

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of December 12, 2024

SSFUSD Equity Definition

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

OPEN SESSION — 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 for HR/Student Services
Employee Organization: SSFCTA

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

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present Ms. Jamie Wong, Student Board Member - Present
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Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Present
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- C. PLEDGE OF ALLEGIANCE** was led by Parkway Heights Middle School 8th grade student and ASB President, Bella Casillas. Principal Nguyen highlighted Bella's impressive accomplishments, describing her as "amazing" and sharing that Bella runs her own crochet business. Bella regularly participates as a vendor at community pop-up events and consistently sells out her products.

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 – Nothing to report

F. REVIEW OF AGENDA - Assistant Superintendent, Mr. O requested to pull item 4.F from the Business Services action items for further discussion.

G. PTA COUNCIL REMARKS – Lauren Kitchen, PTA Council President, thanked PTA leaders, principals, and Mr. O for attending the recent holiday party and announced a \$7,500 grant from Synopsis to fund Science Festival assemblies at all nine elementary schools. She acknowledged Jennifer Rossi for her support in securing the grant and aiding STEM events. She highlighted various PTA activities, including holiday bazaars, staff lunches, and student holiday shops. Schools like Alta Loma and Ponderosa treated students and staff with ice cream, self-care items, and teacher reimbursements. Santa visits, winter performances, and community festivals are planned at several schools, including Junipero Serra, Martin, Skyline, and Spruce, celebrating the season with food, crafts, and family fun.

Nalani Crivello, PTA President at Parkway Heights Middle School, shared her experience as a fourth-year PTA volunteer and first-year president. She expressed gratitude to Parkway PTA members, parent volunteers, and students. She highlighted recent accomplishments, including a \$1,200 grant for a vaping and tobacco use presentation, a partnership with the South San Francisco Library to share resources, and an upcoming event focused on connecting Latinx students and families to mental health and academic support resources. The PTA provided pastries for staff, supported ASB students' fundraisers, and organized a successful membership drive.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – President Elizabeth Bales-Stutes, addressed the board, cabinet, and community, noting how exciting it was to see so many happy faces in the room. She mentioned how quickly the semester has flown by, with just one week left to go, and shared updates about the Adult Education program. She talked about the team's hard work preparing for their upcoming WASC accreditation process. While the visit is not until 2026, she emphasized how much work goes into getting ready and how important it is to start

early. She also gave a shout-out to the students and staff for all their dedication this semester. Ms. Bales-Stutes brought up the CTA's Sunshine Proposal on the agenda and respectfully urged the board to consider it carefully and support it if possible. Lastly, she honored Cynthia Villar, who is retiring next Friday after an incredible 35 years of service. Cynthia has been a vital part of the Adult Education program, handling everything from payroll to her previous role as CTI, always making sure things ran smoothly. Ms. Bales-Stutes shared that they celebrated Cynthia with a lunch before Thanksgiving and said it is hard to imagine the program without her. She thanked Cynthia for her dedication and wished her a happy and well-earned retirement.

South San Francisco Classroom Teachers Association – President Shari Giusti addressed the Board, cabinet, and community to discuss the upcoming Sunshine Proposal for 2025-2026 contract negotiations. She emphasized the importance of educators in shaping the future and SSFUSD's goal of having 90% of teachers satisfied by 2029. However, she noted the growing trend of teachers leaving the profession, mainly due to inadequate compensation. Ms. Giusti emphasized that raising salaries is essential for retaining teachers, attracting new talent, and helping educators afford to live and work in South San Francisco. She also highlighted the need for respect, professional development, and a supportive work environment to ensure educators feel valued. She pointed out that while SSFUSD has seen significant property tax growth, salaries have not kept pace. Ms. Giusti encouraged the district to prioritize educators and take a "leap of faith" to address salary stagnation, class size, and other issues. She concluded by emphasizing that investing in educators is an investment in students and urged the board to make SSFUSD a district where teachers feel supported and valued. She wished everyone happy holidays.

California School Employees Association Chapter 197 – President Jolene Malfatti expressed her full support for teachers and stated that she would assist in any way possible to help attract more teachers and para-educators. She thanked everyone for their participation in the annual toy drive, which was held the previous night. She expressed gratitude for the kindness and generosity shown, as they were able to collect enough toys to fill two long tables and raise \$240 for gift cards for teenagers. She shared that the local fire department staff were amazed by the outpouring of support from the school district. Ms. Malfatti also thanked Superintendent Dr. Moore, Trustee Anthony, Trustee Murray, Assistant Superintendent Mr. O, Director Jennifer Smith, Personnel Commissioner Mike Glines, and the district's classified colleagues for attending the event. She highlighted the heartwarming impact the toy drive will have on children this Christmas and wished everyone a happy holiday season.

- I. **PERSONNEL COMMISSION** – Assistant Superintendent Jason Marwan Hannon reported that the next Personnel Commission meeting would take place on January 13, 2025 in the District Office Boardroom.

J. ITEMS FROM THE BOARD

Trustee Hsieh shared two main points during her comments. First, she talked about the valuable lessons the board members and Dr. Moore gained from the recent CSBA Conference. She mentioned how it confirmed the district's strategic plan is really strong, standing out because it is thorough, forward-thinking, and includes a lot of input from the community. She said the plan does a great job of focusing on the district's mission and goals while preparing for future opportunities. Second, she thanked Dr. Moore for adding a new section to the board packet that shows how each item connects to the strategic plan. She said this change makes it easier to see how things align with the district's goals and helps the board stay on track.

Trustee Richardson echoed Trustee Hsieh's praise for the updates to the meeting agendas and minutes, noting they provide a clear and helpful glimpse into the board's work. She specifically highlighted the new addition showing how items align with the district's strategic plan, saying it is a big help for the community to better understand their efforts. She also gave kudos to the board's new secretary for ensuring the minutes are accurate and visually appealing with pictures and graphs, making them even better than before. Lastly, she invited the community to join the Golden Gate National Cemetery on Saturday, December 14 at 8:45 AM to help place wreaths on the graves of fallen soldiers. She encouraged participation rain or shine.

Trustee Anthony shared a reminder about Wednesday evening's event to celebrate President Daina Lujan's service and welcome a new board member, Amy Lam. She mentioned it will start at 7:00 PM.

K. SUPERINTENDENT'S REPORT

- a. **CSBA Annual conference update** - Dr. Moore shared insights from attending the California School Boards Association Conference alongside the school board trustees. She expressed gratitude for the opportunity to connect with other leaders and learn from a wide range of sessions. Topics included digital transformation in education, fiscal strategies during budget uncertainties, mental health and student safety, school board governance, literacy, gender identity, and partnerships with families and communities.

Dr. Moore highlighted a keynote speaker who provided strategies to reduce stress and increase happiness, which she plans to bring back to benefit the community. The conference emphasized the importance of staying focused on priorities, particularly leveraging the district's strategic plan to achieve the Portrait of a Graduate vision. She also shared the importance of "keeping the main thing the main thing" to serve the district's students effectively.

- b. **Holiday greetings** - Dr. Moore shared a warm holiday message, thanking students, teachers, staff, and administrators for their hard work this year. She highlighted how the district's efforts, like the strategic plan and Portrait of a Graduate, are helping students learn, grow, and succeed. She also mentioned progress in areas like equity-focused teaching, math education, and wellness programs that support students and families.

As the year wraps up, Dr. Moore expressed gratitude for the strength and dedication of the SSFUSD community and wished everyone a happy holiday season filled with love and time with loved ones. She also took a moment to recognize President Daina Lujan. Dr. Moore praised her for always putting students first, promoting equity, and building strong relationships. She thanked President Lujan for her years of thoughtful and calm leadership, saying she will be greatly missed.

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President of ECHS provided updates on recent school events. She praised the fall musical *Legally Blonde*, highlighting the hard work and legacy of the senior students involved. She also mentioned Winter Spirit Week and the Winter Rally, where fall sports teams were recognized, and Colt Awards were presented to outstanding athletes. Jamie shared details about the "Cocoa and Cram" event before finals, where a free hot chocolate station was set up for students. She invited everyone to attend *Music for the Holidays*, a concert featuring performances by the symphonic band, concert band, and jazz combos, taking place tomorrow night at 7:00 p.m. in the Little Theater. Additionally, Jamie announced an upcoming event on March 8th to honor Jim Cresta, a beloved educator, with a car show that will benefit the Jim Cresta Scholarship Fund for ECHS graduates. She concluded by thanking the board for the opportunity to serve as Student Trustee and wished everyone a joyful holiday season and a prosperous New Year.
2. Josephine Harsana, Spring Student Trustee and ASB President SSFHS provided an update on recent events. She shared that South City ASB celebrated the winter season by caroling around the school, serenading various classes with holiday songs like Ariana Grande's "Santa Tell Me", Wham's "Last Christmas" and "Mele Kalikimaka." ASB also sold Christmas Grams, which included personalized photos, chocolates, and candy canes. Josephine also mentioned a trip to Union City for an ASB leadership conference, where her team had the opportunity to lead a workshop on budgeting and maximizing resources, engaging with over 100 students from various schools across California. She emphasized the importance of empowering young leaders to engage with their communities. She shared several upcoming events, including the Winter Ball on January 25th with the theme "Starry Night," and the Winter Spirit Week, which will feature themed

spirit days leading up to the Winter Rally. Auditions for the spring musical *Mamma Mia* were held, with performances scheduled for April 10th to 12th. She also noted the success of the Winter Concert, with the music program already preparing for their spring concert. Josephine concluded by sharing updates on winter sports, with wrestling having already started their season, and both the girls' and boys' soccer teams performing well. She wished all athletes a successful and safe season and ended her report by wishing everyone a happy holiday season.

