

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of October 4, 2012

OPEN SESSION — 6:07 pm

A. CALL TO ORDER

B. ROLL CALL

Board Members: Ms. Judith Bush - Present
Mr. Maurice Goodman – Present
Mrs. Shirlee Hoch - Absent
Mrs. Liza Normandy - Present
Mr. Philip Weise - Present
Alex Moreno – Student Board Member - Present

Cabinet Members: Mr. Alejandro Hogan, Superintendent - Present
Ms. Patricia Ernsberger, Assistant
Superintendent, Business Services - Present
Dr. Jacqueline McEvoy, Assistant
Superintendent, Human Resources and
Student Services - Present
Dr. Shawnterra Moore, Assistant
Superintendent, Educational Services and
Categorical Programs – Present

C. PLEDGE OF ALLEGIANCE was led by Assistant Superintendent Jacqueline McEvoy.

D. REVIEW OF AGENDA – Trustee Phil Weise suggested, and the Board agreed that the Measure J presentation on playground structures be moved forward in the agenda for interested audience members.

E. PTA COUNCIL REMARKS – None

F. STAFF ASSOCIATION REPRESENTATIVES' REMARKS -

South San Francisco Federation of Adult Educators – None.

South San Francisco Classroom Teachers Association – President Jan Speller said her members are actively working on Campaign 2012's Yes on 30, No on 32. They will hold a precinct walk on Saturday, October 20 (location TBD). She inquired about the status of filing the "Race To The Top" grant program application. This application requires her signature and she is concerned with having sufficient time to involve CTA members before the filing deadline. Ms. Speller spoke about Measure J right-sizing of schools and requested information on staffing, possible

layoffs, sites affected, etc. She talked about the BTSA model Superintendent Alejandro Hogan presented which is different from the original model. Ms. Speller expressed disappointment that County consultants, not staff and retired teachers will be doing the work and is concerned with the reduced FTEs for this program.

California School Employees Association Chapter 197 – President Jolene Malfatti reminded everyone of the October 15 fundraiser at Chevy’s with proceeds providing equipment for classrooms. Their “Back to School” meeting will take place on October 16 at the Basque Cultural Center. Ms. Malfatti said CSEA is concerned with the small number of internal promotions for classified positions the last few years and will speak with Dr. McEvoy about outside candidates being hired into those jobs.

G. PERSONNEL COMMISSION – Assistant Superintendent McEvoy reported that the commission has not met since the last Board meeting.

H. ITEMS FROM BOARD – None.

Trustee Maurice Goodman joined the Board meeting at 6:14 pm.

I. SUPERINTENDENT’S REPORT

a. Draft agenda for October 11 Community Forum –

The Superintendent said this meeting will focus on four presentations, followed by public comments. Trustee Liza Normandy requested dollar amounts for Bond monies already spent and planned. Trustee Weise asked if right-sizing and the impact of the student population by site will be reviewed in the meeting. Mr. Hogan said the presentation will show school sizes and implications of different options.

b. Town Hall –

Mr. Hogan said he received a flyer from Assemblymember Jerry Hill regarding a Town Hall on Education being held on October 5.

J. COMMUNICATIONS - None

K. PRESENTATIONS

1. BUSINESS SERVICES

a. Measure J/Playground structures

Bob Collins, of Swinerton, introduced the playground equipment vendors.

Miracle Play Systems

Kit Steven, President of Miracle Play Systems, reviewed his company’s plans for supplying and installing playground structures at the District’s

elementary schools. He and his team highlighted the following:

- It is an 86 year old company with offices only ten miles from the District offices
- They have met with nine Principals and discussed needs and safety concerns
- In 2010, worked with Facilities sub-committee and they are revisiting assessments and revising needs

A proposed list of equipment by site and the number of play activities along with before and after views and associated costs were shown. The total cost would be **\$1,588,963**. Miracle is offering, at no extra cost, a CMAS discount of 20% and a “sonic screen” to deter vandals.

