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 – REGULAR MEETING
Thursday, February 29, 2024

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

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

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
(The link will be active shortly before 7:00 p.m. on February 29)

Translation: For in-person attendees, a Spanish language translation will be provided if requested through the Superintendent's office, 650-877-8705, no later than 48 hours prior to the start of the meeting.

Traducción: La oficina de la superintendente, 650-877-8705, les proveerá una traducción en español a los asistentes si la piden 48 horas antes de empezar la reunión.

This meeting will include closed captions which require the Board to provide a break, for the captioner's benefit, after approximately every 90 minutes.

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. To consider evaluations of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957. (Non-re-elects/Release of temps).
   - Non-reelection without cause of probationary certificated employee(s) - Education Code Section 44929.21
   - Release of temporary/long term substitute certificated employee(s) - Education Code Section 44954
2. 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

C. PLEDGE OF ALLEGIANCE will be jointly led by Skyline ES student Princeton Paloma and Junipero Serra ES student Tsz Kin Wong.

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

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

- South San Francisco Federation of Adult Educators
- South San Francisco Classroom Teachers Association
- California School Employees Association Chapter 197

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

a. Genentech Job Shadow Day

b. Strategic Plan

c. South San Francisco Education Foundation Update

d. Other

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Spring Student Trustee and ASB President ECHS

2. Ira Sergio, Fall Student Trustee and ASB President SSFHS

M. PUBLIC COMMENTS

For Items Not On the Agenda:
Public comment for items not on the agenda should not exceed 30 minutes. Public comments are limited to a maximum of three minutes per individual (per Board Bylaw 9323). In order to accommodate more speakers, the Board President may, at their discretion, limit the individual time per speaker to one or two minutes each if there are more than ten expected speakers.

To comment prior to the meeting:
Public comments may be submitted in advance of the meeting through the following link: https://bit.ly/boardmeeting02292024 beginning at 3:00 p.m. on Monday, February 26, until 3:00 p.m. on Thursday, February 29. 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

To comment in-person during the meeting:
Public comments are limited to one to three minutes per individual (per Board Bylaw 9323). Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

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.

The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

N. INFORMATION ONLY PRESENTATIONS

(Individual presentations are limited to a maximum of 10 minutes.)

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1. EDUCATIONAL SERVICES

a. Teaching and learning presentation:
Skyline Elementary School

Principal Luann Daniel will share, with the Board, educational priorities and programs at Skyline ES.

b. Teaching and learning presentation:
Junipero Serra Elementary School

Principal Teresa Sampayan will share, with the Board, educational priorities and programs at Junipero Serra ES.

c. Performance Management - English Learners 1

Director Marcos Garcia will review the service and support offered to English Learner students in terms of Performance Management as a tool for analysis and improvement of performance.

O. PRESENTATION WITH POTENTIAL ACTION - None

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

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1. ADMINISTRATION	
a. Minutes of the February 8, 2024 Regular Board meeting.	2 - 26
2. EDUCATIONAL SERVICES	
a. Permission for Educational Services staff members to attend the Napa Valley Wellness Conference in Napa, CA, March 14-15, 2024.	27 - 28
b. Permission for SSFHS staff members to attend the National Science Teachers Association Conference in Denver, CO, on March 20-24, 2024.	29 - 30
c. Permission for SSFHS staff members and AVID students to participate in an overnight field trip to tour Southern California colleges, April 9-11, 2024.	31 - 32
d. Permission for ECHS staff members and AVID students to participate in the college tour of Southern California, April 18-20, 2024.	33 - 34
e. Permission for SSFHS students to attend the Junior/Senior Ball at The Pearl in San Francisco, CA, on April 13, 2024.	35 - 36
3. HUMAN RESOURCES	
a. Certificated Personnel Assignment	37 - 41
b. Classified Personnel Assignment Order	42
4. BUSINESS SERVICES	
a. Purchase Order Listing, December 1 - 31, 2023.	43 - 48
b. Warrant Register, December 1 - 31, 2023.	49 - 76
c. Cash Receipts, December 1 - 31, 2023.	77 - 88
d. Declaration of surplus items.	89 - 92
e. Gifts to the District, February 2024**.**	93 - 94
f. Fundraising events for the 2023-24 school year	95 - 97
g. Professional services agreement under $25,000	98 - 99

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PUBLIC HEARING - SSFUSD Proposal to SSFCTA

Prior to commencing negotiations, California law (Government Code Section 3547) requires that a school district and the exclusive employee representative present their respective proposals at public meetings. 100

SSFCTA Proposal to SSFUSD

The South San Francisco California Teachers Association (SSFCTA) proposal was presented to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin agreement reopener negotiations for 2024-25 on February 8, 2024.

SSFUSD Proposal to SSFCTA 101

Assistant Superintendent J. Marwan Hannon will present the SSFUSD initial proposal to the SSFCTA for the agreement reopener negotiations for 2024-25.

A Public Hearing will provide an opportunity for members of the public to comment on the SSFUSD proposal.

ACTION

1. **ADMINISTRATION**

   a. **Resolution No. 24-04 for Women's History Month** 102

      Staff recommends the adoption of Resolution #24-04: Honoring Women's History Month.

   b. **Resolution No. 24-05 for American Red Cross Month** 103

      Staff recommends the adoption of Resolution #24-05: In recognition of American Red Cross Month.

   c. **2024 California School Boards Association Delegate Assembly Election** 104 - 114

      The Board will vote for representatives to the 2024 California School Boards Association Delegate Assembly from Region 5-B, San Mateo County, as presented to the Board. There are three vacancies.

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2. EDUCATIONAL SERVICES

a. Approval of Young Audiences of Northern California MOU for 2024 115 - 121

Staff recommends the approval of the MOU between Young Audiences of Northern California and the SSFUSD, effective March 1-September 1, 2024, as presented to the Board.

b. Approval of Silicon Valley Education Foundation (SVEF) MOU for 2024 122 - 134

Staff recommends the approval of the MOU between SVEF and the SSFUSD, to provide the Elevate Math program designed for 3rd to 10th grade students, effective June 1-August 1, 2024, as presented to the Board.

c. Approval of Partners in Schools Innovation MOU 135 - 152

Staff recommends the approval of the MOU with Partners in Schools Innovation to work on initiatives in the SSFUSD Strategic Plan, effective March through July 2024, as presented to the Board.

3. HUMAN RESOURCES

a. Adoption of Declaration of Need for Fully Qualified Educators 153 - 157

Staff recommends the approval of the Declaration of Need for Fully Qualified Educators for the 2024-25 school year for the California Commission on Teacher Credentialing, as presented to the Board.

b. Approval of Elimination of a Classified Position in the Superintendent's Office and Adoption of Resolution #24-06 158 - 160

Staff recommends the approval of the elimination of one (1) classified position, the Public Information Officer in the Superintendent's Office, and adoption of Resolution #24-06, as presented to the Board.

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4. BUSINESS SERVICES

a. Approval of a Proposal with CAW Architects, Inc. for the District Office Access Improvement Project 161 - 164

Staff recommends the approval of a proposal with CAW Architects, Inc. for professional services on the District Office Access Improvement Project, as presented to the Board.

b. Approval of Selected Firms for the Measure T Bond Program Special Inspection Services Pool 165 - 166

Staff recommends the approval of selected firms for the creation of a special inspection services pool for the Measure T Bond Program, as presented to the Board.

c. Approval of Selected Firms for the Measure T Bond Program Inspectors of Record Services Pool 167 - 168

Staff recommends the approval of selected firms for the creation of an inspectors of record services pool for the Measure T Bond Program, as presented to the Board.

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

Board meetings are being held in the Baden HS gym, unless otherwise noted.

March 14, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report “positive certification”
- Approval of recommended dates for 2024-25 LCAP and budget hearings and adoptions
- Approval of 2024-25 Transportation Plan

March 28, 2024

- Teaching and learning presentation - Los Cerritos ES
- Teaching and learning presentation - Child Development Program
- Presentation on Induction
- Presentation on Nutrition Services Department
- Resolution for Child Abuse Prevention Awareness Month (April)

- Resolution for Autism Awareness Month (April)
- Resolutions for retirees

April 11, 2024

- Teaching and learning presentation - Westborough MS
- Performance Management - NGSS/Genentech Presentation
- Williams report for 3rd quarter ending 3/31/24
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2024-25
- Approval of EL Master Plan
- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

April 25, 2024

- Teaching and learning presentation - Parkway Heights MS
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Approval of SPSAs
- Resolution honoring Asian Pacific American Heritage Month (May)

May 9, 2024

- Recognition for outgoing Student Trustee Wong
- Teaching and learning presentation - SSFHS
- Approval of the Board meeting calendar for the 2024-25 school year
- Approval for 5th graders to attend SMCOE Outdoor Education
- Approval of Graduates and Certificates of Completion - Baden HS, ECHS, SSFHS, and Adult Ed.
- Resolution for Fund 11 and Fund 14 account balances
- Approval of All City agreement for crossing guards for 2024-25
- Approval of MOU with Legarza Sports for 2024-25

May 11 2024 – Special Meeting/Board Workshop (*District Office*)

- Board self-evaluation

May 23, 2024

- Teaching and learning presentation - Alternative Education
- Presentation on the Facilities Department
- Approval of the Children's Center Program annual self-evaluation reports
- Approval of SPSAs
- Approval for destruction of Disposable Class 3 records
- Approval of updated Board Governance Handbook
- Approval of the agreement with Remind for the 2024-25 school year
- Approval of the agreement with Newsela for the 2024-25 school year

- Approval of the agreement with BeGlad for the 2024-25 school year
- Approval of the agreement with SMCOE for Center for Learning Data Sharing
- Information on May revision of the Governor's 2024-25 budget
- Approval of Bill Saving Facilities Consulting agreement for 2024-25
- Resolution in support of LGBTQ+ Pride Month (June)

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

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: ncantley@ssfusd.org

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

DATE: February 29, 2024

RE: Performance Management - English Learners

BACKGROUND:

Performance Management (PM) is an integrated, systematic approach that contains three parts: (Strategic planning-LCAP), collaborative learning & accountability. PM leverages data in a timely manner. It allows for a deeper analysis of performance by drilling down to root causes (asking a lot of 'why' questions) which then helps us in determining specific actions that can be taken to improve what occurs in a classroom and improve the overall performance at a school/department. Then, there is a plan to relentlessly follow up and monitor progress to determine if growth is occurring.

The purpose of PM is to provide level and overall performance data to determine if we are making progress towards defined metrics/targets. So, for this English Learner (EL) presentation we are providing data on our current number and percent of English learners in SSFUSD schools and how they performed on specific metrics. Information on the districtwide services being provided by the EL Teachers on Special Assignment will also be provided in the EL PM presentation.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

For information and discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of February 8, 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
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

C. PLEDGE OF ALLEGIANCE - was led by El Camino High School senior Gary Cruz.

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 - No changes.

G. PTA COUNCIL REMARKS - President Lauren Kitchen thanked Dr. Chialin Hsieh and Mr. Ted O for attending this week's PTA Council meeting. She also thanked the dedicated parent volunteers and District's PTA leaders who find time to improve the school communities. The volunteers donate up to 10,000 hours each year. In high school, the PTA changes to the parent-teacher-student association (PTSA). SSFUSD's two PTSA's have "…made great efforts to incorporate student voices and find ways to support each other." ECHS's PTSA "…recently provided a beautiful staff luncheon and added decorations and comforts to the staff lounge…" After the luncheon, the association met with more than 15 club leaders and learned about the variety of clubs which focus on things from service, fashion, sports, animals, and more. Ms. Kitchen also shared the dates of upcoming PTA unit meetings and events for some schools. She added that most PTA units are hosting principals at their meetings to review the Strategic Plan and the Portrait of a Graduate.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association - Interim President Shari Giusti spoke about the sunshine proposal, which "…marks the beginning of the bargaining season, and we are excited to get going on these negotiations to address parts of the collective bargaining agreement that have not been changed or updated in quite some time." She reminded everyone that Article 7, dealing with pay and benefits is not open to negotiations this coming year. The several articles listed in their proposal will focus on outdated or ambiguous language, which will prevent confusion on both sides. She has invited District teachers to express their situations during Board meetings to bring about improvement for their careers or their students. Ms. Giusti urged the Board to approve the calendars tonight that were already approve by 76% of the SSFCTA. "These calendars will recognize Indigenous People's Day and Lunar New Year for the next three years."

California School Employees Association Chapter 197 – President Jolene Malfatti said once the academic calendars are approved, CSEA will be negotiating on the 10, 11, and 12-month calendars. She stated that the Library Media

Assistants have been hoping to add one hour to their work day schedules for the last three years. Teachers, especially at the elementary school level, are very supportive of this since those employees are important to their schools. She asked the Board to consider this request since the Library Media Assistants "…host many events like book fairs, encouraging students to read more by increasing their literacy…[and] who stay past their quitting time just to see our students learn and excel in reading."

I. PERSONNEL COMMISSION - Assistant Superintendent J. Marwan Hannon reported that the next Commission meeting will take place on February 12, 2024.

J. ITEMS FROM THE BOARD

Trustee Mina Richardson announced this year's OYE Latinx Youth Conference is being held on March 23 at Cañada College, from 9:00 a.m. to 3:00 p.m.

President Daina Lujan said the Joint Advisory Child Care Master Plan Committee met on Monday and continues to work on their recommendations. They will bring the final recommendation to the SSF City Council on March 25. The City Subcommittee meeting was held on Tuesday. One topic was on working across systems to align registration so it's a more seamless experience for parents.

K. SUPERINTENDENT'S REPORT

a. Introduction of Student Trustee Wong - Superintendent Shawnterra Moore welcomed the Spring Student Trustee and ECHS ASB President Jamie Wong to the Board. The Trustees are looking forward to hearing her perspective on items which come before the Board. "We wanted to say congratulations and know that we believe in you and we know that you are going to do an exemplary job."

b. National School Counseling Week - Dr. Moore said this is the Week of National School Counselors and at the last Board meeting, the Trustees adopted a resolution in support of the counselors. "We have the opportunity to recognize our school counseling staff for the work they do to support our students and families." She shared the District's Counseling Vision for 2023-24 as follows: "The counseling departments in SSFUSD empower students to become self-confident advocates equipped with knowledge and skills to access sources and navigate challenges. Through cultivating resilience, self-awareness and coping strategies, our students will become well-rounded individuals who advocate for themselves and others with empathy and kindness." High school counselors are currently guiding students through course programming to select their classes for next school year based on their interests and post-secondary goals. They are also working with seniors and their families to assist them in completing the free application for federal student aid, (FAFSA), or the California Dream Act application. Middle school counselors are implementing career awareness and education lessons with

students and will soon be starting to course program presentations to guide these students through the selection of elective courses. Wellness counselors are leading the schools' effort in addressing student wellness and support based on data collected from the daybreak universal screener. “We are truly so proud of the work of our school counselors and all that they're doing to help our students learn, thrive, navigate, and impact their communities in alignment with our Portrait of a Graduate.”

c. **Baden HS WASC** - the Superintendent shared the news that the Accrediting Commission for Schools, Western Association of Schools and Colleges, (WASC) recently determined that Baden HS meets the WASC criteria for accreditation. “The commission has granted the school a six-year accreditation status through June 30, 2030, with a mid-cycle visit in the 2026-27 school year. So congratulations to Baden.”

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Spring Student Trustee and ASB President ECHS, highlighted the following recent and upcoming events at her site; Senior night was held on February 2, since both basketball teams won their games; the girls’ soccer team dominated with a 5-0 win; senior night is tomorrow for boys’ soccer; the entire wrestling team has also made a huge win as multiple students have advanced to CCS; their Jazz Band will be attending a jazz festival in Las Vegas on March 15-March 18, joining other high achieving bands on the West Coast and taking master classes with some of the best musicians; on February 7-13, they will be celebrating love and friendship with Valentine’s Day Grams; and on February 14, the gifts will be delivered.

   Ms. Wong praised counselors during Counselor Appreciation Week. She said, “They're dedicated professionals who play a vital role in supporting our students, offering guidance, encouragement, and a listening ear during challenging times.” Students organized a special breakfast bar and “…created a heartfelt poster signed by each student expressing our sincere appreciation for everything they have done. It is through their unwavering commitment and compassion that students thrive, and we are truly grateful for all that they do. Thank you to all counselors and we appreciate you all so much.”

   She also acknowledged ECHS’ ASB Leadership for attending this Board meeting and offering her their peer support, which she appreciates.

2. Ira Sergio, Fall Student Trustee and ASB President SSFHS, shared the following news from her school; This week and last week has been very busy for the ASB members, with the Activities Commission hosting the annual Winter Ball last Saturday, February 2. The theme was Northern Lights and the dance was held at Skyline College’s Farallon Room. Profits will go towards Spring’s Day on the Green; the annual history day competition took place last week with the theme of Turning Points in History. Some

outstanding presentations from the students, with a variety of topics, are moving on to the County competition; the boys' soccer team celebrated their annual senior night last Friday, got to take home a victory, and are currently in first place in the league; the seniors on the girls' soccer game are being recognized today at their game against Cappuccino HS; this week, students played a board game during Spirit Week, where they wore differently themed clothes each day. The event concludes tomorrow with a rally featuring the Cheer Team, Hip-hop Club, and a surprise student performance. They will also be honoring all the winter sports teams and announcing this year's prom venue and theme; and the annual blood drive, in collaboration with their Red Cross Club, is being held tomorrow.

