

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S
Special Meeting, Thursday, June 20, 2024**

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

The Board of Trustees invites the community to participate in this meeting in-person.

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: <https://www.ssfusd.org/apps/pages/onlineboardmeeting>

OPEN SESSION - immediately following the regular meeting

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PUBLIC COMMENTS**

To comment prior to the meeting:

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/boardmeeting06202024> beginning at 4:00 p.m. on Tuesday, June 18, until 3:00 p.m. on Thursday, June 20. These comments will be read by all Board members and posted on the District website's 2023-24 Board meetings at: <https://www.ssfusd.org/apps/pages/meetings>

Special Meeting Comments:

In accordance with the law, the Brown Act, during special meetings, public comments are limited to only those items on the agenda.

ACTION

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1. EDUCATIONAL SERVICES

- a. Approval of the Coordinator of After-School and Extended Learning Opportunities (ELO) Programs Position and Job Description for the 2024-25 School Year**

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Staff recommends the approval of the Coordinator of After-School and ELO Programs position and job description for the continued success and improvement of the District's after-school and extended learning initiatives for the 2024-25 school year, as presented to the Board.

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- b. Approval to Continue Contracts with Non-Public Agencies (NPAs) to Provide Staffing for the 2024-25 School Year** 6 - 9

Staff recommends the approval to continue working with these NPAs to provide Special Education staffing in order to fulfill Individualized Education Plan (IEP) service agreements for the 2024-25 school year, as presented to the Board.

2. BUSINESS SERVICES

- a. Approval of Rejection of all Bids for the Alta Loma MS MUR Audio Video System and Authorization to Re-bid the Project** 10 - 11

Staff recommends the approval to reject all public bids received for the Alta Loma MS MUR AV System Project and authorize staff to re-bid the project in the near future, as presented to the Board.

ADJOURNMENT

Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Nalani Allen-Cantley, Senior Executive Assistant to the Superintendent, at least three working days prior to the meeting at (650) 877-8705. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.

The agenda is available for review at the District's website: www.ssfusd.org (Click on *Board, Meetings*).

A recording is made of the Open Session of each meeting. Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: ncantlev@ssfusd.org

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs

DATE: June 20, 2024

RE: Approval of Coordinator of After School Programs and Extended Learning Opportunities (ELO) Position and Job Description

BACKGROUND:

SSFUSD is committed to providing after school and summer enrichment for students in grades TK - 6 in accordance to California *Education Code (EC)* Section 46120 amended by AB 181 (Chapter 52, Statutes of 2022), AB 185 (Chapter 571, Statutes of 2022), and SB 114 (Chapter 48, Statutes of 2023).

The purpose of the **Coordinator of After School Programs and Extended Learning Opportunities (ELO) position** is to oversee the development, implementation, and assessment of the District's after-school and ELO programs, ensuring they provide safe, inclusive, and engaging learning environments. The Coordinator of After School Programs and Extended Learning Opportunities will collaborate with various stakeholders to set and achieve academic and social-emotional goals. This role is critical to the continued success and improvement of our after-school and extended learning initiatives.

Essential Duties and Responsibilities:

- **Program Implementation and Support:**
 - Assist in planning and successfully implementing after-school/ELO programs.
 - Support student recruitment and enrollment into programs.
 - Maintain a learning environment aligned with the District's mission and philosophy.
 - Provide District personnel with guidance on policies and procedures related to assigned programs.

- **Coordination and Communication:**
 - Manage enrollment lists and schedules for student participation.
 - Communicate program details, activities, and schedules to parents/guardians.
 - Address parent/guardian inquiries and concerns.
 - Collaborate with instructional teams, site administration, and after-school program partners to set and achieve academic goals.
- **Monitoring and Evaluation:**
 - Conduct site visits and meetings with site administration to monitor program operations.
 - Evaluate and provide feedback on program environments, programming, and operations.
 - Generate student data reports to measure program effectiveness.
- **Leadership and Supervision:**
 - Provide administrative leadership and support to ensure program objectives are understood and promoted District-wide.
 - Offer guidance and supervision to other programs and initiatives as assigned.
 - Train, guide, and supervise assigned personnel.
 - Review work for accuracy, completeness, and compliance with standards.
 - Provide input for employee evaluations as requested.
- **Fiscal Management:**
 - Participate in the fiscal management of programs and contracts with ELO providers.
 - Monitor budgets and establish funding priorities for program implementation.
 - Develop and submit required reports.
- **Collaboration and Liaison:**
 - Collaborate across departments to develop and implement identified goals.
 - Serve as a District resource for school sites regarding the assigned program.
 - Act as a liaison between the school district and community organizations/institutions.
- **Administrative Responsibilities:**
 - Facilitate, lead, and attend relevant meetings and conferences.
 - Manage and maintain records pertinent to program operations.
 - Ensure programs reflect the tenets of MTSS (Academic/Social Emotional/Behavioral).
- **Other Duties:**
 - Perform other related duties as assigned.