M. PUBLIC COMMENTS

Megan Connery, a math teacher at El Camino High School, expressed her gratitude to the board for the opportunity to attend the CMC North Conference. She shared that the experience was highly enriching, providing practical strategies and innovative approaches that she is eager to implement in her classroom. Ms. Connery thanked the board for supporting professional development opportunities, which enhance teaching and reflect the district's commitment to academic excellence. While at the conference, Ms. Connery spoke with representatives from Carnegie, the second curriculum her class piloted last year. She explained how much she valued their blended learning curriculum, which includes whole class activities and independent online components. Ms. Connery highlighted that Carnegie's approach encourages mathematical discourse and helps students learn through mistakes, correcting misconceptions in real time. She also noted the benefits of the online component in preparing students for the CAASPP state testing, which is conducted online. Ms. Connery concluded by thanking the board once again for investing in her professional growth as an educator and for their continued dedication to the district and staff.

Otilio Maurezzutt, a teacher from El Camino High School addressed the board to inform them about the absence of updated textbooks and workbooks for world language courses for the 2024-2025 school year. The school's world language department has expanded, adding courses such as Spanish for Native Speakers 1 and 2, AP Spanish Language and Culture, and AP French Language and Culture. However, the absence of updated textbooks and workbooks has made it difficult for teachers to effectively teach these courses. They are requesting the newest editions of textbooks and workbooks that align with online materials. Mr. Maurezzutt emphasized the need for a prompt decision, ideally before February 15, 2025, to ensure that the necessary materials are in place for the start of the school year.

Alicia Mendez-Durfee, a Spanish teacher at El Camino High School, addressed the board, highlighting the absence of textbooks and workbooks for multiple language courses. She read a list of affected classes, including Spanish 1, 2, 3, AP Spanish Language and Culture, Spanish for Native Speakers 1 and 2, and

French 1, 2, and AP French and Culture. Ms. Mendez-Durfee shared how challenging it has been for her and her colleagues to teach without updated resources and urged the board to consider providing textbooks and workbooks for the department. She also suggested the creation of a Teacher on Special Assignment (TOSA) position for world language departments to oversee curriculum development, implement effective teaching strategies, and offer professional development across the district's high schools. She concluded by thanking the board for their attention.

President Lujan thanked Alicia Mendez-Durfee for her comments. She acknowledged that the items discussed were not on the agenda, so the board would not respond immediately. However, she mentioned that staff had been taking notes and assured her that someone would follow up on the issues raised.

Amy Lam introduced herself as the incoming Board Trustee for Area B and noted that she would be stepping in for outgoing Trustee and Board President, Daina Lujan, at the upcoming Board Reorganization Meeting on Wednesday, December 18. Ms. Lam encouraged attendees to join or watch the meeting online. She expressed her gratitude and appreciation for President Lujan's nine years of service as Trustee for the Westborough and South City communities. She also highlighted the significance of President Lujan's contributions and stated that she would share more detailed words of praise at the next meeting.

N. INFORMATION ONLY PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Parkway Heights Middle School

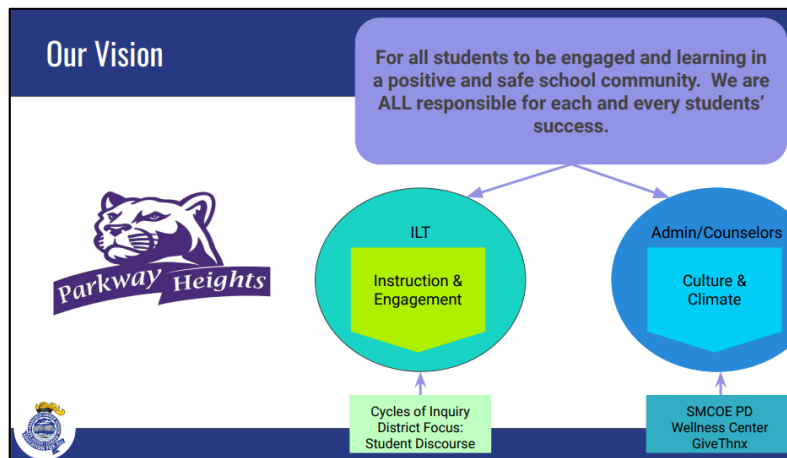
Principal Kathie Nguyen presented the educational priorities and programs at Parkway Heights Middle School. She began by sharing information on the District's Portrait of a Graduate (PoG) as a vision and promise to students. She explained that the PoG is a commitment to providing students with opportunities to develop key characteristics that align with the district's graduate aims. The goal is for all students to graduate meeting these aims, which include learning continuously, navigating their futures with purpose, and positively impacting their communities.

She highlighted that Parkway Heights embodies the district's core value, "Community is Our Strength," by fostering collaboration among students, families, and staff. By valuing everyone's voice, the school empowers the entire community to work together toward shared goals.

Principal Nguyen outlined the district's strategic plan, which supports the Portrait of a Graduate vision through five priorities: ensuring exceptional instruction, engaging all students, fostering purposeful partnerships, empowering educators, and centering systems on equity.

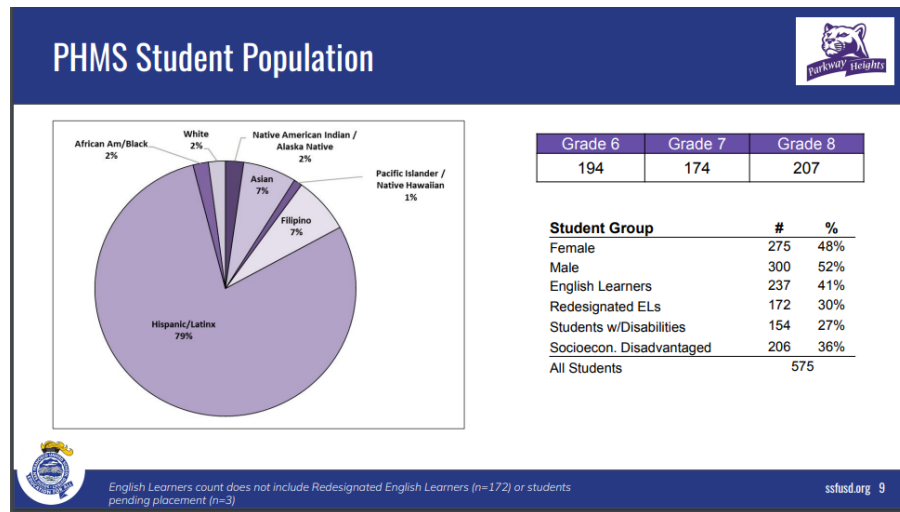
Vision

Principal Nguyen shared Parkway Heights Middle School's 2024 vision to engage all students in a positive and safe learning environment, emphasizing collective responsibility for student success. The school is focusing on enhancing instructional engagement through leadership teams using cycles of inquiry and improving school culture with initiatives like the "GiveThnx" program and an on-site wellness center to support student well-being.



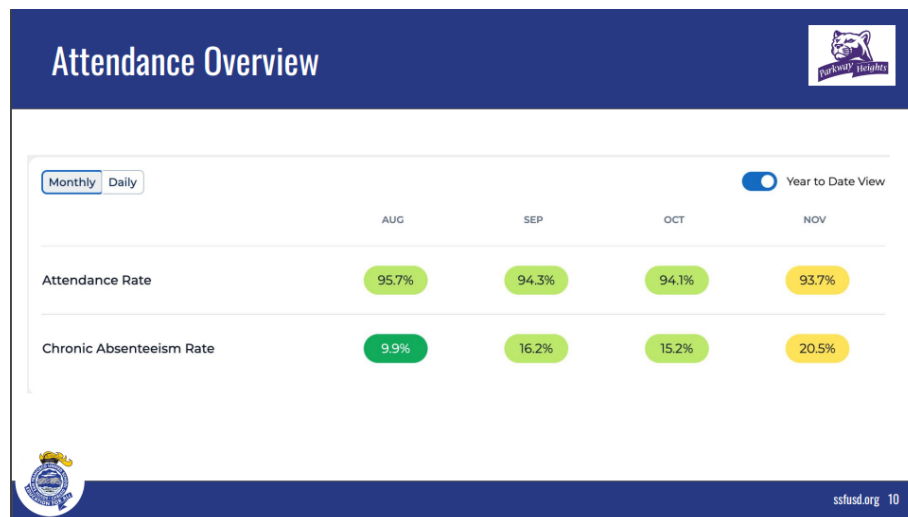
Student Population

Principal Nguyen reported that Parkway Heights Middle School has an enrollment of 575 students, with the largest student group being Hispanic/Latinx. 36% of students come from socioeconomically disadvantaged backgrounds, and more than 40% are multilingual learners.



Attendance

Principal Nguyen presented Parkway Heights Middle School's attendance data, noting that monthly attendance rates are in the mid-90s. Efforts are ongoing to reduce chronic absenteeism. In November 2024, research revealed that 115 students were absent on the Monday and Tuesday before Thanksgiving break.



She shared a year-over-year comparison of attendance data, indicating that Parkway Heights Middle School is on track with slight improvements in both attendance rates and chronic absenteeism rates compared to the 2023-2024 school year.