Ms. Sergio noted that February brings the start of Black History Month. "I encourage the Board and all to honor this month by finding ways to engage students and create safe spaces that best represent them and their part in history. I would also like to wish a happy Lunar New Year to all who will celebrate it this weekend."

M. PUBLIC COMMENTS

Paul Summers, a Spruce ES teacher, spoke about smaller class sizes. His class has 33 up to 35 students. "Better test scores are possible with smaller classes, but that's not what this is about. It's about teachers meeting all of the students' needs, which cannot be done in the current environment." A large class requires extra time to differentiate instruction and it is a disservice to the students to not keep class sizes manageable so every student can have their needs met. "So, I plead to you to reduce class sizes as a priority. Otherwise, the talk of equity really is hypocrisy."

Andrea Fernandez, an alumna of SSFHS, spoke about the Ballet Folklórico program. She stressed the positive impact it has had on her both personally and professionally. "I am here to ask that the Board prioritizes granting the students an appropriate and dedicated learning space like they deserve…to see the continued improvements for future generations."

Rosemary Bromann, also a Spruce ES teacher, advocated for smaller class sizes, particularly in Title I schools which support underserved communities. She currently has 32 students compared to 24 students five years ago. "…it is impossible for me to meet the educational and social emotional needs of each one of my students." She said she is struggling, has more than she can handle, and needs help. "If equity is what we are striving for, then a close study of class size is necessary." "Please work with the CTA bargaining team. It is necessary that we have reasonable class caps per educator, physical spaces that promote quality education, and more help for the needs of our highly impacted student communities."

Michelle Nava, an SSFHS alumna, spoke about the Ballet Folklórico program in which she participated as a student and is now in the advanced class. She emphasized how the program has grown to five classes with 180 students. They currently use the

cafeteria, but the space is not conducive to dancing. The students need and deserve a dedicated learning space as soon as possible. “Not only does the studio demonstrate to our students that we care about what they care about as well as their cultural identity, it also shows our community that we care about creativity and exercise, and that it important for our students.” “Our program is expanding to other communities as well, like our upcoming trip in march to Mexico.”

David Benavides, a long-time SSF resident and parent, also advocated for the Ballet Folklórico program. His three children have been positively impacted by the group by providing them a safe space and helping them develop character. He believes they deserve a better place to continue learning. “I believe that there's an available space at the SSF campus, and I think if you all really look at the positive impact that this program brings, I believe that they do deserve something more special for them and a safer space for them to continue developing.”

Daniel Pantoja, a SSFHS senior spoke about the school’s Ballet Folklórico program. He has participated for four years and said, “This program has not only taught me how to dance but has taught me discipline, self-confidence, and [given me] a new perspective of other things as well. Mr. Martin Cruz has shown us many different perspectives of the Mexican culture and the significance behind all of these dances and the time dedicated towards these things.” He said the cafeteria is not a classroom and the students deserve a better learning environment. “How many years will it take for a dance studio to receive the recognition it deserves?”

Alicia Huerta, an SSFHS alumna and parent, said two of her children dance in the Ballet Folklórico. “I'm here to ask the Board for an update for the plans about the dance studio for the program that was promised a few years ago. This dedicated learning space will be extremely helpful and beneficial for the curriculum and the learning experience for our students. I ask that you please prioritize this project and continue to provide updates to all of us in a timely manner. Our students need and deserve an appropriate learning space and better learning conditions.”

Rachel Estrada, another Spruce ES teacher, spoke about class size caps, especially in the Title 1 schools that serve a different population of students. She said the District and Board preach equity in all discussions, announcements, and communication to the public. Last year, a quarter of her students had IEPs with a “…variety of unique learning needs including behavioral needs, social emotional, speech and language, and students with autism. Try as I did, the reality was I was unable to meet all of my students' needs.” “A class size cap would mean that classrooms would not be overflowing…that teachers would be able to give their students the level of education they need and deserve. Students' social and emotional needs would be met.” Ms. Estrada provided the Board with a research study demonstrating the impacts of lower class sizes in elementary schools including those with many low income and minority students. “Please work with the bargaining team to ensure that our class size cap number makes sense to our grade levels and one that considers your Title 1 schools. Only then will we be taking a step towards true equity in our District.”

Kathryn Lauron, another SSFHS alumna, said she has danced since she was five, including in the school's Ballet Folklórico. "Although I am Filipino and not of Hispanic background, this program has positively influenced my life." She said it would be more convenient for the students to have their own space, especially since the program grows bigger every year. "Hopefully we're able to get a new room soon because our students deserve a better and appropriate learning condition."

N. INFORMATION ONLY PRESENTATIONS

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: El Camino High School

Principal James Briano shared educational priorities and programs at ECHS. He also recognized the following parent volunteers who will receive certificates of appreciation from the Board: Cherie Alonzo, Ember Junio, and Lauren Kitchen.

LCAP Goals/Site Goals
Principal Briano said ECHS's SPSA goals are in alignment with the District's LCAP goals. During the first semester of the school year, SPSA goals were written around these four priorities. The Instructional Leadership Team and School Site Council worked to create actionable goals with strategies to meet or exceed them.

CAR (Communication, Achievement, Relationships)
The SSFUSD car metaphor is a journey to excellence, providing students a superb learning experience. Principal Briano said this presentation focuses on the GPS, the goals, including District LCAP and site SPSA, and the gas tank, checking student progress toward goals.

Mission Statement
El Camino High School's mission is to graduate resilient students through a rigorous and culturally relevant learning environment to become globally conscious citizens and lifelong learners.

LCAP and SPSA Goal 1 - Academic Achievement
At ECHS, they place an emphasis on supporting all students to become college and career ready. The goal also indicates which metrics will be used to determine whether or not they are making progress.

LCAP and SPSA Goal 2 - Professional Development (PD)
ECHS is committed to providing effective PD for all staff. This year they developed an equity-focused classroom walkthrough tool that's

aligned with the four graduate themes: learn, thrive, navigate, and impact.

LCAP and SPSA Goal 3 - Student, Parent and Community Engagement

ECHS seeks to foster a culture of engagement and collaboration among students, parents, and the community to support student achievement and well-being. Principal Briano said attendance at Parent, Teacher, and Student Association (PTSA) meetings has increased in recent years.

LCAP and SPSA Goal 4 - Special Education

ECHS is committed to maintaining the Least Restrictive Environment (LRE) for students with IEPs, while ensuring that their needs are met and they make progress towards their individual goals. By identifying students who may need SpEd services, providing a range of supports, and promoting collaboration among teachers, staff, and families, they can ensure that students with IEPs are included in the general education environment to the fullest extent possible.

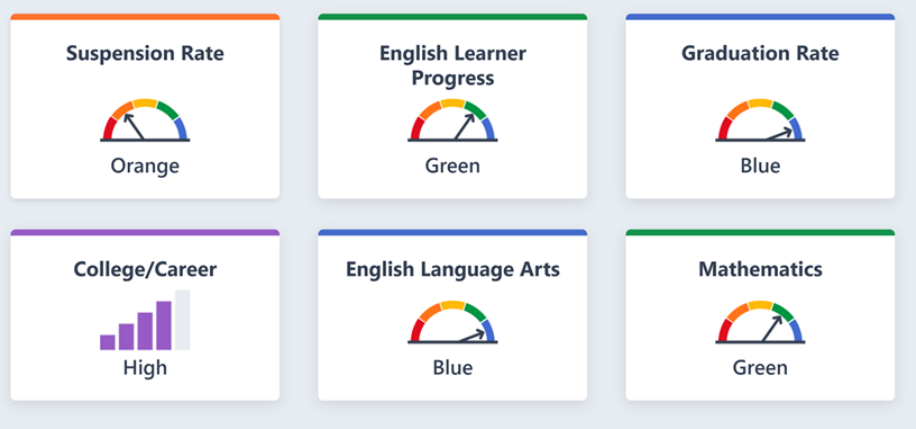
Demographics

The ECHS student population is predominantly Hispanic/Latinx at 37%, followed by Filipino at 32%, and Asian at 16% being the largest groups.

Of the 1,112 total students, 53% are male, 47% are female. 4% are identified as English Learners, 14% are Students with Disabilities (SWD) and 27% are socioeconomically disadvantaged (SED).

2023 Dashboard Data

The 2022-23 Academic Year represents a return to the color-coded dashboard indicators last seen in 2019.



Principal Briano said this data is a useful tool for assessing a school's performance when evaluating a school for a child. ECHS's dashboard

indicates that ECHS is a good school for students. He congratulated the instructors, paraprofessionals, clerical workers, parents, community members, cabinet, and Board members for their support, and most importantly, the students in the class of 2024, for producing these outstanding results.

Dashboard Summary: School, District, and State

Indicator	El Camino High School			SSFUSD		State	
	N	Status	Change	Status	Change	Status	Change
Chronic Absenteeism (K-8)	-	-	-	21.3% chronically absent	-3.3	24.3% chronically absent	-5.7
Suspension	1,196	5.9% suspended at least one day	+3.7%	3.9% suspended at least one day	+1.3	3.5% suspended at least one day	+0.4
English Language Arts	287	62.9 points above standard	+43.4	3.3 pts below standard	-1	13.6 pts below standard	-1.4
Mathematics	286	34.8 points below standard	+28.4	32.8 pts below standard	-0.3	49.1 pts below standard	+2.6
Graduation Rate	293	98.6% graduated	+1%	88.7% graduated	-3.3	86.4% graduated	-1
English Learner Progress	43	58.1% making progress toward proficiency	+3.6%	46.9% making progress toward proficiency	-6.3	48.7% making progress toward proficiency	–1.6
College/Career Indicator	292	65.1% prepared	N/A	55.6% prepared	N/A	43.9% prepared	N/A

This shows how ECHS, the District and the State performed on specific indicators. ECHS had a higher graduation rate than the District and State and students outperformed the State in all metrics, except suspension rates.

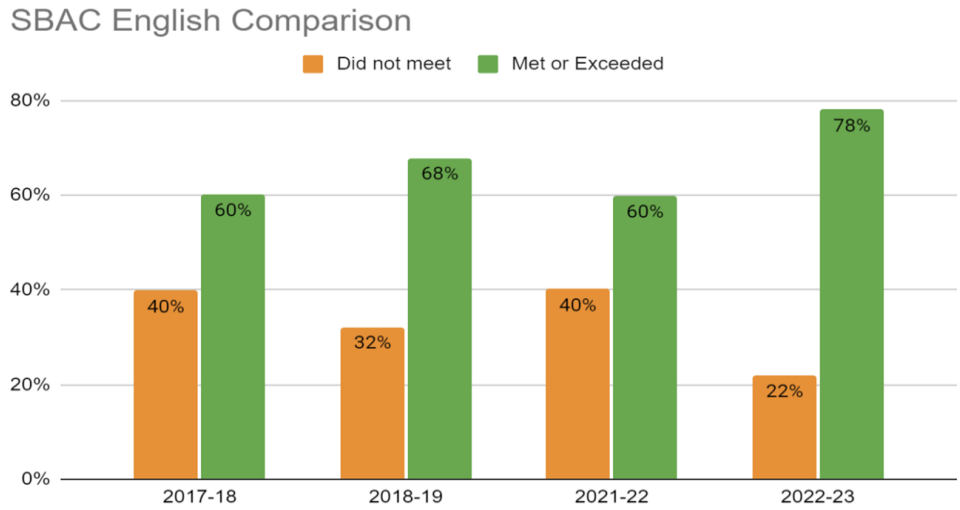
Class of 2024 Smarter Balanced Summative Assessment (SBAC) ELA

Student subgroup	**ECHS**	**District**	**State**
Asian	Very High	Very High	Very High
Filipino	Very High	High	High
Native Hawaiian/Pacific Islander	N/A	Low	Low
Hispanic/Latinx	High	Low	Low
African American	N/A	Low	Low
White	N/A	High	High
English Learners	N/A	Low	Low
Students w/Disabilities	Low	Very Low	Very Low
Socioeconomically Disadvantaged	Very High	Low	Low
All students	Very High	Low	Low

This table shows how different subgroups performed in comparison to the State and the District.

- 78% of students met or exceeded standards, which surpassed their annual growth target.

- 14% of students nearly met the standards and 7% of students did not meet standards.



This graph compares how current students are performing in relation to past student performance. 2018-19 was the last time schools had relevant data before the onset of the pandemic. For ECHS, performance dropped in 2021-22, and the class of 2024 improved a remarkable 18%.

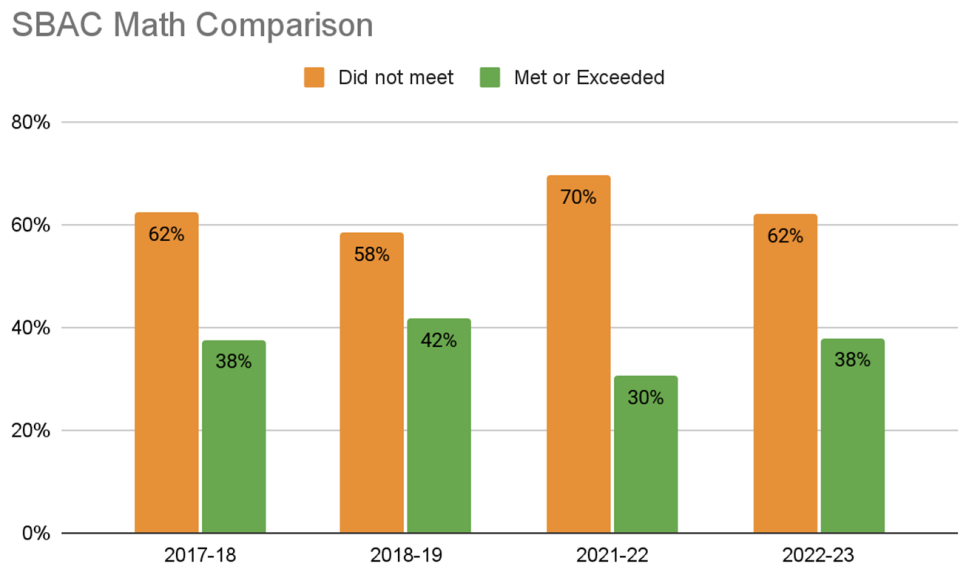
2022-23 Smarter Balanced Summative Assessment (SBAC) Math

Student subgroup	**ECHS**	**District**	**State**
Asian	Very High	Very High	Very High
Filipino	Medium	Medium	High
Native Hawaiian/Pacific Islander	N/A	Low	Low
Hispanic/Latinx	Medium	Low	Low
African American	N/A	Low	Very Low
White	N/A	High	Medium
English Learners	N/A	Low	Low
Students w/Disabilities	Low	Low	Low
Socioeconomically Disadvantaged	High	Low	Medium
All students	High	Low	Low

Principal Briano noted that math performance is an area of concern. Based on the results, Latinx, SWD, and SED student groups need to be prioritized.

- The class of 2024 trails the District slightly and outperforms the State by 15 points.
- Nearly 42% of students met or exceeded standards.

- 58% of students did not meet standards.



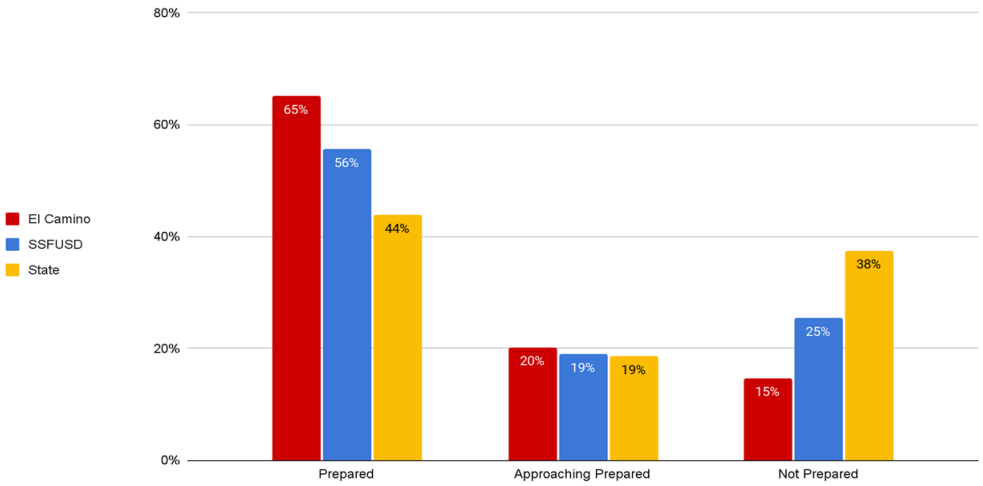
Principal Briano noted that results have returned to 2017-18 levels and show a significant 8% increase over 2021-22. Their task is to continue that upward trajectory.

