

## Fentanes, Donna

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**From:** Allen-Cantley, Nalani  
**Sent:** Friday, May 13, 2016 8:00 AM  
**To:** Mindeguia, Yvette Alzugaray; Campbell, Paula; Blundell, Claudette; Visel, Sonia; Grima, Charlotte; Savidge, Bill; Fentanes, Donna; Gonzalez, Judith; Chan, Jennifer; O, Ted  
**Cc:** Bhatia, Leticia; Krause, Michael; Moore, Shawnterra; Spaulding, Jay  
**Subject:** Items approved/not approved at May 12 Board meeting

**Here is the recap of approved items.**

### **CONSENT**

#### Educational Services

Approval of Graduates - Baden, ECHS, SSFHS, Adult Ed. and TDS

#### Human Resources

Certificated Assignment Order

Classified Assignment Order

#### Business Services

Monthly reports

Declaration of surplus property

2015-16 fundraising events

### **ACTION**

#### Administration

3rd reading/approval of District's new/updated Board Policy

#### Educational Services

Designated representatives to CIF

Secondary Math adoption

#### Human Resources

District Expectations for Student Success document

#### Business Services

Resolution #16-38: Authorizing official statement – Bond sale

Measure J/HMC contract for architectural support services at Buri Buri

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**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING  
Thursday, May 12, 2016**

**Parkway Heights Middle School – Panther Hall  
650 Sunset Avenue, South San Francisco, California**

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

**A. CALL TO ORDER**

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

1. To consider the appointment of one (1) public employee to the position of Assistant Superintendent of Human Resources, in accordance with Government Code Section 54956.
2. Conference with Legal Counsel – Anticipated Litigation, initiation of litigation pursuant to paragraph (4) of subsection (d) of Government Code Section 54956.9 (one case).
3. Conference with Labor Negotiators  
Agency Designated Representative: District Interim Assistant Superintendent for HR/ Student Services  
Employee Organization: SSFCTA
4. Conference with legal counsel—anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).

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

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE** will be led by Westborough Middle School 8th grader Kristie Poon.

**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. Recognition for outgoing Student Trustee
- b. Recognition for Spelling Bee winner
- c. Recognition for Dr. Spaulding – ACSA George Hurley Outstanding Service Award
- d. 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**

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**1. EDUCATIONAL SERVICES**

**a. Teaching and Learning Presentation:  
Westborough Middle School**

Interim Principal Barbara Bowler will share with the Board educational priorities and programs at Westborough Middle School.

**b. Baden High School work with Peninsula Humane Society** 1 - 5

Alternative Education Principal Mike Coyne will present information on the partnership between Baden High School and the Peninsula Humane Society in which students participate in animal care and training.

**2. BUSINESS SERVICES**

**a. Budget Review**

Staff will give an updated presentation of the current fiscal status of the budget.

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

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<b>1. ADMINISTRATION</b>	
a. Minutes to the Special Board Meeting, April 25, 2016.	6 - 13
b. Minutes to the Regular Board Meeting, April 28, 2016.	14 - 27
<b>2. EDUCATIONAL SERVICES</b>	
a. Staff recommends the approval of May 2016 Graduates from Baden, El Camino and South San Francisco High Schools, Adult Education and TDS.	28
<b>3. HUMAN RESOURCES</b>	
a. Certificated Personnel Assignment Order	29 - 30
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c. Staff recommends the approval of the declaration of surplus property.	89 - 93
d. Staff recommends the approval of ECHS and SSFHS fundraising events for the 2015-2016 school year.	94 - 95

<u>INFORMATION/DISCUSSION</u>	<u>PAGE</u>
<b>1. EDUCATIONAL SERVICES</b>	
<b>a. Secondary Math adoption</b>	96 - 97
Staff will present information on the adoption of textbooks to be used in the Mathematics core curriculum for students in grades 6 to Geometry for a 6-year adoption period, 2016-2017 through 2021-2022.	
<b>b. Audio streaming Solution for Board meetings</b>	98 - 99
Staff will present information on a solution whereby the Technology Department could provide live audio streaming of Board meetings.	
<b>2. BUSINESS SERVICES</b>	
<b>a. Update on Water Bottle Filling Stations</b>	100
Staff will provide an update on installing water bottle filling stations at El Camino High School and elementary schools and the associated costs.	
<b><u>PUBLIC HEARING</u></b>	
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.	101
<b>SSFAFT Initial Proposal to SSFUSD</b>	102
A South San Francisco California Federation of Teachers (SSFAFT) representative will present its initial proposal to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin contract negotiations for the 2016 – 2017 school year.	
<b>SSFUSD Initial Proposal to SSFAFT</b>	103 - 104
A District representative will present the SSFUSD initial proposal to the SSFAFT regarding the collective bargaining agreement negotiations for the 2016-2017 school year.	
A Public Hearing will provide an opportunity for members of the public to comment on both initial proposals.	

<b>ACTION</b>	<b><u>PAGE</u></b>
<b>1. ADMINISTRATION</b>	
<p><b>a. Resolution No. 16-35 Trustee Compensation</b></p> <p>The Board will discuss the adoption of Resolution #16-35: To allow stipend payment for Trustee Lujan who was absent from the April 28, 2016 Regular Board meeting.</p>	105
<p><b>b. Resolution No. 16-36 for Asian American and Pacific Islander Heritage Month</b></p> <p>Staff recommends the adoption of Resolution #16-36: Honoring Asian American and Pacific Islander Heritage Month.</p>	106
<p><b>c. 3rd Reading of District’s Updated Board Policy</b></p> <p>Staff recommends the approval of the District’s updated Board Policy (listed below), as presented to the Board.</p> <p style="margin-left: 40px;">1. BP 6173 Education for homeless children</p>	107 - 110
<b>2. EDUCATIONAL SERVICES</b>	
<p><b>a. Approval of California Interscholastic Federation Representatives</b></p> <p>Staff recommends the approval of the 2016-2017 California Interscholastic Federation (CIF) District representatives to leagues, as presented to the Board.</p>	111 - 112
<p><b>b. Approval of Secondary Math adoption</b></p> <p>Staff recommends the approval of the adoption of textbooks to be used in the Mathematics core curriculum for students in grades 6 to Geometry for a 6-year adoption period, 2016-2017 through 2021-2022, as presented to the Board.</p>	113 - 114

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**3. HUMAN RESOURCES**

- a. Approval of District Expectations for Student Success** 115 - 116

Staff recommends the approval of the District Expectations for Student Success document for implementation beginning with the 2016-2017 school year, as presented to the Board.