President Judy Bush inquired why Buri Buri was not listed along with the other elementary schools. Bob Collins replied that when that site is designed and built, Miracle could provide playground equipment. In response to Trustee Normandy’s question, the Board was told that the discount offered at this time would be extended for future work in the District. Trustee Goodman asked about the time frame for replacement parts in the event equipment is vandalized. Mr. Steven said the company has a 24 hour on-call service technician who can respond without charge. Mr. Goodman inquired about Miracle assisting with a Kaboom (non-profit, community build playground) grant and was told they can partner with them.

Trustee Weise said this proposal is better than that of two years ago and he feels the District would get quality equipment at a good price.

Game Time

Leo Seavey, of Game Time, provided his company’s plans for playground structures in the District. He and his team highlighted the following:

- They are a 90 year old company, the largest playground equipment manufacturer in North America and have a 14 year relationship with SSFUSD
- The equipment addresses key areas of child development: climbing, sliding, spinning, balancing and brachiating
- System includes “Play-On Fitness” curriculum at no additional cost
- They provide a 5 year annual inspection and maintenance program which is included in their price
- They work with the non-profit, “Kids Around the World”, to recycle existing equipment

Schematics of proposed equipment for each elementary school were shown. The total cost would be **\$1,500,579**.

Trustee Normandy asked if the District would be using both companies

for the playground work. Superintendent Hogan replied that the Board would be receiving a recommendation for one.

Student Trustee Alex Moreno joined the Board meeting at 6:55 pm.

2. EDUCATIONAL SERVICES

a. STAR Testing results for 2011-12

Robert Beauchamp, Director of Student Performance, Program Evaluation and Instructional Interventions presented the preliminary results of the 2010-11 STAR program. He said the California Department of Education was late getting the data out and API scores will also be delayed.

ELA

- The percent of proficient/advanced students has increased from 45.1% in 2007-08 to 63.34% in 2011-12
- The percent of non-proficient students has decreased from 54.91% in 2007-08 to 36.66% in 2011-12
- The District is focusing on interventions with three sub-groups, Black or African American, Hispanic or Latino and Other Pacific Islanders to close the achievement gap
- Positive growth among every ethnic sub-group from 1 – 5%
- For English Learners, the District had an 8% increase in percent proficient scores
- The District has had an 18% growth over four years

Math

- The percent of proficient/advanced students has increased from 47.39% in 2007-08 to 55.42% in 2011-12
- The percent of non-proficient students has decreased from 52.61% in 2007-08 to 44.57% in 2011-12
- Work in Math instruction needs to be done at the secondary level
- Small increase for Filipino, Hispanic and Asian sub-groups and small decrease for African American, Chinese, Pacific Islanders and White sub-groups
- Positive growth among every ethnic sub-group from 1 – 5%
- For English Learners, the District had an 8% increase in percent proficient scores
- The District has had an 8% growth over four years

API (Academic Performance Index)

- State uses these scores to assess achievement levels of schools
- The District has set a goal of 800+ for all schools
- In 2011, 11 District schools surpassed the 800 mark
- Data Director is predicting that 2012 scores will show most District

schools will meet the 800 level of achievement

Next Steps

- Share and analyze data with Administration (done October 1)
- Look at data school-wide, grade level, individual teacher, and individual student data
- Identify areas of strength and areas of challenge
- Identify specific standards/strands to target
- Collaborate to improve academic achievement using common assessment data

Jan Speller asked about CST scores and starting algebra in middle school. Since there are no promotion requirements from middle school to high school, students may not be focusing on math and struggle in the 9th grade. Mr. Beauchamp said 8th grade algebra was a State requirement and may be re-addressed.

Ms. Speller questioned how they are linking individual teachers’ to student test scores. Mr. Beauchamp replied they do so via academic conferencing, reviewing data, etc. He stressed that this is collaborative conversation and not an evaluation.

3. HUMAN RESOURCES

a. Inter and Intra District Transfers

Dr. McEvoy introduced Ryan Sebers, Supervisor of Attendance and Welfare. He reviewed the 2012-2013 intra and inter District transfer procedures and results.