<u>English Learner Progress - Language Acquisition</u>
This measures the percentage of ELs who progressed, maintained, or decreased in their ELA progress toward proficiency. ECHS progressed at 58.1% exceeding the target rate of 55%, and outperforming the District at 46.9%, and the State at 48.7%.

<u>Suspension Rate by Student Group</u>
In 2022-23, ECHS saw an increase in the suspension rates across almost all subgroups. 5.9% of all students were suspended at least once on the Dashboard.
Very high - ELs, Latinx, SED, and SWD (13.9% suspended at least one day)
High - All students, Filipino, and two or more races
Medium - White
Low - None
Very Low - Asian

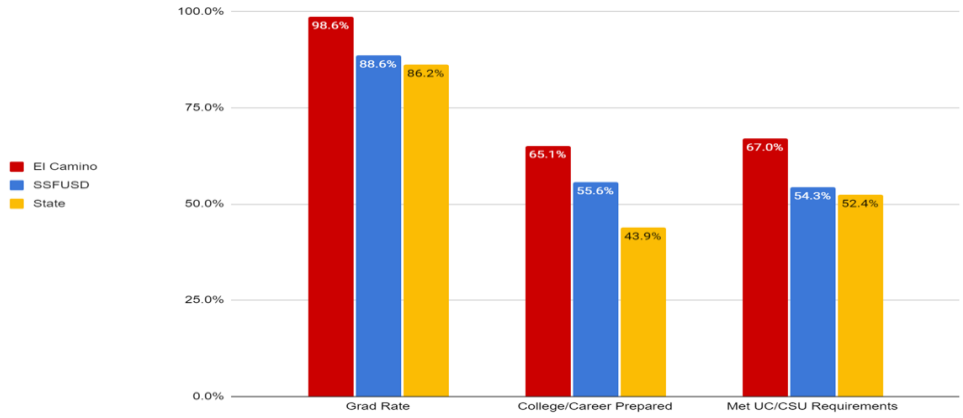
<u>Graduation Rate by Student Group</u>
ECHS has an exceptionally high graduation rate of 98.6% for all students. The goal is to maintain this high level of student achievement.

<u>College and Career Readiness</u>
65.1%, an exceptionally high number of graduates, were designated prepared for college and career.



Principal Briano said ECHS outperformed the State by 21 points in the Prepared category. The percent of students in each cohort who are Approaching Prepared are comparable and that is the group they really want to go after. They must identify opportunities and strategies to assist them with that final push to reach readiness.

Grad Rate, College and Career Readiness, and UC/CSU requirements



The class of 2023 outperformed the State in all three metrics – the graduation rate, college and career preparedness, and UC/CSU requirements.

College Readiness - One Indicator

Students need to meet UC/CSU Requirements and one of the following additional criteria:

- Receive a score of Level 3 or higher in one subject area (ELA or mathematics) and a score of Level 2 in the other area
- Complete one semester of College Credit Courses with a grade of 'C' or better in academic/CTE subjects where college credits are

awarded for each course
- Receive a score of 3 on one AP exam or score 4 on one IB exam
- Complete a CTE Pathway

Advanced Placement (AP)
Principal Briano stated that ECHS typically offers 12 AP options per year, spanning sophomore to senior grades. Science classes "flip" every other year, which ensures more students have access to a variety of AP courses. Their commitment to lowering barriers are yielding results with a 9% increase in enrollment this year over last year. By analyzing achievement trends for the percentage of AP students with scores of 3+, it helps them determine why some students are successful in one AP exam, but not another. For this year, ECHS had a 61% rate in line with the global average pass rate of 60.5%. The AP Team, all AP instructors and an administrator, have started meeting to analyze these data and plan interventions.

Social Emotional Learning
ECHS has a full time Wellness Counselor and a School Safety Advocate who collaborate extensively and with the rest of the counseling and guidance team to provide social-emotional supports to the students. Students have continued to experience success with various wellness groups on campus including the Grief Group, First Stop (substance abuse education and prevention), CALM (identifying anger and strong emotion-provoking triggers), Girls United, and Newcomer.

Community Building and Events
C - Community is our strength
A - Authentic relations matter
R - Resilience propels us forward
E - Equity is our North Star

"At El Camino, we seek to embody the spirit of CARE"

Principal Briano said this year, they are delving deeper into his vision of a community-oriented school. "Our fantastic ASB leadership students have demonstrated incredible growth this year and I am in awe of the work they've accomplished making that vision a reality." They worked on a Welcome Back Week, Jim Cresta Memorial Car Show, Fall Festival, canned food drive, talent show, staff lounge revamp, and other staff appreciation initiatives.

Be Where You Are Supposed to Be
Do What You Are Supposed to Do
"This mini-manifesto encapsulates the essence of our expectations and everything else falls into place."

Crystal Colt Award
C - Caring, compassionate member of the ECHS community
O - Outgoing individual, demonstrating high levels of school spirit
L - Leads by example, seeking ways to help others
T - Team player who works collaboratively to achieve an objective

Started two years ago, in each quarter, all students and staff vote for one certificated and one classified staff member to receive the Staff Excellence Crystal COLT Award and have their names on a plaque.

Trustee Richardson thanked Mr. Briano for his great presentation. She said, "I visited your school and it's everything you say." "And I appreciate your time to come in and explain to us that we're one of the better schools in the whole county."

Trustee Hsieh said the wonderful presentation was very detailed and very clear. When her family moved to SSF, they checked the dashboard and saw that ECHS was a good school. She thanked him for the great work and knowing there is always room for improvement.

Trustee Patricia Murray shared that she has a special attachment to ECHS since she and all her children graduated from the school. She said the detailed report and test results are amazing. "But I think that the bigger part of it is when you have a close knit community like that, everybody does better, and you can tell that you have the whole package, and I appreciate that."

Vice President Amanda Anthony also thanked Principal Briano for his presentation. "Congratulations for our class of 2024 and outstanding results. I know last year was really hard for suspensions and behavior in general so it's great to see that there's been improvement in culture and campus calmness. And just keep it up."

President Lujan thanked Mr. Briano for the presentation, all the community engagement, and all the supporters who joined the meeting tonight.

b. Performance Management - Special Education and Pupil Personnel

Performance Management (PM)
The District has adopted PM as a strategy to improve student achievement and keep the focus on continuous improvement and growth over time. PM presentations will be on a variety of topics and will provide the Board and community with a high-level look at District priorities, goals, and progress. To better understand the metrics, the PM information and coding legend is below.

NOTE: Performance Management (PM) Reminders:

- These are intentionally designed to be concise, informative, and high-level information for the Board.
- The purpose is to provide ongoing updates to the Board about our progress on LCAP goal related items and district priorities

Color coding legend

Green indicates the action/goal is on target or has been met

Yellow indicates the action/goal is moving toward target

Red indicates the action/goal is off target (and is something that may need deeper analysis, support, or resources)

Assistant Superintendent Keith Irish introduced Sabrina Yacoub, the Director of Special Education and Pupil Personnel, who provided information on her department in terms of Performance Management.

District Goals

LCAP GOAL 4 - Special Education

The District will provide high quality curricular programs for students with IEPs that will raise student engagement in school and proficiency on the California Common Core State Standards as measured by overall academic achievement on State assessments, and engagement rates. Ms. Yacoub said this goal was created two years prior since students with IEPs scored in the lowest categories over multiple years in academic achievement and because the graduation rates for SWD was below 70%.

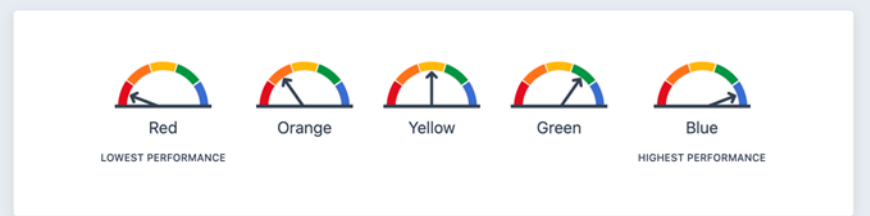
Director Yacoub shared that their work has shown improvement with ELA scores and graduation, to the point where the department has exited differentiated assistance with the County.

CAR (Communication, Achievement, Relationships)

In relation to the District's CAR infographic, Director Yacoub is focusing on the engine by sharing data and progress.

Metrics

CA Dashboard snapshot of current levels. These metrics are used to determine progress towards achieving their targets and goals.





Special Education State and Federal Accountability Measures

SEP (Special Education Plan)

- SEP is a written plan that addresses State and Federal Special Education performance measurement indicators that the California Department of Education (CDE) has found did not meet the targets for and require improvement.
- It drives how they address Goal #4 of the LCAP.

Current areas the CDE has identified in need of improvement:

- Achievement in ELA and Math
- LRE both 0-40% and 80-100% of school day in general education environment
- Graduation
- Suspension/engagement
- Compliance - 100% of plan and eligibility review IEP meetings held on time
- Pre-School - DRDP outcomes and LRE

Department Goal

IEPs are well written and held on time, that we use **Caring and Effective Case Management** and **Strong Instructional Practices** (that are evidence-based and in alignment with like programs), in the **least restrictive environment** as close to their home school as possible.

SEP Performance Management Data

This chart shows which indicators SpEd is looking to improve in alignment with the specific goal it supports, the current levels of performance for each area, the targets they are aiming for in each area, or how they want to change the data. The Strategies column indicates a change in data from the previous year, the direction it is headed and what plans the SpEd team has adopted to achieve those targets. Director Yacoub highlighted that they are making improvements in two areas, the engagement rates and the LRE rate, the one area where they met and achieved green status.

Goal area	Indicator	Present Levels	Target	Change (Dashboard or SEIS)	Strategies
IEPs are well written and held on time	**Compliance**	(Jan 2024 data) ● Eligibility Review (all) 16 overdue ● Plan Review 46 overdue	**100% of IEP meetings held on time** (Plan, Eligibility & Initials) **Decrease number**	● **+ Increased** by 11 (eligibility) ● **+ Increased** by 36 (plan)	● Training: How to ensure IEPs are held on time as evidenced by SEIS Dashboard.
Caring and Effective Case Management	**Engagement**	28.3% Chronically Absent (Feb 2024) 6.8% Suspension Rate (Feb 2024)	**Decrease (-)** gap	**Decreased** by 3.9 points **Increased** by 1.8 points	● Training: School Climate / Culturally Responsive ● Training: ALS/E ● Trained Certified Emergency Response Teams for behavioral emergencies at all sites ● Training: Mental health & e-engagement
In the **least restrictive environment** as close to their home school as possible	**LRE -** GE 80-100% of school day	47.66 % (January 2024)	**Increase (+)** to at min 53.2%	**Decreased** by -6.09% since last year	● Training: calculation of LRE ● Site data analysis of LRE data, efficacy of capturing on Ed Setting page ● Site review of how ed benefit and services are calculated based on general education minutes ● Co-Teaching & UDL Trainings
	LRE - GE 0-40% of school day	20.7% (January 2024)	**Decrease (-)** to at min 20.6%	**Decreased** by -2.36%, at target (20.7%)	
	PreSchool	● LRE targets for regular class (20%), ● separate school (6%) and ● in the home (71%). (March 2023)	● LRE: reg. class (39%), ● separate school (33%) and ● in the home (<3%).	TBD March 2024	● Training: how to capture FAPE for preK

This chart indicates target areas of improvement related to achievement and strong instructional practices. The top and bottom rows are preschool and graduation indicators, and in between are school aged achievement rates in ELA and Math. Director Yacoub said they continue to work on improving math and the College and Career indicators. They have seen improvement in ELA and graduation rates.

Goal area	Indicator	Present Levels	Target	Change (Dashboard or SEIS)	Strategies
Strong Instructional Practices (that are evidenced-based and in alignment with like programs)	**PreSchool**	● Positive SELI skills 73-76% ● Acquisition and use of knowledge and skills 69-83% ● Use of appropriate behaviors to meet needs 63%-84% *(March 2023)*	**Increase (+) rate**	**n/a**	● Train & Implement: Learning Without Tears & AEPs-3
	Achievement ELA	95 pts below standard (Feb 2024)	**Decrease (-)** gap	**Decreased** by 1 point	● Train & Implement: Alignment of evidenced based practices/curriculum across special education programs ● Provide on-site coaching to support training ● Attend Scope & Sequence trainings with GE Counterparts ● Accessible tutoring for SWDs
	Math	118 pts below standard (Feb 2024)	**Decrease (-)** gap	**Increased** by 5.1 points	
	Graduation (College & Career Readiness)	81.8% graduated (Feb 2024) 18.2% CC Ready (Feb 2024)	**Increase (+) rate to** 100%	**Increased** by 1 point **No change** for CC	● Accessible tutoring for SWDs ● Training: Effective Transition Planning between grade spans, including graduation planning

<u>Special Education Program Data</u>

Special Programs Through-Line

Director Yacoub reviewed the continuing service options across the District. In the past few years, they have worked in developing the

continuum services, which is almost complete with the remaining work presiding primarily at the secondary level to build their moderate severe continuous services and a moderate program at the elementary level. She shared that when she began working in the District in 2019, SpEd did not have the continuum of mild/moderate services. She said, "This meant that students at our five other elementary sites required transportation to one of our four other schools in order to access services, and that those four schools…[then] had a disproportionate [number] of students with IEPs when compared to the other schools." This number has equalized, so schools can maintain the services the students require. Ms. Yacoub said she and her team are very proud of this data point.

Enrollment
In comparing data from October 2019 to January 2024, enrollment has increased by 151 more students overall, and 20 less students in NPS placements. Director Yacoub reviewed enrollment by sites and programs for the same time period. There are more students at the elementary level and a higher percentage. There are fewer students at the secondary level but they constitute a higher percentage of the total population.

Director Yacoub said SpEd does not have an Assistant Director this year and she expressed her gratitude to her team for helping her to pick up the pieces.

Overview of Special Education/Pupil Personnel Teams
Director Yacoub presented the organizational charts for Special Education/Pupil Personnel and Related Service Providers. SpEd teachers are the largest group of professionals. Related service providers offer developmental, corrective, and other support services that are required to assist a child with a disability to benefit from SpEd. These related service providers, along with the support of their general education counterparts, administrative and support staff, ensure SpEd students are learning and being included.

Points of Pride
- **AB181 Special Education Diploma** - In place for students to access now who would traditionally be on a Certificate of Completion path and take the California Alternate Assessments. Impact of this work increased graduation rates.
- **Reading** - Implementation of **Spire** bi-annual in-person coaching sessions (September 26-28 & January 30-Feb 1).
  - Trainers model, observe, and co-teach lessons, as well as provide a follow up coaching session
- **Math** - Adoption of **Touch Math** across all grade levels.

- **Pre-K** - Adoption of **Learning Without Tears** across Pre-K classrooms
- SSFHS participated in a **Co-Teaching cohort** with SELPA. Looking to expand to all secondary sites for 2024-25.
- **Robust PD schedule** for SpEd staff
  - Monthly department meetings and trainings
  - Specialized trainings including on-site coaching
  - New SpEd teacher support
  - SpEd teacher leadership team meetings
  - Tailored meetings and support for related providers, categorical programs, and Pre-K teachers
  - Monthly paraeducator trainings
  - Access to participate in same trainings as general education teachers
- **Transition Resource Fair** - held in February at the SMCOE with vendors, sessions, a Keynote speaker, entertainment, and hands-on activities
- **Accessible Tutoring** - for SWD with Air Tutors. Eligible students are provided dedicated weekly individualized virtual tutoring after school.
- **Equity Tour** - Coordinator Cervantes lead an SEP team to look at how students with IEPs are accessing CTE and elective courses in order to become CCR.

The Board recessed at 8:32 p.m. for a break and reconvened at 8:42 p.m.

Pupil Personnel Teams

Health Team

Certified school nurses, licensed vocational nurses, and health technicians have been working very hard to support the medical needs of students.

- OLR and annual enrollment (processing of updated health reports and plans, vax reports, etc.)
- Site first aid and specialized health care supports
- Support specialized classrooms
- Vision and hearing screening
- 4th grade puberty and hygiene classes
- Coordination of on-site dental screenings for kindergarteners at SSFUSD Title 1 elementary schools.

Pupil Personnel Support

Section 504 (Counselors, psychologists, and school administration)

- Overview training
- Training on forms and eligibility
- Drop-in consultations/Q&A session

AB181 (Counselors, and School Administration)

- Special Education diploma roll out, training, and support

Counseling Meetings

- Monthly led by Coordinator Cervantes

SEPAC (Parent Team)

Another avenue being utilized is the Special Education Parent Advisory Committee (SEPAC), which meets several times a year to gather input and present information to parents for better collaboration and support of students with IEP's. The group consists of parents, educators, administrators, and community member who work to build relationships to supports students with special needs and ensure all stakeholders are heard. They serve as a resource to the school community on SpEd issues, increase awareness of available service options, inform parents of activities and resources available for eligible students with special needs, proved parent education opportunities, and provide direct feedback and support to District administration and the Board in deployment of programs and informational materials to parents.

Vice President Anthony thanked Director Yacoub for the presentation. She appreciates that the students are distributed throughout the District as it is important for parents to send their children to their home schools. She likes that the students are put in the least restrictive environment and that they are not treated differently from any other pupil. She hopes that the Kent Award won last year by the SpEd team at Sunshine Gardens ES is a model being used in other places. Vice President Anthony is excited that there is an MTSS Coordinator to provide better IEP coordination.