**4. BUSINESS SERVICES**

- a. Resolution No. 16-38 Official Statement for Bond sale** 117 - 121

Staff recommends the adoption of Resolution #16-38: Approving the form of and authorizing distribution and publication of a Preliminary Official Statement in connection with the public offering of Series C Bonds.

- b. Measure J/Approval of HMC Architects Agreement to Repackage Construction Documents for Buri Buri** 122 - 127

Staff recommends the approval of a contract with HMC Architects, in the amount of \$129,300, to repackage construction documents for Buri Buri Elementary School's multi-purpose and library buildings, as presented to the Board.

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

**May 14, 2016 – Board/Superintendent workshop (Board room)**

**May 26, 2016**

- Teaching and learning presentation – Baden/Adult Education
- Presentation on District Health Committee
- Presentation on Seamless Summer Meal Program
- LCAP update
- Approval of the Board meeting calendar for the 2016-2017 school year
- May revision of the Governor's 2016-2017 budget
- Approval of Middle College MOU
- Approval of SSFHS Ballet Folklórico program funding
- Information on Teach for America
- Report on age-appropriate elementary school playground equipment
- Information on Demographics study
- Approval of MOU with UC Berkley for School Psychologist Interns

- Approval for destruction of Disposable Class 3 records
- Approval of security cameras at Parkway Heights

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

- Teaching and learning presentation – Children’s Center
- Public Hearing 2016-2017 LCAP draft plan
- Public Hearing 2016-2017 preliminary 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 School Services 2016-2017 contract

#### **June 23, 2016**

- Update on Measure J at Martin Elementary School
- Adoption of 2016-2017 LCAP
- Adoption of 2016-2017 preliminary Budget
- Approval of piggyback contracts
- Approval of 2016-2017 contract(s) with legal firms utilized by the District
- Approval to increase District rental/leasing rates
- Discussion on District-wide safety patrol program.

### **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)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**Minutes of the Board of Trustees' Meeting of May 12, 2016**

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

**A. CALL TO ORDER**

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

1. To consider the appointment of one (1) public employee to the position of Assistant Superintendent of Human Resources, in accordance with Government Code Section 54956.
2. Conference with Legal Counsel – Anticipated Litigation, initiation of litigation pursuant to paragraph (4) of subsection (d) of Government Code Section 54956.9 (one case).
3. Conference with Labor Negotiators  
Agency Designated Representative: District Interim Assistant Superintendent for HR/ Student Services  
Employee Organization: SSFCTA
4. Conference with legal counsel—anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).

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

**B. ROLL CALL**

Board Members: Mrs. Rosa Acosta – Absent  
Mr. John Baker - Present  
Ms. Judith Bush – Present  
Mr. Patrick Lucy – Present  
Ms. Daina Lujan - Present  
Ms. Tiana Valerio, Student Board Member – Present

Cabinet Members: Dr. Shawnterra Moore, Superintendent – Present  
Dr. Leticia Bhatia, Interim Assistant Superintendent, Educational Services and Categorical Programs – Present  
Mr. Michael Krause, Assistant Superintendent, Business Service - Present  
Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services - Present

Student Trustee Valerio arrived at 7:05 p.m.



- C. **PLEDGE OF ALLEGIANCE** was led by Westborough Middle School 8th grader Kristie Poon. Interim Principal Barbara Bowler said Kristie leads functions, helps out and will be a success in high school.

D. **REPORTING OUT FROM CLOSED SESSION**

Action

MOTION # (Bush/Lujan) to approve the appointment of Jay Spaulding to the position of Assistant Superintendent of Human Resources. Motion Carried. (Unanimous)

Dr. Spaulding thanked the Board for trusting him in the position.

MOTION # (Bush/Baker) to approve a settlement on terms involving reimbursement of a one-to-one aide for the 2016/17 and 2017/18 school years. Motion Carried (Unanimous)

- E. **REVIEW OF AGENDA** – A change in Action items, Business Services 3b, is noted with the item.

- F. **RECOGNITION AWARDS** – Trustee Daina Lujan and Interim Principal Barbara Bowler recognized Westborough Middle School volunteers Julie Harmuth, Malissa Lopez, Angelina Marques, Mary Musallam, Cathy Price, and Melissa Wood-Yoshida.

- G. **PTA COUNCIL REMARKS** – President Martina Goodman reminded the Board of the PTA installation potluck tomorrow night at Martin Elementary School.

H. **STAFF ASSOCIATION REPRESENTATIVES' REMARKS -**

**South San Francisco Federation of Adult Educators** – None

**South San Francisco Classroom Teachers Association** – President Allison Light congratulated Dr. Spaulding. She is interested in tonight's budget review as the District is looking at much teacher turnover and she wants to know what the Board is doing to retain good teachers.

**California School Employees Association Chapter 197** – President Jolene Malfatti thanked the administrators for honoring CSEA with this week's Classified BBQ. She appreciated Dr. Shawnterra Moore's positive message to the employees. CSEA is having their end of the year celebration on May 19. On May 21, volunteers will be involved in the Beautifying Public Spaces efforts at Orange Park. She reported that there will not be any negotiations this year, but hopes to begin them at the start of the next school year. Ms. Malfatti thanked Trustee Judy Bush for all she has done for the District and said she will miss her when he leaves the Board (in November).