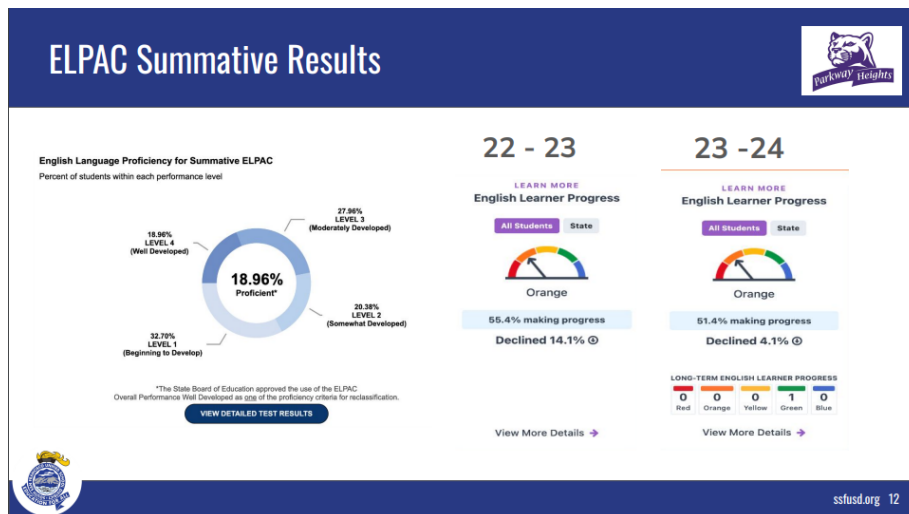
Attendance by Month Last Two Years											
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	YEAR
Average Daily Attendance											
23-24 ADA	95.5%	94.6%	94.1%	93.9%	93.6%	93.5%	93.3%	93.3%	93.2%	93%	93%
24-25 ADA YTD	95.7%	94.3%	94.1%	93.7%	-----	-----	-----	-----	-----	-----	93.7%
Chronic Absenteeism											
23-24 C.A.	17.2%	20.3%	21.2%	19.2%	21.3%	22.3%	20.3%	19.5%	20.8%	22.7%	22.7%
24-25 C.A. YTD	9.9%	16.2%	15.2%	20.5%	-----	-----	-----	-----	-----	-----	20.5%



English Language Proficiency Assessments for California (ELPAC)

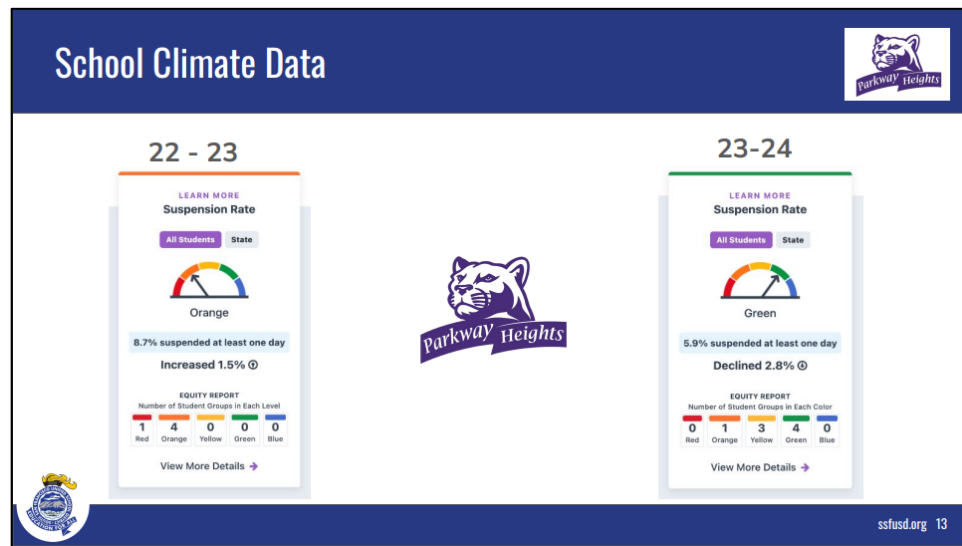
Principal Nguyen presented the summative ELPAC results, highlighting areas for growth. In the 2022-2023 school year, 26.9% of students were proficient, compared to 18.96% in the 2023-2024 school year, reflecting a 7% decrease.

Additionally, the percentage of multilingual learners making progress toward proficiency or maintaining the highest level declined to 51.4% in the 2023-2024 school year, a decrease of 4.1% from the previous year. These findings provide valuable insights for focusing efforts on better supporting multilingual learners and improving their progress toward proficiency.



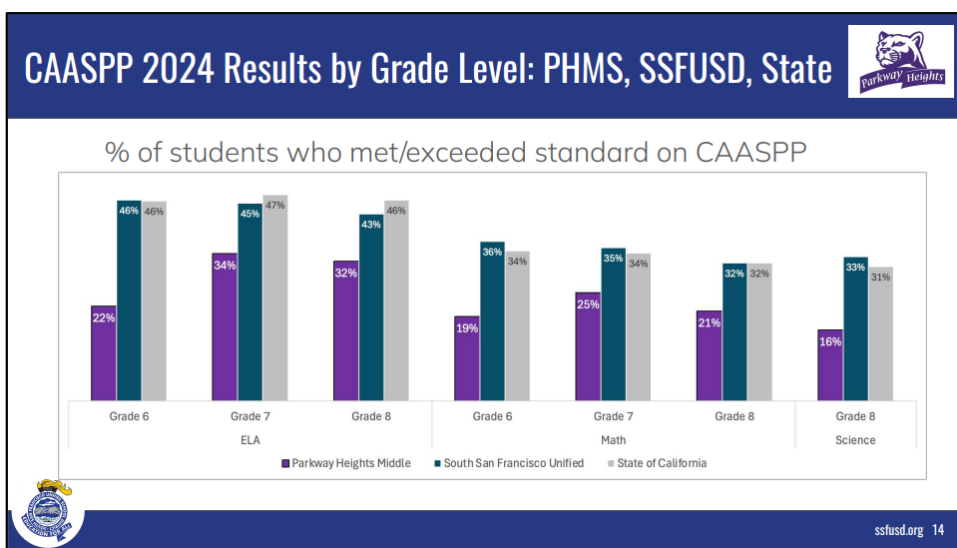
School Climate Data

Principal Nguyen shared the school climate data, noting improvements in suspension rates. In the 2022-2023 school year, 8.7% of students were suspended at least one day, compared to 5.9% in the 2023-2024 school year, reflecting a 2.8% decline. To support students and reduce suspensions, Parkway implemented several interventions, including the district's alternative-to-suspension programs such as counseling support and brief intervention for substance education. The school also partnered with Youth Services Bureau (YSB) to facilitate small counseling groups and individual counseling. Additionally, Parkway initiated weekly student meetings to evaluate outcome data and provide tailored supports, as well as conducting home visits to strengthen engagement.

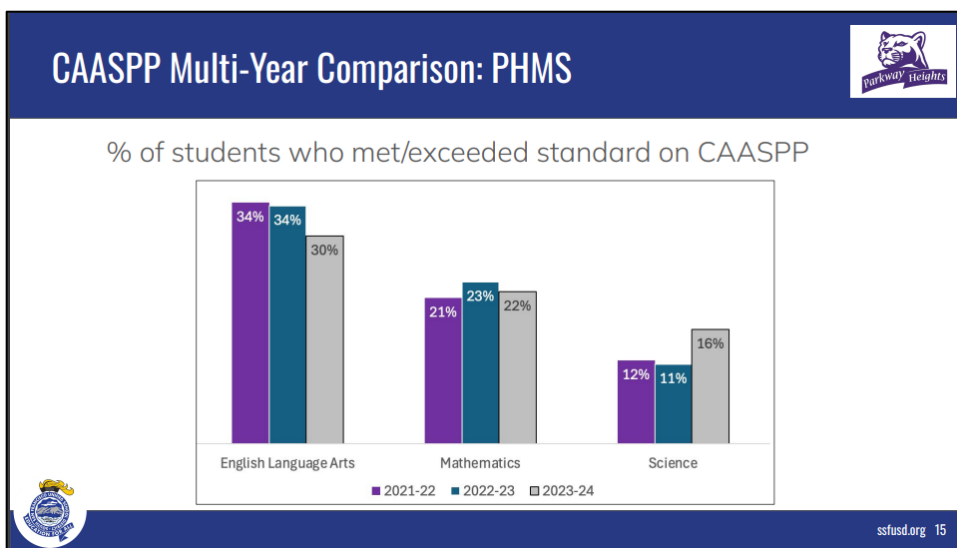


California Assessment of Student Performance and Progress (CAASPP)

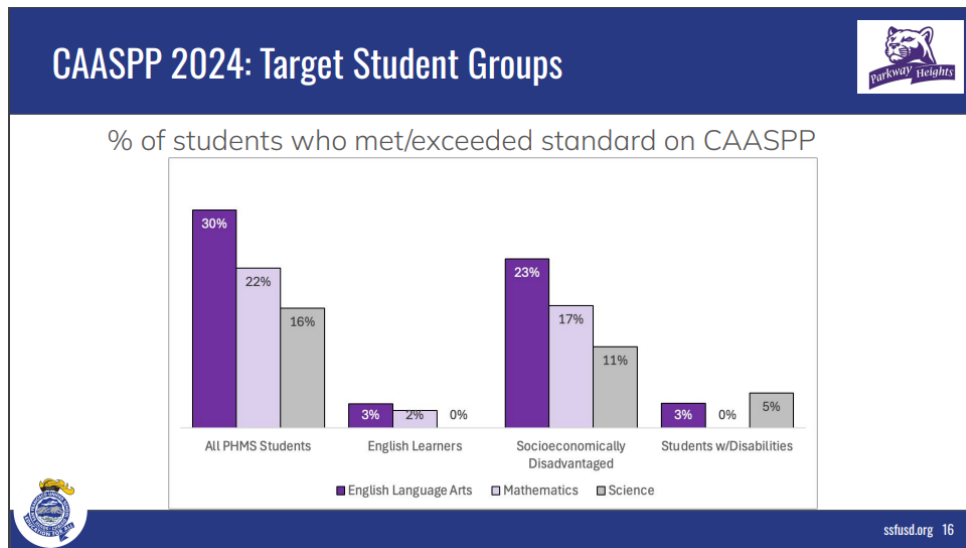
Principal Nguyen presented the 2024 CAASPP results, breaking them down by grade level and comparing them to district and state averages. The data indicates that PHMS performance is below both district and state averages in English Language Arts, Mathematics, and Science.