FISCAL IMPLICATIONS:

The Coordinator of After School Programs and Extended Learning Opportunities Programs (ELOP) will be funded out of the allocation that SSFUSD receives from the State of California to support the ELO programs.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the position and job description for the Coordinator of After-School and Extended Learning Opportunities (ELO) Programs for the 2024-25 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Job Title: Coordinator - After School Programs and Extended Learning Opportunities (ELO)

Employment Term: Annual certificated contract (1.0FTE) (199 days) (1CM199L - \$125,838 - \$150,258)

Department: Student Services

SUMMARY

Responsible for the coordination and implementation of the After-School and Extended Learning Opportunities (ELO) programs. The coordinator will lead the development and implementation and data-driven monitoring and evaluation of strategic operational plans and impact of program activities; plan, develop, recommend, organize, facilitate, and evaluate assigned programs, processes, and procedures; supervise assigned staff. Participate in the fiscal management of assigned programs, contracts with ELO providers and the development of required reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning and successful implementation of after-school/ELO programs.
- Support the recruitment and enrollment of students into the program(s).
- Create, promote, and maintain a learning environment that is safe, respectful, inclusive, equitable and engaging with a tone that is aligned to the districts' mission and philosophy.
- Provide assistance to district personnel regarding district policies and procedures related to the assigned categorical programs.
- Coordinate enrollment lists and schedules to ensure students participate in their chosen program(s).
- Provide parents/guardians timely information about programs, activities, and schedules; interface with parents/guardians around questions and concerns.
- Collaborate with the Instructional teams, site administration, and the after-school program partners to set academic goals for the After-School/ELO program to implement academic and social-emotional goals.
- Monitor day-to-day program operations on campuses through site visits and regular meetings with site administration.
- Evaluate and share feedback on after-school/ELO program environments, programming, and operations.
- Provide administrative leadership, support and monitoring of the district-wide after-school Program/ELO program to ensure the understanding of and promote the educational objectives of the district.
- Provides leadership, support, guidance and supervision to other programs and initiatives as assigned on a flexible schedule inclusive of weekends (periodically).
- Collaborates across departments and divisions to develop and implement identified goals and ensure a continuum of services.
- Monitor budgets and establish funding priorities for program implementation.
- Facilitate, lead, attend meetings and conferences as related to areas assigned.
- Serve as the district resource for school sites regarding the assigned program.
- Serve as a liaison between the school district and community organizations/ institutions.
- Generate student data reports to measure program effectiveness.
- Manage the maintain records pertinent to the operation of the program.
- Facilitate programs as an extension of the school day reflecting the tenets of MTSS (Academic/Social Emotional/Behavioral).
- Train and provide work direction and guidance to assigned personnel as required.
- Assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.
- Provide input concerning the employee evaluation process as requested.
- Performs other related duties as assigned.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Valid California Teaching Credential
- Administrative Services Credential (or eligibility)
- Master's Degree in Arts (desired)
- Experience appropriate to the specific duties of this assignment and supervisory/coaching or administrative responsibilities.
- Experience working with elementary and/or secondary teachers and administrators.
- Experience in program development, implementation, and evaluation.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Keith B. Irish, Assistant Superintendent of Educational Services and Categorical Programs
Sabrina Yacoub, Director Pupil Personnel, Special Education

DATE: June 20, 2024

RE: Approval to Continue Contracts with the Following Non-Public Agencies (NPA) to Fill Special Education Staffing Needs and Vacant Positions for the 2024-25 School Year

BACKGROUND:

SSFUSD contracts with several agencies to ensure we have personnel to provide services per each student's Individualized Education Plan (IEP). This Board memo is to approve contracts in order to have personnel in place to implement IEP services and support Special Education programs and classrooms. (The contract information is on the following pages.)

FISCAL IMPLICATIONS:

Total estimated cost of **\$6,978,000** is to be charged to the Special Education Budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve continuing to work with these NPAs to provide Special Education staffing in order to fulfill Individualized Education Plan (IEP) service agreements for the 2024-25 school year.

