SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of January 23, 2025

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

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Conference with Labor Negotiators
   Agency Designated Representative: District Assistant Superintendent of HR/Student Services
   Employee Organization: SSFUSD
2. Superintendent evaluation.

RECONVENE INTO OPEN SESSION – 7:02 p.m.

B. ROLL CALL

Board Members:
Ms. Amanda Anthony – Present
Mrs. Amy Lam - Present
Dr. Chialin Hsieh - Present
Mrs. Patricia Murray - Present
Mrs. Mina Richardson - Present
Ms. Jamie Wong, Student Board Member - Absent

Cabinet Members:
Dr. Shawnterra Moore, Superintendent - Present
Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present
Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present
Mr. Ted O, Assistant Superintendent, Business Services - Absent

C. PLEDGE OF ALLEGIANCE was led by Los Cerritos 5th grade student Amir Abu Gareeb. Principal Karen Hong introduced Amir Abu Gareeb highlighting his kindness, respect, and responsibility both in and outside the classroom. She shared how Amir frequently helps Mr. Tony with keeping the classroom clean and how he is a role model for his peers, consistently completing assignments on time

with a positive attitude. Amir is also known for sharing fun facts and trivia that brighten the day of his classmates and teachers.

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION – None

F. REVIEW OF AGENDA – Dr. Moore motioned they would discuss items during the Consent portion of the agenda.

G. PTA COUNCIL REMARKS

Lauren Kitchen began by introducing herself and mentioning that she would be dedicating her time to Marcela Alferez Martinez, the PTA president of Los Cerritos, along with Cubby, the school mascot.

Ms. Alferez Martinez introduced herself as the PTA president and introduced Cubby, the mascot. She shared that one of the biggest accomplishments of the PTA this year was the student showcase where students designed the school logo. The event had such a high demand that it was extended, and families bought items with the new logo. She thanked the Los Cerritos community for helping organize and distribute the clothing.

She then highlighted the strong communication with parents, mentioning the new benches and shading at the school, which parents have appreciated. Ms. Alferez Martinez also discussed how the PTA continues to build school spirit with the introduction of Cubby, the mascot. Cubby has participated in both outdoor activities and visited special needs classrooms, allowing students to engage in a positive and safe environment. She emphasized that mascots are symbols of school spirit, inclusivity, and community, and Cubby has helped foster these qualities at Los Cerritos.

Ms. Alferez Martinez shared about the critical role PTA-sponsored events play in helping students develop key skills like social collaboration, communication, creativity, and critical thinking. Events like art activities, the science fair, and community service projects encourage responsibility and intellectual growth. She also mentioned spirit events such as winter holiday dinners, which involve group activities that create a positive impact on the community. These events help

students bond with their peers and build a sense of belonging within the school community.

Additionally, Ms. Alferez Martinez highlighted the importance of events like heritage days, career days, and character days, which encourage students to embrace their identities, learn about history, and consider future possibilities. She stressed that these events help students develop the skills and dispositions necessary for success in life.

She concluded by talking about the PTA's goal to promote change, support students, and help teachers. She recognized that teachers are leaders in the classroom, and emphasized how the community comes together during challenging times to build a sense of belonging. Ms. Alferez Martinez expressed pride in the Los Cerritos community, noting that it is a place where parents, teachers, and students work together to create something better. She thanked everyone for the opportunity to speak.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – President Elizabeth Bales-Stutes, addressed the board, hoping the semester for everyone was off to a smooth start. She highlighted the hard work of Adult Education in serving adult learners, English as a Second Language (ESL), and computer classes.

Ms. Bales-Stutes shared that students have been anxious due to the new presidential administration, and in response, they have distributed cards with information students may need if approached by immigration authorities. She emphasized her commitment to supporting all students, regardless of their immigration status, and reiterated that it does not affect her teaching.

Additionally, Ms. Bales-Stutes expressed solidarity with the members of the California Teachers Association (CTA) as they continue contract negotiations. She encouraged the district and board to consider the high cost of living for teachers and the uncertainty they face under the current administration when evaluating the CTA's proposals. She thanked everyone for their attention and wished them a good evening.

South San Francisco Classroom Teachers Association – President Shari Giusti addressed the board, thanking President Anthony, Trustee Murray, and Trustee Richardson for attending the School Board Brunch on January 11th, despite the short notice. She expressed gratitude for their efforts to learn more about the concerns of California educators, and she promised to give more notice for next year's event so more people can attend.

Ms. Giusti then spoke about communication, highlighting her visits to various

schools, including Sunshine Gardens Elementary, El Camino High School, Junipero Serra Elementary, and Parkway Heights Middle School. She mentioned that these visits, along with climate surveys and meetings with other sites, were aimed at understanding the backstories of educators and students.

She used the example of the musical *Wicked* to illustrate her point, emphasizing how understanding the backstory is crucial before making judgments. She explained that the greatest challenge for educators is not just teaching but understanding how to lift students up when they fall. She proposed that the district should also focus on supporting educators in the same way, as supporting teachers leads to better support for students.

Ms. Giusti acknowledged that the district is working to improve communication with parents and students, citing customer service training and positive responses to grievances filed by the South San Francisco Classroom Teachers Association (SSFCTA). However, she noted that there is still work to be done, especially with a new grievance regarding salary placement affecting 30 certificated staff members. She also expressed concern about some educators not receiving prep time and feeling unsupported or ignored by certain administrators.

As negotiations are set to open next week, Ms. Giusti urged everyone to listen to each other, learn each other's backstories, and work together to support educators. She concluded by quoting a song lyric from *Wicked*, saying, "Together we're unlimited, together we'll be the strongest team there's ever been," emphasizing the power of working in tandem to create a strong winning team.

California School Employees Association Chapter 197 – None

I. PERSONNEL COMMISSION – Assistant Superintendent Marwan Hannon reported that the next Personnel Commission meeting would take place on February 10, 2025 in the District Board Room.

J. ITEMS FROM THE BOARD – None

K. SUPERINTENDENT'S REPORT

a. **Recognition for outgoing student Trustee Jamie Wong –** Dr. Moore expressed appreciation for Jamie Wong, who was unable to attend the meeting. She shared that Ms. Wong had been instrumental in balancing multiple responsibilities, including holding a part-time job. Dr. Moore commended her for her professionalism, valuable insights, and excellent communication skills, which kept the board well informed about student life and events at El Camino High School.

Dr. Moore mentioned that Ms. Wong would continue to provide updates throughout the year and that the board looked forward to hearing about the ongoing work she and her peers would accomplish.

b. TBD – Dr. Moore shared some good news regarding the refunding bond savings for the community. In November 2024, the South San Francisco School District Board authorized the issuance of refunding bonds to generate taxpayer savings. She referenced that refunding bonds are similar to refinancing a mortgage, where interest rates on existing bonds are reset to lower levels, reducing overall debt service and payments.

She shared earlier that day, the district successfully priced the refunding bonds, resulting in approximately $7.2 million in gross savings over time for taxpayers. The savings are particularly high because the district will be able to shift principal repayment earlier, allowing bonds to be paid off faster than the original repayment schedule. This helps the district manage tax rates over the next few years and keeps them consistent.

Dr. Moore also mentioned a previous bond refunding in 2022 that saved taxpayers $3.6 million. Together, these two refunding's provide the community with a total of around $11 million in savings. Dr. Moore expressed gratitude for the consistent support of the bond program and was pleased to bring these savings to the community.

c. Other – Dr. Moore congratulated Vice President Murray for her appointment to the Board of Directors for the California School Boards Association. In this role, Vice President Murray will advocate for the best interests of students, represent the region's needs, and work with other directors to influence state-level educational policies. Dr. Moore expressed pride in Vice President Murray's achievement.

Dr. Moore also reminded the community that next Wednesday, January 29th, is Lunar New Year, and schools will be closed, resuming on Thursday, January 30th.

Lastly, Dr. Moore shared a letter of support for undocumented students and families, affirming the district's commitment to providing a safe and inclusive educational environment for all students, regardless of legal status, gender identity, ethnicity, or background. She emphasized the district's unwavering dedication to supporting families through challenging times and ensuring that all students feel valued, supported, and empowered to thrive.

President Anthony thanked Dr. Moore and expressed appreciation for the letter, particularly for including resources for families. She encouraged

anyone in need of resources to contact their school or visit the district's website. Dr. Moore confirmed that the resources are also available on the district's webpage.

L. STUDENT TRUSTEE REPORTS

1. Adriana Ferdiansyah, Senior class Vice President for ECHS, reported on behalf of Jamie Wong, Fall Student Trustee and ASB President of ECHS. Ms. Ferdiansyah started by greeting the Board, Cabinet, and audience. She shared that on January 11th, students enjoyed a fun event at Elegant Pinstripes in San Mateo with food, bowling, and a lively DJ. She announced that prom will be held at the California Academy of Sciences on March 22nd with the theme "Almost There, A Night of Dreams." Ticket sales began on January 13th, and prices increase every two weeks. Ms. Ferdiansyah updated the Board on the successful start of the quad games on January 17th and mentioned upcoming themes like "Safari Hunter Gear" and "Colt Pride." The lunch event on January 17th was also a success, where students exchanged tokens for food samples from clubs. She highlighted Lunar New Year celebrations with a special giveaway and shared excitement about the Year of the Snake. She encouraged participation in the Stanford Blood Drive on January 30th, as each donation can save up to three lives. Lastly, Ms. Ferdiansyah thanked everyone for their support in filling a trailer with donations for fire victims in Southern California and encouraged further contributions to the American Red Cross or Cal Fire Foundation. She ended her report by wishing everyone a safe and happy new year.

   President Anthony thanked Adriana and mentioned that she had seen on Instagram that the Key Club is organizing a menstrual supply drive. She encouraged everyone to participate if they have unused menstrual supplies to contribute.

2. Josephine Harsana, Spring Student Trustee and ASB President of SSFHS shared that ASB has kicked off the semester with events like Winter Ball, ticket sales, and fun dress-up days. The prom theme and date will be revealed at the next rally, and tickets go on sale in mid-February. She also mentioned Club Rush 2.0, where over 20 clubs were able to promote their activities. In sports, the boys' varsity basketball team, girls' varsity soccer team, and wrestling team have been performing well. She also invited the board to visit History Day from February 3 to 7, where students will present their research. Ms. Harsana encouraged donations for the Southern California wildfire relief and reminded everyone about the Red Cross blood drive at South City on February 5th. She ended her report with a wish for a happy Lunar New Year.

M. PUBLIC COMMENTS

Janet Shapiro, representing the Sunshine Gardens Park Coalition, expressed gratitude for the board's work and commitment to the community. She inquired about the utilization process for Measure T funds, specifically Proposition 2 approved funding. Ms. Shapiro noted that the Sunshine Gardens neighborhood lacks a park and hopes to partner with the school board and bond administrators to build a community park on the seven and a half acres behind Sunshine Gardens School. She asked how they could most effectively engage in the process to ensure the funds are used to benefit the community.

Megan Connery, a math teacher at El Camino High School, welcomed new trustee, Lam, and shared her experience with the monthly math pilot. On January 15th, a pullout day for the math pilot took place, where Ms. Connery participated in a lesson lab session. She taught an Algebra 2 honors class at South City High School, focusing on discriminants to determine the number of solutions in a quadratic function. The session aimed to explore effective strategies for deeper student engagement. Ms. Connery also mentioned a Zoom session with Kristi Hineman from Imagine Learning, where questions arose about missing California Common Core standards in Illustrative Mathematics (IM). Ms. Connery noted that several standards were not covered in Algebra 1, Geometry, and Algebra 2, such as logarithmic properties in exponential and logarithmic functions. She expressed concerns that IM does not adequately support STEM students, especially in preparation for precalculus. Ms. Connery compared this with the Carnegie Learning curriculum, which includes the missing standards, and urged the board not to adopt IM but instead revisit Carnegie Learning.

N. INFORMATION ONLY PRESENTATIONS

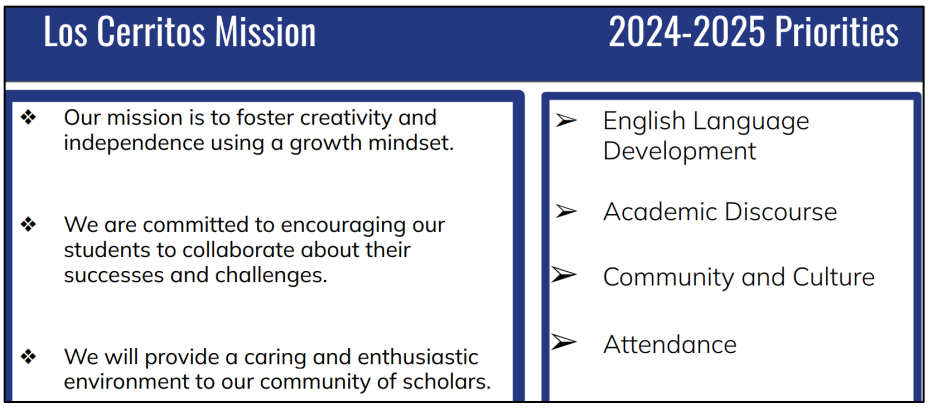
1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Los Cerritos Elementary School

Mission

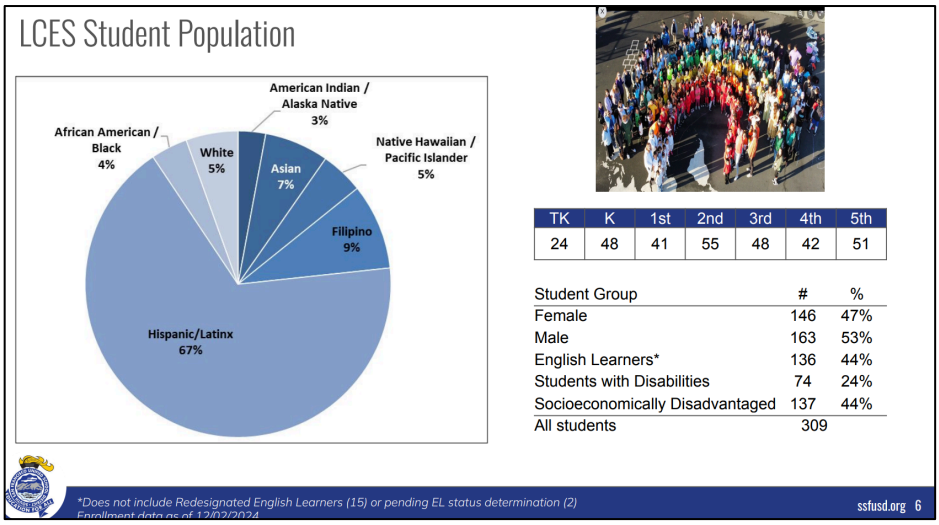
Principal Karen Hong addressed the board and community, sharing an overview of teaching and learning plans at Los Cerritos for the 2024-25 school year. She emphasized the school's focus on the district's Portrait of a Graduate, which guides students in developing essential skills for future success. She highlighted the district's work on Priority 1: exceptional instruction, and Priority 5: equity-centered systems. Principal Hong explained that Los Cerritos' mission is to promote creativity, independence, and a growth mindset,

while creating a supportive environment.



