



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 5**  
**File #:** 20-345

Board Meeting Date: 5/19/2020

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Manager  
**Subject:** Use of District-Discretionary **Measure K** Funds - Supervisorial District Five

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing a one-time grant of district-discretionary **Measure K** funds, not to exceed \$103,000, to Jefferson Union High School District for the Class of 2020 virtual graduation, including cap and gown expenses, and authorizing the County Manager, or designee, to execute the grant agreement.

### **BACKGROUND:**

**Measure K** is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

On February 12, 2019, the Board of Supervisors (Board) held a study session on **Measure K** expenditures and anticipated revenue for fiscal years (FY) 2019-21. The Board-appointed **Measure K** sub-committee, consisting of Supervisor Pine and Supervisor Canepa, convened the study session to, among other things, work with staff to facilitate the Board's development of **Measure K** priorities and continuing initiatives for FY 2019-21. The Board approved \$3.75 million in one-time loans or grants each fiscal year for FY 2019-21, divided equally among the five supervisorial districts, for district-discretionary needs and projects. District 5 has submitted a request to use its district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

District/Project	Amount
District Five (Supervisor David J. Canepa) - Jefferson Union High School District; Class of 2020 virtual graduation, as well as cap and gown expenses for those graduates.	\$103,000

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018.

**PROJECT SUMMARY:**

This is a request to authorize a grant to Jefferson Union High School District (“District”), and resulting grant agreement, in an amount not to exceed \$103,000, to provide for the Class of 2020 virtual graduation, as well as cap and gown expenses for those graduates. The County Manager’s Office will administer and manage the proposed agreement.

The graduating class of 2020 of the Jefferson Union High School District would like to hold a commencement ceremony to acknowledge their high school journey and accomplishments. Due to the current COVID-19 pandemic, a “typical” or “normal” ceremony, which would include graduates, fellow students, and families, is not feasible.

As a result, the District seeks to provide a virtual graduation. The District has received positive feedback from families of the graduates, graduates, principals, and the Board of Trustees, regarding a virtual graduation to honor and celebrate the graduates.

The District is seeking **Measure K** funding to provide a virtual graduation for each of its high school sites, including:

- Jefferson High School (274 graduates)
- Oceana High School (131 graduates)
- Terra Nova High School (213 graduates)
- Thornton High School (68 graduates)
- Westmoor High School (352 graduates)

\$80,000 of the requested Measure K grant would support the virtual graduation, with the assistance of a professional company (Vego Pictures, LLC), and would include the following:

- \$15,000 flat rate/per school site for the graduation service.
- Each virtual graduation will include a custom website with each school’s logo and colors. This is where the virtual graduation will take place like a show or broadcast. The website will provide options for live chat and live polling.
- The virtual graduation will closely resemble the usual in-person ceremony format.
- \$1,000 per school site to include Spanish Closed Captioning during the ceremony.

In addition, the District is requesting \$23,000 for graduates’ caps and gowns from Herff Jones. The expense covers the \$20 per graduate package (including cap, gown, tassels) and shipping and

handling to each school site.

**Total Measure K Request: Not to Exceed \$103,000**

The release of funds will be contingent on the execution of an agreement providing for the County's confirmation of the expenditure of funds for the purposes stated herein. The County will disburse the funds to the following organization for the purposes described above:

Jefferson Union High School District  
Deloria, Superintendent  
Suite 100, Daly City, CA 94015

Dr. Terry A.  
699 Serramonte Blvd.,  
650-550-7969

**PERFORMANCE MEASURES:**

Description	Target
Virtual Graduation Ceremonies	May or June 2020

County Counsel has reviewed and approved the agreement and resolution as to form.

**FISCAL IMPACT:**

There are sufficient **Measure K** funds for this specific FY 2019-20 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2019-20 Adopted Budget.