Trustee Murray said, "I just want to thank you guys and your staff. You're doing a great job and I appreciate it."

Trustee Hsieh thanked Director Yacoub for the color coding on the performance management and how it is organized and connected to the SpEd goals. It provides a clear picture and the explanation is easy to understand. "So thank you so much for your effort and your staff's hard work."

Trustee Richardson praised Director Yacoub for her work in SpEd, especially the ATP program. "Those students are so happy and the staff is really so wonderful with them, patient, and they're very accommodating to them. And I just want to say, I appreciate that, really." Parents speak well of the things their children are able to do. "...it's so much mainstream now to have a person with differences. We don't even call them disabilities. But we want to call them strengths." She appreciates the hard work being done and that the IEP form is something parents can now decipher and understand how they can be a part of process.

Director Yacoub said it is her pleasure to do what she does. She and her team strive to equalize the playing field for everyone.

O. PRESENTATION WITH POTENTIAL ACTION - None

P. CONSENT AGENDA

MOTION #13 (Murray/Hsieh) to approve Item 1a, Minutes to the regular Board meeting, January 25, 2024; Item 2a, ECHS Wrestling Team to travel to Fresno, CA; Item 2b, SSFHS and ECHS staff members to travel to Reno, NV; Item 2c, Staff members to travel to Ontario, CA; Item 2d, Staff members to travel to San Diego, CA; Item 2e, SSFHS students to travel to Washington, D.C. and New York, NY; Item 2f, Staff members to travel to Palm Springs, CA; Item 2g, ECHS students to attend prom in San Francisco, CA; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, 2023-24 fundraising events; Item 4b, Professional service agreement under $25,000.

PUBLIC HEARING – SSFCTA Proposal to SSFUSD

The Board meeting was suspended to open a public hearing at 8:52 p.m.

The South San Francisco California Teachers Association (SSFCTA) proposal was presented to the South San Francisco Unified School District (SSFUSD) Board of Trustees to begin contract negotiations for the reopener agreement for 2024-25.

Assistant Superintendent Hannon will present the SSFUSD initial proposal to the SSFCTA to begin contract negotiations for the reopener agreement for 2024-25 at a future second public hearing.

This Public Hearing provided an opportunity for members of the public to comment on the SSFCTA initial proposal.

M. PUBLIC COMMENTS *(continued)*

Reina Mari Ungos, a J-1 teacher, representing her fellow J-1 teachers, asked for the Board to support them being able to be part of the District for a longer time than their program states. She said as a Special Education teacher, parents trust them to deal with their children and they build bonds and trust with those students. They hope that the District and Board, "…will consider either rehiring us after we complete our obligations, or can give us support while taking our chances to petition our treaty that we currently have." They want to be long term employees and support the schools and community.

Olivia Pogorelskin, a teacher, spoke about the current teachers' salary schedule and how many of them are in low income status. While money is not part of the negotiations, "…many of your employees have been condemned to a life of low income status and we aren't even fighting over this. So the question becomes, what are you going to do to

help justify this? The union will be handing you a road map of how to make your teachers financial reality more bearable." She wants simple improvements teachers are asking for to be agreed upon at the bargaining table. "And instead of just accepting how things currently are, ask yourself is this really our best work? Because together, I know we can achieve more."

The public hearing was closed and the Board meeting resumed at 8:58 p.m.

ACTION

1. EDUCATIONAL SERVICES

a. Approval of Supplementary Instructional Materials

Trustee Richardson said she appreciated having the list of actual titles and the kind of materials being taught. It is a good reference when parents ask her about the materials.

MOTION #14 (Anthony/Hsieh) to approve the supplementary instructional materials submitted for adoption in the 2023-24 school year. Motion Carried (Unanimous)

b. Approval of Document Tracking Services (DTS) Contract for 2024-25

MOTION #15 (Murray/Anthony) to approve an MOU with DTS to provide secured LCAP, SARC, and SPSA and translation services for 2024-25. Motion Carried (Unanimous)

2. HUMAN RESOURCES

a. Approval of Variable Term Waiver

MOTION #16 (Richardson/Anthony) to approve the Variable Term Waiver for Peter Christopoulos, a certificated employee at Westborough MS, retroactive to December 1, 2023. Motion Carried (Unanimous)

b. Adoption of Instructional Calendars

Dr. Hsieh said she appreciated the effort to get consensus on the calendars, which is not an easy task. She thanked Mr. Hannon and the team for their work.
MOTION #17 (Hsieh/Murray) to adopt the 2024-25, 2025-26, and 2026-27 instructional calendars. Motion Carried (Unanimous)

c. Approval of Director of Human Resources Position and Job Description

Trustee Hsieh told Mr. Hannon she appreciated the transparency of all the details provided. Also, the rationale supports the District's Strategic Plan.

MOTION #18 (Murray/Anthony) to approve the Director of Human Resources position and job description. Motion Carried (Unanimous)

3. BUSINESS SERVICES

a. Approval of Agreement with HED Architects for Project Assessment Services at Los Cerritos ES

Assistant Superintendent Ted O noted two errors to the contract on page 78 which will be corrected. On one line, it states"...to execute this agreement on behalf of **SFUSD**" (not SSFUSD) and "Accepted for **PUSD** by..." (not SSFUSD).

Trustee Richardson asked if the plumbing for Los Cerritos ES is going to be looked at in the assessment. Mr. O replied that this agreement is for the architects to assess the entire site. "We'll get the contract that spells out the details, so this is the high level proposal for the agreement." Trustee Hsieh pointed out that plumbing in included in the agreement on page 79.

MOTION #19 (Murray/Hsieh) to approve the agreement with HED Architects, in the amount of $296,773.90, for project assessment services, for the Los Cerritos ES Modernization Project, with corrections noted above. Motion Carried (Unanimous)

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

February 15, 2024 - Board study session *(Board room)*

- Presentation and approval - Strategic Plan
- Presentation - Accountability Update: 2023 CA School Dashboard and LCAP Mid-Year Update

February 29, 2024

- Teaching and learning presentation - Skyline ES
- Teaching and learning presentation - Junipero Serra ES
- Presentation on Performance Management - English Learners
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)

- 2024 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2024-25

March 14, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report "positive certification"
- Approval of recommended dates for 2024-25 LCAP and budget hearings and adoptions
- Approval of 2024-25 Transportation Plan

March 28, 2024

- Teaching and learning presentation - Los Cerritos ES
- Teaching and learning presentation - Children's Center
- Presentation on Induction
- Presentation on Nutrition Services Department
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Resolutions for retirees

April 11, 2024

- Teaching and learning presentation - Westborough MS
- Performance Management - NGSS/Genentech Presentation
- Williams report for 3rd quarter ending 3/31/24
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2024-25
- Approval of EL Master Plan
- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Dr. Moore gave up her time to Kyle Killeen, a member of the SSFCTA negotiating team. Mr. Killeen said there are 16 articles and 5 new articles they want to see brought into the agreement between the District and SSFCTA. He spoke about: Article 4 for more efficient communication between the District and unit members concerning pay and issues with placement on the salary schedule, Article 8 for clear language to protect prep time, defined extra duties, and setting limits on the number of extra duties, and Article 12 dealing with class size caps and caseload limits.

Trustee Richardson said today she attended the Common Sense Summit on America's Kids on the state of children. They are struggling to get children educated. Poverty is a continuing issue with 22 million meals now served across the nation, a 15% increase. Former US Secretary of State Hillary Clinton presented an award to Geoffrey Canada for his work in lifting Harlem children out of poverty. Other topics were the need for more TK workers and the partnership AI plays in schools. She also attended a review of the Governor's budget and said SSFUSD would be alright since it is a basic aid district.

Trustee Hsieh reported that she attended the City Subcommittee meeting with President Lujan and Dr. Moore. It was an amazing meeting with lots of great information.

Trustee Murray said she attended several SMCSBA meetings. At one of those meetings and a budget meeting today, the topic of TK, an unfunded mandate, and basic aid districts was discussed. Districts are required to offer TK, but are not receiving money from the State to pay for teachers, etc. She also attended an amazing Career Day at Parkway Heights MS, where Dr. Moore was one of the presenters. Today she went to the Genentech Job Shadow Day where SSFUSD biotech students had an opportunity to learn about several jobs in that field.

Vice President Anthony shared that she also attended the Career Day, as a speaker. She said today's Genentech Job Shadow Job was amazing and showed students how the skills they learn can be applicable to many different professions. She complimented the Marketing Team for creating a campaign for newly developed eye drops.

President Lujan reported that in addition to attending the Joint Advisory Child Care Master Plan Committee meeting and the City Subcommittee meeting, she also went to the same legislative meeting which Trustee Murray attended. At an informational session for Latinos, she heard about scholarships that are available for District graduates. She wished everyone a Happy Lunar New Year.

ADJOURNMENT - 9:19 p.m.

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: February 29, 2024

RE: Approval of Permission for Educational Services Staff Members to Attend the Napa Valley Wellness Conference in Napa, CA on March 14-15, 2024.

BACKGROUND:

The 5th Annual Napa Valley Wellness Conference brings educators together for a comprehensive two-day conference to elevate school-based mental health programs. They will learn about best practices which include hearing from experts on how to build and maintain a school-based wellness program, learning about addressing racial inequities and racial trauma in students, seeing what a mental health hub looks like, and engaging the youth voice through youth-led panels and discussions around mental health.

District Office Director, Dr. Marianne Hew, Wellness Counselors, Aura Abing and Elin Cervantes, request to attend this event in Napa, CA on 3/14 – 3/15/2024.

FISCAL IMPLICATIONS:

Estimated total cost of $2,532.90, for three attendees, will include the following:

- Registration $450 x 3 = $1,350.00
- Hotel approx. $259 (1-night stay) x 3 = $777.00
- Food approx. $ 75 per day x 3 = $225.00
- Transportation approx. $ 90 miles x 67 cents/mile x 3 = $180.90

The Educator Effectiveness Grant will be used to cover the cost for staff members to attend the Napa Valley Wellness Conference.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Educational Services staff members to attend the Napa Valley Wellness Conference in Napa, CA, on March 14-15, 2024.

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

Kevin Asbra, Principal, South San Francisco High School

DATE: February 29, 2024

RE: Approval of Permission for SSFHS Science Teachers to Attend the National Science Teachers Association Conference in Denver, CO, on March 20-24, 2024

BACKGROUND:

The purpose of this professional development opportunity to the National Science Teachers Association Conference is to provide 2 SSFHS science teachers with the most up-to-date training and skills for teaching Biotechnology and implementing the Next Generation Science Standards. These science teachers will have the chance to learn how to teach different labs in Biotechnology that they can then bring back to SSFHS and incorporate into their curriculum. Moreover, both science teachers will have an opportunity to collaborate and network with other science teachers throughout the United States to discuss how to better engage our students in learning science.

FISCAL IMPLICATIONS:

Estimated total cost of $4,880, for two teachers, will include the following:

- Registration $490 x 2 = $980
- Airfare $600 x 2 = $1,200
- Hotel approx. $262.5 per night x 2 for a (4-night stay) = $2,100
- Food approx. $ 75 per day x 2 for 4 days = $600.00

In addition to these costs, two substitute teachers will be needed to cover the teachers for three days, March 20-22, 2024. CIG grant will be used to cover the cost of all expenses and substitutes.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for two SSFHS teachers to attend the National Science Teachers Association Conference in Denver, CO, on March 20-24, 2024.

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

Kevin Asbra, Principal, South San Francisco High School

DATE: February 29, 2024

RE: Approval of Permission for SSFHS AVID Students to Participate in an Overnight Field Trip to Southern California Colleges on April 9- April 11, 2024.

BACKGROUND:

The purpose of this field trip on April 9- April 11, 2024 is for Advancement Via Individual Determination (AVID) students to tour 5-6 Central and Southern California Universities to deepen their understanding of the college application and financial aid process. AVID is a program designed to prepare students to succeed in a college preparatory path for admission to four-year colleges and universities.

Students will be accompanied by male and female teachers and counselors (staff to be named once confirmed). Travel for 50 male/female students and the five chaperones will take place by charter bus. They will leave school at 7:00 a.m. on Tuesday, April 9 and return by approximately 8:00 p.m. on Thursday, April 11. Students will stay at a hotel, (to be determined) in the Santa Clarita, CA, and Los Angeles, CA, areas for each night of the trip.

FISCAL IMPLICATIONS:

The estimated cost per student is $475 which includes transportation, lodging, and the cost of the tour company, which will be financed by the students and various fundraising opportunities. Students are responsible for individual food and beverage costs. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for SSFHS staff and AVID students to participate in an overnight field trip to tour Southern California colleges, April 9-11, 2024.

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

James Briano, Principal, South San Francisco High School

DATE: February 29, 2024

RE: Approval of Permission for ECHS AVID Students to Participate in the "College Tour of Southern California" on April 18-20, 2024.

BACKGROUND:

Many Advancement Via Individual Determination (AVID) students who have a desire to go to college and the willingness to work hard, do not truly have the opportunity to be college-ready. These are often the students who will be the first in their families to attend college and are from groups traditionally underrepresented in higher education. To address this need, ECHS committed to the AVID Elective course. For one period a day, students receive the additional academic, social, and emotional support that will help them succeed in their school's most rigorous courses.

We are proposing taking 30 Senior AVID students (18F/12M) to tour 5 universities in Southern California, as students should see school campuses to make informed decisions. The schools are listed below:

1. UC Santa Barbara
2. UC Los Angeles
3. CSU Channel Islands
4. UC San Diego
5. UC Irvine

The field trip will take place April 18-20, 2024. ECHS teachers Marta Aristakessian, Rachel McDonald, and Derick Del Campo are volunteering their time to chaperone this field trip. The group will travel by chartered bus, and will depart from ECHS at 7:00 a.m. on April 18, and return at 8:00 p.m. on April 20.

They will stay at either the Motel 6 in Ventura, CA, or the Motel 6 in Camarillo, CA, (depending on pricing).

FISCAL IMPLICATIONS:

There are no fees for visiting college campuses and attending tours. Each family has agreed to donate $200 to cover costs and students will pay for their own meals. Fundraising will offset the cost for students. No student will be denied the opportunity to participate due to financial constraints.

The cost of the substitute teachers will come out of the funds we are asking for in order to attend this field trip. The chaperones are willing to volunteer their time and forgo the $100 per night stipend in order to help keep costs down and make the field trip possible.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for ECHS staff and AVID students to participate in the college tour of Southern California, April 18-20, 2024.

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

Kevin Asbra, Principal, South San Francisco High School

DATE: February 29, 2024

RE: Approval of Permission for SSFHS to Attend the Junior/Senior Ball at the Pearl in San Francisco on Saturday, April 13, 2024.

BACKGROUND:

The purpose of this event on Saturday April 13, 2024, is to provide students with an evening dedicated to commemorating the closure of their Junior and Senior years and give them the opportunity to participate in a formal event. The Senior class advisor, Ms. Wickes, and Junior class advisor, Mr. Kelly, along with SSFHS administration and campus security will accompany/chaperone students at The Pearl, in San Francisco. Prom bid sales are held from February 12 until March 28 starting at $130 for a single bid. The price increases each week reaching a maximum of $170. Elected Sophomore and Junior officers for the next school year will be supervised by their advisors as they finalize details of the event such as check-in and coat check. Students, staff, and outside vendors hired by the Junior/Senior officers will be setting up at 4:00 p.m. The ball will be held from 6:30 p.m. to 10:00 p.m. with the students being able to enjoy the evening with dinner, dancing, and photos.

FISCAL IMPLICATIONS:

All event expenses will be financed by the sale of prom bids by the Junior/Senior offices and fundraising efforts at school sporting events, restaurant takeovers and various after school fundraisers coming from the Junior and Senior class accounts. The cost of attending the Junior/Senior Ball will be paid by each student who wishes to attend.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for SSFHS students to attend the Junior/Senior Ball at The Pearl on Saturday, April 13, 2024.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Certificated Personnel items be approved:

ASSIGNMENT ADJUSTMENT 2023-2024

Patrick, SeaAnna, a TOSA at the District Office, from 1.0 FTE to 1.2 FTE effective January 8, 2024, through May 31, 2024
Tapia, Shali, a TOSA at the District Office, from 1.0 FTE to 1.2 FTE effective January 8, 2024, through May 31, 2024
Mesa, Thalia, a Counselor at Parkway Heights Middle School, from 1.0 FTE to 1.2 FTE effective January 8, 2024 through May 31, 2024
Pena-Ruiz, Yesenia, a Counselor at Parkway Heights Middle School, from 1.0 FTE to 1.2 FTE effective January 8, 2024 through May 31, 2024

RESIGNATION

Brent, Lisa, a teacher at South San Francisco High School effective May 31, 2024
Gomez, Sonia, a teacher at South San Francisco High School effective May 31, 2024
Pediglorio, Jeric, a teacher at Los Cerritos Elementary School effective May 31, 2024
Antram, Julian, a teacher at Sunshine Gardens Elementary School effective May 31, 2024
Novosyolov, David, a teacher at Alta Loma Middle School effective May 31, 2024
Toleno, Angela, a teacher at Martin Elementary School effective May 31, 2024
Hurd, Rachel, a teacher at Martin Elementary School effective May 31, 2024
Sandoval-Orozco, Melida, a teacher at Parkway Heights Middle School effective May 31, 2024
Gallagher, Clare, a teacher at Monte Verde Elementary School effective May 31, 2024

RETIREMENT

Alvarado, Cathie, a teacher at Junipero Serra Elementary School effective May 31, 2024

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

Authorizes the Superintendent to enter into a partnership by and between California State University Northridge and South San Francisco Unified School District to provide unpaid internships to selected students of the University effective July 1, 2023 and ending June 30, 2024.