Mr. Sebers highlighted the various types of transfers and requests received, approved and denied, as listed below:

Transfer Type	Received	Approved	Denied
Open Enrollment - Filing dates February 1-29, 2012	667	508	159
Intra-district - Filing dates March 1, 2012 and after	511	340	171
Special Education IEP and Administrative Transfers	165	165	0
Administrative - No Space Available at school of residence	24	24	0
Administrative - English Learner Program	2	2	0
Administrative - Program Improvement	3	2	1
Administrative - Safety, appeal and medical	7	7	0
Inter-district - Filing dates of February 1, 2012 to ongoing	302	152	148
Total	1681	1200	479

Mr. Sebers told the Board the majority of denied transfer requests were due to capacity issues.

Trustee Goodman questioned the one PI denial. Mr. Sebers responded that the parents did not want the alternative site available and chose to leave the District. Mr. Goodman asked about possible PI request increases and denials due to lack of space at other sites. Mr. Sebers said the District would need to accommodate transfers until capacity levels are reached. He also said parents realize there is not a significant curriculum difference between sites.

Mr. Goodman said the Board put a moratorium on inter-District transfers, but there were 302 requests made. Mr. Sebers said some students have protected status on the Allen Bill (where parents work within District attendance boundaries) and their enrollment is honored. The protocol has changed with more stringent requirements and fewer approvals will be seen.

Trustee Weise asked about the impact of right sizing and school boundaries since parents could still apply for inter-District transfers. Mr. Sebers responded that until there is a change in protocol this would still occur.

Intra-District Transfers

Mr. Sebers illustrated open enrollment/intra-District transfers for 2012-13 by grade levels and by individual schools as follows:

Kindergarten thru 5th grade

- The Grand total (gain/loss) is:

	BURI	JS	LC	MARTIN	MV	PON	SG	SKY	SPRUCE
Net +/-	16	-3	-36	-113	42	71	-20	-12	55

- Martin had a reduction of 113 students while Monte Verde and Ponderosa had the capacity for additional students.

Mr. Sebers then illustrated capacity scenarios for Martin (over-enrollment), Spruce (under-enrollment), Los Cerritos (grade level imbalance) and Buri Buri (right-size balance) and their enrollment numbers without transfer approvals.

Middle schools

- The Grand total (gain/loss) is:

	ALMS	PHMS	WMS
Net +/-	31	-107	76

He said the goal is to work with families and have them realize that the quality of education at PHMS reduces the number of transfer requests. Once students attend PHMS they tend to remain at that site for the balance of middle school.

High schools

- They have the lowest rate of transfers

- Less transfers as grades progress

Mr. Sebers said there exist myths and perceptions that the quality of education at SSFHS is less than ECHS.

Inter-District Transfers

Mr. Sebers highlighted Inter-District transfers:

- 406 transfers in 2010-11
- 470 transfers in 2011-12
- 152 transfers in 2012-13

Trustee Normandy expressed concern with the District turning a student away because they filed late paperwork but the site had space available. Mr. Sebers said it is a fine line to maintain protocol but not forget the human element with transfers and this issue remains at the Board's discretion.

President Bush thanked Mr. Sebers for his presentation, but questioned whether parents are given the transfer information in a timely and understandable way. He responded that his department went to great lengths to communicate with parents via notices, web resources, dates to file, flow charts of procedures, etc. Mr. Sebers said parents can appeal denials through another, impartial department.

Trustee Weise commented that the District is no longer reimbursed by ADA (Average Daily Attendance). This means the District does not receive revenue for inter-District transfer students. Many basic aid districts do not allow Allen Bill transfers. He said the District has a liberal transfer policy and could risk bankruptcy.

Trustee Goodman asked if residency stays with the student or household. Mr. Sebers said residency stays with a student and a younger sibling can apply for the first time. Mr. Goodman said a District policy change with right-sizing could give residency to the household and not an individual child.

Student Trustee Moreno inquired about transfers of students from Daly City and Colma into the District. Mr. Sebers said students in the three schools within the boundaries of Daly City and San Bruno are treated equally within the District.

Jan Speller asked about Parkway Heights requests not based on PI status. Mr. Sebers said they were applying under a school of choice. She asked if the optimum was for a smaller PHMS and larger student populations at the two other middle schools. Trustee Goodman said he feels a smaller population at PHMS is ideal to focus on PI status.

Saima Abdullah, a parent, asked about Kindergarten transfers for 2012-13 and staffing changes at affected sites.