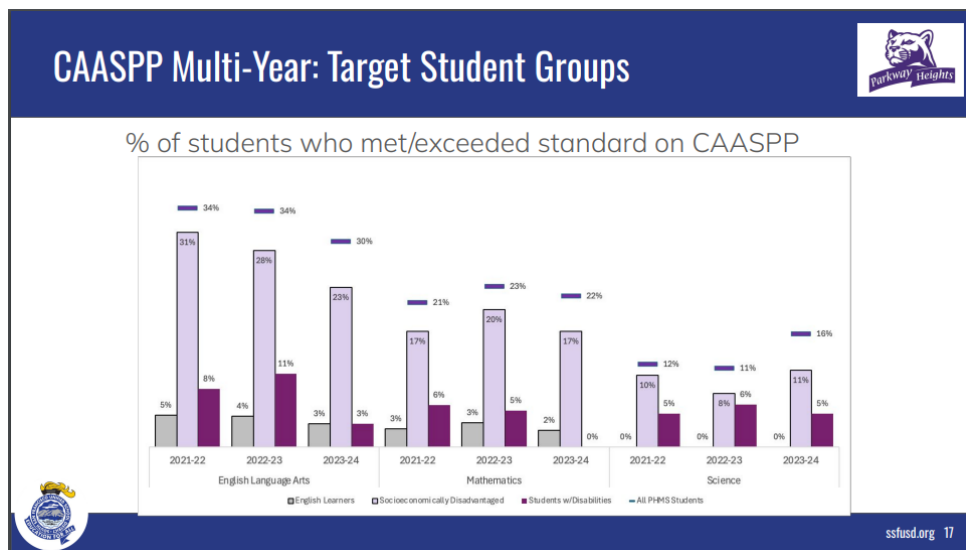
Principal Nguyen reviewed the 2024 CAASPP results in English Language Arts, Mathematics, and Science over a three-year period. The percentage of students scoring in the “Standard Met” category in ELA showed a 4% decrease. Mathematics scores remained constant, while Science scores demonstrated a 4% increase. These trends provide valuable insights for focusing on subject-specific support and growth strategies.



She emphasized that Parkway needs to focus on supporting multilingual learners and students with disabilities, as their performance on state assessments lags behind all other student groups.



Principal Nguyen shared a three-year comparison of the percentage of multilingual learners, socio-economic disadvantaged students, and students with disabilities who scored at the “Met” or “Exceeded” standard on the CAASPP assessment.



Single Plan for Student Achievement (SPSA) Goals & Action Plans

Principal Nguyen introduced the SPSA goals and action plans for the 2024-2025 school year. She explained that SPSA Goals 1 and 2 are similar, with the only difference being the subject area of focus.

Additionally, she mentioned SPSA Goal 3, which addresses

the achievement of multilingual learners. She clarified that the actions and services to accomplish the goals are the same and would only be shared once over the next three slides.

Principal Nguyen outlined the first goal for the 2024-2025 school year, which is for students to increase by 3% in school-wide performance for English Language Arts (ELA) by the spring of 2025, compared to the school-wide scores from the 2023-2024 school year.

SPSA Goal #1:


	Actions
By the Spring of 2025, students will increase by 3% in schoolwide performance for ELA when compared to the 2023 - 24 Schoolwide scores in ELA.	- Collaborative Inquiry Cycle work with ILT team - Homework Center - After school program for Multilingual Learners (1st year in US) - GLAD training



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The second goal is to increase students' performance by 3% in Math SBAC scores compared to the 2023-2024 school year.

SPSA Goal #2:


	Actions
By the Spring of 2025, students will increase by 3% in schoolwide performance for math when compared to the 2023 - 24 schoolwide scores in math.	- Collaborative Inquiry Cycle work with ILT team - Homework Center - GLAD training - IM Math Pilot



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Goal three aims for multilingual learners to demonstrate growth by advancing at least one grade level on the English Learner Progress Indicator (ELPAC assessment). To support this goal, several actions are being taken, including a collaborative inquiry cycle with instructional leaders within the ILT team, supported by Partners in School Innovation. Additionally, a homework center after school is available for students to receive teacher support or work on assignments. An after-school enrichment program has been implemented for first-year multilingual newcomers. Some teachers have also been trained in Guiding Language Acquisition Design (GLAD) strategies, and English Language Development (ELD) TOSA coaching is available to support ELA and ELD teachers. Furthermore, a majority of math teachers are piloting the IM Math program.

SPSA Goal #3:


	Actions
By the spring of 2025, students taking the ELPAC will demonstrate growth by advancing at least one level on the English Learner Progress Indicator (ELPI).	- Collaborative Inquiry Cycle work with ILT team - Homework Center - After school program for Multilingual Learners (1st year in US) - GLAD training


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Principal Nguyen discussed goal four to foster a positive and inclusive school climate by increasing engagement among students, staff, and families. She shared that several initiatives have been implemented this year to support school culture and climate. These include the GiveThx program, the Wellness Center, social emotional learning (SEL) programs for incoming sixth graders, and a professional learning series provided by the Center of Access and Engagement through the San Mateo County Office of Education (SMCOE).

SPSA Goal #4:	
By the end of the 2024-2025 school year, Parkway Heights will foster a positive and inclusive climate by increasing student, staff, and family engagement as measured by a 10% improvement in survey responses related to school connectedness, safety, and overall satisfaction.	Actions - Give Thx Program - Wellness Center - Social Emotional Learning (SEL) - 6th grade elective wheel - Professional Learning Series from Center of Access & Engagement (SMCOE)

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School Culture & Climate

Principal Nguyen provided an overview of initiatives aimed at fostering a positive school climate. She highlighted the GiveThx program, which promotes gratitude practices to enhance well-being among both staff and students. This curriculum builds essential skills, reinforces positive behaviors, and supports students' mental health, peer connections, and academic success. Additionally, a social-emotional elective, Character Strong, was introduced into the sixth-grade wheel. This class, co-taught by a teacher and the wellness counselor, serves a majority of sixth-grade students.

The Wellness Center, piloted with support from the Student Behavioral Incentive Program (SBHIP) grant, offers students a safe space for Social Emotional Learning (SEL) breaks or counselor check-ins. Open before school and during lunch, the Wellness Center prioritizes students needing social-emotional support or a quiet environment. It is also utilized by wellness and YSB counselors for small counseling groups, ensuring targeted support for students.

School Culture & Climate








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Culture & Relationships

Principal Nguyen outlined numerous activities and events at Parkway designed to foster a positive culture and strengthen relationships within the school community. These include Spirit Days, noontime activities, student clubs, PTSA, School Site Council, Wellness Wednesday, Thankful Thursday advisory lessons, and performances by the Mariachi Band.

Additional events highlighted were STEM and Math Night, Humanities Night, Ruby Bridges Day, the Community Car Pop-Up, the Turkey Trot, Intercession, the Scholastic Book Fair, Movie Night, and Career Day.

Parkway Culture and Relationships





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Bringing the Portrait of a Graduate (POG) to Life

Principal Nguyen shared how Parkway is bringing the Portrait of a Graduate (POG) framework to life through various initiatives. At the start of the school year, staff collaborated during professional development to align their commitments to POG work. A tri-school event with leadership students at Alta Loma Middle School encouraged students to positively impact their community through collaboration. Sixth graders are supported in their social-emotional learning through the addition of the Character Strong elective class, which helps them develop as individuals.

A math teacher on the POG Guiding Coalition created a Jeopardy game around POG and LINT (Learn, Impact, Navigate, Thrive) and is integrating POG concepts into financial literacy lessons, equipping students to navigate their futures with purpose. Additionally, an ELA teacher implemented a pen pal program with students in Japan, fostering global connections, cultural awareness, and meaningful communication skills among Parkway students.

Bringing the PoG to Life

- August PD - PoG Commitments from staff
- Tri school event - Leadership Development Day at ALMS
- 6th grade Elective Well - Character Strong - SEL
- Math - Introduction to PoG & LINT via Jeopardy Game, Financial Literacy
- Pen Pal from Japan (ELA class)

Japan Pen Pal

PE WORD WALL

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Volunteers

Principal Nguyen thanked the volunteers, PTSA parents, and supporters for their contributions to school events, field trips, and fundraising efforts. She expressed appreciation for their continued support and invited Alma Ruiz Soto, Amanda Parker-Govea, Nalani Crivello, and Ivette Gomez.

Partners in School Innovation (PSI)

Principal Nguyen acknowledged Paula Espinoza from PSI for

her support of the ILT team, including her work on the collaborative inquiry cycle and increasing leadership capacity within the team. She also praised Paula for providing instructional coaching to both administrators and teachers, as well as supporting learning walks at the school.

SSFUSD SY24-25 Partners: Partners in School Innovation (PSI)


Partners in School Innovation (PSI) supports our work with school administrators:

- To build knowledge and practical skills for executing cycles of continuous improvement (this year focused on academic discourse)
- increase shared leadership capacity through Instructional Leadership Teams
- and provide direct support to Parkway Heights Middle School

Senior Improvement Partner
Paula Espinoza




<https://www.partnersinschools.org/>
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Gratitude to Staff

Principal Nguyen acknowledge PHMS staff for their ongoing support and dedication. She emphasized the remarkable “all hands-on deck” approach and how each staff member has contributed to creating a safe learning environment for all students. She also gave a special shout-out to the ASB leadership students for attending the meeting and their and enthusiasm in supporting the school.

Parkway Staff





- Thank you to our amazing staff for all their hard work and dedication!


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Trustee Murray expressed appreciation for Principal Nguyen

and the Parkway community. She acknowledged the test scores and praised the school's clear goals, expressing confidence in their achievement. She commended the work being done to improve school climate, highlighting the impact of the programs and efforts in the school plan. She also recognized the decline in suspension rates as a direct result of these efforts.

Trustee Hsieh thanked Principal Nguyen for the amazing, detailed, and comprehensive presentation. She appreciated how the SPSA goals were articulated, noting they were clear and measurable. She also praised the actions attached to the goals and expressed excitement for the results in the coming year.

Trustee Richardson thanked Principal Nguyen and expressed happiness with the school's 93% attendance rate, noting that it indicates students are looking forward to attending school. She highlighted the role of the Wellness Center in helping students calm down, which she believes contributes to the students' desire to come back to school. She appreciated the efforts made to support students, acknowledging the challenges of working with high-energy age groups.

