreements under \$25,000.	71

<u>INFORMATION/DISCUSSION</u>	<u>PAGE</u>
<b>1. ADMINISTRATION</b>	
<b>a. First reading of a District's updated Board Policy</b>	72 - 80
Staff will present to the Board, the first reading of the following updated District's Board Policy:	
1. BP 5145.3 - Nondiscrimination-harassment	
<b>2. EDUCATIONAL SERVICES</b>	
<b>a. Suspension of the California High School Exit Exam (CAHSEE)</b>	81 - 83
Staff will present to the Board, information on the suspension of the CAHSEE with the adoption of the Common Core standards and passage of Senate Bill 172.	
<b>3. BUSINESS SERVICES</b>	
<b>a. Update on OpTerra's 3rd year of Solar Savings</b>	84
OpTerra representatives will present to the Board, information on the third year of solar panel operations and the savings the District has realized.	
<b>b. OpTerra energy financing options</b>	85
OpTerra representatives will present to the Board, financing options for the District related to Prop 39 and other energy upgrades.	
<b>c. Update on 2014/15 audit findings</b>	86
Staff will provide an update on what is being done to correct the following audit findings from 2014-15: Audit finding #1: ASB, Audit finding #2: Capital Assets, and Audit finding #3: Instructional Minutes.	
<b>d. Discussion of Science Garage grant agreement</b>	87
Staff will present to the Board, information on resolutions adding the Science Garage to the SSFHS campus and filing a California Environmental Quality Act (CEQA) exemption.	

	<u>PAGE</u>
<b>e. Measure J update</b>	88
<p>Staff will provide an update on Measure J activity since January 21, 2016 as well as a current and future perspective related to the construction.</p>	

**PUBLIC HEARING**

Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective initial proposals at a public meeting. 89 - 90

**SSFCTA Initial Proposal to SSFUSD** 91 - 92

A South San Francisco Classroom Teachers Association (SSFCTA) representative will present its initial conceptual proposal to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin contract negotiations for the re-opener agreement for the 2016-2017 school year.

**SSFUSD Initial Proposal to SSFCTA** 93

A District representative will present the SSFUSD initial conceptual proposal to the SSFCTA for the re-opener agreement for the 2016-2017 school year.

A Public Hearing will provide an opportunity for members of the public to comment on both initial proposals.

**ACTION**

**1. ADMINISTRATION**

**a. Resolution No. 16-09 Women’s History Month** 94

Staff recommends the adoption of Resolution #16-09: Honoring Women’s History Month.

**b. 2016 California School Boards Association Delegate Assembly Election** 95 - 101

The Board will vote for representatives to the 2016 California School Boards Association Delegate Assembly from Region 5-B, San Mateo County. There are three vacancies.

**PAGE**

**c. 2nd Reading of District's Updated Board Policies** 102 - 199

Staff recommends the approval of the District's updated Board Policies (listed below), as presented to the Board.

1. BP 1330 - Use of school facilities
2. BP 3270 - Sale and disposal of books, equipment and supplies
3. BP 3312 - Contracts
4. BP 3553 - Free and reduced meals
5. BP 3555 - Nutrition program compliance
6. BP 4112.42 - Drug and alcohol testing for school bus drivers
7. BP 5022 - Student and family privacy rights
8. BP 5125.1 - Release of directory information
9. BP 5126 - Awards for achievement
10. BP 5144.4 - Required parental attendance
11. BP 6143 - Courses of study
12. BP 6145 - Extracurricular and cocurricular activities
13. BP 6158 - Independent study
14. BP 6163.4 - Student use of technology
15. BP 6171 - Title I programs
16. BP 6174 - Education for English Language Learners
17. BP 6178 - Career Technical Education
18. BP 6185 - Community Day School
19. BP 7212 - Mello Roos districts

**2. EDUCATIONAL SERVICES**

**a. Approval of the 2016 summer school programs** 200 - 204

Staff recommends the approval of the 2016 summer school programs, as presented to the Board.

**PAGE**

- b. Approval of SSF and District workability Memorandum of Understanding (MOU) 205 - 211**

Staff recommends the approval of the MOU between the City of South San Francisco and the South San Francisco Unified School District for the purpose of creating an internship placement in the public library, as presented to the Board.