Student Population

Principal Hong shared that Los Cerritos currently has 309 students enrolled in TK through fifth grade, with smaller class sizes in first and fourth grades. She noted that 44% of students are English learners or socioeconomically disadvantaged, and 24% are students with disabilities.



Attendance

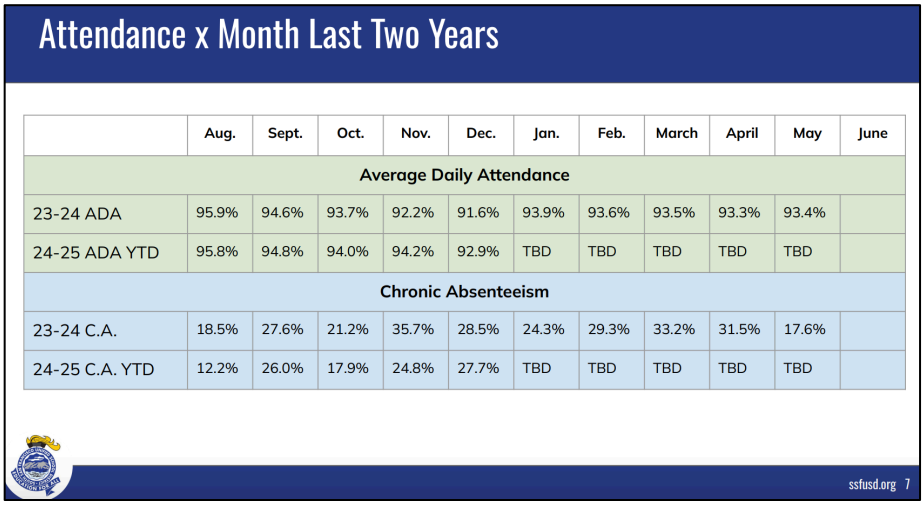
Principal Hong discussed Los Cerritos' attendance trends, noting a slight improvement in average daily attendance and chronic absenteeism compared to the previous year, though there is still room for growth. She emphasized that student success starts with being in school every day and on time.

To address attendance challenges, the school is focusing on building strong relationships with families and increasing

communication through tools like the Remind app, a family newsletter, Wednesday folders, and the school's Facebook page, managed by Administrative Assistant Ms. Elinore Grecia. The electronic marquee also keeps families informed of important dates and events.

The school is holding individual attendance meetings to identify and support students facing barriers like transportation or mental health challenges. Plans are underway to expand the attendance team to better analyze data and support at-risk students.

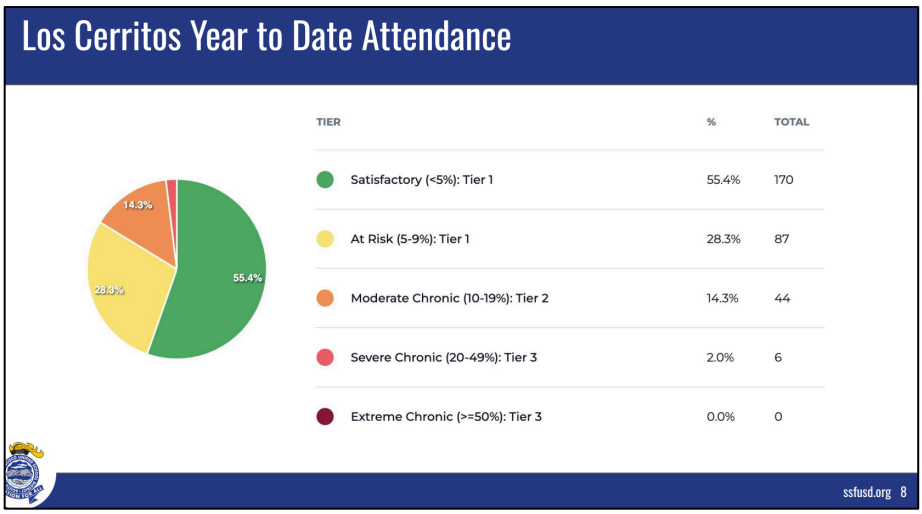
Additionally, the school is using incentives like certificates and prizes to reward students with good or improved attendance. Collaboration with community partners, such as the non-profit StarVista and Community School Liaison Ms. Karen Palomino, is helping to connect families with free or low-cost support services.



Attendance x Month Last Two Years

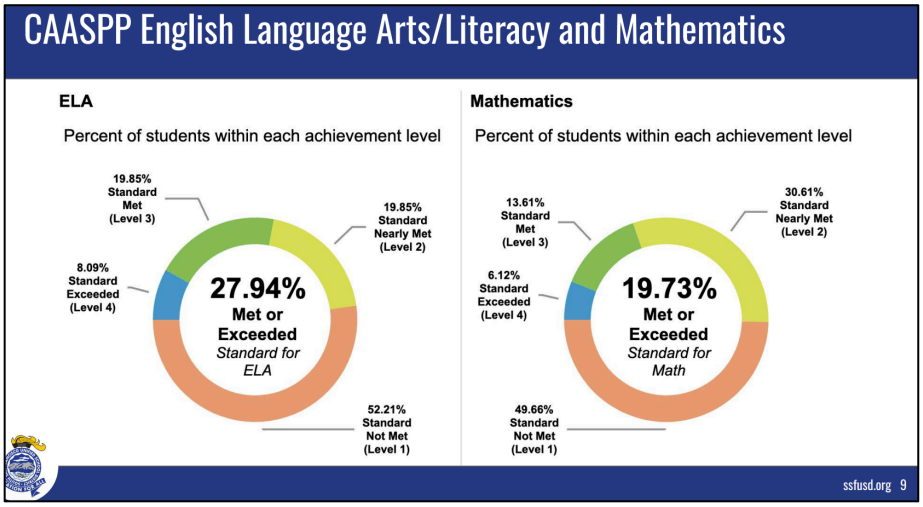
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Average Daily Attendance											
23-24 ADA	95.9%	94.6%	93.7%	92.2%	91.6%	93.9%	93.6%	93.5%	93.3%	93.4%	
24-25 ADA YTD	95.8%	94.8%	94.0%	94.2%	92.9%	TBD	TBD	TBD	TBD	TBD	
Chronic Absenteeism											
23-24 C.A.	18.5%	27.6%	21.2%	35.7%	28.5%	24.3%	29.3%	33.2%	31.5%	17.6%	
24-25 C.A. YTD	12.2%	26.0%	17.9%	24.8%	27.7%	TBD	TBD	TBD	TBD	TBD	

Principal Hong shared year-to-date attendance data showing that 55.4% of Los Cerritos students have satisfactory attendance, 28.3% are at risk, and 14.3% are moderately chronically absent. She emphasized that educating families on the impact of missing school is ongoing. So far, the school has used Back-to-School Night, conferences, and family newsletters to stress the importance of daily attendance. Principal Hong highlighted that a school-wide approach is key and expressed optimism about reducing absenteeism in the months ahead.

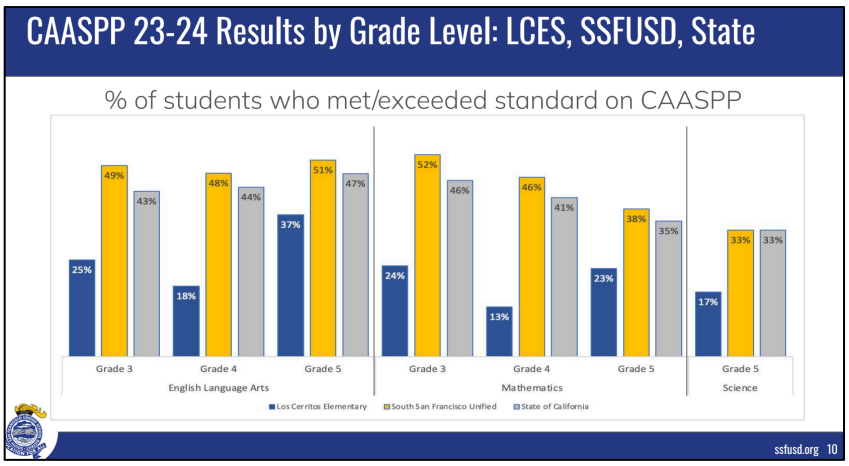


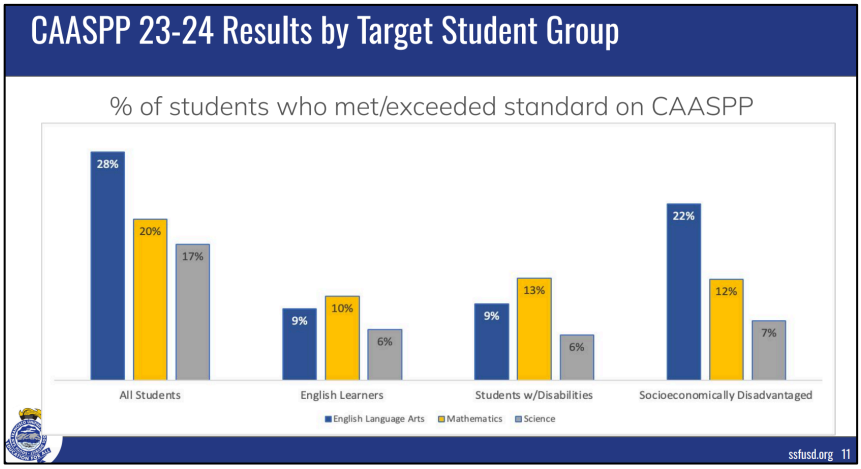
CAASPP

Principal Hong presented the latest CAASPP data for Los Cerritos, showing that in 2023-24, 27.9% of students met or exceeded standards in ELA, and 19.7% met or exceeded standards in math. She noted areas for growth, highlighting that 19.8% of students nearly met standards in ELA, and 30.6% nearly met standards in math.



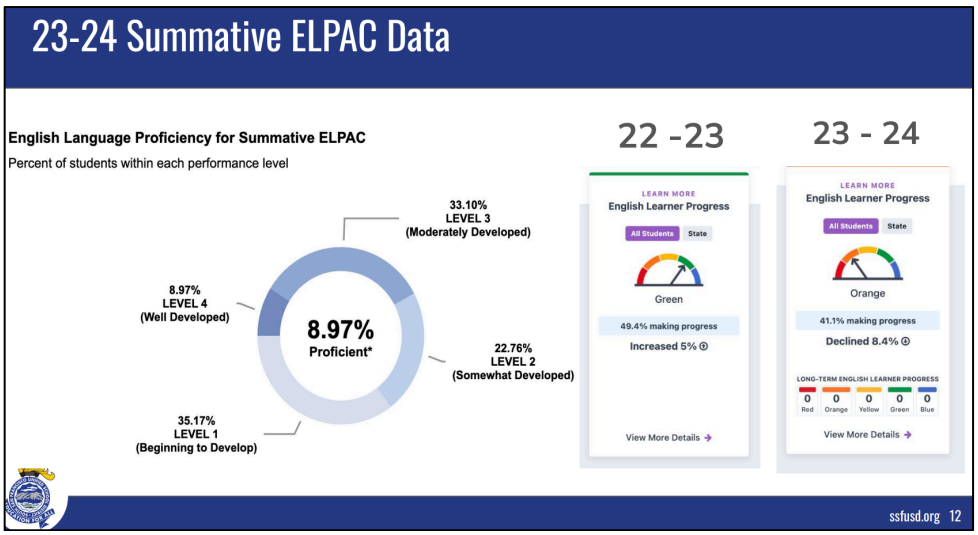
Principal Hong shared two graphs comparing Los Cerritos' third, fourth, and fifth-grade CAASPP results in ELA and math with district and state averages. The data also highlighted performance among target groups, including English learners, students with disabilities, and socioeconomically disadvantaged students.





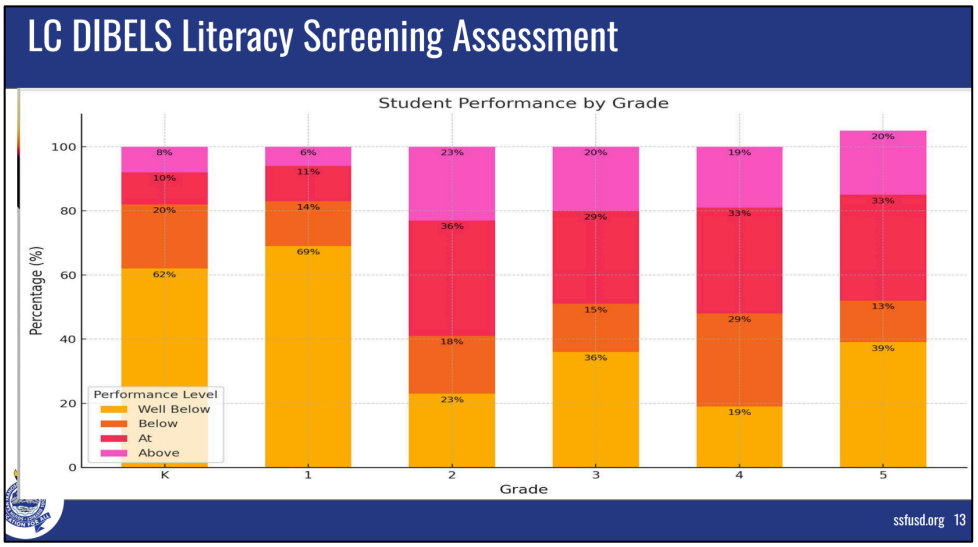
ELPAC Data

Principal Hong emphasized that 44% of Los Cerritos students are English learners, making their support a key focus. She noted that only 10% of English learners met or exceeded standards in ELA and math, highlighting the need for more strategic efforts. She expressed gratitude to the School Site Council for collaborating on ways to better support these students. Principal Hong also shared the school's Summative ELPAC results: 35.1% of English learners scored at Level 1, 22.76% at Level 2, 33.1% at Level 3, and 8.97% at Level 4, showing areas of growth.