- I. **PERSONNEL COMMISSION** –Assistant Superintendent Spaulding reported that the next Commission meeting will take place on May 16, 2016.

J. **ITEMS FROM BOARD**

Trustee John Baker said he and Trustee Bush have reviewed some of the updated Board Policies and will work on the balance this weekend.

Trustee Lujan reported that she and President Patrick Lucy attended the City subcommittee where key topics discussed included; Child care in the District, improved Wi-Fi City-wide, and the use of community benefits from the sale of the Ford dealership property.

Trustee Baker requested that school site events be added to the District calendar on the website.

K. **SUPERINTENDENT'S REPORT**

- a. **Recognition for outgoing Student Trustee** – Superintendent Moore said she would like to recognize ECHS senior Tiana Valerio at her last meeting as Student Trustee. She has represented her school as their ASB President for the past two years and provided reports on campus activities during each Board meeting. Tiana has also served as the Student Trustee both this semester and during the fall of 2014 and provided input on many issues from the student point of view. The Board acknowledged her valuable participation with a certificate of appreciation and wished her well in college and her future career.
- b. **Recognition for Spelling Bee winner** – Dr. Moore congratulated this year's Spelling Bee winner, Mikel Canlas, from Skyline Elementary School. The Board presented a certificate of recognition to Mikel on his impressive feat.
- c. **Recognition for Dr. Spaulding** – the Superintendent said it was a pleasure to recognize Dr. Spaulding's achievement in receiving the ACSA George Hurley Outstanding Service Award. This award is given yearly to a person who has contributed most significantly to the work and mission of Region 5. The Board acknowledged this honor with a certificate of recognition for Dr. Spaulding.
- d. **State of the City** – Dr. Moore announced there will be a State of the City/Measure W Town Hall meeting on June 14 beginning at 6:30 p.m. in the Social Hall at the Municipal Building.
- e. **Helix Cup** – Superintendent Moore said the three middle schools competed this year and students were engaged and intense. Parkway Heights had the winning all-girl team this year.



## ASB Reports

- Tiana Valerio, ASB President, El Camino High School, introduced her successor for next year, Stephanie Romero, who highlighted recent and upcoming events on campus. Tuesday was Senior Awards Night and she thanked Genentech for their scholarships. The Students in Action Club won the Regional Service Competiton and will go on to compete nationally in June. Teachers and administrators were recognized during Staff Appreciation Week where students showed their gratitude and concluded the event with a luncheon. The Senior Breakfast is scheduled on May 25, followed by graduation on May 26.

Tiana said Stephanie has worked with the Kishiwada students program and will spend this summer in Japan. She has been involved in dance for the last four years. Stephanie will maintain the student voice next year as the ASB President and while serving as a Student Trustee.

Tiana thanked the Board, Superintendent Moore, Cabinet and the community for the opportunity to serve for the last two years and said she was glad to have been a part of the process.

Trustee Bush thanked Tiana for her time, energy and enthusiasm and wished her much success at college. Trustee Baker said she was a great representative as the voice of students and personified why the Board has a Student Trustee. Trustee Lujan acknowledged her energy and wished her luck. President Lucy said she was an amazing young lady and said she would do fantastic in future pursuits.

- South San Francisco High School – no report.

## L. COMMUNICATIONS

Danny Yanow, Westborough teacher, congratulated Dr. Spaulding and also Parkway Heights for winning the Helix Cup. He said the District is “in for a bumpy ride” since teachers were not given a raise and there will be a shortage of teachers, especially in Special Education, Science and Math. We will lose teachers to neighboring districts which pay more.

Colleen McCauley, a Parkway Heights Science teacher, acknowledged the help which Genentech has provided through supplies for students and two \$200K scholarships, along with high school buildings.

## M. PRESENTATIONS

### 1. EDUCATIONAL SERVICES

- a. **Teaching and Learning Presentation:  
Westborough Middle School**



Interim Principal Barbara Bowler shared educational priorities and programs at Westborough Middle School. 8th grade students, Kristie Poon, ASB President and Ashley Cruz, ASB Vice President spoke about events and the school climate and culture.

**b. Baden High School work with Peninsula Humane Society**

Alternative Education Principal Mike Coyne presented information on the partnership between Baden High School and the Peninsula Humane Society in which students participate in animal care and training.

The students work with animals which were abused or abandoned and use “clicker” training to make them adoptable. The program consists of 24 sessions, beginning at the SPCA, then working hands-on with the animals. This is followed by field trips to learn about a vet tech career and the Sonoma Forget Me Not Farm which helps at-risk children and youth break the cycle of abuse with animal-assisted therapy. Students write essays of their experiences during the program.

Mr. Coyne highlighted program participant Sarah Aguiniga, a graduating senior and Chamber of Commerce scholarship recipient, who is planning to attend Foothill College and become a vet tech.

Trustee Bush said she is a huge advocate of the program with healing through animals and these students have unconditional love of pets.

**2. BUSINESS SERVICES**

**a. Budget Review**

Assistant Superintendent Michael Krause gave an update presentation of the current fiscal status of the District’s budget. He said the Governor’s revise will be public tomorrow and the numbers will change.

2015-2016 General Fund Projected Revenues – income and State funds including money from the California Lottery

<u>Revenues</u>	<u>Dollar amount</u>
• LCFF Revenue	\$79,620,556
• Federal Revenue	\$ 4,047,331
• Other State	\$ 7,525,924
• Other Local	<u>\$ 2,342,335</u>
<b>Total</b>	<b>\$93,536,146</b>



2015-2016 General Fund Projected Expenditures

<u>Expenditures</u>	<u>Dollar amount</u>
• Certificated Salaries	\$39,105,920
• Classified Salaries	\$13,252,310
• Benefits	\$15,319,104
• Books and Supplies	\$ 9,963,736
• Services	\$ 9,396,427
• Capital Outlay	\$ 1,899,729
• Other Outgo	<u>\$ 3,952,283</u>
<b>Total</b>	<b>\$92,889,509</b>

Half of the budget is spent on Certificated and Classified staff salaries.