Trustee Anthony thanked Principal Nguyen for the presentation and expressed her happiness with the large turnout from the community. She also recognized Bella from the slide and admired her crochet work. She expressed pride in having a school like Parkway in the district, which celebrates diversity and offers dynamic programs. Trustee Anthony praised the investment in the Wellness Center, recalling how important it was to have a quiet place during middle school. She noted improved chronic absenteeism, praised school clubs and programs, and urged donations to a "DonorsChoose" project for cleaning up trash in South San Francisco and on the Parkway campus.

President Lujan thanked Principal Nguyen for the amazing presentation and for her leadership, as well as for bringing the community together. She noted that the strong representation at the meeting highlighted how united Parkway is.

Student Trustee Wong left the meeting at 8:10 p.m.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. First Interim Financial Report

Assistant Superintendent Ted O began his presentation by greeting President Lujan, the Board members, Cabinet, staff, and community members. He introduced his topic for the evening, the 2024-25 1st Interim Financial Report, and outlined the items he would be covering. These included an overview, the budget assumptions used for the report, projected revenues and expenditures for the 2023-24 first interim, the multi-year projection, positions and programs funded with one-time funds, areas of concern, and a look ahead.

Education Code 42130

Mr. O explained that the Education Code requires school districts to submit two reports to the governing board for approval each fiscal year. These reports provide a snapshot of the district's financial position as of a specific time period. The first interim report covers the period ending October 31st, while the second report covers the period ending January 31st. Both reports must be approved by the board no later than 45 days after the close of the reporting period.

Education Code

Education Code Section 42130 states that school districts submit two reports to the governing board of the district during each fiscal year.

- First Interim Report covers the financial and budgetary status of the district for the period ending October 31.
- Second Interim Report covers the period ending January 31.

Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported.



Mr. O explained that the Education Code requires districts to

certify financial reports as positive (able to meet obligations for the current and next two years), qualified (may not meet them), or negative (unable to meet them). He requested board approval of a positive certification for this report.

Education Code Certification

Education Code Section 42130 (a) (1) defines the certifications.

- A Positive Certification: WILL MEET their financial obligations for the current and two subsequent fiscal years.
- A Qualified Certification: MAY NOT MEET their financial obligations for the current OR two subsequent fiscal years.
- A Negative Certification: WILL BE UNABLE TO MEET their financial obligations for the current OR two subsequent fiscal years.



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General Assumptions Guidance

Mr. O explained that in preparing the financial report, they used information from various sources, and provided a list for the board's reference.

General Assumptions Guidance

The District uses a variety of sources to determine current and future revenues and expenditures:

- School Services of California (SSC Dartboard)
- Common Message developed by all County Offices in the State
- Current State Adopted Budget
- Actual current year enrollment (CBEDs/projected P-2 ADA)
- Local Control Funding Allocation (LCFF)
- Capital Advisors
- Department of Finance (DOF) Reports
- Legislative Analyst Office (LAO)



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SSFUSD Assumptions

Mr. O mentioned that in preparing the financial report, a set of assumptions was developed, and he provided a list of some of these assumptions for the board's review.

SSFUSD Assumptions

- Property taxes budgeted with latest estimates
- Estimated RDA revenue from COE is budgeted
- District will remain Community Funded/Basic Aid
- Estimated Step & Column cost included
- Enrollment/ADA declining
- Estimated STRS/PERS increase included
- Mandated Block Grant and Lottery Funds are budgeted
- Program carryovers from prior year are included
- Contributions to Special Ed & Transportation are budgeted
- Contributions for Routine Restricted Maintenance and Deferred Maintenance are budgeted
- One-time new State and Local grants are budgeted



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2024-25 First Interim - General Fund Projected Revenues

Mr. O provided an overview of the projected revenue in the general fund, explaining that school districts and county offices are required to categorize revenues in a consistent way across the state. The total projected revenue is \$176.2 million, with the majority coming from Local Control Funding Formula (LCFF) revenue. He emphasized that, as a community-funded school district, South San Francisco Unified School District primarily relies on property taxes for its revenue.

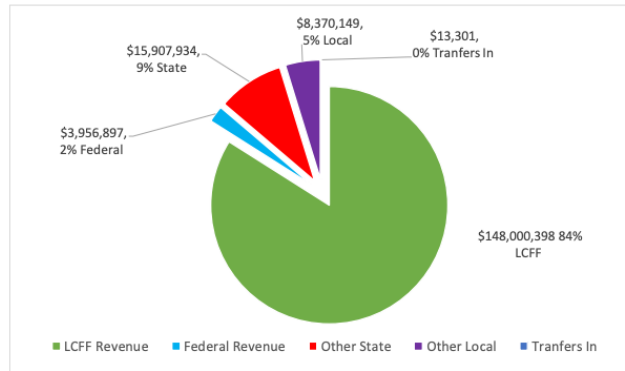
2024-25 First Interim – General Fund Projected Revenues

REVENUES	2024-25	PERCENTAGE
LCFF Revenue	\$148,000,398	83.96%
Federal Revenue	\$3,956,897	2.25%
Other State	\$15,907,934	9.03%
Other Local	\$8,370,149	4.75%
Transfers In	\$13,301	0.01%
TOTAL	\$176,248,679	100%



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2024-25 General Fund Projected Revenues



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2024-25 First Interim – General Fund Projected Expenditures

Mr. O presented the total projected expenditures at the First Interim, amounting to approximately \$202.9 million. He explained that school districts are required to group expenditures into standardized categories to ensure consistency across the state. The total includes both restricted and unrestricted funds, as well as program carryover amounts from the prior year. These are program funds that were unspent in the previous year and permitted to roll over into the current year's budget.

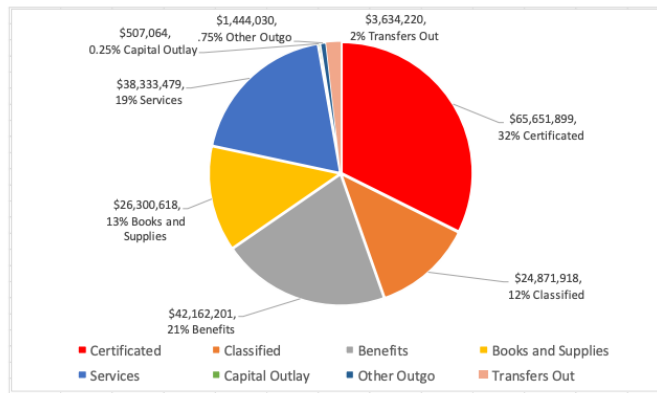
2024-25 First Interim – General Fund Projected Expenditures

EXPENDITURES	2024-2025	PERCENTAGE
Certificated Salaries	\$65,651,899	32.36%
Classified Salaries	\$24,871,918	12.26%
Benefits	\$42,162,201	20.78%
Books & Supplies	\$26,300,618	12.96%
Services	\$38,333,479	18.89%
Capital Outlay	\$507,064	0.25%
Other Outgo	\$1,444,030	0.71%
Transfers Out	\$3,634,220	1.79%
TOTAL	\$202,905,429	100%



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2024-25 General Fund Projected Expenditures



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General Fund – Unrestricted and Restricted

Mr. O outlined the General Fund budget, dividing it into unrestricted and restricted funds. The unrestricted fund balance is projected at \$30.2 million, including \$19.5 million in district designations, \$10.1 million for economic uncertainty, and \$317,721 in undesignated funds. Restricted funds total \$8 million, primarily allocated for facilities and tied to specific state and federal requirements.

General Fund – Unrestricted and Restricted

General Fund Summary	2024-25 Unrestricted	2024-25 Restricted	Total
Revenues without Contribution	147,109,797	29,125,581	176,235,378
General Fund Contribution	(38,176,623)	38,176,623	-
Interfund Transfer In	13,301	-	13,301
Total Sources of Funds	108,946,475	67,302,204	176,248,679
Expenditures	106,142,120	93,129,089	199,271,209
Interfund Transfer Out	112,296	3,521,924	3,634,220
Total Usage of Funds	106,254,416	96,651,013	202,905,429
Net Increase/Decrease In Fund Balance	2,692,059	(29,348,809)	(26,656,750)
Beginning Fund Balance	27,523,848	37,389,218	64,913,066
Projected Ending Fund Balance	30,215,907	8,040,409	38,256,316
Nonspendable	232,740	-	232,740
Restricted (Program Carryovers)	-	8,040,409	8,040,409
Committed	-	-	-
Assigned/Designated	-	-	-
Various Designations *	19,520,175	-	19,520,175
Unassigned/Unappropriated	-	-	-
Designated for Economic Uncertainties	10,145,271	-	10,145,271
Undesignated Reserve	317,721	-	317,721

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General Fund – Adopted vs. 1st Interim

Mr. O shared a comparison between the May 2024 Adopted Budget and the recently prepared First Interim. Revenues

increased by \$9.5 million, while expenditures rose by \$37.7 million. He noted a \$3.5 million increase in the projected balance before state-required district designations.

General Fund – Adopted vs. 1st Interim

General Fund (Unrestricted and Restricted)	2024-25 Adopted	2024-25 1st Interim	Change
Revenues	166,746,744	176,235,377	9,488,633
Interfund Transfer In	13,301	13,301	-
Total Sources of Funds	166,760,045	176,248,678	9,488,633
Expenditures	161,612,853	199,271,208	37,658,355
Interfund Transfer Out	3,634,220	3,634,220	-
Total Usage of Funds	165,247,073	202,905,428	37,658,355
Net Increase/Decrease In Fund Balance	1,512,972	(26,656,750)	(28,169,722)
Beginning Fund Balance	33,256,830	64,913,066	31,656,236
Projected Ending Fund Balance	34,769,802	38,256,316	3,486,514
Nondesignated	300,100	232,740	(67,360)
Restricted	7,122,141	8,040,409	918,268
Committed	-	-	-
Assigned/Designated	-	-	-
Various Designations *	19,085,207	19,520,175	434,968
Unassigned/Unappropriated	-	-	-
Designated for Economic Uncertainties	8,262,354	10,145,271	1,882,917
Undesignated Reserve	-	317,721	317,721

* Details provided on Slide 15



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General Fund Summary Comparison

Mr. O provided a breakdown of the \$19.5 million in district designations included in the ending fund balance. These designations cover positions and programs funded by expiring federal and state stimulus funds. Since no additional funds will be provided by the state, the district has set aside reserves to sustain select positions and programs beyond the expiration of these funds. However, not all one-time positions and programs can be maintained.