<u>DIBELS Literacy</u>

Principal Hong shared DIBELS assessment data showing student performance at the start of the year across grades K through 5. Results indicated that most kindergarten and first-grade students fell into the well below category, emphasizing the need for targeted early interventions. In grades 3 to 5, over 50% of students performed at or above grade level, reflecting a positive trend in upper grades.



<u>Early Literacy Event</u>

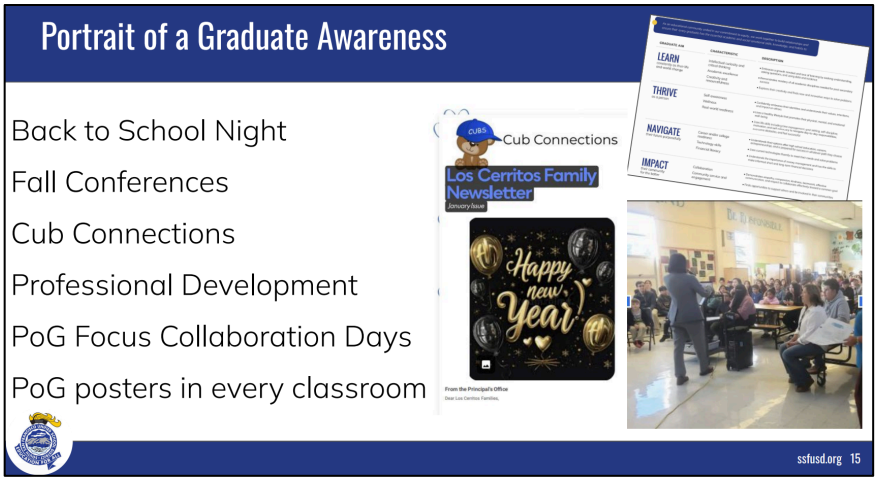
Principal Hong expressed gratitude for the support of two reading specialist teachers, Ms. Denise Steffey and Ms. Stacy Alvarez, who play crucial roles in tracking data, progress monitoring, and running intervention groups. Their work has been vital in identifying at-risk students. Both

teachers are also key members of the school study team, offering valuable insights into student progress. Additionally, the school held a successful early literacy event, where parents learned ways to further support their students' learning at home.



Portrait of a Graduate Awareness

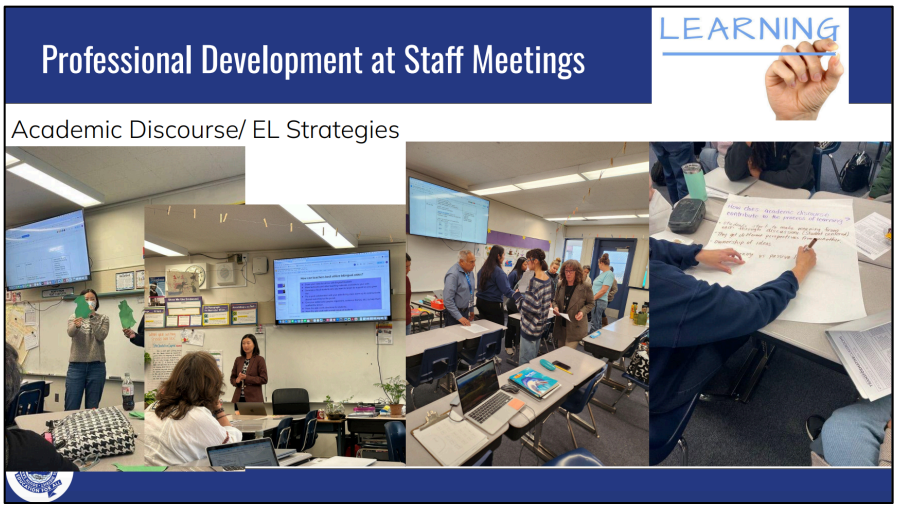
Principal Hong shared that there has been a gradual buildup of awareness around the Portrait of a Graduate (POG). Over 200 parents attended Back to School Night, where they learned about the Portrait of a Graduate and the district's goals. POG posters are now displayed in every classroom, serving as constant reminders of the roadmap for the year.



Professional Development

Principal Hong shared that ongoing professional development is a key part of the school's approach, with teachers regularly discussing EL strategies, best practices,

and reflecting on their teaching. She also expressed personal empathy for the students and families at Los Cerritos, as she herself was once an English learner. She shared how the South San Francisco Unified School District helped her learn to read, inspiring her to show students that they too can achieve anything they set their minds to.



Portrait of a Graduate to Life

Principal Hong shared her appreciation for the staff and educators at Los Cerritos, praising their dedication to bringing the Portrait of a Graduate to life. She highlighted how even kindergarten students are practicing academic discourse routines, with teachers like Ms. Ruiz modeling academic language and encouraging student engagement. Emphasizing the importance of social-emotional learning, she celebrated students being recognized for demonstrating positive behaviors through the PBIS initiative, including the "CUBB" behaviors, which stand for *Caught Using Brilliant Behaviors*. She also mentioned the community's strong support during events like Ruby Bridges Walk to School Day, honoring her legacy of courage. Looking forward, Principal Hong is excited about continuing to support students as they learn, grow, and thrive in the school community.



CARE Core Values

Principal Hong reflected on the CARE core values from the district's strategic plan. She emphasized that community is a true strength at Los Cerritos, and that authentic relationships are key to the school's success. She acknowledged the nine new teachers who have joined the school or switched grade levels, noting the challenges the community has faced, but reaffirming the resilience and equity that continue to propel the school forward. Principal Hong expressed her gratitude to everyone who has contributed to helping the school community grow and thrive



Recognition, Appreciation, and Gratitude

Principal Hong took a moment to express her deep appreciation for everyone who has contributed to the growth and success of the school community. She highlighted the invaluable support of the PTA and parent volunteers,

especially Ms. Alferez, the amazing PTA president. Principal Hong thanked them for their continuous partnership, acknowledging the small yet impactful gestures, like decorating the Christmas tree, adding festive ribbons around the school, organizing the Scholastic Book Fair, planning fun spirit days, hosting parent cafes, and all the behind-the-scenes work that makes these events possible. Their dedication and care make a huge difference, and Principal Hong is incredibly grateful for their ongoing support.



Principal Hong shared a selection of photos from various family engagement and community events held throughout the year. She emphasized the importance of fostering a sense of community, highlighting how these moments of connection have brought everyone together. She expressed her gratitude to the amazing parents, staff, and students who made these events possible, underscoring that the success of these initiatives could not have been achieved without their support and participation.



Principal Hong closed her presentation with a heartfelt quote by Zig Ziglar:

“Gratitude is the healthiest of all human emotions. The more you express gratitude for what you have, the more likely you will have even more to be grateful for.”

She expressed gratitude to various departments including Ed Services, the Technology Department, and Facilities for their support in preparing the staff for a successful year. She also highlighted the campus improvements, such as new blinds, a foam replacement in the play structure, new tables, and sun umbrellas for the patio, and thanked the community for their continued support.

Principal Hong extended her thanks to the Board of Trustees for their care for Los Cerritos, to the staff for their daily commitment to students, to the Bay Ed Fund for their generous grant, and to the hardworking students who show up ready to learn. She concluded by emphasizing the honor and humility she feels in leading such a caring and dedicated school community. She thanked everyone for their attention and offered to answer any questions or comments.



Trustee Richardson thanked Principal Hong for the presentation and acknowledged the progress made despite a challenging start. She expressed appreciation for her dedication to the students and recognized the effort put into serving a population where 67% of the students are English learners. She lightheartedly asked if the she had learned Spanish yet. Trustee Richardson emphasized the difficulty of the work but noted that with determination, success is possible. She was pleased to hear about the strong

attendance rates in the 90% range and shared her optimism that there is just a little more progress to be made. Lastly, she thanked Principal Hong for her commitment and noted she looked forward to visiting soon.

Principal Hong thanked Trustee Richardson for her comments adding “muchas gracias, por todo,” and shared that she is learning a new Spanish word every day.

Trustee Lam thanked Principal Hong for the presentation. She shared that, while she is relatively new to the community, having lived in the area for 17 years, her husband attended Los Cerritos Elementary School as a child 30 years ago. She noted this personal connection to the school and expressed her appreciation for the work being done. Trustee Lam said she looks forward to a future site visit and encouraged Principal Hong to continue her efforts. She also thanked the school’s mascot, Cubby, for being present.

Trustee Hsieh praised Principal Hong for an excellent presentation, expressing appreciation for her leadership and noting that her authenticity was evident throughout her speech. Trustee Hsieh thanked Principal Hong for her care and dedication to the school community.

Vice President Murray welcomed Principal Hong to her first Board meeting presentation and complimented her on a great report. She shared that, although she has no personal connection to Los Cerritos other than serving on the Board, she loves the school community. Vice President Murray noted that Principal Hong’s love for and commitment to the community was evident throughout her report and expressed her gratitude for her leadership.

President Anthony thanked Principal Hong for her presentation, expressing excitement about the decrease in chronic absenteeism and the efforts being made to build community with the PTA, teachers, staff, and students. She acknowledged the challenges of learning subjects while also learning English and expressed hope for continued development of strategies to support students with both language acquisition and literacy skills.

b. Teaching and learning presentation:
District's Child Development Program

Assistant Superintendent Mr. Irish introduced Mr. Claybon, who oversees some of the after-care programs.

Introduction

Mr. Claybon began by greeting President Anthony, the Board of Trustees, Superintendent Moore, the Cabinet, community members, and families. He introduced himself as the Child Development Program Coordinator and expressed his honor in sharing information about the program.

He outlined that the presentation would include an overview of the program and data, goals, action plan, and time for any questions. Mr. Claybon explained that the Child Development Program is guided by the district's mission, the Portrait of a Graduate vision, core values, and strategic priorities, all of which align with the LCAP goals.

He shared that the Portrait of a Graduate represents the district's commitment to students and families, ensuring that every student has the opportunity to develop four key graduate aims: the ability to learn consistently as their life and world change, thrive as a person, navigate their future purposefully, and impact their communities for the better. He emphasized that the strategic plan outlines five priorities that will help achieve this vision: exceptional instruction, student engagement and self-directed learning, purposeful partnerships with families and the community, empowered educators, and equity-centered systems.

Communication

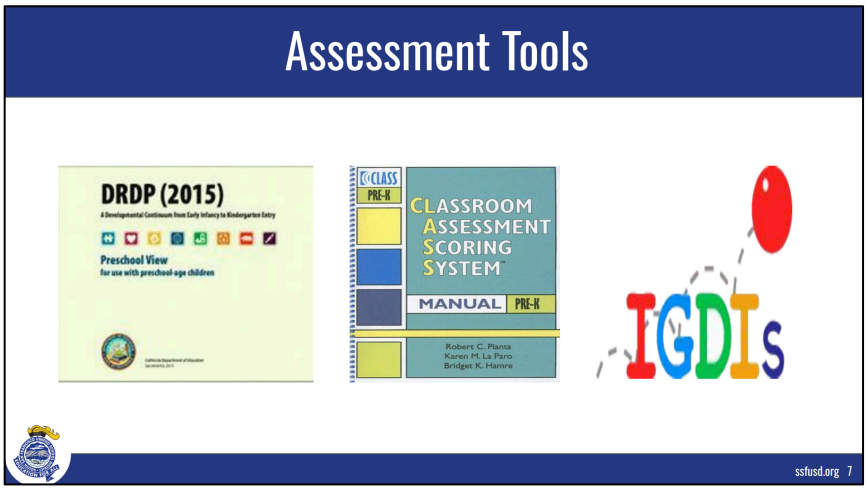
Mr. Claybon continued by highlighting the Child Development Program's commitment to maintaining consistent, honest, transparent, and professional communication with the parent community. He explained that the program utilizes several tools to share classroom and program information with families. These tools include Learning Genie, an app that allows families and schools to receive real-time messages and updates; Remind 101, which enables the program to send text messages to parents about upcoming events and provide information during emergencies, Zoom, which is

used to conduct various program meetings for both parents and staff.



Assessment Tools

Mr. Claybon explained that the Child Development Program uses several tools to assess academic and developmental progress in early education. The Desired Results Developmental Profile (DRDP) measures students' knowledge, skills, and developmental levels. The Classroom Assessment Scoring System (CLASS 2.0) evaluates the quality of teacher-child interactions in preschool classrooms. The Individual Growth and Development Indicator (IGDIs) is a newer literacy assessment tool that supports the growth of young learners. These assessments help guide instruction and provide an overall measure of program quality.