Memorandum of Understanding and Agreement

to Provide Unpaid Internship Placements to University Students

Between

South San Francisco Unified School District and California State University, Northridge

This Agreement is between the South San Francisco Unified School District ("District") and the California State University, Northridge ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Internship Program through which University students ("Unpaid Interns") will gain experience in the public school setting. This Agreement applies to unpaid service learning placements for University-enrolled students; it does not apply to student teacher placements that are part of a credentialing program.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for a term of one (1) year beginning July 1, 2023 and Ending June 30, 2024, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES

1. The District will provide the Unpaid Interns with supervised internship experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Unpaid Intern with at least two hours of face-to-face supervision per week for the duration of the internship. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Internship Program.
3. The District will maintain complete records and reports on each Unpaid Intern's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Internship Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts assignment of the student, the District may terminate the internship for good cause. "Good cause" may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section.

6. District shall, on any day when an Unpaid Intern is receiving training at its facilities, arrange for the Unpaid Intern to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care or other health care to any Unpaid Intern.

UNIVERSITY RESPONSIBILITIES

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the Unpaid Intern.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by an Unpaid Intern in the school. University and District agree they will cooperate in any investigation concerning the reported violation. .
4. University will guarantee that Unpaid Interns and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Unpaid Interns in state laws regarding child abuse reporting, sexual harassment and professional conduct.
6. University supervisors will conduct systematic and regular observations of Unpaid Interns' performances in the District's classrooms.
7. University will be responsible for ensuring that Unpaid Interns have appropriate insurance coverage.

UNPAID INTERN RESPONSIBILITIES

1. Provide the District with the following documentation:
    a. a copy of the letter from the University assigning the student to the District.
    b. a background check/ fingerprint clearance report,
    c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Unpaid Intern.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as an Unpaid Intern.
4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Unpaid Intern will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the internship program. The discussion, transmission, or narration in any form by Unpaid Interns of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the internship program is forbidden except as a necessary part of the practical internship experience. Otherwise, Unpaid Interns shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.

STATUS OF UNIVERSITY, DISTRICT, AND UNIVERSITY STUDENTS

The parties expressly understand and agree that all University students serving as Unpaid Interns in District schools pursuant to this Agreement are doing so for educational purposes only, and

Unpaid Interns are not considered employees or volunteers of either University or District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of University to provide written notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

LIABILITY INSURANCE & WORKERS' COMPENSATION

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than $1 million per loss and damage to property of others up to $5,000 per incident), with extended reporting period of three (3) years, covering Unpaid Interns, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars ($5,000,000) per occurrence and Twenty Million Dollars ($20,000,000) in aggregate throughout the course of this Agreement.

Further, University shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on any individuals considered as employees of University and instructors working at District pursuant to this Agreement at all times during the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least $1 million per claim per occurrence/ $2 million aggregate.

NO WORKERS' COMPENSATION LIABILITY

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Unpaid Intern or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the internship placement sites. University shall provide written notice to each Unpaid Intern regarding the lack of coverage of Workers' Compensation insurance by either party.

INDEMNIFICATION

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

ADDITIONAL PROVISIONS

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
5. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
6. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

_____ _____

J. Marwan Hannon
Assistant Superintendent, Human Resources
South San Francisco Unified School District

Date

_____ _____

Maria Melissa Atienza
Purchasing and Contract Administration
California State University, Northridge

Date

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Classified Personnel items be approved:

EMPLOYMENT

Wong, Calvin, Construction Project Manager, District Office, 7.5 hours per day, Range 28S, Step 5, effective February 1, 2024.

RESIGNATION

Gonzalez, Maricela, Senior Office Assistant, El Camino High School, 7.5 hours per day, Range 37A, Step 5, effective February 16, 2024.

RETIREMENT

Susoff Pon, Nancy, Paraprofessional I – Special Education, Westborough Middle School, 6.0 hours per day, Range 26 A, Step 5, effective June 8, 2024.

RELEASE FROM PROBATION

EIN 9867, Campus Security, Alta Loma Middle School, 7.0 hours per day, Range 29, Step 5, effective February 9, 2024.

EIN 9864, Skilled Maintenance Worker, District Office, 8.0 hours per day, Range 48, Step 3, effective February 12, 2024.

TEMPORARY OUT OF CLASS PAY

Mei, Yiying, Acting Lead Custodian, South San Francisco High School, 8.0 hours per day, Range 41, Step 2, effective October 25, 2023 through December 6, 2023.

TEMPORARY INCREASE IN HOURS

Ponce, Victoria, Paraprofessional I – Bilingual, South San Francisco High School, 6.0 to 6.5 hours per day, Range 25, Step 4, effective August 9, 2023 through May 30, 2024.

Emeka, Chika, Paraprofessional II – Special Education, Baden High School, 6.0 to 6.5 hours per day, Range 29 A, Step 5, effective August 9, 2023 through May 30, 2024.

Sakuntala, Samy, Paraprofessional II – Special Education, Los Cerritos Elementary School, 6.0 to 6.25 hours per day, Range 29, Step 5, effective January 8, 2024 through May 30, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Purchase Order Listing – December 1 - December 31, 2023

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between December 1 - December 31, 2023 for the 2023-24 Fiscal Year.

FISCAL IMPLICATIONS:

These Purchase Orders and Change Orders represent the potential commitment and encumbrances during the period covered. Staff has obtained terms and conditions in dealing with accredited vendors.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Purchase Order Listing.

P.O.	Vendor	Description	Account	Amount
241800	AMAZON.COM	Technology Supplies	01-0000-0-0000-2424-4320-090-735	121.93
241813	AMAZON.COM	Display Cables	01-0000-0-0000-2424-4320-090-735	540.59
241836	AMAZON.COM	Office Tools	01-0000-0-0000-2424-4320-090-735	47.98
241797	AMAZON.COM	Books	01-0000-0-0000-7150-4200-090-714	99.25
241859	AMAZON.COM	Safety/Emergency Supplies	01-0000-0-1110-1000-4320-007-070	352.13
241796	AMAZON.COM	Office and Classroom Supplies	01-0000-0-1110-1000-4320-021-070	1,148.90
241798	AMAZON.COM	CTE Culinary/Site Supplies	01-0000-0-1110-1000-4320-033-070	90.41
241796	AMAZON.COM	Office and Classroom Supplies	01-0000-0-1110-1000-4420-021-070	2,809.98
241792	AMAZON.COM	EL Support Supplies	01-0801-0-1110-1000-4320-007-123	205.49
241792	AMAZON.COM	EL Support Supplies	01-3010-0-1110-1000-4320-007-301	435.09
241794	AMAZON.COM	Intersession Supplies	01-3010-0-1110-1000-4320-022-301	1,103.71
241799	AMAZON.COM	Supplies	01-3182-0-1110-1000-4320-031-387	229.55
241798	AMAZON.COM	CTE Culinary/Site Supplies	01-6387-0-3800-1000-4320-033-CIG	226.72
241811	AMAZON.COM	Preschool Supplies - SP	01-6500-0-5730-1190-4320-005-205	346.05
241812	AMAZON.COM	Adult Transition Supplies	01-9010-0-1110-1000-4320-041-212S	1,374.46
241804	AMAZON.COM	Math Pilot Materials	01-9010-0-1110-1000-4320-090-DNA	69.94
241809	AMAZON.COM	Therapy Supplies	01-9010-0-5760-1190-4320-090-350	127.77
241810	AMAZON.COM	Occupational Therapy Supplies	01-9010-0-5760-1190-4320-090-350	360.17
241795	APPLE COMPUTER INC	14-inch MacBook Pro	01-0000-0-0000-2424-4420-090-762	3,398.28
241858	APPLE COMPUTER INC	Apple TV for Room 3	01-0000-0-1110-1000-4320-009-070	192.71
241826	APPLE INC	Apple TV	01-0000-0-1110-1000-4320-032-070	192.71
241793	ART IN ACTION	Art in Action	01-0000-0-1110-1000-5813-009-070	5,280.00
241866	AVID CENTER	AVID Summer Institute Registration 2023	01-0801-0-1110-1000-5210-033-180	1,050.00
241828	B & H PHOTO-VIDEO INC	Keyboards	01-3550-0-3800-1000-4320-033-333	583.71
241801	B & H PHOTO-VIDEO INC	Folklorico Supplies_CTE	01-6387-0-3800-1000-4320-033-CIG	2,966.46
241862	BAMBOO HR LLC	Onboarding System	01-0000-0-0000-7400-5899-090-715	13,276.25
241862	BAMBOO HR LLC	Onboarding System	01-0000-0-0000-7490-5899-090-716	13,276.25
241823	BIRCH AGENCY	NPA - The Birch Agency	01-6500-0-5760-1190-5899-090-245	3,000.00
241829	BOYS & GIRLS CLUBS	23/24 Boys & Girls ELOP Partner	01-2600-0-0000-8200-5899-090-358	850,000.00
241877	BSN SPORTS INC	Soccer/Basketball Nets	01-0000-0-1230-1000-4320-033-070	582.64
241864	CADA CENTRAL	CADA Conference	01-0000-0-1110-1000-5210-021-070	455.00
241865	CADA CENTRAL	CADA Conference Registration	01-0000-0-1110-1000-5210-025-070	455.00
241819	CALIFORNIA ACADEMY OF SCIENCES	California Academy of Science	01-3214-0-1110-1000-5815-013-339	1,136.20
241847	CALIFORNIA ASSOCIATION FOR	CABE 2024 Registration	01-3010-0-1110-2495-5899-090-301	940.00
241847	CALIFORNIA ASSOCIATION FOR	CABE 2024 Registration	01-6266-0-1110-1000-5210-090-341	4,840.00
241870	CALIFORNIA ASSOCIATION OF	2024 NorCal Conference	01-3182-0-1110-1000-5210-031-387	1,256.00
241835	CATHOLIC CHARITIES -	Drama Class Transportation	01-0000-0-1110-1000-5821-090-762	1,470.00
241898	CDW GOVERNMENT INC	Informacast Fusion Licenses 3 yr	01-0000-0-0000-2424-5813-090-735	5,400.00

P.O.	Vendor	Description	Account	Amount
241850	CDW GOVERNMENT INC	Bulb for Projector Lamp	01-0801-0-1110-1000-4320-021-180	116.32
241803	CENTER FOR THE COLLABORATIVE	SIPPS Phonics Materials	01-0801-0-1110-1000-4320-090-172	206.28
241884	CERAS SUITE 321 (YOUCUBED)	Youcubed Math Leadership PD	01-0000-0-1110-1000-5210-090-177	2,985.00
241830	CITY OF SOUTH SAN FRANCISCO	City of SSF Police-Graduation Security	01-0000-0-1110-1000-5899-033-070	153.00
241830	CITY OF SOUTH SAN FRANCISCO	City of SSF Police-Graduation Security	01-0000-0-1110-1000-5899-090-762	459.00
241868	CITY OF SOUTH SAN FRANCISCO	Police Security Services	01-9119-0-1110-1000-5899-033-356	1,690.00
241869	CLEARLITE TROPHIES	Recognition Gifts	01-0000-0-0000-7400-5810-090-715	273.05
241890	CONCORD THEATRICALS CORP	Performance fees for Drama	01-9219-0-1208-1000-5899-032-356	500.00
241873	CYO TRANSPORTATION SERVICES	Field Trip Transportation	01-3010-0-1110-1000-5821-008-301	882.00
241824	DAN'S DRILLING & FENCING INC.	Drilling & Fencing	01-8150-0-0000-8110-5899-006-741	6,840.00
241874	DELL MARKETING LP	CTE-Biotech Laptop Case/Sleeve	01-6387-0-3800-1000-4320-033-CIG	395.37
241825	DEMCO INC.	Library Supplies	01-0000-0-1110-1000-4320-010-070	94.61
241842	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-006-070	0.23
241842	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-006-451	558.00
241816	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-013-451	346.96
241880	ENGIE SERVICES U.S. INC.	Open P.O. for Global Energy/Services Company	01-0000-0-0000-8200-5600-090-760	10,000.00
241848	ESCOBAR, YURI ESLY	Holiday Staff Meeting	01-9010-0-1110-1000-4322-021-356	832.30
241838	ESPOSTO'S INC	Holiday Luncheon	01-9010-0-1110-1000-4322-025-356	668.27
241882	FERGUSON ENTERPRISES INC	Plumbing Supplies/Water Heater	01-8150-0-0000-8110-6410-090-741	5,516.43
241861	FLORES OROZCO, KARLA IVONNE	Folklorico Supplies_CTE	01-6388-0-3800-1000-4320-033-318	25,373.76
241849	FOLLETT CONTENT SOLUTIONS	Books	01-3218-0-1110-1000-4200-021-439	1,576.37
241853	FTUSA (FIELD TURF USA)	Field Turf Maintenance	01-8150-0-0000-8110-5899-033-741	603.66
241814	GRAINGER (BRANCH 729)	Warehouse Inventory Stock	01-0000-0-0000-0000-9320-000	3,712.02
241815	HATFIELD, MICHAEL R	Lighting & Sound for Graduation	01-0801-0-1110-1000-5600-021-180	1,000.00
241815	HATFIELD, MICHAEL R	Lighting & Sound for Graduation	01-9215-0-1110-1000-5600-032-356	1,000.00
241846	HENRY SCHEIN INC	Medical Supplies Warehouse Restock	01-0000-0-0000-0000-9320-000	2,220.17
241851	IMAGINE LEARNING INC.	Reading & Math License	01-0000-0-1110-1000-5813-002-070	297.90
241845	IMPERIAL BAG & PAPER CO LLC	10x10 Zip Bags	01-0000-0-0000-0000-9320-000	659.25
241876	JUNGLEJUMP LLC	Supplies for Motor Room for JS	01-9010-0-5760-1190-4320-090-350	182.54
241879	KBA DOCUMENT SOLUTIONS LLC	Rental Agreement for Parkway Heights Copier	01-0000-0-1110-1000-5600-090-722	3,100.00
241843	KELLY SPICERS INC.	Open P.O. for Feminine Supplies	01-0000-0-0000-3140-4320-090-758	10,000.00
241806	KELLY SPICERS INC.	NCR 3-Part	01-0000-0-0000-7550-4320-090-718	679.36
241872	MAXIM HEALTHCARE SERVICES INC.	School Aide at Children's Center	01-6547-0-5730-1190-5899-005-205	630.00
241839	MAXIM HEALTHCARE SERVICES INC.	Clinical Supervisor 23-24 SY	01-9305-0-0000-3900-5899-090-391	10,000.00
241827	MEDCO SUPPLY COMPANY	Athletics Supplies	01-0000-0-1202-1000-4320-033-070	223.13
241820	N2Y LLC	Unique Learning Subscription	01-6500-0-5760-1190-5210-090-245	2,394.00
241820	N2Y LLC	Unique Learning Subscription	01-6500-0-5760-1190-5813-090-245	4,394.04
241791	NEARPOD INC	1yr Vocabulary Subscription 2023-24	01-0801-0-1110-1000-5813-021-180	2,503.80