Organization	Service(s) Provided	Description	Cost per service	Agency Total Cost
360 Degree	Special Education Teacher - MM at SSFHS	This agreement is set up to continue contracting with 1 mild-moderate teacher through this agency to fill a continuing vacant position at SSFHS at rate of \$91/hr. <u>Teacher</u> David Marquez	\$150,000	\$150,000
Welldom	Related providers	This agreement is set up to continue contracting for the following related providers through this agency to fill a continuing vacant position district wide. <u>Roles & Rates</u> 1 Physical Therapist Assistant (\$115/hr.) = Melissa Maker 1 Paraprofessional (\$60/hr.) to support student with specialized motor needs = Terry Fernandez 1 Adapted Physical Education Teacher (\$145/hr.) Diana Czekalski 1 Adapted Physical Education Teacher Assistant (\$105/hr.) Steve Drulias	\$550,000	\$550,000
Stepping Stones	School Psychologists	This agreement is set up to continue contracting with a half-time school psychologist through this agency at the following rate. This school psychologist started with us in the 2023-2024 school year. We currently have 20 vacancies, plus the psychologist on special assignment (POSA), equaling 21 total school psychologists. 17 are currently filled, leaving 3 school psychologists vacancies and 1 POSA vacancy. \$130/hr. <u>School Psychologist</u> Joanne Simonson (½ time contract)	\$85,000	\$1,100,560
	PareEducators	We currently have 205 para educator positions, of which 111 are vacant. In February of this year, we had 294 para educator positions, 98 filled by vacancies. Of those vacant, 85 are filled by agency personnel and 5 are truly vacant. Of the 85 filled by agency personnel, this agency has filled 12 positions. This agreement is set up to continue contracting for those 12 para educators and up to 15 through this agency at the rate of \$56.00/hr. or \$60,160/person.	\$1,015,560	
Amergis Health Care, formerly Maxim HealthCare Staffing	School Psychologist	This agreement is set up to continue contracting with a half-time and a full-time school psychologist through this agency at the following rate. The full time school psychologist started with us in the 2023-2024 school year and the half-time is a retired SSFUSD school psychologist. We currently have 20 vacancies, plus the psychologist on special assignment (POSA), equaling 21 total school psychologists. 17 are currently filled, leaving 3 school psychologists vacancies and 1 POSA vacancy. \$140/hr. <u>School Psychologists</u> Susan Warda (½ time contract) Trallonie McKinney	\$300,000	\$3,288,440

	Board Certified Behavior Analyst (BCBA)	This agreement is set up to continue contracting with 1 BCBA through this agency at the following rate. \$130/hr. <u>BCBA</u> 2 Board Certified Behavior Specialists 3 Board Certified Behavior Specialists to cover leaves for 24-25	\$750,000	
	ParaEducators	We currently have 205 para educator positions, of which 111 are vacant. In February of this year, we had 294 para educator positions, 98 filled by vacancies. Of those vacant, 85 are filled by agency personnel and 5 are truly vacant. Of the 85 filled by agency personnel, this agency has filled 29 positions. This agreement is set up to continue contracting for those 29 para educators and up to 32 through this agency at the rate of \$45.00/hr. or \$57,600/person.	\$1,876,000	
	Certified School Nurse or Registered Nurse	Amergis agrees to staff SSFUSD with the following 1 Certified School or Registered Nurse (CSN or RN) at rate of \$70-\$100/hr., depending upon experience, for ESY: Bonnie Souva - \$80/hr.	\$102,440	
	Licensed Vocational Nurses	This agreement is set up to continue contracting for 3 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. LVN \$60/hr. <u>LVNs</u> Krizza Agustin (out starting October)? Kristyne Pardilla VACANT	\$260,000	
Tilly, formerly Bisla	ParaEducators	We currently have 205 para educator positions, of which 111 are vacant. In February of this year, we had 294 para educator positions, 98 filled by vacancies. Of those vacant, 85 are filled by agency personnel and 5 are truly vacant. Of the 85 filled by agency personnel, this agency has filled 43 positions. This agreement is set up to continue contracting for up to 26 of those para educators at the rate of \$47.00/hr. or \$60,160/person.	\$1,564,000	\$1,564,000
Ro Health	Licensed Vocational Nurses	This agreement is set up to continue contracting for 3 Licensed Vocational Nurses (LVN) through this agency at the following rates to fill 7 of the 111 vacant para educator positions that require staff to have specialized medical training. An RN may be hired as an LVN, but at different rates. LVN \$56/hr. RN \$100/hr. <u>LVNs</u> Donia Zaru Guadeloupe Furtado 2 VACANT	\$325,000	\$325,000

<u>Outstanding INTERNAL TEACHER & RELATED PROVIDER VACANCIES:</u> 16.5 special education teachers = \$2,475,000 1 Augmentative Alternative Communication /Assistive Technology Specialist 1 Deaf & Hard of Hearing teacher = \$150,000 2 Speech Language Pathologists = \$300,000 1 School Psychologist on Special Assignment = \$150,000 .5 Teacher of the Visually Impaired .5 Orientation & Mobility Specialist *Already part of adopted budget *This is a note of current vacancies which if not able to hire internally, will need to seek out personnel externally. Costs are approximations based on average costs. \$150,000/ staff on average	n/a	n/a
Total	\$6,978,000	

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: June 20, 2024

RE: Approval of Rejection of all Bids for the Construction of the Alta Loma MS MUR Audio Video System and Authorization to Re-bid the Project

BACKGROUND:

The Alta Loma MS Multi-Use Room Audio-Visual (AV) System Project was bid out with the intent of having the construction work done over this summer of 2024.

DSK Architects provided plans and specifications for the project. The work includes providing acoustical panels/interior finishes, and a brand-new audio-visual system that could support a multiple number of activities such as sports, music, plays, and other speech delivery programs.

The District conducted a public bid process. Bids were opened on June 17, 2024. The District received two bids, which were substantially over the budget and the dollar threshold that would allow this project to proceed as a non-exempt project as defined by the Division of the State Architect (DSA).

Therefore, staff are recommending that the Board reject all bids and authorize staff to re-bid the project in the near future.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the rejection of all public bids received for the Alta Loma MS MUR AV System Project and authorize staff to re-bid the project in the near future.