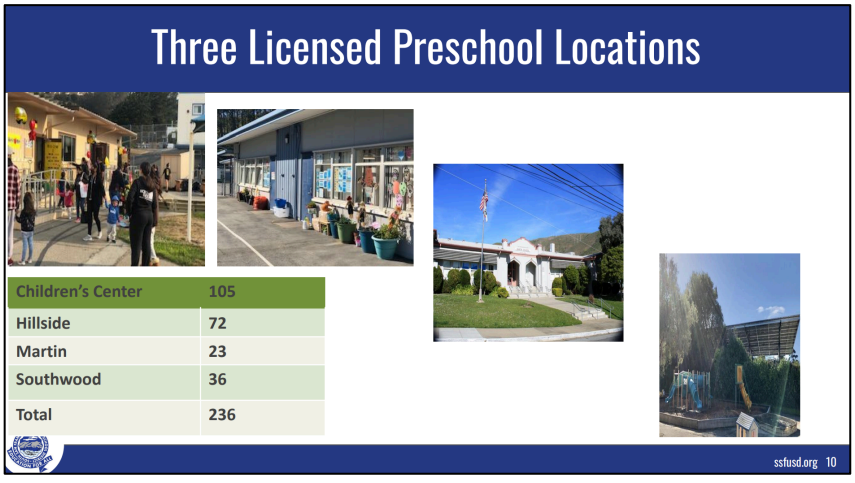
Relationships

Mr. Claybon shared that the Child Development Program has built many strong relationships over the years, and each of these professional partnerships is deeply appreciated and valued.



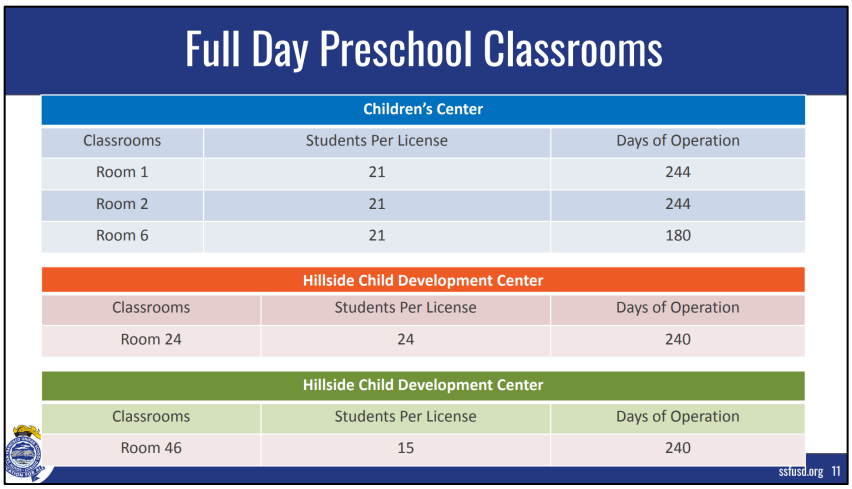
Program and Data Overview

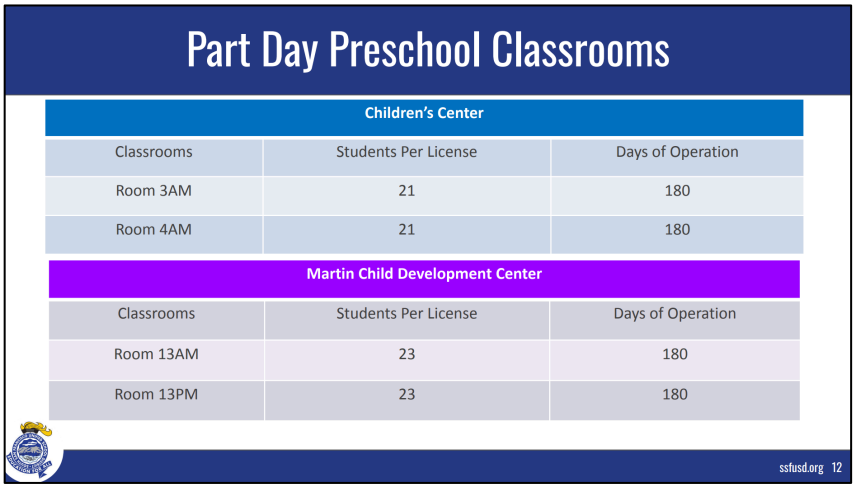
Mr. Claybon provided a program and data overview, stating that the Child Development Program has been offering quality childcare to the South San Francisco community since 1943. Currently, the program operates five full-day preschool classrooms under state and county contracts. Three of these classrooms are located at the Children's Center, and the other two are at the Hillside and Southwood campuses.



Mr. Claybon added that the program also operates four part-day preschool classrooms under a county contract. Two of these classrooms are located at the Children's Center, and

the other two are at the Martin Elementary School campus.





<u>Demographics</u>

Mr. Claybon highlighted four key areas of preschool demographics. He explained that it included the ages of the students served and their respective percentages, the number and percentage of English language learners, the number of students with IEPs, and the number of students who continue within the district after completing preschool.

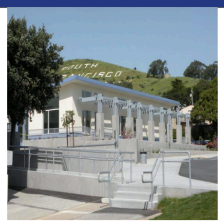
Preschool Demographics

Age Group	**4 Years-Old: 61 59.8%** **3 Years-Old: 40 39.2%** **5 Years-Old: 1 1.0%**
English Language Learners	ELD: 78 76.5% No ELD: 24 23.5%
IEP/IFSP	**No IEP's: 78 76.5%** **With IEP's: 16 15.7% (27 students)** **Undetermined: 8 7.8%**
Continuing SSF Students	Continuing: 78 76.5% Leave the District: 16 15.7%

School Locations

Mr. Claybon shared that the Child Development Program also operates two school-age programs, one subsidized, and the other fee-based. The subsidized program is located at the Children's Center and serves up to 70 students from Spruce Elementary. The fee-based program, known as the District Extended Daycare Activities Program (DEDAP), is offered at two elementary school sites, Buri Buri and Skyline.

3 Before and After School Locations



Spruce Elementary



Buri Buri Elementary



Skyline Elementary

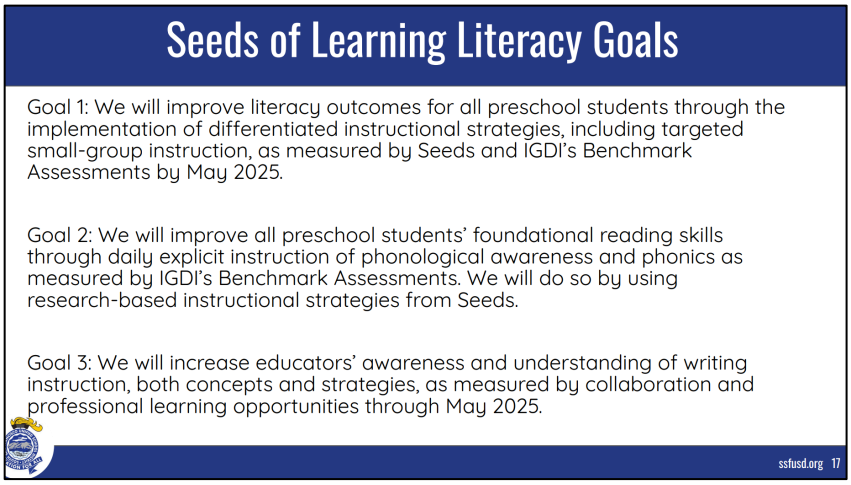
Children's Center	**70**
Buri Buri Elementary	84
Skyline	56
Total	210

ssfusd.org 14

Seeds of Learning

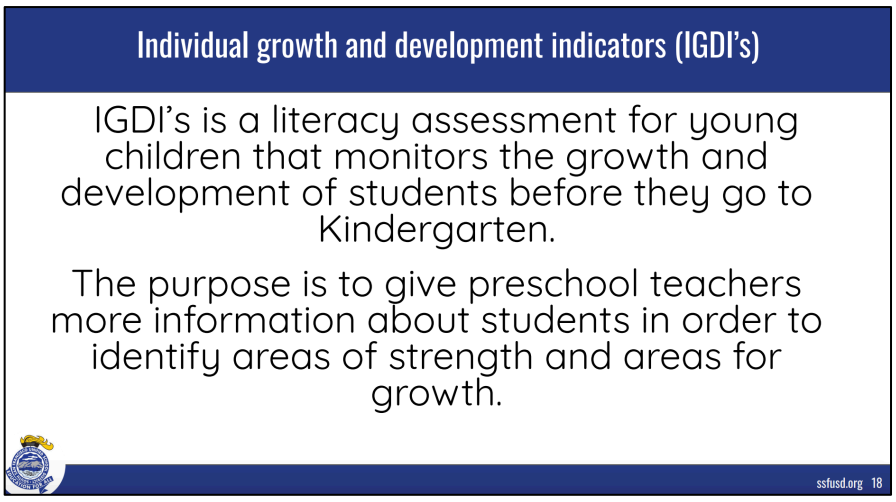
Mr. Claybon shared that the Child Development Program is implementing "SEEDS of Learning," a professional learning framework designed to prepare young children for

kindergarten by developing their oral language, emergent literacy, and social-emotional skills. The framework focuses on five key literacy predictors: oral language, phonological awareness, print concepts, alphabetic principles, and vocabulary. He outlined three literacy goals for the year. Goal 1 is to improve literacy outcomes for all preschool students by using differentiated instructional strategies. Goal 2 is to strengthen preschool students' foundational reading skills through daily explicit instruction. Goal 3 is to increase educators' awareness and understanding of effective writing instruction.

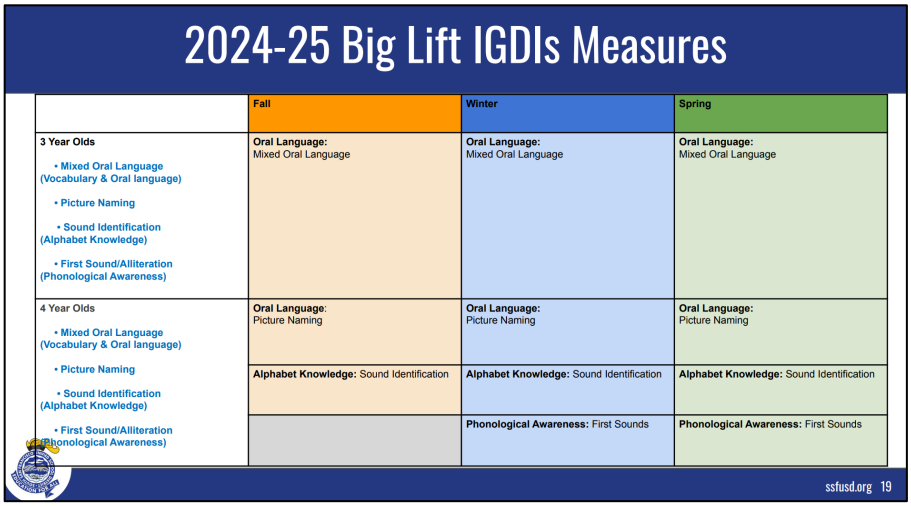


<u>Individual Growth and Development Indicator (IGDI)</u>

Mr. Claybon explained that the Individual Growth and Development Indicators, or IGDIs, is a literacy assessment tool used for young children to monitor their growth and development before they enter kindergarten. The purpose of IGDIs is to provide preschool teachers with more detailed information about each student, helping identify both their strengths and areas where they need additional support.



Mr. Claybon shared that the IGDIs assessment will measure specific literacy skills for preschool students this year, including both three- and four-year-olds. The areas of focus will be Mixed Oral Language, Picture Naming, Sound Identification, and Alliteration.



Trustee Richardson thanked Mr. Claybon for his work. She asked for clarification about the age group for Transitional Kindergarten (TK), wondering if it referred to three- or four-year-olds. Mr. Claybon explained that TK is primarily for four-year-olds. Assistant Superintendent Mr. Irish added that the state of California has been gradually expanding TK eligibility by moving the birthdate cutoff, and next year all four-year-olds will qualify for TK. He also noted that this change could affect the age distribution in the Child Development Program (CDP) in the future.

Trustee Richardson asked what three-year-olds are referred to as. Mr. Claybon and Mr. Irish responded that they are called “preschool scholars”. Trustee Richardson shared her appreciation for the district’s focus on early learning and noted that she had heard during the Capital Advisors meeting that funding for TK is expected to continue beyond the initial pilot phase. She asked about space availability for the growing TK program. Mr. Irish explained that there are currently six TK classes in the district, and the Cabinet team is exploring potential additional spaces to accommodate more four-year-olds in future years.

Trustee Richardson also inquired about the class at the Southwood site. President Anthony clarified that those are preschool classrooms, not TK, even if the children are the same age. Trustee Richardson shared that she enjoys visiting the program and complimented the recent mural at the school, saying it brightened up the campus. She thanked Mr. Claybon and the team for their work.

Trustee Lam thanked Mr. Claybon for the presentation and shared, as a parent, that child care is a critical need in the community, emphasizing how vital it is for families trying to make a living. She asked about the average waitlist numbers and the typical wait time for both preschool and after-care programs. Mr. Claybon responded that the Children’s Center currently has a waitlist of five families for its full-day preschool classrooms and eight families for its part-day program. At the Hillside, Martin, and Southwood sites, there is no waitlist. For the DEDAP after-school program, there is a waitlist of 16 families. Trustee Lam then asked how long families typically wait to get a spot. Mr. Claybon explained that when a spot opens, the enrollment team contacts families right away to begin the enrollment process, which generally takes about three weeks. However, the overall wait time varies depending on when spots become available and how quickly families are able to submit the required documentation. Trustee Lam thanked him for the information.

Trustee Hsieh thanked Mr. Claybon for his excellent presentation, noting that she enjoys it every year. She appreciated how his presentations are always precise, short, and to the point.

Vice President Murray asked what types of IEPs the 27

students in the Child Development Program have. Mr. Claybon explained that it varies, but the majority are related to speech. Vice President Murray asked if students start being identified for services at that age, and Mr. Claybon confirmed that is typically the case. Mr. Irish added that the Children's Center works closely with the Special Education Department to conduct assessments and provide early intervention services, with most IEPs being speech-related. Vice President Murray shared that two of her children received speech services at age three. She also asked if assessments are consistent across all campuses, and Mr. Claybon confirmed that they are.

President Anthony thanked Mr. Claybon and expressed her excitement about the Child Development Program. She shared her personal hope that more children from the program will transition into South San Francisco schools. She also emphasized the importance of children having ample opportunities for play-time.

The Board recessed at 8:21 p.m. for a break and reconvened at 8:31 p.m.