P.O.	Vendor	Description	Account	Amount
241832	NEFF COMPANY	Athletics Stars	01-0000-0-1202-1000-4320-033-070	484.55
241871	NICHOLS STRATEGIES LLC	Public Relations & Management	01-0000-0-0000-7150-5899-090-714	25,000.00
241897	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	234.05
241860	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-009-070	1,899.26
241831	OFFICE DEPOT INC	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	1,759.91
241817	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4320-090-715	179.22
241817	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4322-090-715	59.36
241821	OFFICE DEPOT/BUSINESS SERVICE	Classroom Supplies	01-0000-0-1110-1000-4320-021-070	709.14
241789	OFFICE DEPOT/BUSINESS SERVICE	Art and Leadership Supplies	01-0801-0-1110-1000-4320-021-180	1,920.66
241821	OFFICE DEPOT/BUSINESS SERVICE	Classroom Supplies	01-0801-0-1110-1000-4320-021-180	709.13
241789	OFFICE DEPOT/BUSINESS SERVICE	Art and Leadership Supplies	01-0801-0-1110-1000-4420-021-180	705.39
241867	OFFICE RELIEF INC.	Ergonomic Products	01-0000-0-3200-1000-4320-031-070	688.44
241834	PROJECT LEAD THE WAY INC.	PLTW WMS Innovators and Makers	01-6387-0-3800-1000-4320-090-CIG	5.49
241852	RAPOSO ENGINEERING INC	General Contractors	01-8150-0-0000-8110-5899-014-741	3,500.00
241891	SCANTRON CORPORATION	Scantron Forms Answer Sheet and Questions	01-0000-0-1110-1000-4320-032-070	1,039.03
241833	SCHOLASTIC CLASSROOM MAGAZINE	Scholastic Upfront Magazine	01-3182-0-1110-1000-4320-031-387	204.44
241840	SCHOLASTIC INC	Scholastic News	01-0000-0-1110-1000-4320-010-070	65.89
241844	SCHOOL OUTFITTERS	School Benches	01-9010-0-1110-1000-4420-010-356	7,876.63
241841	SCHOOL SPECIALTY LLC	School Supplies	01-0000-0-1110-1000-4320-010-070	506.32
241889	SCHOOL SPECIALTY LLC	S.P.I.R.E. Professional Dev't.	01-6500-0-5760-1190-5210-090-245	19,000.00
241888	SCIENCE FROM SCIENTISTS	Science Enrichment 3rd 4th 5th	01-3214-0-1110-1000-5899-012-339	6,250.00
241875	S'COOL MOVES INC.	Online Blended Course	01-6500-0-5760-1190-5813-090-245	2,970.00
241807	SKILLSUSA CALIFORNIA	Skills USA Membership SSFHS CTE	01-3550-0-3800-1000-5300-090-333	320.00
241807	SKILLSUSA CALIFORNIA	Skills USA Membership SSFHS CTE	01-3550-0-3800-1000-5899-090-333	1,930.00
241788	SOUL SHOPPE	Instructional Program for Students, Staff & Parents	01-3010-0-1110-1000-5899-007-301	6,500.00
241805	STAPLES #0488	Office Supplies	01-0000-0-0000-7350-4320-090-717	136.69
241883	TESOL TRAINERS	SOPI Principals	01-0801-0-1110-1000-5210-022-123	750.00
241818	TESOL TRAINERS	TESOL 3 & 4 Virtual Workshops	01-6266-0-1110-1000-5210-090-341	1,750.00
241863	THE EDUCATION TEAM	Substitute Staffing SY2023-2024	01-0000-0-0000-7400-5899-090-715	25,000.00
241837	T-MOBILE USA INC	HotSpot Services	01-5634-0-1110-1000-5899-090-359	3,000.00
241822	TURF & INDUSTRIAL EQUIPMENT CO	Facilities Equipment	01-0000-0-0000-8200-6410-090-760	13,636.87
241808	UNITED COACH TOURS	Transportation	01-0000-0-1202-1000-5821-033-070	1,440.00
241808	UNITED COACH TOURS	Transportation	01-0000-0-1203-1000-5821-033-070	1,440.00
241856	UNITED COACH TOURS	Culinary Arts Field Trip Transportation	01-3550-0-3800-1000-5821-032-333	928.00
241878	UNITED RENTALS	Facilities Equipment	01-8150-0-0000-8110-6420-090-741	7,334.16
241892	VIA HEART PROJECT	AED Machine	01-0000-0-0000-8300-4420-090-129	1,743.06
241790	YOUNG AUDIENCES OF THE BAY ARE	Student Assemblies	01-3010-0-1110-1000-5899-008-301	5,142.00
	TOTAL FUND 01			**1,169,325.84**

P.O.	Vendor	Description	Account	Amount
241895	DEPARTMENT OF SOCIAL SERVICES	Licensing Fees for Southwood CDC	12-9010-0-8533-1000-5899-045-833	242.00
241881	OFFICE DEPOT INC	Office Desk Chairs	12-6105-0-8510-1000-4320-045-830	439.48
241881	OFFICE DEPOT INC	Office Desk Chairs	12-6105-0-8535-1000-4320-045-835	659.24
241881	OFFICE DEPOT INC	Office Desk Chairs	12-9010-0-8530-1000-4320-045-832	439.49
241881	OFFICE DEPOT INC	Office Desk Chairs	12-9010-0-8533-1000-4320-045-833	659.24
	TOTAL FUND 12			**2,439.45**
241802	AMAZON.COM	Oatmeal	13-5310-0-0000-3700-4700-090-820	126.19
241855	TRANSCENDIA INC	Hot Film	13-5310-0-0000-3700-4320-090-820	7,404.62
	TOTAL FUND 13			**7,530.81**
241857	RAPOSO ENGINEERING INC	General Contractors	14-0000-0-0000-8500-6200-014-748	23,070.00
241854	WESTERN ROOFING SERVICE	SSFHS Library Roof Repair	14-0000-0-0000-8500-6200-033-748	198,982.00
	TOTAL FUND 14			**222,052.00**
241893	BKF ENGINEERS	Land Surveying-Boundary Services for Los Cerritos	21-9010-0-0000-8500-6140-007-743	34,000.00
241885	HOHBACH-LEWIN INC	Topographic Survey Services at Westborough MS	21-9010-0-0000-8500-6140-025-960	68,000.00
241886	SANDIS	Project Boundary Survey Services at SSG	21-9010-0-0000-8500-6140-014-743	9,450.00
241896	VERDE DESIGN INC.	Landscape Services at Westborough MS	21-9010-0-0000-8500-6210-025-960	734,600.00
	TOTAL FUND 21			**846,050.00**
241894	AMERICAN ASPHALT REPAIR	Asphalt Contractors	40-9010-0-0000-8500-6275-025-963	46,702.98
241887	SANDIS	Project Boundary Survey Services at the Foxridge Campus	40-9010-0-0000-8500-6140-047-988	29,880.00
	TOTAL FUND 40			**76,582.98**
	TOTAL # OF PURCHASE ORDERS:	**111**	**TOTAL P.O. AMOUNT**	**2,323,981.08**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 1,169,325.84		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 2,439.45		
13	FOOD SERVICE	$ 7,530.81		
14	DEFERRED MAINTENANCE	$ 222,052.00		
21	BOND	$ 846,050.00		
25	CAPITAL FACILITIES			
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 76,582.98		
73	FOUNDATION TRUST FUND			
	TOTAL PURCHASE ORDERS	**$ 2,323,981.08**		
CHANGE ORDERS:				
241598	APPLE INC	Laptop	01-0000-0-0000-7400-4420-090-715	65.93
241108	AVID TRANSLATION	OPEN PO for Interpreter	01-0801-0-0000-3900-5899-006-123	165.00
240410	CAL-STEAM	Open P. O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	15,000.00
240001	EVERYDAY LABS INC	Analysis and Engagement for Absenteeism Prevention	01-0801-0-0000-3130-5899-090-503	10,000.00

P.O.	Vendor	Description	Account	Amount
240670	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-013-759	-2,240.00
240540	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-021-759	3,000.00
240170	KAUFMANN'S CAMERAS	Photo Supplies	01-3550-0-3800-1000-4320-032-333	1,891.81
240463	KELLY SPICERS FACILITIES	Custodial Supplies	01-8150-0-0000-8110-4320-090-741	20,000.00
240943	ROBERT HALF	Contracted I.T. Tech	01-0000-0-0000-2424-5899-090-735	10,000.00
241695	SAN MATEO UNION HIGH DISTRICT	Field Trip Transportation	01-3010-0-1110-1000-5821-008-301	400.50
240270	DANIELSEN COMPANY	Food Products	13-5310-0-0000-3700-4700-090-820	150,000.00
240852	HAMILTON & AITKEN ARCHITECTS	Architectural Designs	40-9010-0-0000-8500-6210-032-926	76,671.00
	TOTAL CHANGE ORDERS			**284,954.24**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Warrant Register – December 1 - December 31, 2023

BACKGROUND:

The attached report lists all the Warrants issued by the District from December 1 - December 31, 2023. For the period listed above the Warrants total $3,561,942.78 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of December 1 - December 31, 2023. Staff has obtained all required authorizations prior to issuing any Warrant.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Warrant Listing.

BOARD WARRANT REGISTER

DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
360 DEGREE CUSTOMER INC	12/14/2023	904524	PO240794	01	6500	0	5760	1190	5899	090	245	15653	8,640.00
360 DEGREE CUSTOMER INC	12/14/2023	904524	PO240794	01	6500	0	5760	1190	5899	090	245	15770	8,640.00
360 DEGREE CUSTOMER INC	12/14/2023	904524	PO240794	01	6500	0	5760	1190	5899	090	245	15429	6,048.00
360 DEGREE CUSTOMER INC	12/14/2023	904524	PO240794	01	6500	0	5760	1190	5899	090	245	16077	10,368.00
360 DEGREE CUSTOMER INC Total													33,696.00
A+ LIVE SCAN SERVICES	12/12/2023	903715	PO240834	01	0000	0	0000	7400	5840	090	715	16142	84.00
A+ LIVE SCAN SERVICES	12/19/2023	906424	PO240834	01	0000	0	0000	7400	5840	090	715	16700A	28.00
A+ LIVE SCAN SERVICES Total													112.00
AAA FIRE PROTECTION SERVICES	12/12/2023	903747	PO241004	01	8150	0	0000	8110	5899	025	741	12480984	12,847.50
AAA FIRE PROTECTION SERVICES Total													12,847.50
ACHIEVE KIDS	12/21/2023	907235	PO240791	01	6500	0	5760	1180	5820	090	230	32600	952.00
ACHIEVE KIDS	12/21/2023	907235	PO240791	01	6500	0	5760	1180	5870	090	230	32600	868.00
ACHIEVE KIDS	12/21/2023	907235	PO240791	01	6500	0	5760	1180	5880	090	230	32600	3,088.00
ACHIEVE KIDS	12/21/2023	907235	PO240791	01	6500	0	5760	1180	5899	090	230	32600	309.00
ACHIEVE KIDS Total													5,217.00
ACT ENVIRO	12/05/2023	901915	PO241757	01	8150	0	0000	8110	5860	090	741	530665	1,568.12
ACT ENVIRO	12/05/2023	901915	PO241786	01	8150	0	0000	8110	5860	033	741	530644	1,062.08
ACT ENVIRO Total													2,630.20
ADEMCO INC	12/14/2023	904518	PO240287	01	8150	0	0000	8110	4320	090	741	MD5KMP01	247.05
ADEMCO INC Total													247.05
ADROIT ADVANCED	12/21/2023	907185	PO240797	01	0000	0	5760	3600	5820	090	781	47914	92,174.60
ADROIT ADVANCED	12/21/2023	907185	PO240797	01	0000	0	5760	3600	5820	090	781	47922	2,263.00
ADROIT ADVANCED Total													94,437.60
AIR TUTORS LLC	12/21/2023	907186	PO240479	01	6537	0	5760	1110	5813	090	245	SSF 1104-7	25,775.00
AIR TUTORS LLC Total													25,775.00
AIRGAS USA LLC	12/12/2023	903722	PO240396	01	8150	0	0000	8110	4320	090	741	9144297664	97.56
AIRGAS USA LLC Total													97.56
ALAMEDA ELECTRICAL	12/14/2023	904545	PO240554	01	8150	0	0000	8110	4320	090	741	S5708039.001	64.71
ALAMEDA ELECTRICAL	12/21/2023	907233	PO240554	01	8150	0	0000	8110	4320	090	741	S5716589.004	21.65
ALAMEDA ELECTRICAL	12/21/2023	907233	PO240554	01	8150	0	0000	8110	4320	090	741	S5716589.001	100.80
ALAMEDA ELECTRICAL	12/21/2023	907233	PO240554	01	8150	0	0000	8110	4320	090	741	S5716589.002	7.22
ALAMEDA ELECTRICAL	12/21/2023	907233	PO240554	01	8150	0	0000	8110	4320	090	741	S5716589.003	7.22
ALAMEDA ELECTRICAL Total													201.60
ALBERTSONS/SAFEWAY INC.	12/05/2023	901877	PO240161	01	0000	0	1110	1000	4320	032	070	801897-110223-0777	71.43
ALBERTSONS/SAFEWAY INC.	12/05/2023	901877	PO240161	01	0000	0	1110	1000	4320	032	070	433563-111423-0777	78.78
ALBERTSONS/SAFEWAY INC. Total													150.21
ALI, TARIQ	12/05/2023	901927	PV240494	01	6387	0	3800	1000	4320	033	CIG	230000251- NOV23 SUPPLIES	229.43
ALI, TARIQ Total													229.43
ALL CITY MANAGEMENT SVCS INC.	12/05/2023	901885	PO240073	01	0000	0	0000	7300	5899	090	717	88817	7,516.24
ALL CITY MANAGEMENT SVCS INC. Total													7,516.24

BOARD WARRANT REGISTER
DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
AMAZON CAPITAL SERVICES	12/14/2023	904530	PO241797	01	0000	0	0000	7150	4200	090	714	1FXK-HXPL-KTNK	99.28
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241549	01	3218	0	1110	1000	4320	032	439	1YM1-YMHP-4GXG	(307.48)
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241549	01	3218	0	1110	1000	4320	032	439	1CYM-Q7JN-7GHK	768.70
AMAZON CAPITAL SERVICES	12/05/2023	901916	PO241592	01	0000	0	1110	1000	4320	032	070	17Y1-KGQW-4G1M	43.71
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241608	01	0000	0	1110	1000	4320	090	177	1XXL-T43F-4F4W	21.25
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241608	01	0000	0	1110	1000	4320	090	177	1V9K-LQXQ-K49D	21.25
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241635	01	3010	0	1110	1000	4320	022	301	1RGQ-HC37-4MGY	476.58
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241655	01	3010	0	1110	1000	4320	022	301	1THR-6W4P-JWYX	544.15
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241696	01	3010	0	1110	1000	4320	022	301	1TLM-QKMF-LN61	232.25
AMAZON CAPITAL SERVICES	12/05/2023	901916	PO241716	01	9010	0	5760	1190	4320	090	350	14TQ-WY1R-49F3	119.34
AMAZON CAPITAL SERVICES	12/05/2023	901916	PO241720	01	9010	0	1110	1000	4320	090	DNA	1MML-1FXH-3YMT	398.08
AMAZON CAPITAL SERVICES	12/05/2023	901893	PO241728	01	0000	0	0000	2424	4320	090	735	1YTG-GPPK-4CTQ	714.40
AMAZON CAPITAL SERVICES	12/12/2023	903723	PO241546	01	0801	0	1110	1000	4320	012	180	1THR-6W4P-JMHF	10.96
AMAZON CAPITAL SERVICES	12/12/2023	903723	PO241548	01	3218	0	1110	1000	4320	032	439	1P3K-TK3R-7FFJ	(76.87)
AMAZON CAPITAL SERVICES	12/12/2023	903716	PO241639	01	0000	0	3200	1000	4320	031	070	1431-C1T3-KH9T	71.41
AMAZON CAPITAL SERVICES	12/12/2023	903716	PO241639	01	0000	0	3200	1000	4320	031	070	1PCJ-NRDV-7R6M	160.03
AMAZON CAPITAL SERVICES	12/12/2023	903716	PO241661	01	6388	0	3800	1000	4320	033	318	174P-D7Q9-JQX4	633.74
AMAZON CAPITAL SERVICES	12/12/2023	903723	PO241667	01	0000	0	0000	7350	4320	090	717	1CRW-VG6H-4D9Q	51.02
AMAZON CAPITAL SERVICES	12/12/2023	903723	PO241718	01	0000	0	1203	1000	4320	033	322	1PWT-H3TF-4J7Y	307.60
AMAZON CAPITAL SERVICES	12/12/2023	903748	PO241746	01	0801	0	1110	1000	4320	013	180	1F1X-GG4M-49HP	106.41
AMAZON CAPITAL SERVICES	12/12/2023	903748	PO241748	01	3010	0	1110	1000	4320	008	301	1VYF-GF4K-4GJP	158.97
AMAZON CAPITAL SERVICES	12/14/2023	904560	PO241732	01	0000	0	1203	1000	4320	033	322	1RY4-NDVR-LRJG	384.50
AMAZON CAPITAL SERVICES	12/14/2023	904560	PO241732	01	0000	0	1203	1000	4320	033	322	1XXL-T43F-4KQH	307.60
AMAZON CAPITAL SERVICES	12/14/2023	904530	PO241767	01	0000	0	1110	1000	4320	006	070	1QCR-VTL1-LLPG	48.20
AMAZON CAPITAL SERVICES	12/14/2023	904560	PO241800	01	0000	0	0000	2424	4320	090	735	1H7G-1RVR-L6LD	121.93
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241729	01	0801	0	1110	1000	4320	014	180	134Y-9L9C-47NM	133.72
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241729	01	0801	0	1110	1000	4320	014	180	1FV4-J9G3-JL77	19.93
AMAZON CAPITAL SERVICES	12/19/2023	906476	PO241732	01	0000	0	1203	1000	4320	033	322	1496-RCFQ-JFNP	76.90
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241784	01	8150	0	0000	8110	4320	090	741	13RL-P19H-LD7X	169.31
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241784	01	8150	0	0000	8110	4320	090	741	1NRP-69VG-JQRJ	540.95
AMAZON CAPITAL SERVICES	12/19/2023	906476	PO241794	01	3010	0	1110	1000	4320	022	301	1QPW-46GF-JVTD	321.82
AMAZON CAPITAL SERVICES	12/19/2023	906476	PO241794	01	3010	0	1110	1000	4320	022	301	1QF9-NXL3-KQ46	781.95
AMAZON CAPITAL SERVICES	12/19/2023	906450	PO241798	01	6387	0	3800	1000	4320	033	CIG	1VKT-MRPK-KNLQ	53.83
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241798	01	6387	0	3800	1000	4320	033	CIG	1FV4-J9G3-K7XW	172.88
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241798	01	0000	0	1110	1000	4320	033	070	1FV4-J9G3-K7XW	90.40
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241799	01	3182	0	1110	1000	4320	031	387	134R-T6DT-KGGR	6.56
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241799	01	3182	0	1110	1000	4320	031	387	196X-MFRH-JH1T	222.98
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241813	01	0000	0	0000	2424	4320	090	735	16YQ-TC7K-KJTG	540.40
AMAZON CAPITAL SERVICES	12/19/2023	906476	PO241836	01	0000	0	0000	2424	4320	090	735	1NRP-69VG-KGNX	47.99
AMAZON CAPITAL SERVICES	12/21/2023	907196	PO241700	01	0801	0	1110	1000	4320	025	180	11NR-F97P-3YCL	135.61