General Fund Summary Comparison (Combined)

	2024-25 Adopted Budget	2024-25 1st Interim
Assigned/Designated		
STRS/PERS Increases: 2027-28	401,688	359,384
STRS/PERS Increases: 2028-29	763,393	733,791
Property Tax Re-Payment - Litigation (Rough Estimate)	8,120,127	8,500,000
Cover Salaries Paid With One-Time Stimulus Funds	6,800,000	7,100,000
Cover Programs Paid With One-Time Stimulus Funds	3,000,000	2,827,000
	19,085,208	19,520,175



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Changes to Revenue

Mr. O summarized the net budget changes: revenue increased by \$9.5 million, primarily due to \$6.2 million in additional federal, state, and local funding, \$0.3 million in carryover funds, and \$3 million in estimated property tax revenue.

Changes to Revenue

The net change in revenue from the Adopted Budget to 1st Interim is approximately \$9.5M. The major changes include:

- Net increase in Federal, State and Local Categorical/Restricted Funding, \$6.2M
- Increase in revenue due to carryover of prior year Federal and State Program Revenues, \$.3M
- Increase in Estimated RDA/Property Tax, \$3.0M



Changes to Expenditures

Expenditures rose by \$37.7 million, driven by \$30.5 million in carryover funds from 2023-24, \$6.2 million in federal, state, and local program adjustments, and \$1 million for increased special education and transportation costs.

Changes to Expenditures

The net change in Expenditures from the Adopted Budget to 1st Interim is approximately \$37.7M. The major changes include:

- Increase in expenditures due to carryover of prior year Federal, State and Local Program Funds, \$30.5M
- Net increase in Federal, State and Local Program allocations and various budget adjustments, \$6.2M
- Increase in estimated Special Ed and Transportation costs, \$1.0M



Multi-Year Assumptions

Mr. O explained that the state mandates school districts to balance the budget for the current fiscal year and the following two years. This requirement, referred to as the multi-year projection, ensures fiscal responsibility and sustainability. He noted that, just as in the current year, the district must establish a set of assumptions for the two subsequent years to prepare the projections.

2025-26 and 2026-27 MYP Assumptions

- Property tax increases – estimated at 4%
 - Estimated RDA revenue is budgeted
 - Estimated STRS/PERS increase included
 - Estimated Step & Column costs included
 - Enrollment/ADA projected to decrease by 2% per year
 - Mandated Block Grant and Lottery Funds are budgeted
 - Contributions to Special Ed and Transportation
 - Contributions to Routine Restricted Maintenance
 - Anticipated new positions related to the Strategic Plan are budgeted
 - Positions paid with one-time stimulus funds are not budgeted
 - Anticipated positions for three additional Transitional Kinder classes
- District will remain Community Funded/Basic Aid



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Multi-Year Projection Assumptions

	STRS	PERS	COLA	Lottery	Mandated Block Grant	Federal	ADA
24-25	19.10%	27.05%	1.07%	\$249	\$111.83	Flat	7,386.62
25-26	19.10%	27.40%	2.93%	\$249	\$115.11	Flat	7,239.76
26-27	19.10%	27.50%	3.08%	\$249	\$118.65	Flat	7,095.85



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Multi-Year Projection – Actual/Projected Ending Fund Balances

Mr. O shared that the ending fund balance is projected to decrease annually due to district deficit spending, where expenditures exceed revenue. He clarified that these figures

are still preliminary and do not yet include the state-required and district designations. Mr. O noted that these amounts are subject to change and would be updated in the second interim financial report.

Multi-Year Projection – Actual/Projected Ending Fund Balances

The District's Ending Fund Balance is decreasing as a result of deficit spending, increased employer PERS and STRS contribution and increased District operating expenditures.

Unrestricted and Restricted Funds	First Interim 2024/25	Proposed Budget 2025/26	Proposed Budget 2026/27
Revenues	\$ 176,235,377	\$ 178,463,270	\$ 182,639,199
Interfund Transfer In	13,301	13,301	13,301
Total Sources of Funds	\$ 176,248,678	\$ 178,476,571	\$ 182,652,500
Expenditures	\$ 199,271,208	\$ 179,365,539	\$ 184,047,092
Interfund Transfer Out	3,634,220	3,634,220	3,634,220
Total Usage of Funds	\$ 202,905,428	\$ 182,999,759	\$ 187,681,312
Net Incr/Decr in Fund Balance	\$ (26,656,750)	\$ (4,523,188)	\$ (5,028,812)
Beginning Fund Balance	64,913,066	38,256,316	33,733,128
Actual/Projected Ending Fund Balance	\$ 38,256,316	\$ 33,733,128	\$ 28,704,316



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Ending Fund Balance

Mr. O explained that the state mandates districts to categorize their ending fund balance into five specific categories to ensure consistency across the state.

Ending Fund Balances (Reserves)

GASB Statement No. 54 establishes certain classification that governmental agencies are required to report their fund balances

- Nonspendable
- Restricted
- Committed
- Assigned
- Undesignated/Unassigned



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Ending Fund Balance Designations

Mr. O reviewed the designations for the three years based on the state's five required categories, noting that some were state-mandated while others were district-specific. He explained that the district was able to balance the budget for

all three years by reducing the \$8.5 million one-time set-aside from the property tax repayment to approximately \$27,000 by the 2026-27 fiscal year. However, he cautioned that if the county controller requests payment of these funds, the district would need to allocate the necessary amount.

Ending Fund Balance Designations

Unrestricted and Restricted Funds	First Interim 2024/25	Proposed Budget 2025/26	Proposed Budget 2026/27
Actual/Projected Ending Fund Balance	38,256,316	33,733,128	28,704,316
Nonspendable			
Revolving Cash	25,100	25,100	25,100
Stores	63,269	63,269	63,269
Prepaid Expenditures	144,371	144,371	144,371
Restricted	8,040,409	8,040,409	8,040,409
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2027-28	359,384	359,384	359,384
STRS/PERS Increase: 2028-29	733,791	733,791	733,791
Prop Tax Re-Pymt - Litigation (Est.)	8,500,000	5,289,816	26,926
Cover Salaries Paid W/One-time Stimulus Funds	7,100,000	7,100,000	7,100,000
Cover Programs Paid W/One-time Stimulus Funds	2,827,000	2,827,000	2,827,000
Reserve:			
Reserved for Economic Uncertainties	10,145,271	9,149,988	9,384,066
Undesignated Reserve	317,721	0	0



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Position and Programs Funded with One-Time Funds

Mr. O presented information about positions and programs funded by one-time federal or state stimulus funds that are expiring or depleting. He noted that approximately 33 full-time equivalent (FTE) positions are currently paid through these temporary funds. He highlighted the first set of these positions, showing 10.61 FTEs, along with the associated dollar amounts for these roles.

Positions and Programs Funded with One-time Funds

- SSFUSD has many positions and programs that are funded with one-time stimulus funds.
- Once these funds expire or depleted, these positions will need to be eliminated unless another funding source is identified.

Resource	Resource Description	Expires	FTE	Position/Program Types	Amount
0000	Unrestricted General Fund (one-time)	6/30/2025	2.00	Counselor-Academic	\$ 301,025.00
			1.00	School Behaviorist	\$ 194,580.00
			1.00	School Psychologist	\$ 142,421.00
			2.00	Counselor-Wellness	\$ 210,702.00
3182	School Improvement Grant	6/30/2025	0.40	Counselor-Extra	\$ 46,967.00
			0.20	Counselor-Extra	\$ 25,356.00
6266	Educator Effectiveness Grant	6/30/2026	1.00	Coordinator-Multi-Tier System	\$ 217,829.00
			0.83	TOSA - Social Science	\$ 104,886.00
				Partners in School Innovation	\$ 150,000.00
6546	State Mental Health Grant	6/30/2025	2.00	Various Staff	\$ 242,401.00
				Daybreak Medical	\$ 178,500.00
				Beacon School	\$ 620,000.00
				San Mateo County	\$ 450,000.00
				Dooley Corporation	\$ 90,000.00
7810	Ethnic Studies Grant	6/30/2025	0.18	TOSA - Social Science	\$ 22,249.00
			10.61	Yearly Total	\$ 2,996,916.00



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Mr. O continued by discussing the remaining positions and programs funded by expiring one-time funds. Together, these positions and programs amount to approximately \$5.8 million. He emphasized that if the district wishes to retain these positions and programs in the next fiscal year, it will need to identify a new, ongoing funding source for this amount. Without securing such funding, these positions and programs will need to be reduced or eliminated.

Positions and Programs Funded with One-time Funds

Resource	Resource Description	Expires	FTE	Position/Program Types	Amount
7435	Learning Recovery Emergency Block Grant	6/30/2026	1.00	Administrative Assistant-ATT	\$ 93,494.00
			4.00	Counselor-Wellness	\$ 449,465.00
			1.00	Counselor on Special Assign.	\$ 155,685.00
			3.53	Office Assistant-Attendance	\$ 296,461.00
			1.00	Psychologist on Special Assign	\$ 169,980.00
			3.00	School Community Liaison	\$ 250,983.00
			1.00	Teacher - Other	\$ 127,134.00
			1.00	Teacher - Other (ELD)	\$ 163,411.00
			4.00	Teacher - Other (RTI)	\$ 528,769.00
			2.00	TOSA - Special Ed	\$ 245,609.00
9078	Bay Ed Fund	6/30/2025	1.00	Chief of Strategy & Comm	\$ 268,464.48
9305	Student Behavior Hlth Incentive (SBHIP)	6/30/2025	0.20	Counselor-Extra	\$ 16,939.00
			22.73	Yearly Total	\$ 2,766,394.48
Grand Total			33.34		\$ 5,763,310.48



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Mr. O explained that in addition to the programs listed on the previous two slides, there are other programs charged to the one-time funds. He shared that these additional programs total approximately \$1.5 million. This amount is in addition to the \$5.8 million mentioned earlier.