2. BUSINESS SERVICES

a. Annual Audit Report for the Fiscal Year Ended June 30, 2024

Andrew Park, a representative from EideBailly, reviewed the District's annual audit report for the fiscal year ended June 30, 2024. He explained that his primary role is to work for the board as their agent to audit the district's financial statements. He mentioned that all official audit documents are addressed to the board, and his main responsibility is to audit the financial statements that were previously presented as unaudited actuals back in September. His job is to review that information and provide a final audit.

Mr. Park explained that the audit is not just a financial review but also includes a compliance check focusing on federal and state requirements. He acknowledged that audit reports can seem intimidating, and he directed the board to page 94, the "Summary of Auditor Results," as the quickest way to understand the audit's outcome.

South San Francisco Unified School District
Summary of Auditor's Results
Year Ended June 30, 2024

Financial Statements	
Type of auditor's report issued	Unmodified
Internal control over financial reporting	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No
Federal Awards	
Internal control over major program	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)	Yes
Identification of major programs	
Name of Federal Program or Cluster	Federal Financial Assistance Listing
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	84.425U
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U
COVID-19 ESSER III State Reserve Emergency Needs	84.425U
COVID-19 ESSER III State Reserve Learning Loss	84.425U
COVID-19 American Rescue Plan – Homeless Children and Youth II (ARP HCY II)	84.425W
Title I, Part A, Basic Grants Low Income and Neglected	84.010
School Improvement Funding for LEAs	84.010
Child Nutrition Cluster	10.553, 10.555
Dollar threshold used to distinguish between type A and type B programs	$750,000
Auditee qualified as low-risk auditee?	No
State Compliance	
Internal control over state compliance program	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Other matters reported	Yes
Type of auditor's report issued on compliance for programs	Unmodified

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Mr. Park walked through the key sections of the page, which are divided into three parts: financial statements, federal awards, and state compliance. Before discussing the results, he explained the technical terms used in auditing. He compared auditors to the IRS, stating that just like the IRS does not send letters saying someone did a good job on their taxes, auditors also only point out issues rather than give praise.

He introduced the levels of audit opinions. The highest level is an "unmodified opinion," which is a clean opinion. It means the financial statements are presented fairly. The next level

down is a “qualified opinion,” and the lowest levels are a “disclaimer” or an “adverse opinion,” which indicate more serious issues. He emphasized that an unmodified opinion is the best outcome and is what they aim for when reviewing the district’s financials.

Mr. Park stated that for the financial statements covering July 1, 2023, through June 30, 2024, the District received an unmodified opinion, meaning the unaudited actuals were accurate. He explained internal controls as the checks and balances that ensure accurate financial reporting. Auditors check for deficiencies, with the most serious called material weaknesses, and a lower level called significant deficiencies. There were no deficiencies identified, meaning the District had proper controls in place.

He then discussed federal compliance. Any district spending over $750,000 in federal funds annually is subject to a compliance audit. South San Francisco Unified spent $8.6 million in federal funds in 2023-2024, with details available on pages 71 and 72. Audited programs included COVID-19 funding, Child Nutrition, and Title I. The District received an unmodified opinion, but an exception was noted, with details in the findings section.

South San Francisco Unified School District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Education			
Passed through California Department of Education (CDE)			
Adult Basic Education & ELA	84.002A	14508	$ 151,568
Adult Secondary Education	84.002	13978	33,474
Subtotal			185,042
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	84.425U	10155	1,241,539
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U	15559	63,013
COVID-19 ESSER III State Reserve Emergency Needs	84.425U	15620	510,018
COVID-19 Expanded Learning Opportunities (ELO) Grant ESSER III State Reserve, Learning Loss	84.425U	15621	630,076
COVID-19 American Rescue Plan - Homeless Children and Youth II (ARP HYC II)	84.425W	15566	12,236
Subtotal			2,456,882
Title I, Part A, Basic Grants Low Income and Neglected	84.010	14329	812,426
School Improvement Funding for LEAs	84.010	15438	121,675
Subtotal			934,101
Title III, English Learner Student Program	84.365	14346	244,714
Title III, Immigrant Education Program	84.365	15146	55,084
Subtotal			299,798
Strengthening Career and Technical Education for the 21st Century (Perkins V): Secondary, Section 131	84.048	14894	60,372
Title I, Part C, Migrant Ed (Regular and Summer Program)	84.011	14326	13,119
Title II, Part A, Supporting Effective Instruction	84.367	14341	178,109
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	64,432
Passed through San Mateo County Office of Education			
Special Education (IDEA) Cluster			
Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	1,713,127
Local Assistance, Part B, Sec 611, Private School ISPs	84.027	10115	44,734
Mental Health Allocation Plan, Part B, Sec 611	84.027A	15197	96,987
Subtotal			1,854,848
Preschool Grants, Part B, Sec 619	84.173	13430	85,878
Preschool Staff Development, Part B, Sec 619	84.173A	13431	713
Subtotal			86,591
Subtotal Special Education (IDEA) Cluster			1,941,439
Passed through California Department of Rehabilitation			
Workability II, Transition Partnership	84.126	10006	119,015
Total U.S. Department of Education			6,252,309

See Notes to Supplementary Information

South San Francisco Unified School District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Health and Human Services			
Passed through CDE			
Child Care and Development Fund Cluster			
Child Care and Development Programs Administered by CA Department of Social Services (Federal Funds)	93.575	10163	$ 487
Early Education: Federal Child Care, Center-based			47,134
COVID-19 ARP California State Preschool Program - Rate Supplements	93.575 93.575	15136 15641	41,988
Subtotal			89,609
Federal Child Care, Center-based	93.596	13609	109,981
Subtotal Child Care and Development Fund Cluster			199,590
Total U.S. Department of Health and Human Services			199,590
U.S. Department of Interior			
Payments in Lieu of Taxes	15.226	[1]	958
Total U.S. Department of Interior			958
U.S Department of Agriculture			
Passed through CDE			
Child Nutrition Cluster			
School Programs (NSL Sec 4)	10.555	13523	340,804
School Programs (NSL Sec 11)	10.555	13524	1,162,109
Commodities	10.555	13524	322,543
Subtotal			1,825,456
School Programs (School Breakfast Basic)	10.553	13525	103,426
School Programs (School Breakfast Needy)	10.553	13526	215,318
Subtotal			318,744
Subtotal Child Nutrition Cluster			2,144,200
Pandemic EBT Local Administrative Grant	10.649	15644	3,063
Passed Through California Department of Social Services			
CACFP Claims - Centers and Family Day Care Homes	10.558	13529	78,330
CACFP Cash in Lieu of Commodities	10.558	13534	3,994
Subtotal			82,324
Total U.S. Department of Agriculture			2,229,587
Total Federal Financial Assistance			$ 8,682,444

[1] Direct award

See Notes to Supplementary Information

For state compliance, he explained that the California Department of Education dictates which programs must be audited, listed on pages 90 and 91. Programs marked “yes” were audited, and “NA” meant they were not applicable. The District received an unmodified opinion, but there was an exception related to instructional materials compliance, detailed in the findings section.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the District's internal controls over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

2023-2024 K-12 Audit Guide Procedures	Procedures Performed
Local Education Agencies Other Than Charter Schools	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes

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2023-2024 K-12 Audit Guide Procedures	Procedures Performed
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
GANN Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Yes
K-3 Grade Span Adjustment	Yes
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
Home to School Transportation Reimbursement	Yes
School Districts, County Offices of Education, and Charter Schools	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable
Immunizations	Yes
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Yes
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools	
Attendance	Not Applicable
Mode of Instruction	Not Applicable
Nonclassroom-Based Instruction/Independent Study	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

We did not perform testing for Independent Study because average daily attendance reported did not exceed thresholds for testing.

The term "Not Applicable" is used above to mean either the District did not offer the program during the current fiscal year, the District did not participate in the program during the current fiscal year, or the program applies to a different type of local education agency.

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Mr. Park concluded that the District received unmodified (clean) opinions for financial statements, federal compliance, and state compliance, with slight exceptions noted in the federal and state sections.

Trustee Richardson thanked Mr. Park for the presentation and expressed appreciation for the consistent clean audit results each year, describing it as a “clean bill of health” for the District’s fiscal health. She acknowledged the challenging nature of school budgeting, noting that it is not as straightforward as conventional accounting. She commended Mr. O for his work, stating that he makes the District look good.

b. Measure J/Bond Audit for the Fiscal Year Ended June 30, 2024

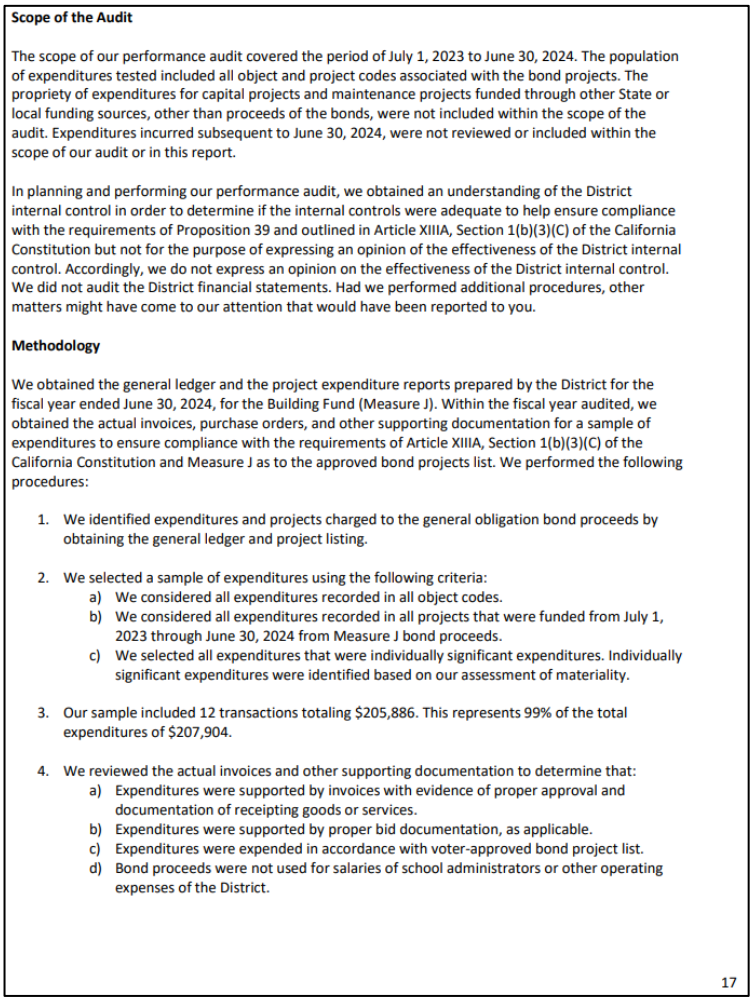
Mr. Park from EideBailly, CPAs presented the audit report for Measure J Bond for the fiscal year ending June 30, 2024. He explained that bond audits consist of two parts: the financial statement audit and the performance audit, also referred to as the compliance audit.

Mr. Park began by discussing the financial statement audit. He explained that this audit is a scaled-down version compared to the district-wide audit because it involves smaller dollar amounts. The audit assessed whether the financial statements related to Measure J were fairly stated as of June 30, 2024. Based on the audit procedures, the financial statements were found to be fairly stated in all material respects, and the audit resulted in an unmodified, or clean, opinion. There was no internal control deficiencies identified, and there were no issues to report to the Board.

Mr. Park then continued on to the performance audit, which is often of greater interest to the community. He explained that the performance audit evaluates whether the district spent Measure J bond proceeds in accordance with what voters approved. This is a yes-or-no determination with no room for interpretation.

He directed the Board to page 17 of the report, noting that during the 2023-2024 fiscal year, the district spent approximately $208,000 from Measure J funds. The audit tested $206,000 of that amount, representing roughly 99% of

the total expenditures. Based on the testing, the auditors concluded that the district had spent the bond proceeds in accordance with voter approval. There were no findings to report, and he emphasized that, as with IRS audits, no news is good news.



Scope of the Audit

The scope of our performance audit covered the period of July 1, 2023 to June 30, 2024. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District internal control in order to determine if the internal controls were adequate to help ensure compliance with the requirements of Proposition 39 and outlined in Article XIIIA, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District internal control. Accordingly, we do not express an opinion on the effectiveness of the District internal control. We did not audit the District financial statements. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Methodology

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the Building Fund (Measure J). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIIIA, Section 1(b)(3)(C) of the California Constitution and Measure J as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.

2. We selected a sample of expenditures using the following criteria:
   a) We considered all expenditures recorded in all object codes.
   b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure J bond proceeds.
   c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.

3. Our sample included 12 transactions totaling $205,886. This represents 99% of the total expenditures of $207,904.

4. We reviewed the actual invoices and other supporting documentation to determine that:
   a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
   b) Expenditures were supported by proper bid documentation, as applicable.
   c) Expenditures were expended in accordance with voter-approved bond project list.
   d) Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.