Ongoing vs. One Time

- Ongoing dollars are those that continue over time such as LCFF or Property Tax dollars.
- One-time money can only be received and spent once. Fund balances are an example of one-time money.

Restricted vs. Unrestricted Monies

- Unrestricted funds are generated primarily by the LCFF Base calculation/Property Taxes and are available for the general and discretionary needs of the district.
- Restricted funds come from other state and federal sources and are available for use only within the programs and purposes for which they are granted, for example textbook funds.
- Restricted and unrestricted funds together make up the total general fund, but the flexibility afforded by the two different types of funding is very different.

Multi-Year Projections ending fund balances

<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
\$28,723,792	\$18,206,233	\$7,582,659

- Assigned funds are set aside for specific expenses such as: Skyline Middle College, three months of emergency payroll and benefits, one-time RDA money, textbook adoption, and vacation accruals. An unassigned, State-required cushion designated for economic uncertainty is set at 5%.
- \$10M was moved from 2016/17 to 2017/18 for Measure J construction at Martin Elementary School.
- In 2018/19, revenue will be less than expenditures, leading to deficit spending.



Adequate Funding and Reserves

- Because estimates of current revenues are subject to a great deal of uncertainty, prudence dictates that a reasonable reserve be established for future budgetary needs.
- We must not take actions today that will cause future funding problems, should there be a leveling or decline of revenues or a significant increase in the cost of entitlement programs.
- Part of the solution is to ensure that the District has adequate reserves. Staff is working on solutions.
- The numbers are fluid with property taxes and funding unknown.

The Board asked questions regarding the budget and Mr. Krause provided the following information:

- The 3-month payroll reserve is not State-mandated, which is only a one month requirement.
- The \$9M drop from the time of 2<sup>nd</sup> interim to the 2016/17 projection is due to the Governor's authorization for district to pay-off mandates. SSFUSD is one of the highest districts to give a 5% pay increase both last year and this year.
- The "non-spendable" funds are required for the District to purchase supplies. It is continuously replenished.
- Beginning in 2017/18, the District will need to pay \$541K per year to offset costs of the Skyline Middle College program.
- Additional revenue would be possible through leasing sites or seeking donation.
- It is not prudent to spend reserves, i.e. reducing 3-mo payroll to only 1-month.

**N. CONSENT AGENDA:**

Items 1b and 4a were pulled for discussion.

MOTION # (Baker/Bush) to approve Item 1a, Minutes to the Special Board Meeting, April 25, 2016; ~~Item 1b, Minutes to the Regular Board meeting, April 28, 2016;~~ Item 2a, 2016 Graduates; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; ~~Item 4a, Warrant Register, March 1-31, 2016;~~ Item 4b, Cash Receipts, March 1-31, 2016; Item 4c, Declaration of surplus property; Item 4d, ECHS and SSFHS fundraising events. Motion Carried (Unanimous)

In the April 28, 2016 meeting minutes, Trustee Baker asked that the first name of the SSFHS student who received a Genentech FutureLab scholarship, Diana Flores, be added.

Trustee Bush questioned the "Economic" vendor listed on page 42 of the Warrant Register. Assistant Superintendent Krause will check on this and report back to the Board. Ms. Bush asked about the \$41K Wells Fargo fees in the report. Mr.



Krause said monthly fees are included, but there has been an increase in bounced checks recently from the sites.

MOTION # (Baker/Lujan) to approve Item 1b, Minutes to the Regular Board meeting, April 28, 2016 (with the addition requested); Item 4a, Warrant Register March 1-31, 2016 . Motion Carried (Unanimous)

## INFORMATION/DISCUSSION

### 1. EDUCATIONAL SERVICES

#### a. Secondary Math adoption

Dr. Leticia Bhatia presented information on the adoption of textbooks to be used in the Mathematics core curriculum for students in grades 6 to Geometry for a 6-year adoption period, 2016-2017 through 2021-2022.

Pearson Common Core (Algebra 1, Geometry, and Algebra 2) and Pearson Digits (6-8) are Common Core Math curricula that would be a primary resource for all 6-8th grade and Algebra 1, Algebra 1 Intervention, Geometry and Algebra 2 teachers including Academic Instruction and Academic Support classes. It provides printed and digital teacher resources, student printed and digital resources. Every student from Grade 6-Geometry will benefit from this mathematics adoption as it will serve as the primary curriculum resource for teaching mathematics. Staff and teachers will be provided with professional development opportunities to learn the mathematics program and the impact on student learning.

The textbook adoption was approved by the District's Curriculum Council Committee in April.

#### b. Audio streaming Solution for Board meetings

Dr. Bhatia said the best audio streaming solution was available through Mixlr.com. The initial investment would be \$2K with a \$20 monthly fee.

Trustee Baker said he checked the Mixlr site and the streaming could be done on a mobile phone for less money. The monthly fee covers 12 hours use per day and could include more than Board meetings.

President Lucy pointed out that SSFHS already has a live feed. Director Dwane Camp said they employ a recurring system with a different pricing structure. A student could be used for the Board meetings.

Trustee Bush said investing in the right equipment is good. She would



like to see student involvement, which could possibly be a career opportunity.

Trustee Lujan said it appears the costs are cut as much as possible. She suggested using the Board meetings as a pilot.

Dr. Moore said the District could solicit the need and look at piloting the meetings to assess the number of people accessing the broadcast and collect data for further consideration.

Student Trustee Valerio said students are more interested in video live streaming.