Additional Programs Funded with One-time Funds

Resource	Resource Description	Expires	FTE	Position/Program Types	Amount
6762	Arts, Music, Instr Mtls Discretionary Block Grant	6/30/2026		Air Tutors LLC	\$ 400,000.00
				Enome Inc	\$ 75,506.00
				EPS Operations	\$ 71,454.00
				IXL Learning	\$ 83,350.00
				Legarza Sports	\$ 777,650.00
				N2Y LLC	\$ 45,000.00
				Qualtrics LLC	\$ 42,975.00
				TouchMath Acquisitions	\$ 40,000.00
			0.00	Yearly Total	\$ 1,535,935.00



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Areas of Concern

Mr. O highlighted that most of the concerns listed were already known, but the last two were new to this report. One significant unknown is the impact of the Trump administration taking office in January 2025. There is concern about potential loss of federal funding for school districts, as well as the possibility of rising costs for goods and services due to potential tariffs from the new administration. These are additional risks the district is monitoring.

Areas of Concern

- STRS/PERS Increases
- Increases in Special Education Costs
- Re-payment of property taxes due to litigation
- Aging facilities with increasing cost to repair/replace
- Declining Student Enrollment
- Shortage of teachers, nutrition service workers, custodians, substitutes and other staff
- Potential impact of new COVID-19 Variant or other pneumonia outbreak
- Positions paid with one-time stimulus funds that are expiring
- Cost for expansion of the Universal Transitional Kindergarten Program
- Increasing cost for goods and services due to inflation and possible tariffs imposed by the Trump administration
- Possible loss of Federal funding from the Trump administration


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Looking Ahead

Mr. O shared that the district is currently finalizing the 2023-24 audit report, which will be presented to the Board in January 2025. He noted that in January 2025, the Governor will release the proposed budget for the 2025-26 fiscal year, and the district will be gathering information to share with the Board once it becomes available. Additionally, in March 2025, Mr. O will present the second interim financial report to the Board. He concluded his presentation at this point.

Looking Ahead

- 2023-24 Audit Report
 - January 2025
- Governor's Proposed 2025-26 State Budget Release
 - January 2025
- Second Interim Report
 - March 2025


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Trustee Hsieh inquired about the district's approach to staffing, noting that many positions are set to expire in six months. Mr. O explained that the district is currently reviewing staffing levels and evaluating whether new positions are needed for initiatives outlined in the strategic plan. At the same time, the district is assessing areas where cuts can be made. He emphasized that the district needs to balance adding new positions with maintaining existing ones, all while working within the constraints of limited funding. This review process will continue over the next few weeks, with final decisions needed in time to meet the statutory March 15 deadline for providing notices through Human Resources.

Trustee Anthony pointed out that it appears the district has allocated \$7.1 million from its assigned designated reserves to cover some expenses, referencing page 23 of the presentation. Mr. O confirmed this, explaining that while some funds have been set aside, they do not cover all of the expenses. He clarified that the allocated amount was just a placeholder until the district determines its next steps. He also mentioned that the district needs to balance other priorities, including new positions, ongoing negotiations, and potential reductions in funding, which requires being prepared for various financial outcomes.

Trustee Richardson asked for an update on the \$8.5 million in property tax reserves set aside for litigation. Mr. O responded that unfortunately, the issue is still tied up in the courts. He explained that the district has been checking on the situation, especially as they go through bond refunding. He mentioned that they need to disclose the current liability to investors, and the litigation remains an outstanding liability. Trustee Richardson commented that they had heard the court was looking for a judge to rule in the district's favor, but Mr. O had not received any updates, usually relying on information from the County Controller's Office for resolutions.

Trustee Murray acknowledged the report as concerning but thanked Mr. O and his staff for their hard work. She expressed appreciation for the way the information was presented, making it clear and ensuring the facts were laid out in front of the board.

President Lujan echoed the thanks for the informative

presentation, complimenting how well it was put together. She also acknowledged the hours of work involved, expressing gratitude for Mr. O and his team's efforts in getting the First Interim completed on time.

ACTION

BUSINESS SERVICES

a. Approval of the First Interim Financial Report and Positive Certification of Financial Condition

MOTION #92 (Murray/Hsieh) for the approval of the 1st Interim Financial Report and positive certification of financial condition for FY 2024-25, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years, as presented to the Board. Motion Carried (Unanimous)

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

Trustee Anthony made a comment on the upcoming retirements, highlighting not only the retirement of a valued staff member at the Adult School but also the retirements of two dedicated Community Liaisons. She shared that when she first arrived in South San Francisco, these individuals were among the first she worked with, and their passion for supporting the community was evident. Trustee Anthony expressed gratitude and congratulations to Rosanne Hitchcock and Teresa Ortiz for their service to South San Francisco.

MOTION #93 (Anthony/Richardson) to approve Item 1a, Minutes of the November 14, 2024 Regular Board meeting; Item 2a, Approval for South San Francisco High School to hire a professional consultant for an on-campus dance workshop, February 3 – 7, 2025; Item 2b, Permission for staff to attend the Computer-Using Educators (CUE) conference in Palm Springs, CA, March 20 – 22, 2025; Item 2c, Permission for El Camino High School wrestling team to travel to Clovis, CA, December 19 – 21, 2024; Item 2d, Permission for El Camino High School wrestling team to travel to Chico, CA, January 3 – 4, 2025; Item 2e, Permission for El Camino High School wrestling team to travel to Sacramento, CA, January 9 – 11, 2025; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 3c, Provisional Internship Permit (PIP) for Social Science Teachers at Parkway Heights Middle School; Item 4a, Purchase Order Listing, October 1 - 30, 2024; Item 4b, Warrant Register, October 1 - 30, 2024; Item 4c, Cash Receipts, October 1 - 30, 2024; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District, November 2024; Item 4f, Fundraising events for the 2024-

25 school year; Item 4g, Professional services agreements under \$25,000. Motion Carried. (Unanimous)

PUBLIC HEARING

The Board meeting was suspended to open a public hearing at 8:28 p.m.

President Lujan 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.

Ms. Allison Light, the bargaining chair for the South San Francisco Classroom Teachers Association (SSFCTA), asked if the meeting could break considering the time. President Lujan responded by agreeing to take a break.

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

Ms. Allison Light, the bargaining chair for the South San Francisco Classroom Teachers Association (SSFCTA), presented the Sunshine Statement of proposals for the upcoming three-year successor agreement.

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 8:45 p.m.

INFORMATION/DISCUSSION

1. EDUCATIONAL SERVICES

a. Summer School Programs 2025

Assistant Superintendent Keith Irish presented information on the 2025 Summer School Program plans for the District.

Trustee Anthony asked if the proposed Literacy Academy would be separate from Migrant Education literacy efforts and the Big Lift program for grades K-3. Mr. Irish confirmed it is distinct and noted that typically, students cannot enroll in both programs due to Big Lift’s specific application requirements.

Mr. Irish shared that feedback from the strategic plan highlighted the need for foundational literacy skills and academic language support. In response, the Educational Services team is exploring potential models, referencing the

success of last summer's multilingual learner program at Parkway. Trustee Anthony thanked him for the clarification.

Trustee Richardson asked about anticipated participation in summer school, noting the large turnout in previous years. Mr. Irish explained that high school programs typically see 500-600 students, and Big Lift enrolls around 600. He emphasized the importance of sharing summer program details early to attract educators, as delays in past years have been challenging. Trustee Richardson proceeded to inquire about program hours. Mr. Irish explained that schedules vary. The proposed academies are three hours daily, Big Lift runs 8:30 a.m. to 3:30 p.m. in partnership with the county and libraries, and most other programs, like high school and STEAM, are five hours a day. He added that Elevate Math and other initiatives are part of the summer offerings.

Mr. Irish acknowledged the balance between enrichment and remediation (Credit Recovery), noting budget constraints and the need to prioritize foundational math and literacy skills. Last year, enrichment in math was not offered, and no decisions have been made yet for this year. He emphasized that discussions are ongoing and this is an early stage in planning.

Trustee Hsieh thanked Mr. Irish for addressing her question about math, noting that it had already been answered.

Trustee Murray expressed gratitude for the clarity and organization of the board memo, noting how impressed she was with its layout and thanking Mr. Irish for the proposed summer school programs, which she found amazing. Mr. Irish acknowledged the feedback that led to presentation improvements and thanked her for noticing. He added that in subsequent board meetings, he would provide updates on potential partners to enhance the summer school programs and keep the board informed as the plans progressed.

President Lujan thanked Mr. Irish for his presentation and addressed Ms. Connery, acknowledging receipt of her comment card assuring Ms. Connery that if she emailed her questions, they would ensure they were answered.

ACTION (continued)

1. ADMINISTRATION

a. Resolution No. 24-56 School Board Recognition Month

Trustee Hsieh read the resolution.

MOTION #94 (Richardson/Murray) Adoption of Resolution #24-56: To acknowledge the SSFUSD school board and its role in supporting student achievement. (AYES: Hsieh, Murray, Richardson, Anthony, Lujan; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 24-57 for Trustee Compensation

MOTION #95 (Richardson/Murray) Adoption of Resolution #24-57: To allow stipend payment for Trustee Anthony who was absent from the October 24 and November 14 Special and Regular Board meetings. (AYES: Hsieh, Murray, Richardson, Lujan; NOES: None; ABSTAIN: Anthony). Motion passed 4-0-1.

c. Resolution No. 24-58 Support of Undocumented Student and Families

Trustee Murray read the resolution.

Trustee Hsieh expressed deep appreciation for the resolution, emphasizing its importance for students given the current climate. President Lujan acknowledged the sentiment, adding that it was a team effort.