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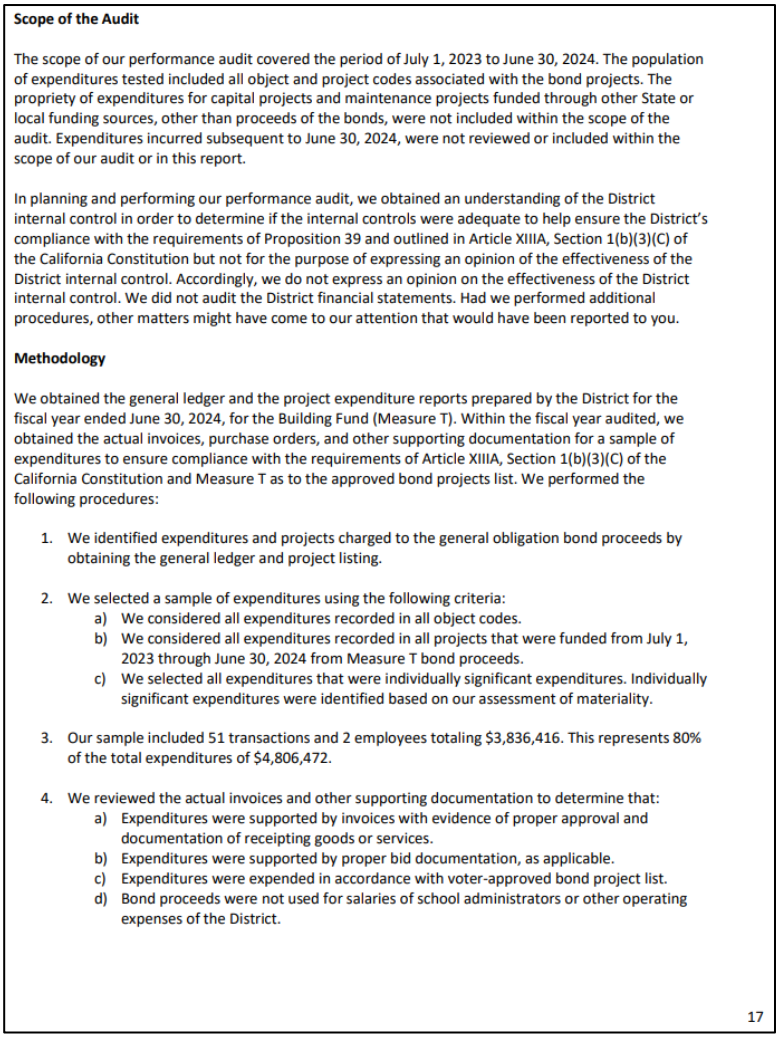
c. Measure T/Bond Audit for the Fiscal Year Ended June 30, 2024

Mr. Park from EideBailly, CPAs presented the audit report for Measure T Bond for the fiscal year ending June 30, 2024. He noted that the process was essentially the same as the Measure J audit, with two parts: the financial statement audit and the performance audit.

For the financial statement audit, he stated that the district received an unmodified, or clean, opinion, meaning the

financial statements for Measure T were fairly stated as of June 30, 2024. There was no internal control deficiencies identified, and there were no issues to report to the Board.

He then discussed the performance audit, which evaluates whether the district spent Measure T bond proceeds in line with what voters approved. He directed the Board to page 17 of the report, noting that during the 2023-2024 fiscal year, the district spent approximately $4.8 million in Measure T funds.



Scope of the Audit

The scope of our performance audit covered the period of July 1, 2023 to June 30, 2024. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIIIA, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District internal control. Accordingly, we do not express an opinion on the effectiveness of the District internal control. We did not audit the District financial statements. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Methodology

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the Building Fund (Measure T). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIIIA, Section 1(b)(3)(C) of the California Constitution and Measure T as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.

2. We selected a sample of expenditures using the following criteria:
   a) We considered all expenditures recorded in all object codes.
   b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure T bond proceeds.
   c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.

3. Our sample included 51 transactions and 2 employees totaling $3,836,416. This represents 80% of the total expenditures of $4,806,472.

4. We reviewed the actual invoices and other supporting documentation to determine that:
   a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
   b) Expenditures were supported by proper bid documentation, as applicable.
   c) Expenditures were expended in accordance with voter-approved bond project list.
   d) Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.

17

The audit tested $3.8 million, representing roughly 80% of the total expenditures. Based on the testing, the auditors concluded that the district spent the funds in accordance with voter approval. There were no findings or exceptions to report.

Trustee Richardson asked a question regarding the timeline for spending the first tranche of bond funds. She inquired about how long the district has to spend or pull the remaining funds from the next phase of the bond, noting that the district had not taken out the full bond amount. She asked if there was a specific timeline for using the bond money. President Anthony clarified that this question was better suited for Mr. O, who was not present due to illness. It was noted that the auditor, Mr. Park, would likely not have an answer as it was not within his scope. Mr. Park confirmed that he was not the appropriate person to answer that question. The Board agreed to save the question for Mr. O's return.

Trustee Hsieh thanked Mr. Park for his work on the three audit reports, noting that his presentation helped highlight the district's strong fiscal management and commitment. She acknowledged that there were no significant findings, which was an excellent outcome. She also referenced the few findings mentioned earlier, confirming with Mr. Park that they were not significant. Mr. Park agreed, and Trustee Hsieh expressed her appreciation again.

President Anthony thanked Mr. Park for his time and review of the reports.

d. Energy Program Projects and Savings

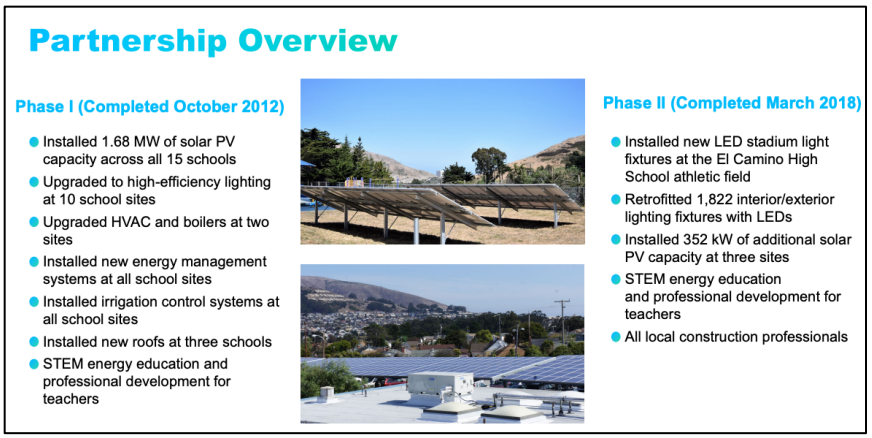
Dr. Moore introduced David Baldwin and Kayleen Willits, from Engie who would provide an update on the energy upgrade projects in the District.

Overview

Mr. Baldwin addressed the board, thanking President Anthony, trustees, and Superintendent Moore for the opportunity to present an update on the energy program savings. He provided a summary of the two phases of the program. Phase one, which began in October 2012, involved the installation of solar PV across 15 schools, upgrades to lighting at 10 schools, and HVAC and boiler upgrades at two sites. Additionally, a new energy management system was installed at all sites, along with new irrigation control systems at all schools. Three schools also received new roofs, and a successful STEM education program was implemented.

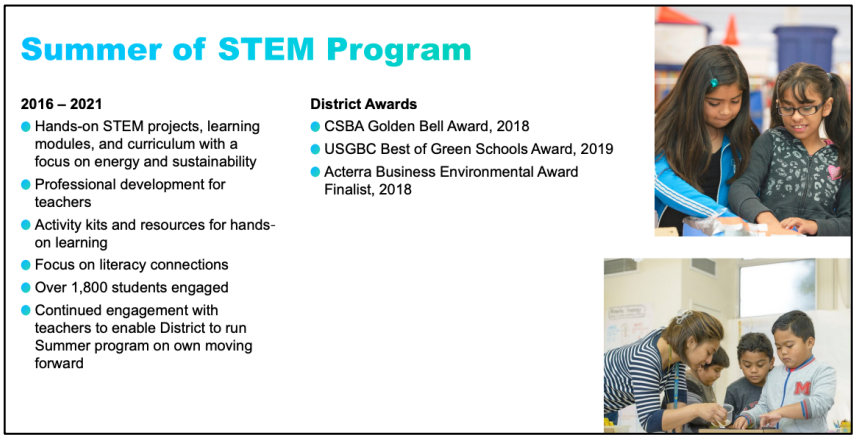
Phase two, which began in March 2018, focused on the

installation of LED sports stadium lighting at El Camino High School. This phase also included the installation of 1,800 LED interior and exterior lights at other schools, as well as 352 kW of additional solar power, mainly at the district office. The STEM education program continued into this phase as well.



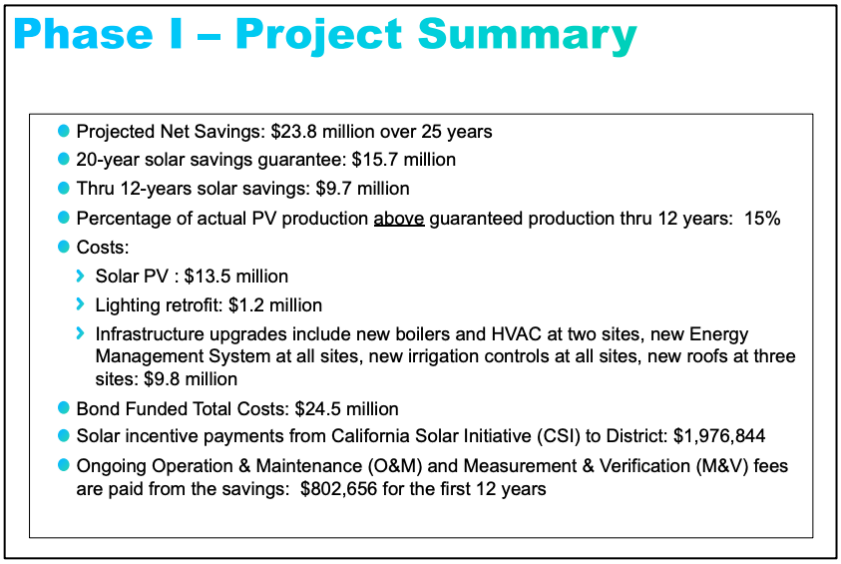
STEM

Mr. Baldwin highlighted the STEM education program included in the energy initiative, which led to numerous district awards. He mentioned that the program, particularly between 2016 and 2021, involved significant hands-on work and provided professional development for teachers. Over 1,800 students participated, and activity kits were distributed. Mr. Baldwin emphasized that the STEM summer program was very successful and continues to be a vital part of the district's efforts.



Phase I

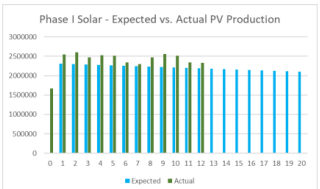
Mr. Baldwin provided an overview of the Phase 1 energy project, which has resulted in net savings of approximately $23 million over 25 years. He noted that the solar savings guarantee was $15.7 million, and as of the 12th year, the district is 15% above the guaranteed estimate of solar production, with over $9 million in savings so far. The total cost of Phase 1 was $24.5 million, with $13.5 million allocated for solar, $1.2 million for lighting across 10 sites, and nearly $10 million for infrastructure upgrades, including new roofs, irrigation controls, energy management systems, boilers, and HVAC. Additionally, the district received almost $2 million in solar rebates. Ongoing operation and maintenance services, along with measurement and verification, have cost $800,000, leaving net savings of about $9 million, which has contributed significantly to general fund savings and supports classrooms.

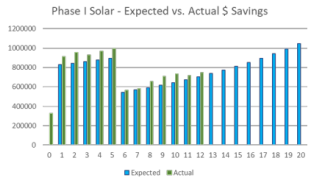


Mr. Baldwin shared savings from year zero (during construction) through year 20. The first five years show higher savings due to PG&E rebates per kilowatt hour, after which the rate drops to 24 cents. The guaranteed savings are calculated by multiplying the solar production by the contracted rate. Each year, the solar energy production is measured, and the results are reported to district staff annually. The report compares actual energy production to the contracted figures to determine whether the district is over or under the projected savings.

Solar PV Performance To Date

Phase 1 Solar						
Year	Guaranteed Production (kWh)	Avoided Rate ($/kWh)	Guaranteed Savings ($/yr)	Actual Energy Production (kWh)	Actual Savings ($/yr)	Percent of Guaranteed PV Production
	In Contract	In Contract	In Contract	As Measured	As Measured	
0		$0.195		1,668,180	$325,296	
1	2,315,381	$0.358	$827,909	2,543,494	$910,571	110%
2	2,303,804	$0.366	$843,329	2,607,380	$954,301	113%
3	2,292,285	$0.375	$859,640	2,472,282	$927,106	108%
4	2,280,824	$0.384	$876,948	2,525,420	$969,761	111%
5	2,269,420	$0.395	$895,337	2,521,007	$995,798	111%
6	2,258,072	$0.241	$544,967	2,339,620	$563,848	104%
7	2,246,782	$0.253	$567,648	2,301,531	$582,287	102%
8	2,235,548	$0.265	$591,679	2,475,568	$656,026	111%
9	2,224,370	$0.277	$617,185	2,557,528	$708,435	115%
10	2,213,249	$0.291	$644,367	2,515,908	$732,129	114%
11	2,202,182	$0.306	$673,236	2,343,295	$717,048	106%
12	2,191,171	$0.321	$703,995	2,329,664	$747,822	106%
13	2,180,216	$0.338	$736,829			
14	2,169,314	$0.356	$772,023			
15	2,158,468	$0.375	$809,629			
16	2,147,676	$0.396	$849,935			
17	2,136,937	$0.418	$893,220			
18	2,126,253	$0.442	$939,894			
19	2,115,621	$0.468	$990,081			
20	2,105,043	$0.496	$1,044,195			
	44,172,616		$15,682,047	31,200,877	$9,790,428	115%





Expected 25-year lifetime production: 57,411,578 kWh
Production year starts Nov. 1 each year

Phase II

Phase 2 of the energy project had a simpler scope, focusing mainly on solar and lighting. The projected net savings over 25 years is $2.7 million, with a solar-only guarantee of $3.7 million. The difference is due to some costs being deducted from the solar savings, as this project was funded by a tax-exempt lease, not bond funds. Through the first six years, the savings amount to $931,000, which is above the guaranteed production. The costs for the project were $1.8 million for solar and $3.1 million for the lighting retrofit, including stadium lighting, bringing the total project cost to just under $5 million. Funding for this project came from Prop 39 state funding ($700,000), $300,000 in district capital, and $3.9 million in financing. The operation and maintenance costs for the first six years were $33,000, leaving net savings of approximately $900,000 after deducting maintenance costs.