Trustee Baker said he proposed this item with the idea of little or no costs. It is hard to quantify the number of listeners as Mixlr archives meetings. He said \$200 per year is nothing considering transparency.

Mr. Camp said he would need to check if there is a way to obtain the number of listeners and downloads.

The Board agreed to look into audio now with video being a long term goal.

## **2. BUSINESS SERVICES**

### **a. Update on Water Bottle Filling Stations**

Mr. Krause provided an update on installing water bottle filling stations at El Camino High School and elementary schools. The cost per unit is approximately \$900 and facility staff is able to install the units. The total cost will be approximately \$11K.

Trustee Lujan said this will provide access to good drinking water. Trustee Baker added that the stations create less recycling of bottles.

## **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.

### **SSFAFT Local 6179 Initial Proposal to SSFUSD**

The South San Francisco California Federation of Teachers (SSFAFT) had provided its initial proposal to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin contract negotiations for the 2016 – 2017 school year.

### **SSFUSD Initial Proposal to SSFAFT**

Dr. Spaulding provided the SSFUSD's initial proposal to the SSFAFT regarding the



collective bargaining agreement negotiations for the 2016-2017 school year.

The Board meeting was suspended to open a public hearing which provided an opportunity for members of the public to comment on both initial proposals at 9:00 p.m.

No comments were made. The public hearing was closed and the Board meeting resumed at 9:02 p.m.

## **ACTION**

### **1. ADMINISTRATION**

#### **a. Resolution No. 16-35 Trustee Compensation**

Trustee Lujan said she was absent due to an open house at her school and her husband was ill. Based on this information, Trustee Baker said that it was not a special meeting where the Trustee would be paid for their absence due to a work commitment.

MOTION # (Bush/Lucy) to adopt Resolution #16-35: To allow stipend payment for Trustee Lujan who was absent from the April 28, 2016 Regular Board meeting. (AYES: Student Trustee Valerio, Bush, Lucy; NOES: Baker). Motion Died on a 2-1 vote.

#### **b. Resolution No. 16-36 for Asian American and Pacific Islander Heritage Month**

Board Clerk Bush read the resolution.

MOTION # (Bush/Lujan) to adopt Resolution #16-36: Honoring Asian American and Pacific Islander Heritage Month. (AYES: Student Trustee Valerio, Baker, Bush, Lucy, Lujan; NOES: None). Motion Carried (Unanimous)

#### **c. 3rd Reading of District's Updated Board Policy**

MOTION # (Bush/Baker) to approve the District's updated Board Policy (listed below). Motion Carried. (Unanimous)

1. BP 6173 Education for homeless children

### **2. EDUCATIONAL SERVICES**

#### **a. Approval of California Interscholastic Federation Representatives**

MOTION # (Lujan/Bush) to approve the 2016-2017 California Interscholastic Federation (CIF) District representatives to leagues. Motion Carried. (Unanimous)



**b. Approval of Secondary Math adoption**

MOTION # (Bush/Baker) to approve the adoption of textbooks to be used in the Mathematics core curriculum for students in grades 6 to Geometry for a 6-year adoption period, 2016-2017 through 2021-2022. Motion Carried. (Unanimous)

**3. HUMAN RESOURCES**

**a. Approval of District Expectations for Student Success**

MOTION # (Bush/Lujan) to approve the District Expectations for Student Success document for implementation beginning with the 2016-2017 school year. Motion Carried. (Unanimous)

**4. BUSINESS SERVICES**

**a. Resolution No. 16-38 Official Statement for Bond sale**

MOTION # (Lujan/Baker) to adopt Resolution #16-38: Approving the form of and authorizing distribution and publication of a Preliminary Official Statement in connection with the public offering of Series C Bonds. (AYES: Student Trustee Valerio, Baker, Bush, Lucy, Lujan; NOES: None). Motion Carried (Unanimous)

**b. Measure J/Approval of HMC Architects Agreement to Repackage Construction Documents for Buri Buri**

The fixed cost is listed as \$129,300. However, this is only part of the total expense which is actually \$200,950.

Trustee Bush asked about previously approving QKA for work at Buri Buri. Mr. Krause said HMC had worked under Project Frog and would now be working directly for the District and be under our control. QKA is the architectural firm for the site and HMC is responsible for the buildings at Buri Buri. Two other such agreements for these firms will be forthcoming for work at Parkway Heights.

MOTION # (Baker/Bush) to approve a contract with HMC Architects, in the amount of \$200,950, to repackage construction documents for Buri Buri Elementary School's multi-purpose and library buildings. Motion Carried. (Unanimous)



## REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

### May 14, 2016 – Board/Superintendent workshop (Board room)

#### May 26, 2016

- Teaching and learning presentation – Baden/Adult Education
- Presentation on District Health Committee
- Presentation on Seamless Summer Meal Program
- LCAP update
- Approval of the Board meeting calendar for the 2016-2017 school year
- May revision of the Governor's 2016-2017 budget
- Approval of Middle College MOU
- Approval of SSFHS Ballet Folklórico program funding
- Information on Teach for America
- Report on age-appropriate elementary school playground equipment
- Information on Demographics study
- Approval of MOU with UC Berkley for School Psychologist Interns
- Approval of water bottle filling stations at ECHS and elementary sites
- Approval for destruction of Disposable Class 3 records
- Approval of security cameras at Parkway Heights

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

- Teaching and learning presentation – Children's Center
- Public Hearing 2016-2017 LCAP draft plan
- Public Hearing 2016-2017 preliminary 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 School Services 2016-2017 contract

#### June 23, 2016

- Update on Measure J at Martin Elementary School
- Adoption of 2016-2017 LCAP
- Adoption of 2016-2017 preliminary Budget
- Approval of piggyback contracts
- Approval of 2016-2017 contract(s) with legal firms utilized by the District
- Approval to increase District rental/leasing rates
- Discussion on District-wide safety patrol program.