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AMAZON CAPITAL SERVICES	12/21/2023	907196	PO241762	01	0801	0	1110	1000	4320	025	180	1X1D-RMQ1-LCV6	138.26
AMAZON CAPITAL SERVICES	12/21/2023	907196	PO241782	01	0801	0	1110	1000	4320	025	180	13CN-LY9K-LYR9	70.46
AMAZON CAPITAL SERVICES	12/21/2023	907171	PO241804	01	9010	0	1110	1000	4320	090	DNA	1PXN-YCVH-K3M9	69.93
AMAZON CAPITAL SERVICES Total													9,010.89
AMERICAN FIDELITY	12/19/2023	906413	PO240351	01	0000	0	0000	7350	5899	090	717	67781	1,420.30
AMERICAN FIDELITY Total													1,420.30
ANDERSON-ROSSE, JENNIFER	12/05/2023	901908	PV240486	01	9044	0	1110	1000	4320	090	062	230000237	6.58
ANDERSON-ROSSE, JENNIFER	12/05/2023	901908	PV240487	01	9044	0	1110	1000	4320	090	062	230000190	48.41
ANDERSON-ROSSE, JENNIFER	12/07/2023	902753	PV240482	01	6266	0	1110	1000	5210	090	341	OCT23 CASE CONF.	203.54
ANDERSON-ROSSE, JENNIFER Total													258.53
ANGELOT, KAI	12/05/2023	901930	PV240501	01	6500	0	5760	1190	5210	090	245	NOV23 CPR CLASS	130.00
ANGELOT, KAI Total													130.00
APPLE INC	12/14/2023	904533	PO241463	01	3010	0	1110	1000	4320	013	301	MA47557070	385.43
APPLE INC	12/14/2023	904533	PO241590	01	3182	0	1110	1000	4320	031	387	MA46634189	192.71
APPLE INC	12/14/2023	904533	PO241595	01	0000	0	0000	2424	4320	090	735	MA47602678	599.92
APPLE INC	12/19/2023	906428	PO241469	01	0000	0	0000	2424	4420	090	735	MA48062832	7,454.03
APPLE INC	12/19/2023	906428	PO241781	01	6388	0	3800	1000	4420	033	318	MA46916488	2,129.65
APPLE INC	12/19/2023	906421	PO241795	01	0000	0	0000	2424	4420	090	762	MA47780804	3,398.28
APPLE INC Total													14,160.02
ARMOUR PETROLEUM SERVICE &	12/21/2023	907198	PO240490	01	8150	0	0000	8110	5600	090	741	WO-25859	195.00
ARMOUR PETROLEUM SERVICE & Total													195.00
AT&T	12/05/2023	901886	PO240350	01	0000	0	0000	7200	5910	090	760	34701763 NOV23	16,486.33
AT&T	12/05/2023	901886	PO240350	01	6500	0	5760	2700	5910	090	245	34701763 NOV23	79.44
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2DEC23	288.43
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5DEC23	288.26
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4DEC23	55.02
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 6DEC23	3,324.75
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5DEC23	1,003.11
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5DEC23	288.26
AT&T	12/19/2023	906492	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3DEC23	2,431.94
AT&T Total													24,245.54
ATTUNED EDUCATION PARTNERS LLC	12/19/2023	906417	PO241253	01	9133	0	1110	1000	5899	090	712	173	33,815.00
ATTUNED EDUCATION PARTNERS LLC Total													33,815.00
AUTISM HELPER INC., THE	12/21/2023	907217	PO241204	01	6500	0	5760	1190	5813	090	245	2093	649.00
AUTISM HELPER INC., THE Total													649.00
AUTOMATIC RESPONSE SYSTEMS	12/19/2023	906465	PO240465	01	8150	0	0000	8110	5600	090	741	57450	999.22
AUTOMATIC RESPONSE SYSTEMS Total													999.22
AVID CENTER	12/21/2023	907172	PO241866	01	0801	0	1110	1000	5210	033	180	SIN015525	1,050.00
AVID CENTER Total													1,050.00
AVID TRANSLATION	12/12/2023	903740	PO240612	01	6500	0	5760	1190	5899	090	245	5483	7,279.04

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AVID TRANSLATION	12/12/2023	903740	PO240612	01	6500	0	5760	1190	5899	090	245	5484	788.44
AVID TRANSLATION	12/12/2023	903740	PO240612	01	6500	0	5760	1190	5899	090	245	5486	1,540.00
AVID TRANSLATION	12/21/2023	907199	PO240265	01	0000	0	4760	3900	5899	090	503	5451	240.00
AVID TRANSLATION	12/21/2023	907187	PO240612	01	6500	0	5760	1190	5899	090	245	5487	1,100.00
AVID TRANSLATION	12/21/2023	907187	PO240612	01	6500	0	5760	1190	5899	090	245	5500	6,343.63
AVID TRANSLATION	12/21/2023	907187	PO240612	01	6500	0	5760	1190	5899	090	245	5499	43,305.00
AVID TRANSLATION	12/21/2023	907191	PO241108	01	0801	0	0000	3900	5899	006	123	5450	165.00
AVID TRANSLATION Total													60,761.11
AZENTA US INC.	12/19/2023	906418	PO241706	01	9010	0	1110	1000	4320	090	360	US80904833428	42.00
AZENTA US INC. Total													42.00
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO240989	01	3550	0	3800	1000	4320	033	333	216611180	120.36
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	218528589	3,735.53
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219144932	(827.84)
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219146144	(812.55)
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219147556	(986.29)
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219146939	(546.81)
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219148367	(303.05)
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241727	01	6387	0	3800	1000	4320	033	CIG	219149156	(91.97)
B & H PHOTO-VIDEO INC	12/19/2023	906451	PO241801	01	6387	0	3800	1000	4320	033	CIG	219177354	2,966.40
B & H PHOTO-VIDEO INC	12/12/2023	903724	PO241743	01	6388	0	3800	1000	4420	033	318	218632188	669.14
B & H PHOTO-VIDEO INC Total													3,922.92
BALDONADO, DIEGO	12/05/2023	901919	PV240495	01	9219	0	1208	1000	4320	032	356	NOV23 MUSCAL SUPPLIES	81.78
BALDONADO, DIEGO Total													81.78
BAZIC PRODUCTS	12/21/2023	907234	PO241489	01	0801	0	1110	1000	4320	012	180	10212876	300.96
BAZIC PRODUCTS Total													300.96
BEHAVIORAL INTERVENTION	12/21/2023	907188	PO241503	01	6500	0	5760	1190	5899	090	245	102023	198,621.20
BEHAVIORAL INTERVENTION Total													198,621.20
BISLA	12/14/2023	904525	PO241503	01	6500	0	5760	1190	5899	090	245	BISLA SVCS AUG23	34,797.05
BISLA Total													34,797.05
BLUE LINE TRANSFER	12/19/2023	906467	PO240408	01	0000	0	0000	8200	5540	090	760	0001387805	5,339.10
BLUE LINE TRANSFER Total													5,339.10
BOB JR'S TOWING INC	12/19/2023	906422	PO240443	01	8150	0	0000	8110	5600	090	741	40700	175.00
BOB JR'S TOWING INC Total													175.00
BODWIN, DIANE LITLE	12/05/2023	901917	PO241172	01	0000	0	0000	2424	5801	090	762	SVCS NOV23	427.28
BODWIN, DIANE LITLE Total													427.28
BOOMERANG PROJECT	12/07/2023	902755	PO241550	01	3218	0	1110	1000	5210	032	439	32907	6,950.00
BOOMERANG PROJECT Total													6,950.00
BOYD, AARON	12/05/2023	901882	PV240474	01	0000	0	1203	1000	5810	033	322	230000223 GRLS-BB	97.73
BOYD, AARON	12/21/2023	907232	PV240568	01	0000	0	1202	1000	5810	033	070	230000294	117.54
BOYD, AARON Total													215.27

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BOYS & GIRLS CLUBS	12/19/2023	906419	PO241829	01	2600	0	0000	8200	5899	090	358	20231031 SSFUSD	85,000.00
BOYS & GIRLS CLUBS Total													85,000.00
BROADMOOR LANDSCAPE SUPPLY	12/14/2023	904546	PO240407	01	8150	0	0000	8110	4320	090	741	64089	111.94
BROADMOOR LANDSCAPE SUPPLY	12/19/2023	906425	PO240407	01	8150	0	0000	8110	4320	090	741	64134	223.88
BROADMOOR LANDSCAPE SUPPLY Total													335.82
BSN SPORTS LLC	12/07/2023	902778	PO241771	01	0000	0	1202	1000	4320	033	322	923851045	1,421.69
BSN SPORTS LLC	12/12/2023	903717	PO241328	01	0000	0	1202	1000	4320	033	322	923062978	353.59
BSN SPORTS LLC	12/14/2023	904561	PO241444	01	0000	0	1203	1000	4320	033	322	923137372	848.43
BSN SPORTS LLC	12/19/2023	906441	PO241326	01	0000	0	1203	1000	4320	033	322	923539523	886.42
BSN SPORTS LLC Total													3,510.13
CALIFORNIA ASSOCIATION OF	12/05/2023	901905	PO241775	01	6387	0	3800	1000	5210	090	CIG	9WN3Y3FRHP5	650.00
CALIFORNIA ASSOCIATION OF Total													650.00
CALIFORNIA WATER SERVICE	12/12/2023	903710	PO240711	01	0000	0	0000	8200	5530	090	760	6907544444 NOV23	39,351.29
CALIFORNIA WATER SERVICE Total													39,351.29
CALPERS	12/19/2023	906495	PV240552	01	0000	0	0000	7600	3701	090	810	JAN24 PREMIUMS	649.58
CALPERS	12/21/2023	907193	PV240548	01	0000	0	0000	7600	3701	090	810	JAN24 1354490268	25,748.00
CALPERS	12/21/2023	907193	PV240548	01	0000	0	0000	7600	3702	090	810	JAN24 1354490268	38,161.79
CALPERS	12/19/2023	906495	PV240552	01	0000	0	0000	7600	5899	090	810	JAN24 PREMIUMS	2.08
CALPERS	12/21/2023	907193	PV240548	01	0000	0	0000	7340	5899	090	717	JAN24 1354490268	3,195.43
CALPERS	12/21/2023	907193	PV240548	01	0000	0	0000	7600	5899	090	810	JAN24 1354490268	562.05
CALPERS	12/21/2023	907193	PV240548	01	0000	0	0000	0000	9564	000		JAN24 1354490268	998,572.13
CALPERS Total													1,066,891.06
CAL-STEAM	12/12/2023	903749	PO240410	01	8150	0	0000	8110	4320	090	741	4708346	306.26
CAL-STEAM	12/12/2023	903749	PO240410	01	8150	0	0000	8110	4320	090	741	4724458	2.97
CAL-STEAM	12/14/2023	904519	PO240410	01	8150	0	0000	8110	4320	090	741	4707790	568.08
CAL-STEAM	12/14/2023	904519	PO240410	01	8150	0	0000	8110	4320	090	741	4716295	440.63
CAL-STEAM	12/19/2023	906452	PO240410	01	8150	0	0000	8110	4320	090	741	4735968	315.67
CAL-STEAM Total													1,633.61
CAM EDUCATIONAL SERVICES LLC	12/19/2023	906485	PO241166	01	2600	0	0000	8200	5899	090	358	SSFU-0006	99,458.00
CAM EDUCATIONAL SERVICES LLC Total													99,458.00
CAMPBELL KELLER	12/12/2023	903725	PO241558	01	8150	0	0000	8110	6410	090	741	68554	7,223.24
CAMPBELL KELLER Total													7,223.24
CAMPOS, JUDY ANNE	12/19/2023	906493	PV240554	01	6500	0	5760	2490	5820	090	245	AUG 23 MILEAGE	57.90
CAMPOS, JUDY ANNE Total													57.90
CATHOLIC CHARITIES -	12/19/2023	906426	PO241510	01	3010	0	1110	1000	5821	008	301	47446	2,292.00
CATHOLIC CHARITIES - Total													2,292.00
CBF INC.	12/14/2023	904555	PO240217	01	0000	0	0000	2424	5600	090	735	47021	1,798.00
CBF INC. Total													1,798.00
CDW GOVERNMENT INC	12/05/2023	901911	PO240216	01	0000	0	0000	2424	4320	090	735	NG08459	369.61
CDW GOVERNMENT INC	12/05/2023	901911	PO240216	01	0000	0	0000	2424	4320	090	735	NG55940	190.52

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CDW GOVERNMENT INC	12/12/2023	903718	PO240216	01	0000	0	0000	2424	4320	090	735	NG58186	359.69
CDW GOVERNMENT INC	12/12/2023	903726	PO241745	01	0000	0	1110	1000	4320	010	070	NG48018	616.38
CDW GOVERNMENT INC	12/19/2023	906416	PO240216	01	0000	0	0000	2424	4320	090	735	NJ355530	53.20
CDW GOVERNMENT INC	12/07/2023	902756	PO241507	01	3218	0	1110	1000	4420	032	439	MZ93197	712.10
CDW GOVERNMENT INC	12/19/2023	906442	PO241433	01	0000	0	0000	2424	4420	090	735	MN46284	1,813.95
CDW GOVERNMENT INC Total													4,115.45
CERTIFIED LANGUAGES	12/21/2023	907218	PO241255	01	6500	0	5760	1190	5899	090	245	5782121123T	825.44
CERTIFIED LANGUAGES	12/21/2023	907218	PO241255	01	6500	0	5760	1190	5899	090	245	5782121223T	425.00
CERTIFIED LANGUAGES	12/21/2023	907218	PO241255	01	6500	0	5760	1190	5899	090	245	578210113023	291.00
CERTIFIED LANGUAGES Total													1,541.44
CHAVEZ GROUP	12/07/2023	902779	PO240082	01	0000	0	0000	7110	5899	090	713	828	503.75
CHAVEZ GROUP	12/19/2023	906414	PO240082	01	0000	0	0000	7110	5899	090	713	832	503.75
CHAVEZ GROUP Total													1,007.50
CITY AUTO SUPPLY	12/12/2023	903750	PO240288	01	8150	0	0000	8110	4320	090	741	3-986267	70.28
CITY AUTO SUPPLY	12/12/2023	903750	PO240288	01	8150	0	0000	8110	4320	090	741	3-983519	(62.69)
CITY AUTO SUPPLY	12/19/2023	906477	PO240288	01	8150	0	0000	8110	4320	090	741	3-987873	153.72
CITY AUTO SUPPLY	12/19/2023	906477	PO240288	01	8150	0	0000	8110	4320	090	741	3-986586	151.19
CITY AUTO SUPPLY	12/19/2023	906477	PO240288	01	8150	0	0000	8110	4320	090	741	3-975290	(214.85)
CITY AUTO SUPPLY Total													97.65
CITY OF SAN BRUNO -	12/12/2023	903751	PO240713	01	0000	0	0000	8200	5530	090	760	630440 NOV23	95.38
CITY OF SAN BRUNO -	12/12/2023	903751	PO240713	01	0000	0	0000	8200	5530	090	760	630420 NOV23	914.26
CITY OF SAN BRUNO - Total													1,009.64
CITY OF SOUTH SAN FRANCISCO	12/14/2023	904556	PO241830	01	0000	0	1110	1000	5899	033	070	519381	153.00
CITY OF SOUTH SAN FRANCISCO	12/14/2023	904556	PO241830	01	0000	0	1110	1000	5899	090	762	519381	459.00
CITY OF SOUTH SAN FRANCISCO	12/21/2023	907223	PO241868	01	9119	0	1110	1000	5899	033	356	519702	650.00
CITY OF SOUTH SAN FRANCISCO	12/21/2023	907223	PO241868	01	9119	0	1110	1000	5899	033	356	519776	1,040.00
CITY OF SOUTH SAN FRANCISCO Total													2,302.00
CLEARLITE TROPHIES	12/05/2023	901912	PO241787	01	0000	0	0000	7110	5810	090	713	90728	49.99
CLEARLITE TROPHIES	12/21/2023	907173	PO241869	01	0000	0	0000	7400	5810	090	715	90020	273.04
CLEARLITE TROPHIES Total													323.03
COLLEGE BOARD	12/21/2023	907174	PO240157	01	9218	0	1110	1000	4320	032	356	P2310823621	722.16
COLLEGE BOARD	12/21/2023	907174	PO240210	01	9114	0	1110	1000	4320	033	356	P2310059721	112.14
COLLEGE BOARD Total													834.30
CORODATA SHREDDING INC.	12/14/2023	904547	PO240585	01	0000	0	0000	8200	5899	090	760	DN 1444360	676.24
CORODATA SHREDDING INC. Total													676.24
COUNTY COUNSEL	12/12/2023	903719	PO240085	01	0000	0	0000	7110	5889	090	713	4155	1,012.70
COUNTY COUNSEL	12/12/2023	903719	PO240085	01	0000	0	0000	7400	5889	090	715	4155	123.50
COUNTY COUNSEL	12/12/2023	903719	PO240085	01	0000	0	0000	7300	5889	090	717	4155	49.40
COUNTY COUNSEL	12/19/2023	906443	PO240085	01	0000	0	0000	7110	5889	090	713	4154	1,407.90
COUNTY COUNSEL Total													2,593.50