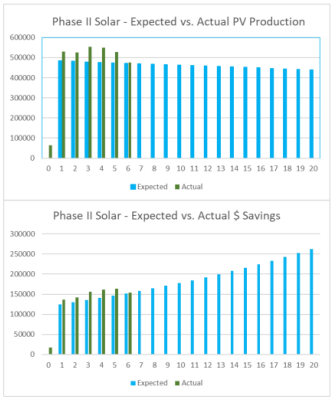
Phase II Project Summary

- Projected Net Savings : $2.7 million over 25 years
- 20-year solar savings guarantee: $3.7 million
- Thru 6-years solar savings: $931,000
- Percentage of actual PV production above guaranteed production thru 6 years: 13%
- Costs:
  - Solar PV: $1.8 million
  - Lighting retrofit: $3.12 million (includes stadium lighting)
- Total Project Costs: $4.92 million
- Funding:
  - Prop 39 Grant Funds (year 1&2): $700,000
  - Capital Contribution: $300,000
  - Net Amount Financed: $3.92 million
- Ongoing Operation & Maintenance (O&M) and Measurement & Verification (M&V) fees are paid from the savings: $33,539 for the first 6 years

Mr. Baldwin shared the spreadsheet for Phase 2 which displayed the years on the left, with the contracted guarantee amounts next to them. It then compares these to the actual numbers in the "actual" column through year six. The spreadsheet also shows the percentage of the contracted production that was achieved each year. This allows for a clear year-by-year view of the project's performance.

Solar PV Performance To Date

Phase II Solar						
Year	Guaranteed Production (kWh)	Avoided Rate ($/kWh)	Guaranteed Savings ($/yr)	Actual Energy Production (kWh)	Actual Savings ($/yr)	Percent of Guaranteed PV Production
	In Contract	In Contract	In Contract	As Measured	As Measured	
0		$0.257		68,360	$17,587	
1	484,606	$0.258	$125,004	531,181	$137,018	110%
2	482,216	$0.270	$129,976	526,343	$141,870	109%
3	479,154	$0.282	$135,145	553,434	$156,076	116%
4	476,757	$0.295	$140,521	549,056	$161,786	115%
5	474,373	$0.308	$146,110	528,042	$163,089	111%
6	472,001	$0.322	$151,922	475,777	$153,577	101%
7	469,641	$0.336	$157,964			
8	467,293	$0.351	$164,247			
9	464,957	$0.367	$170,780			
10	462,632	$0.384	$177,573			
11	460,319	$0.401	$184,636			
12	458,017	$0.419	$191,980			
13	455,727	$0.438	$199,616			
14	453,448	$0.458	$207,556			
15	451,181	$0.478	$215,811			
16	448,925	$0.500	$224,395			
17	446,681	$0.522	$233,320			
18	444,447	$0.546	$242,601			
19	442,225	$0.570	$252,250			
20	440,014	$0.596	$262,283			
	9,234,615		$3,713,690	3,232,193	$931,003	113%



Expected 25-year lifetime production: 11,400,704 kWh
Production year starts May 1 each year

Measurement & Verification

Mr. Baldwin explained that the measurement and verification services for the energy program involve continuous monitoring of the solar systems. These systems send alarms, which help identify and address any issues promptly. Additionally, the system allows the district to access the data online, so staff can monitor how the systems are operating. On an annual basis, the compiled data is presented to district staff for review.

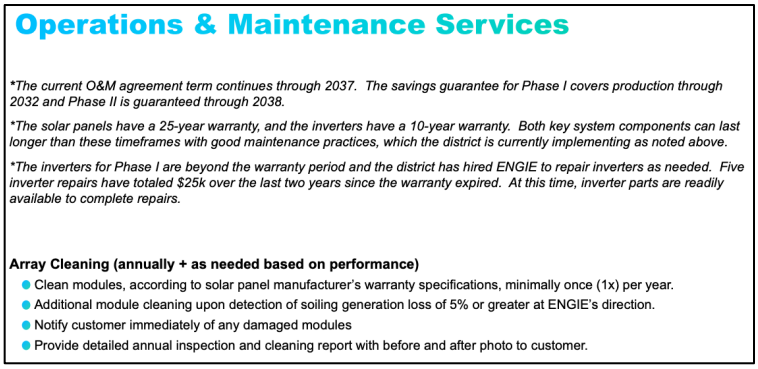
Measurement & Verification Services

Measurement and Verification (M&V) Reporting

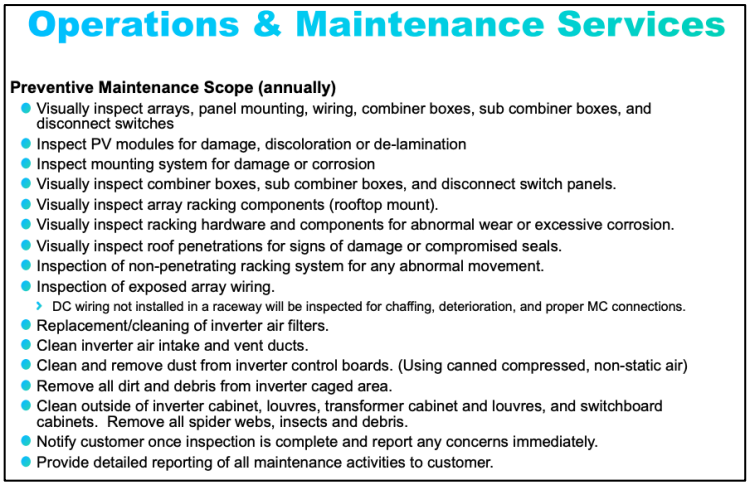
- Measurement & Verification (M&V) Reporting
  - annual savings guarantee reconciliation reports & customer meeting
- Solar PV Performance Monitoring
  - continuous monitoring of PV systems by experienced monitoring technicians
  - identify and respond to system alarms & communication issues
  - performance alerts when systems are outside of expected operating parameters
  - user interface web accessible (utility vision) to customer 24/7

Operations & Maintenance

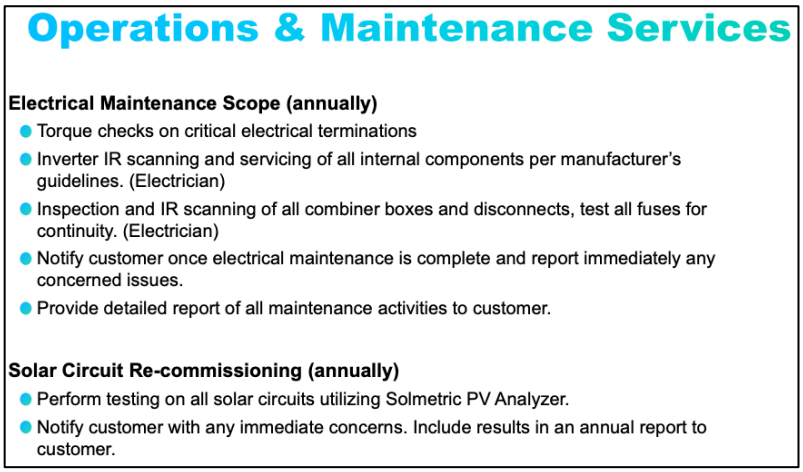
Mr. Baldwin also discussed the operation and maintenance (O&M) services provided for the energy systems. The two main components of the system are the solar panels and the inverters. The panels come with a 25-year warranty, while the inverters have a 10-year warranty, which has already passed since the systems are now in year 12. Despite being out of warranty, the inverters have had five issues, all of which were repaired for a total of $25,000. Replacing all the inverters would cost over $3 million, so it is recommended to continue with repairs for now, as proper maintenance can extend their lifespan. The O&M service includes annual cleaning of the solar arrays, during which any damages to the arrays are identified and reported to the district staff.



Mr. Baldwin emphasized the importance of preventative maintenance, which involves regular visual inspections, changing air filters, and ensuring there is no dirt or debris around the equipment. The team follows a detailed checklist to maintain the systems, ensuring everything is functioning properly and efficiently.



Mr. Baldwin discussed the electrical systems maintenance, which includes infrared scanning of inverters and connections to ensure everything is functioning properly. The team also performs circuit testing using specialized equipment. All results and reports are made available to the district on a website, allowing Director Wazi to access detailed information, including guarantee reports up to year 12.



Potential Future Projects

Mr. Baldwin concluded by discussing several future considerations for the district's energy program:

1. Inverter Replacements: The inverters are out of warranty, and replacement for all units would cost around $3.6 million. However, since replacement parts are readily available in San Jose, ongoing repairs have been more feasible. He recommended continuing repairs for now, but suggested budgeting for eventual full replacement in the future, possibly through bonds or an annual set-aside fund.

2. Additional Lighting Projects: Given the energy savings from the original LED lighting installation, he proposed the idea of expanding the lighting upgrade across the district to further reduce energy costs.

3. Microgrids for Power Outages: He recommended considering the installation of microgrids at priority sites to protect against power outages, ensuring continuity for critical areas such as classrooms, data centers, and food refrigeration. While implementing microgrids across all

sites would be costly, targeting a few key locations could provide more manageable solutions.

Potential Future Projects

(Subject to Available District Funding)

Measure	Description	Cost	Net Cost	Annual Savings
Inverter Replacements	Satcon replacements with string inverters	$3,600,000	$3,600,000	$102,800
LED Interior Lighting	LED lighting retrofit	$2,320,000	$2,320,000	$221,100
Microgrid & BESS	Battery storage, generation and microgrid controls	$21,450,000	$15,300,000	$32,000
	Totals	**$27,370,000**	**$21,220,000**	**$355,900**

Trustee Lam shared a personal reflection on the timing of the project, recalling that her child was just one year old when the first phase was completed. She expressed great appreciation for the district's efforts and the company's work in bringing solar power to the schools. Trustee Lam emphasized how significant it is to see the savings generated from not relying on PG&E, as well as the district's proactive stance on climate resiliency. She acknowledged that this initiative positions the district at the forefront of sustainability and expressed gratitude for the information provided.

Ms. Willits extended an offer for further assistance, suggesting that if anyone had more questions or needed clarification after reviewing the presentation, they should feel free to reach out. She confirmed they left their contact information for follow-up in the presentation. Trustee Richardson responded, mentioning feeling overwhelmed by the amount of data presented but expressing appreciation for the information and the opportunity to meet.

Thank You

Team Contact Info

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Melanie Greene
Key Account Director
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O. PRESENTATION WITH POTENTIAL ACTION - None

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

Trustee Richardson requested to pull items 1a and 1b for clarity.

MOTION #1 (Murray/Hsieh) to approve Item 1c, Permission for staff to attend the CSEA Paraeducator conference in Ontario, CA, March 11 – 13, 2025; Item 1d, Permission for staff to attend the Link Crew Basic Training in Orange, CA, February 2 – 5, 2025; Item 1e, Permission for the El Camino High School wrestling team to travel to Bakersfield, CA, February 26 – March 2, 2025; Item 1h, Permission for staff to attend the AVID Summer Institute in San Diego, CA, July 30 – August 2, 2024; Item 1i, Permission for South San Francisco High School staff and students to travel to Japan, July 24 – August 2, 2025; Item 1j, Permission for South San Francisco High School wrestling team to travel to Fresno, CA, March 7 – 9, 2025; Item 1k, Permission for Westborough Middle School Honor Society 8th Grade Students to travel to Yosemite National Park, April 26 – 29, 2025; Item 1l, Permission for staff to attend the Napa Wellness Conference in Napa, CA, March 5 – 7, 2025; Item 1m, Permission for staff to attend the CA Adviser Teach-in: Building Journalism in San Luis Obispo, CA, January 18, 2025; Item 1n, Permission for staff to attend the CRLP Social Emotional Learning into Literature conference in San Diego, CA, January 31 – February 2, 2025; Item 1o, Approval of the 2023 – 2024 School Accountability Report Cards (SARCs); Item 1p, Approval of Consolidated Application and Reporting System (CARs) Spring 2025 and the 2024-25 Application for Funding; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 2c, Permission for staff to attend the California School Personnel Commissioners Association Conference in Napa, CA, March 16 – 18, 2025; Item 3a, Purchase Order Listing, November 2024; Item 3b, Warrant Register, November 2024; Item 3c, Cash Receipts, November 2024; Item 3d, Declaration of surplus items; Item 3e, Gifts to the District, December 2024; Item 3f, Fundraising events for the 2024-25 school year; Item 3g, Professional services agreements under $25,000. Motion Carried. (Unanimous)

Trustee Lam said she would abstain from voting for items 1f and 1g.

MOTION #2 (Murray/Hsieh) Item 1f, Permission for staff to attend the Science Leadership Academy in San Francisco, CA, January 29 – 31, 2025; Item 1g, Permission for staff to attend the Elementary Science Workshop in San Francisco, CA, February 27 – 28, 2025. (AYES:

Richardson, Hsieh, Murray, Anthony; NOES: None; ABSTAIN; Lam). Motion passed 4-0-1.

Trustee Richardson raised concerns about approving reimbursements for a professional learning opportunity after the fact. She noted that the California Mathematics Committee conference, which took place in October 1-2, 2024, was only now being brought to the board for approval in January 2025. She expressed confusion about the process and emphasized the need for clarity, particularly for the public, on why such approvals were happening months later.

Assistant Superintendent Mr. Irish responded by explaining that the San Mateo County Office of Education had originally assured the district that they would cover all costs for staff attending the training. Since it was not an overnight trip and there was no cost to the district, it was not initially brought to the board for approval. However, after the training took place, staff submitted reimbursement requests, and the county clarified that they do not reimburse employees directly. Instead, the district needed to invoice the county for the funds, which would then be reimbursed and distributed to staff.

Mr. Irish acknowledged that this miscommunication led to the item being brought to the board for approval at this time, even though the expense was not coming from district funds. He assured the board that this was an oversight and that the internal processes had now been clarified to prevent similar situations in the future.

Trustee Richardson expressed concern about approving expenses retroactively and the potential liability it could pose. She asked if there was a way to ensure this does not happen again. Mr. Irish assured her that both he and the team are now aware of the issue and will adjust their procedures accordingly.

MOTION #3 (Murray/Hsieh) to approve Item 1a, Permission for staff to attend the California Mathematics Community of Practice Convening in Sacramento, CA October 1 – 2, 2024; 1b, Permission for staff to attend the California MathematicsCommunity of Practice Convening in Anaheim, CA, January 29 – 30, 2025. Motion Carried. (Unanimous)

PUBLIC HEARING

The Board meeting was suspended to open a public hearing at 9:18 p.m.

President Anthony shared that the South San Francisco Unified School District (“District”) and the South San Francisco Classroom Teachers Association (“SSFCTA”) will be

negotiating a successor collective bargaining agreement ("successor agreement") for the 2025-2028 term.