**3. BUSINESS SERVICES**

- a. Approval of Child Development program tuition 212 - 213**

Staff recommends the approval of an increase in the Child Development program full cost tuition for the 2016/2017 school year, as presented to the Board.

- b. Resolution No. 16-07 for California Environmental Quality Act (CEQA) exemption 214 - 217**

Staff recommends the adoption of Resolution #16-07: Finding the addition of the Science Garage to the SSFHS campus exempt from the California Environmental Quality Act (CEQA), and approving the filing and recordation of a notice of exemption.

- c. Resolution No. 16-08 Approval of Science Garage grant agreement 218 - 241**

Staff recommends the adoption of Resolution #16-08: Approving a grant agreement for the addition of the Science Garage laboratory and classroom space to the SSFHS campus.

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

**March 10, 2016**

- Teaching and learning presentation – Ponderosa Elementary School
- Second interim budget report “positive certification”
- Measure J at Martin Elementary School
- Appointment of Committee for the Parent Project
- Public hearing - “Sunshine” with CSEA
- Approval of Middle College MOU

- Resolution for Clean Energy
- Information on software upgrade for Physical Fitness testing
- Presentation on Career technical courses
- Approval of auditing firm

**March 12, 2016 – Board retreat (Board room)**

**March 24, 2016**

- Teaching and learning presentation – El Camino High School
- Teaching and learning presentation – South San Francisco High School
- Community Meeting at Parkway Heights Middle School
- Presentation on RBC Bond sale
- Resolution for Red Cross Month
- Expulsion/suspension report numbers and discipline at SSFHS
- Approval of OpTerra energy financing plan
- Presentation on Big Lift
- Acceptance of the Measure J Bond Audit for the fiscal year ended June 30, 2015

**April 14, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Martin Elementary School
- Williams report for 1st quarter ending 3/31/16
- Resolutions for Retirements
- Update on technology upgrades
- Presentation on Special Ed/ATP
- Presentation on District Health Committee

**April 28, 2016**

- Teaching and learning presentation – Junipero Serra Elementary School
- Measure J/Update on Summer construction projects
- Resolution for Day of the Teacher
- LCAP update
- Resolutions for Retirees

**May 12, 2016**

- Teaching and learning presentation – Westborough Middle School
- Resolution for Classified School Employee Week
- Resolutions for Retirements
- Approval of the Board meeting calendar for the 2016-2017 school year
- Recognition for outgoing Student Trustee
- Resolution for Asian Pacific American Heritage Month
- Approval of Graduates - Baden, ECHS and SSFHS
- Approval of Certificates of Completion - Baden, ECHS and SSFHS

- Approval for destruction of Disposable Class 3 records
- Approval of designated representatives to CIF
- Recognition for Spelling Bee winner

**May 26, 2016**

- Teaching and learning presentation – Baden/Adult Education
- Presentation on Humane Society work with Baden students
- May revision of the Governor’s 2016-2017 budget

**June 9, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Children’s Center
- Public Hearing Preliminary 2016-2017 Budget
- Resolution on Budgetary increases and year end transfers
- Approval of 2016-2017 Dairy Supply bid
- Resolution in support of LGBT Pride Month
- Approval of Children’s Center Program Self-evaluation annual reports
- Approval of destruction of Disposable Class 3 records
- Approval of School Services 2016-2017 contract

**June 23, 2016**

- Adoption of preliminary 2016-2017 Budget
- Approval of piggyback contracts
- Approval of 2016-2017 contracts with legal firms utilized by the District

**SUMMARY OF BOARD DIRECTIVES**

**GOOD AND WELFARE**

- Comments from Board Members and Superintendent

**ADJOURNMENT**

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)

Margaret De La Cruz, a Monte Verde parent, spoke about the lockdown at the site last week and said she did not receive a phone call until four hours after it began. She asked what protocols are in place for the District to alert parents.

Stephanie Tejeda, another Monte Verde parent, suggested a generic call be made in emergency situations to let them know their kids are safe. Also, the PA system at the site is not working in the yard.