## SUMMARY OF BOARD DIRECTIVES

1. Staff to look into including all site events in the District calendar on the website.
2. Mr. Krause to check on differences in revenue numbers in tonight's budget review and the March 10 report.
3. Mr. Krause to inform the Board of the "Economic" vendor listed in Warrant Register.



4. Agendize action item for water bottle filling stations on May 26.
5. Agendize Alta Loma after-school time.
6. Re-agendize approval of Facility Master Plan contract.
7. Agendize item for El Camino football field lights.

## **GOOD AND WELFARE**

Trustee Lujan said she enjoyed participating in the City sub-committee meeting. She and Trustee Bush attended the Gold Ribbon awards dinner where Martin Elementary School and her own school were recipients.

Trustee Baker reported that he attended the Buri Buri and Skyline open house events. He signed up for child care at Orange Park. On Monday, he saw Dr. Moore throw out the first pitch and enjoyed the District band which played at the Giants game. On Tuesday, he participated in the SSFHS Awards Night, where former Student Trustee Alan Perez received awards. Last night he attended the Parkway Heights Awards Night. The Martin Safety Patrol was recognized at the City Council meeting.

Trustee Bush said it was a pleasure to attend the Gold Ribbon dinner and thanked Trustee Baker for representing the Board at various District events. She attended the Parkway Heights Awards Night. She is in awe of the many scholarships and awards students have received and asked for the number of students who will attend a 2-year or 4-year college (private and public), or join the military. Ms. Bush referenced SF Supervisor Scott Wiener's "best value" proposal to incorporate a contractors' past performance when considering bids. These criteria would include the number of change orders, quality of workmanship, delays, etc. for a contractor. She recommended incorporating this in the District. The Maker Faire Bay Area is being held May 21 – 22. Dr. Moore said the students self-report on their future plans for college. The information will be available next month.

President Lucy attended the Ballet Folklórico performance, the El Camino dance show, the BTSA end of the year celebration and today's Helix Cup.

Dr. Moore said she is proud of the students and the exceptional things they are doing. It has been a pleasure working with Tiana who is a true advocate, knowledgeable, provided the student perspective and will be missed.

**ADJOURNMENT – 9:28 p.m.**



OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE
8660 INTEREST	275,000 00	0 00	0 00	48,171 08
TOTAL 0000	275,000 00	226,828 92	82 4	48,171 08
		226,828 92	82 4	48,171 08



**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:** May 12, 2016  
**RE:** Resolution #16-38, Official Statement

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**BACKGROUND:**

On April 28, 2016, this Board of Trustees of the District adopted Resolution No. 16-30 entitled "Resolution of the Board of Trustees of the South San Francisco Unified School District Authorizing the Issuance and Sale of Not to Exceed \$129,000,000.10

The Board of Trustees needs to approve an official statement in preliminary form (the "Preliminary Official Statement") with respect to the Series C Bonds proposed to be sold and authorized the distribution of copies of the Preliminary Official Statement to persons who may be interested in purchasing the Series C Bonds.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATION:**

Staff recommends approval of Resolution 16-38 as presented.

**RESOLUTION NO. 16-38**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT APPROVING THE FORM OF AND AUTHORIZING DISTRIBUTION AND PUBLICATION OF AN OFFICIAL STATEMENT**

**WHEREAS**, an election was duly called and regularly held in the South San Francisco Unified School District (the "District"), located in the County of San Mateo (the "County"), California, on November 2, 2010, at which the following proposition (as abbreviated pursuant to Section 13247 of the California Elections Code) was submitted to the electors of the District (the "Bond Measure"):

*"To provide safe, modern classrooms and educational support facilities by replacing deteriorated portable classrooms with permanent classrooms; repairing deteriorated roofs; providing disabled students access; upgrading science labs, libraries, technology and restrooms; enhancing safety, fire detection and security systems; improving energy efficiency; replacing outdated electrical, plumbing, and heating systems, shall South San Francisco Unified School District issue \$162,000,000 in bonds at legal interest rates, with citizen oversight, annual audits, no money for administrators' salaries, and all funds benefitting local schools?"*

**WHEREAS**, at least fifty-five percent (55%) of the votes cast on the proposition were in favor of issuing the bonds; and

**WHEREAS**, on April 28, 2016, this Board of Trustees of the District adopted Resolution No. 16-30 entitled "Resolution of the Board of Trustees of the South San Francisco Unified School District Authorizing the Issuance and Sale of Not to Exceed \$129,000,000.10 Aggregate Principal Amount of Bonds of South San Francisco Unified School District, Including Bonds That Allow for the Compounding of Interest, by a Negotiated Sale Pursuant to a Bond Purchase Agreement, Prescribing the Terms of Sale, Approving the Form of and Authorizing the Execution and Delivery of an Escrow Agreement, a Bond Purchase Agreement and a Continuing Disclosure Certificate, and Authorizing the Execution of Necessary Documents and Certificates and Related Actions," in order for the District to issue and sell not to exceed \$129,000,000.10 aggregate principal amount of South San Francisco Unified School District (San Mateo County, California) 2016 General Obligation Bonds (Measure J), Series C (the "Series C Bonds"); and

**WHEREAS**, this Board of Trustees of the District now desires to approve an official statement in preliminary form (the "Preliminary Official Statement") with respect to the Series C Bonds proposed to be sold and authorized the distribution of copies of the Preliminary Official Statement to persons who may be interested in purchasing the Series C Bonds; and

WHEREAS, there have been submitted and are on file with the Clerk of this Board of Trustees a proposed form of the Preliminary Official Statement with respect to the Series C Bonds proposed to be sold;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the South San Francisco Unified School District, as follows:

**Section 1. Recitals.** All of the above recitals are true and correct and the Board of Trustees so finds.

**Section 2. Preliminary Official Statement.** The Preliminary Official Statement to be distributed in connection with the public offering of the Series C Bonds, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, with such changes, insertions and omissions as may be approved by the President of the Board of Trustees, or such other member of the Board of Trustees as the President may designate, the Superintendent of the District, the Assistant Superintendent, Business Services of the District, or such other officer or employee of the District as the Superintendent may designate (each an "Authorized Officer"), is hereby approved, and the use of such Preliminary Official Statement in connection with the offering and sale of the Series C Bonds is hereby authorized and approved. The Authorized Officers are each hereby authorized to certify on behalf of the District that such Preliminary Official Statement is deemed final as of its date, within the meaning of Rule 15c2 12 (except for the omission of certain final pricing, rating and related information as permitted by Rule 15c2-12).