This Public Hearing provided an opportunity for members of the public to comment on the SSFCTA proposal. There were no comments.

The public hearing was closed and the Board meeting resumed at 9:18 p.m.

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Williams Uniform Complaints for 2nd Quarter Ending 12/31/24

Assistant Superintendent J. Marwan Hannon presented to the Board, the Quarterly Report on Williams Uniform Complaints for the quarter ending December 31, 2024, per Education Code Section 35186. This form addresses complaints related to textbooks, facilities, and teacher misassignments. He stated that there were no complaints filed in the District for this quarter.

2. BUSINESS SERVICES

a. Update on Governor's 2025-26 Budget Proposal

President Anthony noted that Item 2A under Business Services should have been pulled from the agenda. Due to Mr. O's illness, he was unable to make his scheduled presentation. As a result, the item will be postponed and brought back for review at the next board meeting.

ACTION

1. ADMINISTRATION

a. Resolution No. 25-01 African American History Month

The resolution was read by Trustee Pat Murray.

MOTION #4 (Murray/Hsieh) To adopt Resolution #25-01: Honoring African American History Month. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 25-02 School Counseling Week

The resolution was read by Trustee Mina Richardson.

MOTION #5 (Lam/Murray) To adopt Resolution #25-02: Honoring School Counselors. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

c. Approval of District's Updated Board Bylaws and Policies

Trustee Richardson requested to pull no. 12, BB 9323.2.

MOTION #6 (Hsieh/Murray) to approve the following updated District's Board Bylaw and Policies listed #'s 1-11 and waive a second reading. Motion Carried. (Unanimous)

1. BP 0470 – COVID-19 Mitigation Plan
2. BP 3516 – Emergencies and Disaster Preparedness Plan
3. BP 4111 – Recruitment and Selection
4. BP 4211 – Recruitment and Selection
5. BP 4311 – Recruitment and Selection
6. BP 4118 – Dismissal/Suspension/Disciplinary Action
7. BP 4218 – Dismissal/Suspension/Disciplinary Action
8. BP 5141.21 – Administering Medication and Monitoring Health Conditions
9. BP 5144 – Discipline
10. BP 6141.2 – Recognition of Religious Beliefs and Customs
11. BP 6175 – Migrant Education Program
12. BB 9323.2 – Actions by the Board

Trustee Richardson proposed an amendment to the policy, suggesting that if a violation occurs, the Board should hold a revote before escalating the issue to the District Attorney's office. Under her proposal, individuals who were found to have violated the policy would not be allowed to participate in the second vote.

President Anthony clarified that the current policy states that before any legal action is taken to challenge a Board decision, an interested party or the District Attorney's office must first issue a formal demand to the district to "cure and correct" the alleged violation. Trustee Richardson argued that the Board should have the ability to internally correct the

situation without first consulting legal counsel.

President Anthony disagreed, emphasizing that Board policy requires consultation with legal counsel before determining a course of action. Trustee Lam also voiced opposition to the proposed amendment, stating that since future violations could vary in nature, it is essential to involve legal counsel before deciding on a remedy.

President Anthony called for a motion to include language that instructs the Board to take a revote as the first course of action to cure and correct a violation of Board policy.

MOTION #7 (Richardson/–) to include language in the District's Board Bylaw and policy BB 9323.2 that instructs the Board to take a revote as the first course of action to cure and correct a violation of Board policy. Motion failed due to lack of a second.

MOTION #8 (Murray/Hsieh) to approve the updated District's Board Bylaw and policy BB 9323.2 and waive a second reading. (AYES: Hsieh, Murray, Anthony; NOES: Richardson). Motion passed 4-1.

2. EDUCATIONAL SERVICES

a. Approval of Agreement with the Bay Area Writing Project (BAWP) for the 2024 – 2025 School Year

MOTION #9 (Murray/Hsieh) to approve the agreement with the Bay Area Writing Project and Baden High School for professional development sessions for the 2024 – 2025 school year. Motion Carried. (Unanimous)

b. Approval of Agreement with UnboundEd Learning, Inc. and Participation in the 2025 Math Adoption Workshops

MOTION #10 (Murray/Hsieh) to approve the agreement with UnboundEd Learning, Inc. and the participation in the 2025 Math adoption workshop series. Motion Carried. (Unanimous)

c. Approval of Agreement with Welldom for the 2024 – 2025 School Year

MOTION #11 (Hsieh/Murray) to approve the agreement with Welldom for Special Education staffing needs for the 2024 – 2025 school year. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Provisional Internship Permit (PIP) for Social Science Teachers at Parkway Heights Middle School.

MOTION #12 (Hsieh/Murray) to approve the PIP for Social Science Teachers at PHMS for the 2024-2025 school year, as presented to the Board. Motion Carried. (Unanimous)

b. Approval of the Merit District Classification and Compensation Study Proposal from Gallagher/Koff & Associates

MOTION #13 (Murray/Lam) to approve Gallagher/Koff & Associates proposal to conduct a Classification and Compensation Study for the South San Francisco Unified School District through June 30, 2026, as presented to the Board. Motion Carried. (Unanimous)

Vice President Murray inquired whether the current classification and compensation study was the same as the Ewing study conducted a few years ago. Assistant Superintendent Hannon confirmed that while he was not with the district at the time, records indicate that Ewing conducted the last study in 2016-2017.

Trustee Lam asked for clarification on how often these studies are conducted, the reasons for doing one now, and why Gallagher/Koff was selected over other proposals. Assistant Superintendent Hannon explained that best practices recommend that merit districts conduct a classification and compensation study at least every five years. However, South San Francisco Unified School District's last study was nearly eight years ago, with the previous one before that occurring in 2000-2001. Given the district's strategic plan and long-term workforce sustainability goals, the study was deemed necessary. Regarding the selection process, Assistant Superintendent Hannon noted that the criteria used in evaluating proposals were outlined in the board packet, along with Gallagher/Koff's proposal and the district's RFP, all of which are publicly available on the

district website.

President Anthony thanked Trustee Lam for the questions. She then shared that, moving forward, she plans to begin with comments before making motions, but for this meeting, she would continue with her current process of opening motions and discussing them afterward.

c. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Elementary Science Site Leader Teacher for the 2024-2025 School Year

MOTION #14 (Murray/Hsieh) to approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Elementary Science Site Lead Teacher for the 2024-2025 school year, as presented to the Board. Motion Carried. (Unanimous)

d. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Special Education (Education Specialist) Sign-On Bonus for the 2025-2026 School Year

MOTION #15 (Murray/Lam) to approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Special Education (Education Specialist) Sign-On Bonus for 2025-2026 school year, as presented to the Board. Motion Carried. (Unanimous)

e. Approval of Agreement with Sunbelt Staffing, LLC

MOTION #16 (Hsieh/Murray) to approve the agreement with Sunbelt Staffing, LLC to support the South San Francisco Unified School District for staffing needs with certificated and classified substitutes for the 2024-2025, 2025-2026, and 2026-2027 school years. Motion Carried. (Unanimous)

f. Approval of Agreement with Robert Half Recruiters & Employment Agency for 2024-2025

MOTION #17 (Lam/Hsieh) to approve the agreement between the South San Francisco Unified School District and Robert Half Recruiters & Employment Agency for 2024-2025, as presented to the Board. Motion Carried. (Unanimous)

g. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Guided Language Acquisition Design (GLAD) for the 2024-2025 School Year

MOTION #18 (Murray/Hsieh) to approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Guided Language Acquisition Design (GLAD) Cohort for the 2024-2025 school year, as presented to the Board. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

a. Acceptance of Notice of Completion for the HVAC Replacement & Reroofing Project #04-24 at Baden High School

MOTION #19 (Lam/Hsieh) to approve the acceptance for the HVAC Replacement & Reroofing at Baden High School Project #04-24 as complete and ratify staff's action to file the Notice of Completion. Motion Carried. (Unanimous)

b. Approval of Proposal with HY Architects for the HVAC Replacement Project at Skyline Elementary School

MOTION #20 (Richardson/Hsieh) to approve the proposal with HY Architects for architectural and engineering services for the Skyline Elementary School HVAC replacement project in the amount of $124,000 as presented to the Board. Motion Carried. (Unanimous)

c. Approval of Proposal with DSK Architects for the Security Gate Project at Spruce Elementary School

MOTION #21(Hsieh/Lam) to approve the proposal with DSK Architects for architectural services for the Spruce Elementary School Security Gate project in the of amount of $59,000 as presented to the Board. Motion Carried. (Unanimous)

President Anthony shared she was at Spruce on Tuesday dropping off materials before the DELAC meeting. She expressed her approval and excitement about the project, stating that she is really glad the district is moving forward

with it.

d. Approval of proposal with PLUM Architects, Inc. for the Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space

MOTION #22 (Murray/Hsieh) the approve the proposal with PLUM Architects, Inc. for Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space project in the amount of $70,500 as presented to the Board. Motion Carried. (Unanimous)

Trustee Lam acknowledged that she had asked some questions in advance and appreciated the explanations provided. She noted the difficulty of discussing the project with Mr. O being out sick and asked for a brief explanation of how this particular project fits into the overall kitchen renovation.

Superintendent Dr. Moore called on Director Shelton to respond. Trustee Richardson then suggested adding a discussion on parliamentary procedures to a future agenda, but President Anthony redirected the discussion back to the approval of the proposal with PLUM Architects and noted that the topic could be addressed toward the end of the meeting. Trustee Richardson mentioned difficulty hearing due to microphone issues.

Director Shelton explained that the central kitchen at El Camino High School is undergoing renovations and will be completely closed during construction. Initially, the district considered setting up a temporary kitchen nearby, but due to space and cost constraints, this was not feasible. Instead, the district decided to contract with a third-party food vendor to provide meals during the construction period. To retain staff, part of the nutrition services team will operate out of the district office warehouse, handling certain items like milk and fruit for redistribution. This solution ensures that students continue to receive meals in an efficient and cost-effective manner.

Trustee Lam thanked Director Shelton and the business services team for exploring various options and finding the most effective solution. President Anthony followed up with a question Trustee Lam also had about the timeline for

selecting the third-party food vendor. Director Chan responded that proposals are due by February 7, and a decision is expected to be made soon after, with board approval anticipated on March 13. President Anthony thanked Director Chan for the update.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

Trustee Richardson requested that the Board receive training on parliamentary procedures and the Brown Act, suggesting it should be done annually as a refresher. She mentioned that the DWK firm had offered training and emphasized the importance of following proper procedures during meetings. Dr. Moore acknowledged the request and asked if the Board was interested in scheduling such a training. Vice President Murray and President Anthony declined Brown Act training, noting that it is available at conferences and was taken last year. However, President Anthony suggested incorporating parliamentary procedure training into the special board workshop. Dr. Moore confirmed that if the Board agreed, the training could be included in the workshop. The Board expressed openness to the idea, and Dr. Moore stated she would coordinate with Luan to arrange it.

February 5, 2025 - Board study session

- Presentation - Math Pilot update
- Presentation - CA Dashboard and Differentiated Assistance
- Presentation - LCAP mid-year report/update
- Presentation – Instructional Vision update

February 13, 2025

- Presentation teaching and learning – Monte Verde MS
- Presentation on Performance Management - English Learners
- Introduction of new Student Trustee Harsana

February 27, 2025

- Presentation teaching and learning - Martin ES
- Presentation on Performance Management - Special Education
- Presentation on supplement to the annual LCAP update for 2025-26
- Resolution for Women’s History Month (March)
- Resolution for Red Cross Month (March)
- 2025 CSBA Delegate Assembly election

March 13, 2025

- Presentation teaching and learning – South San Francisco HS
- Presentation on Counseling
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report “positive certification”

March 27, 2025

- Presentation teaching and learning – Ponderosa ES
- Presentation on Nutrition Services
- Presentation on Induction
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Resolutions for retirees

April 10, 2025

- Presentation teaching and learning – Alta Loma MS
- Presentation - Performance Management, NGSS/Genentech
- Williams report for 3rd quarter ending 3/31/25
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2025-26
- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

April 24, 2025

- Presentation teaching and learning – Sunshine Gardens ES
- Resolution honoring Asian Pacific American Heritage Month (May)

May 8, 2025

- Recognition for outgoing Student Trustee Harsana
- Presentation teaching and learning – Spruce ES
- Approval of the Board meeting calendar for the 2025-26 school year
- Resolution for Fund 11 and Fund 14 account balances

May 10, 2025 – Special Meeting/Board Workshop (*District Office*)

- Good Beginnings Board Workshop

May 22, 2025

- Presentation teaching and learning - Baden HS/ Adult Education
- Presentation on the Facilities Department
- Information on May revision of the Governor's 2025-26 budget
- Resolution in support of LGBTQ+ Pride Month (June)

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

President Anthony opened the Good and Welfare portion of the meeting, reminding everyone to limit comments to five minutes and encouraging board members to keep remarks brief to avoid a 10-minute break.

Vice President Murray wished everyone well and encouraged them to enjoy their time before the next meeting.

Trustee Richardson asked for clarification on the agreed-upon future agenda items, and President Anthony confirmed that the board would not schedule Brown Act training but would include parliamentary procedure training in the May 10 Special Meeting Board Workshop, known as the Good Beginnings Board Workshop.

Trustee Lam wished everyone a Happy Lunar New Year and shared that she would be attending the South San Francisco celebration on Saturday. She mentioned that the festivities would begin on the 29th and continue about two weeks after that. Vice President Murray asked what time the event would start, and Trustee Lam confirmed it would begin at 10:00 AM. President Anthony also noted that there would be a night market on February 7th.

Trustee Richardson then shared updates from recent events, including a budget workshop that indicated continued funding for all programs. She also attended a workforce housing workshop via Zoom but mentioned she would miss the second session due to traveling to San Diego with a delegation of 16 community members. She recounted a visit to South San Francisco High School, where she observed video technology programs and student-produced content. She praised the school's daily broadcast program and noted the resilience and vigilance of students and staff, particularly in light of a recent intruder incident.

President Anthony shared her experience attending the PTA 17th District Superintendent Luncheon, commending the PTA's efforts and dedication. She wished everyone a Happy New Year.

ADJOURNMENT – 10:01 p.m.