Tatiana Scanlon, also a Monte Verde parent, spoke about communication and the PA system at the school. The Bond work was completed without external speakers in the plans and after 2 ½ years there has been no resolution. Last week, Principal Debby Mirt had to personally notify the two classes which were outside during the lockdown.

Waymond Wong, spoke about security at Monte Verde being a serious concern for parents. While they receive other messages, those dealing with critical issues are not always communicated. He recommended the site be made into a closed campus due to unmanned avenues of access and commended Principal Mirt and her staff on their handling of the situation last week.

Victoria Lau, the Monte Verde PTA President, said action is needed now for the serious safety concerns at the site, especially in fixing the PA system. She appreciated how staff and teachers dealt with the incident last week and invited the Board to visit campus and see what is happening there.

Dr. Moore thanked the parents for advocating for their school. Sometimes the communication is not as quick as possible as clearance from the police is needed during an active investigation. She said it is often a judgment call where a little information can cause panic and parents would go to the school. The District wants to keep parents informed and may use a generic message after discussing the situation with Ryan Sebers, the Public Information Officer. Regarding the PA system, Dr. Moore said the District is moving on remedying the situation and will try to expedite the necessary testing of the speakers which have been installed.

Alice Navarro, an ECHS parent, said she received voicemail messages but they were vague and it was hard to make an informed decision.

Stacey Turpin, a Buri Buri PTA member, spoke about construction at the site and listed requests from a committee for child safety. She also urged the issues of an internal pathway, additional security, increased play area, covered walkways, gate replacement, etc. be addressed now.

Carmen Torres-Busbee, a Los Cerritos parent, asked for more Measure J communication at the site level. She is concerned with rumors that construction funds allotted for that site have been reduced and less work will be done.

Dr. Moore said once Cabinet has collected accurate Measure J information, they plan to schedule community meetings at both Los Cerritos and Sunshine Gardens.

Jocelyn Limos, a parent, expressed concern that Sunshine Gardens will not have enough Measure J funds and requested a community meeting at the site.

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

#### **a. First reading of a District's updated Board Policy**

For this first reading, the Trustees considered the following updated Board Policy:

##### **1. BP 5145.3 - Nondiscrimination-harassment**

Trustee Baker questioned the second paragraph on page 73 concerning all activities and recommended replacing the word "or" with "and" or "as well as", otherwise it is ambiguous. President Patrick Lucy said it would be discussed with County Counsel.

This policy will be brought back for a second reading and approval at the next Board meeting.

### **2. EDUCATIONAL SERVICES**

#### **a. Suspension of the California High School Exit Exam (CAHSEE)**

Dr. Bhatia provided information on the suspension of the CAHSEE with the adoption of the Common Core standards and passage of Senate Bill 172. Due to the change in academic standards, effective January 1, 2016, Senate Bill (SB) 172 suspends the administration of the CAHSEE for the 2015–16, 2016–17, and 2017–18 school years. In addition, the law also allows for students who didn't pass this examination but met all other graduation requirements may retroactively request a high school diploma starting with the class of 2003-2004.

Paper applications are available at sites and newspapers and social media are being used to reach the community. Vice President Acosta asked for the application to be added to the District website.

Each site will issue a uniform diploma with the Board and Superintendent's signatures and keep track of who is receiving these diplomas. Trustee Acosta said the application indicates a diploma and transcripts will be provided. Dr. Bhatia said this has not been an issue so far, and the committee which worked on this recommended a letter from the Superintendent for applicants prior to the last three years

### **3. BUSINESS SERVICES**

#### **a. Update on OpTerra's 3rd year of Solar Savings**

OpTerra representatives, Courtney Jenkins and Dave Baldwin provided information on the third year of solar panel operations and the savings the District has realized.

Year 3 of solar savings was 108% of projected. Anticipated savings was \$859,610 and actual savings was \$927,106. The actual savings does include the California Savings rebate. The OpTerra team monitors and maintains the system 24/7 for the next 20 years.

**b. OpTerra energy financing options**

This item was pulled from the agenda.