**Section 3. Official Statement.** The preparation and delivery of an Official Statement with respect to the Series C Bonds, and its use by the underwriter for the Series C Bonds in connection with the offering and sale of the Series C Bonds, is hereby authorized and approved. Such Official Statement shall be in substantially the form of the Preliminary Official Statement distributed in connection with the public offering of the Series C Bonds with such changes, insertions and omissions as may be approved by an Authorized Officer, such approval to be conclusively evidenced by the execution and delivery thereof. The Authorized Officers are each hereby authorized and directed, for and in the name of and on behalf of the District, to execute the final Official Statement with respect to the Series C Bonds and any amendment or supplement thereto and thereupon to cause such final Official Statement and any such amendment or supplement to be delivered to the underwriter for the Series C Bonds.

**Section 4. Effective Date.** This Resolution shall take effect from and after its date of adoption.

**PASSED AND ADOPTED** this day, May 12, 2016.

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

ATTEST:

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

## CLERK'S CERTIFICATE

I, Judith M. Bush, Clerk of the Board of Trustees of the South San Francisco Unified School District, County of San Mateo, California, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly held at the regular meeting place thereof on May 12, 2016, and entered in the minutes thereof, of which meeting all of the members of the Board of Trustees had due notice and at which a quorum thereof was present, and that at said meeting the resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

An agenda of the meeting was posted at least 72 hours before the meeting at 398 B. Street, South San Francisco, California, a location freely accessible to members of the public, and a brief description of the resolution appeared on the agenda.

I further certify that I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and that said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: \_\_\_\_\_, 2016

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

# 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:** May 12, 2016

**RE:** Measure J/Approval of Contract for Architectural Support Services for HMC to Repackage construction documents for Buri Buri Elementary Multipurpose and Library Buildings

---

### **BACKGROUND:**

At the meeting of March 26, 2016 the Board approved the use of the existing Architects on the repackaging of documents for the completion of construction at Buri Buri Elementary School.

HMC has been providing services, under subcontract to Project Frog, at Buri Buri Elementary and Parkway Middle. In addition, DSA designated HMC as the Architect of Record for both projects. It is appropriate to proceed with the firm as the Architect of Record for the completion projects, now directly retained by the District.

This Contract for Architectural Support Services will be the first step in completing the remaining buildings at Buri Buri. HMC's services are described in detail in the attached proposal. In summary they include: review and confirmation of current scope of work; updating District standard materials, equipment, systems; coordination with QKA site work documents; creation of new bid documents; support for the sitework summer 2016 projects; and, bidding and construction administration during the building projects.

### **FISCAL IMPLICATIONS:**

Fixed fee: \$129,300.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve a Contract for Architectural Support Services for HMC Architects for Buri Buri Elementary School Multipurpose and Library Buildings.

**May 2, 2016**

Mr. Bill Savidge  
Facilities Planning & Construction C/O  
South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080



Regarding: Buri Buri ES Completion

Subject: Proposal for Architectural Support Services

Dear Bill:

HMC Architects is pleased to submit the following Proposal to provide architectural Support Services to move forward with the Buri Buri Elementary School. This proposal is based on our meetings on April 5<sup>th</sup>, April 20<sup>th</sup> and April 26<sup>th</sup> 2016 and the subsequent phone conversation with you relating to your goals for bidding the balance of the work at this campus. We understand that your goal is to develop a package to submit to DSA by early Fall with a target to bid the work by the end of the year 2016.

#### **A. Scope of Work**

The HMC team will work with the DSA approved drawings for the Buri Buri ES, application number 01-113864 to create a bid package indicating the work that has not been completed by the previous contract. HMC will coordinate with the efforts of QKA who will provide the revisions required of the drawings and specifications relating to the site work.

This package will be submitted to DSA as a CCD for review and approval.

The work will focus on the following classroom buildings to be completed:

- a. Building B, Multipurpose Building
- b. Building C, Library & Large Classroom

HMC shall include the following key elements in the scope of services:

1. HMC shall meet with the site stakeholders to validate that the DSA approved buildings meet their needs.
2. HMC shall coordinate a meeting with the Food Service Consultant and the District to review the warming kitchen, the equipment and its function.
3. HMC shall meet with the District to validate conformance with district standards
4. The team will meet with the District to discuss the current HV system and discuss options for improvements to ventilation system.
5. HMC will make revisions to the package to address the following:
  - a. Remove Accoya from the project, provide accent paint color or metal grill in lieu of the wood grill
  - b. The sunshade over the side doors at the MPR shall be replaced with a solid projection that provides rain protection.
  - c. The framed pocket for the stage curtain at the MPR has a concealed space at the end. The team shall determine if this could be converted to a deeper pocket or another better use.
  - d. Flooring at the Classroom and MPR called out to be VCT shall be changed to linoleum.
  - e. The inside of the parapet wall at the MPR calls for Portland Cement Plaster but the graphic does not indicate that, update.