L. CONSENT AGENDA:

MOTION # (Weise/Normandy) to approve Item 1a, Minutes to the Regular Board Meeting, September 27, 2012; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 3a, Los Cerritos and SSFHS 2012-2013 fundraising events.

Motion Carried (Unanimous)

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Updated Safe School Plans

The State of California requires each school to have a Safe School Plan that meets the CA Standardized Emergency Management System criteria (SEMS).

Ryan Sebers, told the Board he asked each site to revise the first part of their plan, which needed to be approved by PTA or Site Council within each school. He has received all updated plans from the schools and is reviewing them for required compliance.

He has updated the District's Emergency Management Handbook and reviewed the site specific language.

b. Williams Uniform Complaints for quarter ending 9/30/12

Assistant Superintendent McEvoy presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 9/30/12, per Education Code Section 35186. She stated that there were no complaints filed in the District for the last quarter.

2. BUSINESS SERVICES

a. Measure J/Report on Community Workshops

Bond Program Director, Larry Scott, reported on the recent Community Workshops. They were held on September 18 and 19 at Sunshine Gardens and Ponderosa Elementary Schools, to explain the upcoming Phase II of the Measure J Bond program. Presentations were made on Ed Specs for Elementary and Middle School, Right-sizing and the effects of school modernizations.

Mr. Scott said although both meetings had small turnouts, attendees did pose good questions and offered suggestions. One parent asked how right-sizing would be implemented. President Bush said feedback in the SSF community shows angst surrounding right-sizing. Mr. Scott

stated that it should have been discussed in the early stages of the Bond program. Trustee Goodman said a conversation on the District's policy for right-sizing should have taken place before the Bond team went out into the community.

b. Contract with Metro PCS

Assistant Superintendent Patricia Ernsberger provided the Board with information on a contract with Metro PCS for a cell tower installation at the SSFHS athletic field. She said there were two outstanding issues when this item was last discussed. The first issue concerns the location of the tower and potential Bond project changes on the field. Mrs. Ernsberger said the location of the equipment will not change with the field improvement. Metro PCS has agreed to confirm with the District on the location of the cell tower before they begin construction to make sure no changes have been made to existing plans.

The other issue involved termination of the contract. The agreement was updated and now states that the District can terminate the contract after the first five year license period with a twelve month notice and Metro PCS would need to remove their equipment.

She said Metro PCS has agreed to pay the District \$24,000 per year for the cell tower and this fee would increase by 15% each five year renewal period.

Trustee Goodman said the termination clause puts the onus to remember on the District, which becomes a liability. He recommended adding language to the contract that puts the responsibility back on the vendor. Mrs. Ernsberger said she would bring back the contract for Board approval.

ACTION

1. ADMINISTRATION

a. Venues for October 11 and October 25 meetings

Superintendent Hogan said the Board had asked about possible venue changes for the October 11 Community Forum and October 25 Regular Board meeting, to provide adequate community access.

President Bush stated that since next week's meeting was already advertised, the Community Forum would remain at the Council Chambers as planned. She said there is a concern with the reliability of recording equipment at the SSFHS library or auditorium meetings.

Trustee Weise suggested meetings at alternate locations such as

school sites. He said staff should research recording equipment, especially better microphones.

Trustee Goodman said Cabinet must follow through with locating alternate venues and purchasing additional recording equipment if needed.

Ms. Bush reiterated that community input at meetings is important.

b. Resolution No. 12-52 in support of RESPECT! 24/7 month

MOTION # (Weise/Goodman) to adopt Resolution No. 12-52 designating September 15 – October 15, 2012 as Hispanic Heritage Month.

(AYES: Bush, Goodman, Normandy and Weise. NOES: None). Motion Carried. (Unanimous)

c. Resolution No. 12-54 for Filipino American History Month

MOTION # (Weise/Bush) to adopt Resolution No. 12-54 designating September 15 – October 15, 2012 as Filipino American History Month.

(AYES: Bush, Goodman, Normandy and Weise. NOES: None). Motion Carried. (Unanimous)

d. Resolution No. 12-55 for National Disability Employment Awareness Month

MOTION # (Weise/Bush) to adopt Resolution No. 12-55 designating September 15 – October 15, 2012 as Hispanic Heritage Month.