**c. Update on 2014/15 audit findings**

Assistant Superintendent Krause provided an update on what is being done to correct the following audit findings from 2014-15:

Audit finding #1: ASB

- Remediating problem with numerical, dated receipts routinely provided with purchases
- Timely deposits
- Training to reconcile accounts
- Spot checks
- Report what the District is doing to Christy White

Audit finding #2: Capital Assets

- Staff turnover was prior problem
- Now have a fixed assets listing of what is in all buildings, including new construction

Audit finding #3: Instructional Minutes

- Was largest finding, now mitigated
- No financial penalty since SSFUSD is a Basic Aid district
- Some sites were using outdated formula
- Procedures are now in place
- Principals will provide instructional minutes to the District Office before the summer

President Lucy requested the Board be copied on responses to Christy White and asked if the amount of cash is being minimized at sites. Mr. Krause replied that they have instituted having two people working with the cash box and educating the sites, especially the high schools.

**d. Discussion of Science Garage grant agreement**

This item was pulled from the agenda.

**e. Measure J update**

Assistant Superintendent Krause provided an update on Measure J activity since January 21, 2016 as well as a current and future perspective related to the construction.

- Measure J plans did not include speakers at sites. They have been installed at Monte Verde and a technical problems is being worked out which will help with future sites.
- Since the Board decided to end their relationship with USS Cal, staff has been working on:
  - Reviewing change orders and determining if the expense is legitimate or not
  - Bond Consultant Bill Savidge is handling a large amount of work and keeping Dr. Moore and staff updated
  - Thursday Bond meetings have restarted
  - Moving into new construction phase with another contractor
- The pre-qualification process approval will provide a list of potential contractors.
- Board will approve of construction methods
- Getting a clear picture of remaining Bond funds.
- Assessing contractor bills being presented to District
- Updating community on the Measure J website
- Planning community meetings

The team is committed to moving forward expeditiously with USS Cal completing punch lists before leaving the District.

Trustee Baker asked about the Parkway Heights and Buri Buri plans. Mr. Krause said they need a clean slate with a demarcation line.

Trustee Bush inquired about a timeline and community meetings. She said the Bond meetings are important and if a principal cannot attend, the meeting needs to be moved. Mr. Krause said the pre-qualification process takes 4-6 weeks, and then the Board decides on the construction delivery method. The bids may be different per site and they may hire one contractor per school. He is collecting definite information for the sites before planning community meetings. Mr. Savidge works Tuesdays and Thursdays and the Bond meetings could be changed to Tuesdays if needed. Ms. Bush suggested principals being able to conference into the Bond meetings if they cannot attend.

Vice President Acosta said Los Cerritos and Sunshine Gardens feel they have dropped off the radar and a simple conversation to let them know they are still on the list is needed. Parents want to be acknowledged and listened to. She asked about the Measure J newsletter. Mr. Krause confirmed that the Bond administrative assistant is working on the next one now. Dr. Moore said it is essential

to provide on-going updates to the community.

**COMMUNICATIONS** *(continued)*

Ms. Kitchen said she worked with Ms. Turpin on the Buri Buri committee list and student safety is the paramount concern. Supervision for students is needed along with lights for after school care, a cover on the fire hydrant and other items which Ms. Turpin will e-mail to the Board.

**PUBLIC HEARING**

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

The Board meeting was suspended to open a public hearing at 9:27 p.m.

**SSFCTA Initial Proposal to SSFUSD**

The South San Francisco Classroom Teachers Association (SSFCTA) provided its initial conceptual proposal to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin contract negotiations for the re-opener agreement for the 2016-2017 school year.

**SSFUSD Initial Proposal to SSFCTA**

The District representative provided the SSFUSD initial conceptual proposal to the SSFCTA for the re-opener agreement for the 2016-2017 school year.

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

The public hearing was closed and the Board meeting resumed at 9:29 p.m.

**ACTION**

**1. ADMINISTRATION**

**a. Resolution No. 16-09 Women's History Month**

Board Clerk Judy Bush read the resolution.

