



San Francisco Unified School District
CIF San Francisco Section
Athletic Office
555 Portola Dr., Bungalow 2
San Francisco, CA 94131

MINUTES

BOARD OF MANAGERS' MEETING Thursday, December 1, 2022

John O'Connell Technical High School
2355 Folsom Street, San Francisco, CA 94110

- I. Call to order** – President Arenson
 - A.** [Roll Call](#)
 - B.** Welcome and Introductions

The meeting was called to order at 8:10 AM

- II. Adopt the Agenda** – President Arenson
 - A.** Approval of December 1, 2022 CIF - SF Board of Managers Agenda

A motion was made by Suniqua Thomas and second by Catherine Arenson to approve the December 1, 2022 CIF - SF Board of Managers Meeting Agenda.

- **Passed 10-0-0.**

- III. Public Comment** – President Arenson

Pursuant to Education Code section 33353, any person wishing to speak on any item on the agenda or subject matters within the jurisdiction of the CIF-SF, will be heard at this time. Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each topic to twenty (20) minutes.

- IV. Consent Items** – President Arenson
 - A.** [Approval of November 3, 2022 CIF - SF Board of Managers Minutes](#)

A motion was made by Nicholas Chan and second by Suniqua Thomas to approve the November 3, 2022 CIF - SF Board of Managers minutes.

- **Passed 10-0-0.**

- V. Communications** – President Arenson
 - A.** President
 - i. None
 - B.** Commissioner
 - i. None

- VI. Reports** – SFUSD Director of Athletics & CIF SF Commissioner Barksdale
 - A.** Commissioner
 - i. Personnel - Mele Lau-Smith
 1. [Position Description](#) for head and assistant coaches
 2. Revised [Assignment of Personnel Form](#) for High Schools
 3. Revised [Assignment of Personnel Form](#) for Middle Schools

A discussion regarding the position descriptions above took place. The importance of minimum qualifications to be met by Directors of Athletics and Coaches, for consistency across the SFUSD Athletics Departments was explained. It was shared that Principals may tailor the position descriptions to meet the specific needs at their respective school sites, however the minimum qualifications may not be modified. The Board asked to have language added that clarifies the supervisory responsibilities of head varsity and junior varsity & frosh/soph coaches. The Ed. Code as it regarding certificated personnel versus a walk-on for Director of Athletics and Coaches positions was discussed. The Board was encouraged to conduct an end of season performance review/evaluation of their respective athletic director and have their athletic director conduct one with all coaches. In addition to discussing each person's performance, they should also be informed whether or not they are being retained. Once the athletics department is fully staffed and trained, it will create a district wide system to support school sites with their work in this area.

- ii. FPM: Athletics Education Equity Audit - Sam Coulter, RPA
 - 1. [2022-23 PEEF School Allocation Letter](#)
 - 2. [Athletics Allocation Spending & Invoice Tracker](#)
 - 3. [Submission of Athletic Expenditures](#)

Sam Coulter from SFUSD Research Planning & Assessment Division presented a google document for athletic directors to use to properly track school site expenditures of PEEF funds distributed by the Athletics department. Coulter explained each school site will receive a folder to upload invoices and/or receipts. It was requested that the document be sent to Principals and athletic directors prior to winter break.

B. President

- i. Appeals

VII. Non-Action Items – SFUSD Director of Athletics & CIF SF Commissioner Barksdale

A. None

VIII. Action Items – SFUSD Director of Athletics & CIF SF Commissioner Barksdale

A. None

IX. Information Items – SFUSD Director of Athletics & CIF SF Commissioner Barksdale

A. President

- i. January Meeting
- ii. Future Meetings

Barksdale shared that while the January 12, 2023 Principals Meeting was canceled, the Board still needed to meet to vote on several proposals prior to the CIF Federated Council meetings in February. It was the preference of the group to meet in person and the Board of Managers agreed to meet on January 12, 2023 at 9am at O'Connell High School.

B. Commissioner

- i. Athletics Department Staff Update

X. Adjournment – President Arenson

A motion by Shari Balisi-Manalang was made and second by Catherine Arenson to adjourn the meeting at 8:54 AM.

- **Passed 10-0-0.**