(AYES: Bush, Goodman, Normandy and Weise. NOES: None). Motion Carried. (Unanimous)

e. Resolution No. 12-57 Trustee Compensation

MOTION # (Bush/Normandy) to adopt Resolution No. 12-57: To allow stipend payment for Trustee Hoch who was absent from the September 27, 2012 Board meeting, due to illness.

(AYES: Bush, Goodman, Normandy, Weise. NOES: None). Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Agreement with San Mateo County for CDS Group Supervisor

(This item was previously discussed at the September 27, 2012 Board meeting, was amended and is being brought back for approval.)

Superintendent Hogan said the contract is being reviewed by the County Probation department. Trustee Normandy asked about funding

for this position and Assistant Superintendent Ernsberger replied it is being paid through CDS funds.

MOTION # (Weise/Goodman) to approve the contract with the Probation Department for a part-time Group Supervisor at CDS. Motion Carried. (Unanimous)

3. BUSINESS SERVICES

a. Measure J/Approval of contract with design architect firm Cody, Anderson and Wasney (CAW)

Bob Collins said the scope of work for this contract is to meet the DSA requirement for a “path of travel”. CAW would provide the design, engineering and construction documents for the path of travel to playgrounds at eight elementary schools. (Buri Buri would be done during design of that new school.) The architect fee for this project would be \$225,000. Mr. Collins defined the path of travel as the route from where a child is dropped off, through the school to the playground. Larry Scott added that all aspects of the path including panic bar on closed entrances, surface grade level, etc. must meet ADA requirements.

President Bush asked if this is already included in the design of the school and expressed concern that the District is being charged twice for this work. Mrs. Ernsberger replied that DSA needs to review ADA access changes which were not as stringent when previous playground equipment work was performed in the District.

Trustee Weise said these charges “eat away at the Bond funds” and should have been included in the playground bid.

Trustee Goodman questioned whether this is a requirement or a guideline with playgrounds. Mr. Scott replied that it is a requirement in every district. Mr. Collins will provide the Board with DSA requirements on this issue. President Bush requested the Bond team research another district where a recent Path of Travel process was involved.

Trustee Weise made a motion, and the Board reached consensus to table the contract until the October 25 meeting pending further information from the Bond team.

b. Measure J/Approval of contract with design architect firm HKIT

Bob Collins said the firm of HKIT would provide the design, engineering and construction documents for the replacement of old portable classrooms and the installation of new classrooms. The architect fee for this project would be \$411,700.

President Bush pointed out that the contract includes a path of travel, but Mr. Collins replied that it was a different path than that of playgrounds. Trustee Goodman asked if Swinerton could do the construction and management.

The Board asked about a Design Architect to oversee all projects, fees, reduce redundancies to save money, and the expertise of the Bond team, including Swinerton and DLM, to perform any of these services.

Trustee Goodman moved, and the Board reached consensus to table the contract until the October 25 meeting pending further information from the Bond team.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

October 11, 2012 – Community Forum - Televised

- Measure J - Presentations on Cash flow, Right Sizing of Schools, Ed. Specs for Elementary and Middle school and high school athletic fields

October 25, 2012

- Teaching and learning presentation – Los Cerritos Elementary School
- Measure J – Approval of Phase II Master Plan
- Approval of weekly release schedule at Los Cerritos
- Resolution for American Indian Heritage Month
- Approval of CAW and HKIT design architects contracts
- “Race to The Top” application information

November 8, 2012

- Teaching and learning presentation – Skyline Elementary School
- Chevron’s final report on solar projects

December 13, 2012 - Televised

- Teaching and learning presentation – Alta Loma Middle School
- Board of Trustees reorganization
- First interim budget report “positive certification”

SUMMARY OF BOARD DIRECTIVES

1. Bond Team to bring back recommended revisions for CAW and HKIT contracts.

GOOD AND WELFARE

Trustee Normandy asked for information on Bond expenditures to correctly prioritize projects and looks forward to the Cabinet’s recommendation on playground equipment.

ADJOURNMENT – 9:30 pm