MOTION # (Acosta/Lujan) to adopt Resolution #16-09: Honoring Women's History Month. (AYES: Acosta, Baker, Bush, Lucy, Lujan; NOES: None). Motion Carried (Unanimous)

**b. 2016 California School Boards Association Delegate Assembly**

- Resolution in support of LGBT Pride Month
- Approval of Children’s Center Program Self-evaluation annual reports
- Approval of School Services 2016-2017 contract

**June 23, 2016**

- Adoption of preliminary 2016-2017 Budget
- Approval of piggyback contracts
- Approval of 2016-2017 contracts with legal firms utilized by the District

**SUMMARY OF BOARD DIRECTIVES**

1. Mr. Krause to set up conference call capability for Thursday Bond meetings.
2. Dr. Bhatia to look into Skyline “Jump Start” program.
3. Dr. Bhatia to provide funding information for summer programs on the March 10 agenda.
4. Dr. Bhatia to add clause to Workability MOU so the District has the ability to terminate the agreement.
5. Move Skyline Middle College MOU to May 12 Board meeting.
6. Add discussion of District committees on which Trustees serve to March 10.

**GOOD AND WELFARE**

Trustee Bush thanked Dr. Moore and Cabinet for the Bond work ahead and thanked the community for bringing up their concerns. She is looking ahead to the Board retreat.

Trustee Baker confirmed that safety is the Board’s #1 concern and those recent events have highlighted this. He said the four-hour call delay at Monte Verde is untenable and requested general announcement be looked into.

Trustee Lujan thanked the community for speaking and giving the District the opportunity to improve responses. She commended staff for their quick response to the potential threat. At last week’s Big Lift meeting at the County, SSF presented on the program to engage parents.

Vice President Acosta said staff is doing a lot of work and she appreciates their fantastic job. She attended the very informative immigration conference on Tuesday where SMCOE participated. On Monday, the “Seize the Dream” workshop on undocumented students takes place.

**ADJOURNMENT – 10:12 p.m.** In memory of:

- **Vickie Pfeiffer**, a former Parkway Heights employee and recent substitute for our District who passed away suddenly on February 19.
- **Ilse Allen**, mother of District employee Nalani Allen-Cantley, who passed away on February 17 at the age of 90.



**OPTERRA**  
ENERGY SERVICES



# South San Francisco USD: Energy Conservation and Solar Powered Schools Program

Update to the Board of Education  
February 25, 2016

# Energy Conservation Program: The Vision



Create **100-120 local jobs**

Generate over **\$23 million in general fund savings** – \$1 million in Year 1

Improve the student learning environment

Hands-on opportunity for math, science, and energy education to maximize **student achievement**

Community participation

**Reduce carbon emissions** by over 6 million lbs of CO<sub>2</sub> (equal to planting 2,000,000 trees)



# Program Elements



- High-efficiency lighting upgrades at 10 school sites
- HVAC and boilers upgrades at 2 sites (South City and Baden)
- Energy management control systems (smart buildings) at all active school sites
- Irrigation control systems at all active school sites
- 1.7 MW of solar power at all active school sites
- STEM energy education and professional development for teachers



BDX110  
 JAN2016 CASH RECEIPTS  
 40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION  
 BUDGET SUMMARY REPORT  
 01/01/2016 TO 01/31/2016

#J241

02/08/2016

PAGE 13

Fund: 21 BUILDING FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST	275,000.00	57,775.26	226,828.92	82.4	0.00	0.00	48,171.08	17.5
TOTAL: 8000	275,000.00	57,775.26	226,828.92	82.4	0.00	0.00	48,171.08	17.5

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** February 24, 2016  
**RE:** OpTerra Third Year Guarantee for Solar

---

**BACKGROUND:**

OpTerra Energy will present on the third year of solar panel operations and the savings the District has realized.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

For Information/Discussion only.

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** February 24, 2016  
**RE:** 2014-15 Audit Update

---

**BACKGROUND:**

Staff will provide an update on what is being done to correct audit findings from 2014-15.

Audit finding #1: ASB

Audit finding #2: Capital Assets

Audit finding #3: Instructional Minutes

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

For Information/Discussion only.

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shawnterra Moore, Ed.D., Superintendent  
**THRU:** Michael Krause, Assistant Superintendent – Business Services  
**DATE:** February 24, 2016  
**RE:** Measure J Program

---

**BACKGROUND:**

The Measure J Bond program has been in place since 2012. The Board will receive an update of activity since January 21, 2016 as well as a current and future perspective related to the construction.

**FISCAL IMPLICATIONS:**

To be determined.

**RECOMMENDATION:**

For Information/Discussion only.