May 12, 2016

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Action



- f. The lighting in the MPR Florescent fixtures shall be changed to LED
- g. The MPR should include a light bar and sound system" Simple off the shelf suspended speakers.
- h. HMC shall coordinate a food service meeting to review: new vs using existing equipment and consider speed lines
- 6. The previously DSA Approved CCDs shall be included into the bid package
- 7. HMC will work with the District and QKA to execute summer site projects documented by QKA.
- 8. The construction period is anticipated to be 9 months and shall include:
  - a. Attend weekly construction meetings
  - b. Review of RFIs
  - c. Review of required material submittals
  - d. Review of Pay applications
  - e. Review of Change orders
  - f. Review of completed work, correction punch list and back-check
  - g. Commissioning by a third party

**B. Compensation**

HMC Architects will provide the services outlined above on a fixed fee of Two Hundred Thousand Nine Hundred Fifty Dollars (\$200,950). Generally distributed as follows:

**User Group and HV review meetings** **\$ 9,900**

**Creation of CCD and DSA processing for Bid Package**

<b>HMC</b>	<b>\$14,000</b>	
<b>Structural Eng.</b>	<b>\$10,000</b>	
<b>MEP Eng.</b>	<b>\$20,250</b>	
<b>Fire Protection</b>	<b>\$ 500</b>	
<b>Food Service</b>	<b><u>\$ 500</u></b>	
		<b>\$ 45,250</b>

**HMC's support for Summer Projects** **\$ 16,500**

**Bid and CA support for the MPR & Library/classroom bldgs.**

<b>HMC</b>	<b>\$91,800</b>	
<b>Structural Eng.</b>	<b>\$14,500</b>	
<b>MEP Eng.</b>	<b>\$20,300</b>	
<b>Fire Protection</b>	<b>\$ 1,200</b>	
<b>Food Service</b>	<b><u>\$ 1,500</u></b>	
		<b>\$129,300</b>

**C. Completion Timeline**

This proposal is based on at time line expectation of completion of the construction phase of this project by September of 2017. If the project extends past this date without fault of the design team, HMC may discuss the potential for additional compensation, subject to Owner's prior written approval.

**D. Exclusion and Assumptions**

The following services, which may or may not be required for this project, are specifically not included as a part HMC's work effort under this proposal:

Mr. Bill Savidge  
Buri Buri ES Completion Package  
May 2, 2016  
Page 3 of 4

1. Detailed space programming or studies
2. Presentation plans or graphics
3. Design and development of drawings for any new buildings
4. Development of site work
5. Review of substitution requests (may require additional services)

**E. Additional Services**

If Additional Services are required beyond the original Scope of Work, HMC will bring this to the attention of Project Frog prior to proceeding and with authorization bill on an hourly basis per Attachment "A", HMC Hourly Rate Schedule attached.

**F. Reimbursables**

Reimbursable expenses are in addition to compensation for Basic and Owner approved Additional Services, including printing, plotting, delivery and other expenses related to Agency review, including the submittal of electronic files, Bidding, Construction or other Owner requested costs. Expense of transportation (including mileage) in connection with the Project; Expenses in connection with authorized out-of-town travel, including travel time; and fees paid for securing approval of authorities having jurisdiction over the Project. The Architect's compensation shall be computed based on 1.10 times the amounts invoiced to the Architect.

**Authorization/Agreement to Proceed**

HMC ARCHITECTS is hereby requested and authorized by South San Francisco Unified School District to provide Architectural / Engineering Services as described above. Also please acknowledge the above by signing and returning one (1) executed original of this proposal to my attention.

 5.4.16 \_\_\_\_\_  
Carrick Boshart, AIA                      Date                      Name:                      Date  
Managing Principal  
HMC Architects

Please review this Proposal and if you have any questions, contact me at 408 977-9160.  
We look forward to continuing our great working relationship and to a successful project.  
Sincerely,



Dale A Krahn, AIA  
Associate Principal  
HMC Architects

Attachment: "A" HMC Rate Schedule

cc: L. Eloff  
File: J:\Projects\3513 SSFUSD\Buri Buri ES Completion Phase\Buri Buri Proposal to Complete  
050216.docx

May 12, 2016

**ATTACHMENT "A"**

**HMC Rate Schedule  
 Standard Hourly Rate by Professional Category  
 (Not all categories need apply to this contract)**

<b>Description</b>	<b>Rates</b>
Principal in Charge	\$ 195
Project Director	\$ 190
Project Leader/Technical Leader	\$ 135
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 185
Project Manager/Project Architect/Technical Manager	\$ 160
Project Coordinator	\$ 115
Intermediate Drafter	\$ 105
Sr Construction Administrator	\$ 190
Construction Administrator	\$ 140
Construction Administration Support	\$ 80
Design Director	\$ 195
Design Leader	\$ 120
Project Designer	\$ 150
Senior Project Designer	\$ 175
Designer II	\$ 110
Designer	\$ 85
Senior Interior Project Designer	\$ 165
Senior Interior Designer	\$ 170
Interior Design Coordinator	\$ 90
Interior Design Leader	\$ 115
Interior Designer	\$ 125
Sustainable Design	\$ 135
Cost Estimating	\$ 185
Specifications	\$ 165
Agency Compliance	\$ 90
Education Facilities Planner	\$ 160
Senior Education Facilities Planner II	\$ 175
Senior Education Facilities Planner I	\$ 195

These are the current hourly rates effective June 1, 2015 through June 30, 2016 and are subject to change one time annually effective June 1<sup>st</sup>



# 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:** May 12, 2016

**RE:** Approval of Contract for Architectural Support Services for HMC to Repackage construction documents for Buri Buri Elementary Multipurpose and Library Buildings

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### **BACKGROUND:**

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### **FISCAL IMPLICATIONS:**

Fixed fee: **\$200,950.**

### **RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve a Contract for Architectural Support Services for HMC Architects for Buri Buri Elementary School Multipurpose and Library Buildings.