MOTION #96 (Richardson/Hsieh) Adoption of Resolution #24-58: In support of the District's students and families, including those who are undocumented and directing staff to develop policies and procedures to implement and advance this principle. (AYES: Hsieh, Murray, Richardson, Anthony, Lujan; NOES: None). Motion Carried. (Unanimous)

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

Trustee Richardson commented on Policy 3400, Management of District Assets and Accounts, highlighting its importance in demonstrating ethical fiduciary duty and maintaining transparency within the community. She noted that the policy ensures accurate identification and valuation of district assets and promotes financial accountability to the public. Trustee Richardson expressed appreciation for the

policy and thanked those who authored it.

President Lujan thanked the Board Bylaw committee for all their work.

MOTION #97 (Murray/Richardson) To approve the following updated District's Board Bylaw and Policies and waive a second reading. Motion Carried. (Unanimous)

1. BP 0520 – Intervention in Underperforming Schools
2. BP 1431 – Waivers
3. BP 3400 – Management of District Assets/Accounts
4. BP 5116.2 – Involuntary Student Transfers
5. BP 5131.2 – Bullying
6. BP 6142.8 – Comprehensive Health Education
7. BB 9321 – Closed Session

2. EDUCATIONAL SERVICES

a. Approval of the California State Preschool Program (CSPP) Continue Funding Application (CFA) and Adoption of Resolution No. 24-59

MOTION #98 (Murray/Hsieh) To approve the California Department of Education CSPP application for fiscal year 2025-26 and the adoption of Resolution #24-59: Authorizing Continued Funding Application 2025-26 with waiving the reading of the resolution. (AYES: Hsieh, Murray, Richardson, Anthony, Lujan; NOES: None). Motion Carried. (Unanimous)

b. Approval of Emergency Response (EMT) 1 Course

Trustee Murray shared she “loves it” calling the course “awesome.” Mr. Irish thanked the board, noting it uses Career Technical Education Incentive Grant (CTEIG) funds to advance CTE pathways. Trustee Anthony highlighted the program's importance in addressing county needs.

MOTION #99 (Hsieh/Murray) To approve the Career and Technical Education (CTE), Emergency Response (EMT) 1 course for implementation during the 2025-26 school year. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Mathematics Pilot for the 2024-2025 School Year

MOTION #100 (Murray/Hsieh) To approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Mathematics Curriculum Pilot for the 2024-2025 school year. Motion Carried. (Unanimous)

b. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Newcomer Multilingual Learner Curriculum Implementation for the 2024-2025 School Year

MOTION #101 (Murray/Hsieh) To approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Newcomer Multilingual Learner Curriculum Implementation for the 2024-2025 school year, as presented to the Board. Motion Carried. (Unanimous)

c. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the College and Career Access Pathway (CCAP) Partnership Program (Evaluation) for the 2024-2025 School Year

Trustee Anthony asked about the difference between participating in an evaluation and no evaluation. Assistant Superintendent Hannon deferred to Assistant Superintendent Irish for clarification, as he is more familiar with the CTE program requirements. Mr. Irish explained that, under the CCAP agreement with San Mateo Community College District, Skyline College was allowed to evaluate CTE programs by observing classrooms. This raised concerns among county districts. To address this, the district offered CTE teachers the choice to participate in the evaluation with compensation or opt out. An MOU was created to formalize this, based on the CCAP agreement approved last year. Mr. Irish thanked Assistant Superintendent Hannon and CTA for collaborating on this solution.

Trustee Hsieh recused herself however, President Lujan clarified that the MOU was between the district and CTA, not SMCCD, making it a separate matter. Trustee Hsieh acknowledged the clarification.

MOTION #102 (Anthony/Richardson) To approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (Evaluation) for the 2024-2025 school year. Motion Carried. (Unanimous)

d. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) for the 2024-2025 School Year

MOTION #103 (Anthony/Richardson) To approve the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) for the 2024-2025 school year. Motion Carried. (Unanimous)

e. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Specialized Secondary Programs (SSP) Emergency Response Pathway for the 2024-2025 School Year

President Lujan acknowledged and thanked the district, Human Resources, and SSFCTA for their collaboration and open communication, highlighting that the numerous MOUs demonstrated strong teamwork.

MOTION #104 (Murray/Richardson) To approve of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Specialized Secondary Programs (SSP) Emergency Response Pathway for the 2024-2025 school year. Motion Carried. (Unanimous)

f. Approval of Annual Minimum Wage Increase (2025)

MOTION #105 (Anthony/Richardson) To approve increasing the minimum wage in the South San Francisco Unified School District from \$17.25 to \$17.70 per hour effective January 1, 2025. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

b. Approval of Agreement with Multistudio, Inc. for the El Camino High School Modernization Project Assessment Phase (Part 1)

Trustee Anthony inquired about the firms that bid on the project, their bids, and why the selected firm was chosen. Ms. Shelton clarified that this is a professional services contract, so firms were selected based on qualifications, not bids. She explained that while the district initially asked another firm for

a proposal, they could not move forward with them and instead asked Multistudio to submit a proposal.

Trustee Anthony expressed interest in developing a more structured procurement policy for professional services, emphasizing fairness and transparency in the bidding process. President Lujan suggested adding this topic to a future agenda for further discussion.

Trustee Richardson noted that contractors are already vetted through the state, ensuring they meet necessary requirements. The Board agreed that a presentation on the selection process would be helpful and could potentially lead to revisions if needed.

MOTION #106 (Anthony/Murray) To approve the agreement with Multistudio, Inc. for the El Camino High School Modernization Project under the Measure T Bond program in the amount of \$431,009.00. Motion Carried. (Unanimous)

c. Approval of the Construction Project Manager Job Description

MOTION #107 (Hsieh/Murray) To approve the Construction Project Manager job description. Motion Carried. (Unanimous)

d. Approval of Amendment #1 with Verde Design, Inc. for the Pavement and Field Project at Westborough Middle School

Trustee Richardson asked for a design rendering of the parking lot project, as the board had approved funding but did not have a visual reference. President Lujan recalled seeing the design at a Westborough PTA meeting and suggested sharing the presentation slides with the board for clarity.

MOTION #108 (Hsieh/Murray) To approve Amendment #1 to the professional services agreement with Verde Design, Inc. for additional electrical engineering services at Westborough MS for the field and pavement project under the Measure T Bond program in the amount of \$2,290.00. Motion Carried. (Unanimous)

e. Approval of Agreement with Kier & Wright Civil Engineers and Surveyors, Inc. for the Surveying and Topographic services for the South San Francisco High School Modernization Project

MOTION #109 (Murray/Richardson) To approve the agreement with Kier & Wright Civil Engineers and Surveyors, Inc for topographic surveying and underground utility locating services for the South San Francisco HS modernization project in the amount of \$70,000.00. Motion Carried. (Unanimous)

f. Approval of Agreement with NV5 for Assessment and Recommendations for Replacement of Key Elements of the District's Legacy Photovoltaic Systems

This item was pulled from the agenda.

To approve the agreement with NV5, Inc. for legacy solar facilities assessment and recommendation in the amount of \$38,500.00.

g. Approval of Proposal with 19six Architects for two Special Education Classroom Renovations at South San Francisco High School

Trustee Anthony commented, for the benefit of the public, that this falls under the same policy as previous agreements, noting that it is a professional services agreement, and as such, there is no requirement to go out to bid.

MOTION #110 (Hsieh/Murray) To approve the proposal with 19six Architects for the renovation of two Special Education classrooms at South San Francisco HS in the amount of \$105,550.00. Motion Carried. (Unanimous)

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

December 18, 2024 - Reorganization meeting

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

January 23, 2025

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

- Presentation on audited actuals report for the fiscal year ended June 30, 2024
- Presentation LCAP
- Williams report for 4th quarter ending 12/31/24
- Resolution honoring African American History Month (February)

February 13, 2025

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

February 27, 2025

- Presentation teaching and learning - Martin ES
- Presentation on Performance Management - 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
- Approval of declaration of need for fully qualified educators, 2025-26

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"
- Approval of recommended dates for 2025-26 LCAP and budget hearings and adoptions

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)
- Approval of LCFF supplemental funded positions
- Resolutions for retirees

SUMMARY OF BOARD DIRECTIVES

Secretary Marcelino referenced Business Service Action Item 4.B, noting that a presentation was requested to be planned to discuss the bidding selection process, and if needed, any revisions to the process will be addressed. President Lujan thanked Secretary Marcelino for the summary.

GOOD AND WELFARE

Trustee Richardson shared several updates with the Board. She mentioned that the South City Warriors varsity team played their last game in the rain, although they lost, it was a memorable experience. She also attended a performance of *Much Ado About Nothing* by the South San Francisco Drama Department, which she found impressive. The next day, she participated in the South San Francisco PTA's first-ever boutique event. Trustee Richardson expressed her pride in the marching band, color guard, and flag dancers, who earned first-place red trophies at the Lincoln High School Review of Champions. She expressed her excitement, wishing others could see the trophies, and shared the moment with the Board.

Trustee Murray expressed her well wishes to President Lujan, wishing her good luck and stating that she believes whatever she desires will come true due to her amazing qualities. She also wished everyone a happy holiday.

Trustee Anthony shared that she was pleased to meet Santa at the CSEA event, where she received a candy cane. She thanked CSEA, the fire department, and the residents of South San Francisco for their support of the district's students, and wished everyone a happy holiday.

President Lujan expressed deep gratitude, saying that the phrase "thank you" feels small but holds so much meaning. Reflecting on her journey starting with an appointment to fill a vacant trustee position after a passing, she acknowledged the whirlwind of her first year and the two terms she served. She marveled at the special nature of the community, feeling beyond grateful for the opportunity to serve. She shared her appreciation for the trust placed in her and highlighted the amazing students and the unity that brings joy to her heart. She wished everyone the happiest of holidays, hoping the new year brings joy, laughter, and light to all.

ADJOURNMENT - 9:24 PM