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COURTS, ALEXANDRIA	12/07/2023	902760	PV240502	01	9010	0	5001	3900	5813	090	350	NOV23 PINK CAT SUBSCR	49.99
COURTS, ALEXANDRIA Total													49.99
COVACHA, JONATHAN	12/21/2023	907203	PV240565	01	0000	0	1110	1000	4322	008	070	230000277	203.00
COVACHA, JONATHAN Total													203.00
CROWN CASTLE FIBER LLC	12/14/2023	904531	PO240702	01	0000	0	0000	2424	5899	090	735	1462552	7,281.23
CROWN CASTLE FIBER LLC Total													7,281.23
DANNIS WOLIVER KELLEY	12/07/2023	902757	PO240086	01	0000	0	0000	7300	5889	090	717	297301	357.00
DANNIS WOLIVER KELLEY	12/07/2023	902757	PO240086	01	0000	0	0000	7300	5889	090	717	297781	4,932.00
DANNIS WOLIVER KELLEY Total													5,289.00
DAN'S DRILLING & FENCING INC.	12/19/2023	906458	PO241824	01	8150	0	0000	8110	5899	006	741	5515	6,840.00
DAN'S DRILLING & FENCING INC. Total													6,840.00
DELL MARKETING L.P.	12/14/2023	904534	PO241776	01	0801	0	1110	1000	4420	033	180	10717035108	1,467.16
DELL MARKETING L.P. Total													1,467.16
DEMCO INC.	12/21/2023	907224	PO241816	01	0000	0	1110	2421	4320	013	451	7407657	346.97
DEMCO INC. Total													346.97
DOOLEY CORPORATION	12/12/2023	903741	PO240795	01	6500	0	5760	1190	5870	090	245	7041	1,330.00
DOOLEY CORPORATION Total													1,330.00
DUNN-EDWARDS CORPORATION	12/07/2023	902780	PO240412	01	8150	0	0000	8110	4320	090	741	2020A01335	51.21
DUNN-EDWARDS CORPORATION	12/21/2023	907213	PO240412	01	8150	0	0000	8110	4320	090	741	2020A01519	1,875.28
DUNN-EDWARDS CORPORATION	12/21/2023	907213	PO240412	01	8150	0	0000	8110	4320	090	741	2020A01681	1,151.83
DUNN-EDWARDS CORPORATION Total													3,078.32
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	662611	889.99
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	660134	575.01
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	660133	318.64
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	660132	307.65
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	660128	955.92
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	656120	1,472.33
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	656118	322.30
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	654243	322.30
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	652401	659.26
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	652400	1,130.99
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	652398	651.93
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	650689	307.65
EDUCATION TEAM, THE	12/21/2023	907231	PO241863	01	0000	0	0000	7400	5899	090	715	650687	1,230.60
EDUCATION TEAM, THE Total													9,144.57
EDUCATIONAL INNOVATIONS INC	12/12/2023	903720	PO241751	01	0801	0	1110	1000	4320	013	123	873860-1	258.56
EDUCATIONAL INNOVATIONS INC Total													258.56
EVANGELISTA, ARCHIVIR	12/21/2023	907195	PV240550	01	6500	0	5760	2490	5820	090	245	NOV 23	21.14
EVANGELISTA, ARCHIVIR	12/21/2023	907195	PV240551	01	6500	0	5760	2490	5820	090	245	NOV 23-1	12.08
EVANGELISTA, ARCHIVIR Total													33.22

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EVERDRIVEN TECHNOLOGIES LLC	12/14/2023	904526	PO240471	01	0000	0	5760	3600	5820	090	781	46077	11,493.04
EVERDRIVEN TECHNOLOGIES LLC	12/14/2023	904526	PO240471	01	0000	0	5760	3600	5820	090	781	45837	34,068.40
EVERDRIVEN TECHNOLOGIES LLC	12/21/2023	907189	PO240471	01	0000	0	5760	3600	5820	090	781	46440	35,291.00
EVERDRIVEN TECHNOLOGIES LLC Total													80,852.44
EVERY SPECIAL CHILD LLC	12/14/2023	904527	PO240901	01	6500	0	5760	1190	5899	090	245	INV#24-09202324	6,840.00
EVERY SPECIAL CHILD LLC	12/14/2023	904527	PO240901	01	6500	0	5760	1190	5899	090	245	INV#31-09202324	7,600.00
EVERY SPECIAL CHILD LLC	12/21/2023	907175	PO240901	01	6500	0	5760	1190	5899	090	245	INV#50-01-	15,200.00
EVERY SPECIAL CHILD LLC Total													29,640.00
EXPERIENCE JANITORIAL INC.	12/21/2023	907176	PO241412	01	0000	0	0000	8200	5899	090	760	9804	6,806.00
EXPERIENCE JANITORIAL INC. Total													6,806.00
FAGEN FRIEDMAN & FULFROST LLP	12/14/2023	904520	PO240352	01	6500	0	5760	1190	5889	090	245	216908	7,075.50
FAGEN FRIEDMAN & FULFROST LLP	12/14/2023	904520	PO240352	01	0000	0	0000	7400	5889	090	715	216908	5,889.00
FAGEN FRIEDMAN & FULFROST LLP	12/14/2023	904520	PO240352	01	0000	0	0000	7300	5889	090	717	216908	156.00
FAGEN FRIEDMAN & FULFROST LLP Total													13,120.50
FEBRES, PRECIOSA	12/05/2023	901931	PV240503	01	6500	0	5760	1190	4320	090	245	AUG23 SUPPLIES	47.17
FEBRES, PRECIOSA Total													47.17
FEDEX	12/21/2023	907177	PV240547	01	0000	0	0000	7300	5920	090	717	8-334-69873	42.62
FEDEX Total													42.62
FENG, PETER	12/19/2023	906445	PV240533	01	0000	0	0000	7150	5220	090	714	EMP0000046	28.08
FENG, PETER	12/19/2023	906496	PV240555	01	0000	0	0000	7150	5220	090	714	AUG/SEP23 MILEAGE	24.93
FENG, PETER Total													53.01
FINE, AMANDA	12/07/2023	902763	PV240515	01	6500	0	5760	1190	5220	090	245	AUG23 MILEAGE	13.12
FINE, AMANDA	12/07/2023	902763	PV240516	01	6500	0	5760	1190	5220	090	245	SEP23 MILEAGE	49.23
FINE, AMANDA	12/07/2023	902763	PV240517	01	6500	0	5760	1190	5220	090	245	OCT23 MILEAGE	53.69
FINE, AMANDA	12/07/2023	902763	PV240518	01	6500	0	5760	1190	5220	090	245	NOV23 MILEAGE	19.32
FINE, AMANDA Total													135.36
FIRST ALARM	12/19/2023	906427	PO241563	01	8150	0	0000	8300	5806	090	741	790374	1,545.99
FIRST ALARM Total													1,545.99
FLORES OROZCO, KARLA IVONNE	12/19/2023	906459	PO241861	01	6388	0	3800	1000	4320	033	318	1924	25,373.76
FLORES OROZCO, KARLA IVONNE Total													25,373.76
FOLLETT CONTENT SOLUTIONS	12/19/2023	906478	PO241709	01	6300	0	1110	1000	4100	090	307	792553F	2,159.04
FOLLETT CONTENT SOLUTIONS	12/19/2023	906488	PO241672	01	0801	0	1110	1000	4200	033	123	791373F	357.64
FOLLETT CONTENT SOLUTIONS Total													2,516.68
FOLLETT SCHOOL SOLUTIONS INC	12/05/2023	901887	PO241698	01	0000	0	0000	2420	5813	090	450	1528086	7,904.72
FOLLETT SCHOOL SOLUTIONS INC Total													7,904.72
FREESTYLE PHOTO	12/07/2023	902781	PO241734	01	0000	0	1228	1000	4320	033	070	1696248	4,208.25
FREESTYLE PHOTO Total													4,208.25
FTUSA (FIELD TURF USA)	12/21/2023	907214	PO241853	01	8150	0	0000	8110	5899	033	741	709030	603.66
FTUSA (FIELD TURF USA) Total													603.66
GARDUNO FLETES, ANGELICA	12/05/2023	901932	PV240504	01	0801	0	1110	2495	4322	013	123	OCT/NOV23 STAFF MTGS	166.60

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GARDUNO FLETES, ANGELICA	12/05/2023	901932	PV240504	01	0801	0	1110	1000	4322	013	180	OCT/NOV23 STAFF MTGS	151.67
GARDUNO FLETES, ANGELICA Total													318.27
GENERATION GENIUS INC	12/19/2023	906489	PO241778	01	0000	0	1110	1000	5813	002	070	GG185958-R3	795.00
GENERATION GENIUS INC Total													795.00
GNXCOR USA INC.	12/21/2023	907215	PO241176	01	0000	0	0000	8200	5899	090	760	6016109	190.00
GNXCOR USA INC. Total													190.00
GONZALEZ, LETICIA	12/05/2023	901920	PV240496	01	9010	0	1110	1000	4320	014	356	NOV23 FLOWERS	28.55
GONZALEZ, LETICIA	12/14/2023	904548	PV240526	01	3010	0	1110	1000	4320	014	301	AUG23 P/CASH FY23-24	199.89
GONZALEZ, LETICIA	12/21/2023	907226	PV240564	01	9010	0	1110	2495	4320	014	430	230000296	112.80
GONZALEZ, LETICIA Total													341.24
GOW SUPPLY COMPANY	12/19/2023	906429	PO240446	01	8150	0	0000	8110	4320	090	741	464654	14.73
GOW SUPPLY COMPANY Total													14.73
GRAHAM, RONALD MICHAEL	12/12/2023	903743	PO240308	01	3010	0	1110	1000	4320	022	301	M52328	70.29
GRAHAM, RONALD MICHAEL	12/12/2023	903743	PO240308	01	0000	0	1110	1000	5600	022	070	M52328	215.00
GRAHAM, RONALD MICHAEL Total													285.29
GRAINGER	12/05/2023	901913	PO240405	01	8150	0	0000	8110	4320	090	741	9906708111	267.00
GRAINGER	12/07/2023	902782	PO240405	01	8150	0	0000	8110	4320	090	741	7116461331	1,987.39
GRAINGER	12/19/2023	906444	PO240405	01	8150	0	0000	8110	4320	090	741	9914166344	82.67
GRAINGER	12/19/2023	906444	PO240405	01	8150	0	0000	8110	4320	090	741	9916027734	1.30
GRAINGER	12/19/2023	906444	PO240405	01	8150	0	0000	8110	4320	090	741	9916027726	21.72
GRAINGER	12/21/2023	907216	PO240405	01	8150	0	0000	8110	4320	090	741	9922898946	55.91
GRAINGER	12/21/2023	907216	PO240405	01	8150	0	0000	8110	4320	090	741	9923692066	99.24
GRAINGER	12/12/2023	903744	PO241814	01	0000	0	0000	0000	9320	000		9925340557	3,712.02
GRAINGER Total													6,227.25
GREEN CAB PENINSULA	12/21/2023	907190	PO240798	01	0000	0	5760	3600	5820	090	781	2223	4,800.00
GREEN CAB PENINSULA Total													4,800.00
GREEN NINJA	12/07/2023	897429	PO241091	01	6300	0	1110	1000	4100	090	307	1193	(18,715.55)
GREEN NINJA	12/19/2023	906420	PV240527	01	6300	0	1110	1000	4100	090	307	1193-1	18,305.27
GREEN NINJA	12/21/2023	907225	PO241093	01	6300	0	1110	1000	4100	090	307	1201	1,546.72
GREEN NINJA	12/21/2023	907225	PO241680	01	6300	0	1110	1000	4100	090	307	1200	13,608.77
GREEN NINJA Total													14,745.21
HEMMERLA, KARL	12/05/2023	901933	PV240506	01	6520	0	5001	3900	4320	090	352	JUL23 LAMINATOR	221.00
HEMMERLA, KARL	12/07/2023	902761	PV240505	01	6520	0	5001	3900	4320	090	352	AUG23 SUPPLIES	39.51
HEMMERLA, KARL Total													260.51
HERFF JONES LLC	12/07/2023	902783	PO240142	01	0000	0	1110	1000	4320	033	070	1196252	3,513.80
HERFF JONES LLC	12/07/2023	902783	PO240142	01	0000	0	1110	1000	4320	033	070	1196252-1	355.66
HERFF JONES LLC Total													3,869.46
HERNANDEZ, NORMA	12/19/2023	906494	PV240557	01	6500	0	5760	2490	5820	090	245	NOV23`	69.75
HERNANDEZ, NORMA	12/19/2023	906494	PV240559	01	6500	0	5760	2490	5820	090	245	SEP 23	83.70
HERNANDEZ, NORMA Total													153.45

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HILLYARD	12/05/2023	901918	PO240091	01	0000	0	0000	8200	4320	032	759	605319838	3,950.38
HILLYARD	12/05/2023	901899	PO240091	01	0000	0	0000	8200	4320	032	759	605262693	5,309.49
HILLYARD	12/05/2023	901899	PO240176	01	0000	0	0000	8200	4320	022	759	605319837	260.80
HILLYARD	12/05/2023	901899	PO240212	01	0000	0	0000	8200	4320	031	759	605319834	89.43
HILLYARD	12/05/2023	901899	PO240212	01	6500	0	5760	1190	4320	041	212	605319834	59.62
HILLYARD	12/05/2023	901907	PO240303	01	0000	0	0000	8200	4320	025	759	605319835	672.04
HILLYARD	12/05/2023	901899	PO240870	01	0000	0	0000	8200	4320	012	759	605319836	652.00
HILLYARD	12/07/2023	902758	PO240586	01	0000	0	0000	8200	4320	008	759	605265301	1,290.65
HILLYARD	12/14/2023	904521	PO240176	01	0000	0	0000	8200	4320	022	759	605313068	2,162.27
HILLYARD	12/14/2023	904532	PO240670	01	0000	0	0000	8200	4320	013	759	605327985	2,550.58
HILLYARD	12/21/2023	907197	PO240540	01	0000	0	0000	8200	4320	021	759	605334974	4,275.66
HILLYARD Total													21,272.92
HITCHCOCK, ROSANNE	12/19/2023	906446	PV240542	01	0000	0	0000	2700	5220	090	762	EMP0000052	60.14
HITCHCOCK, ROSANNE Total													60.14
HOME DEPOT CREDIT SERVICES	12/05/2023	901900	PO240394	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250NOV23	3,463.12
HOME DEPOT CREDIT SERVICES Total													3,463.12
ISLA, NATHAN	12/21/2023	907204	PV240563	01	0000	0	0000	7150	5220	090	714	EMP0000038	31.46
ISLA, NATHAN Total													31.46
J.W. PEPPER & SON INC	12/05/2023	901888	PO240304	01	0000	0	1227	1000	4320	025	070	365872762	519.15
J.W. PEPPER & SON INC	12/07/2023	902759	PO240092	01	0000	0	1110	1000	4320	032	322	365877697	63.30
J.W. PEPPER & SON INC	12/19/2023	906415	PO240304	01	0000	0	1227	1000	4320	025	070	365881727	314.79
J.W. PEPPER & SON INC Total													897.24
JACKSON, CLARE	12/05/2023	901934	PV240507	01	3182	0	1110	1000	4322	031	387	NOV23 WRIT STAFF MTG	153.60
JACKSON, CLARE	12/05/2023	901895	PV240483	01	9305	0	1110	1000	5210	090	391	NOV23 RESTORE CONF.	450.00
JACKSON, CLARE Total													603.60
JOHNSTONE SUPPLY	12/21/2023	907192	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100954155.001	46.87
JOHNSTONE SUPPLY	12/21/2023	907192	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100958699.001	19.48
JOHNSTONE SUPPLY	12/21/2023	907192	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100960083.001	15.53
JOHNSTONE SUPPLY Total													81.88
JUNIOR LIBRARY GUILD	12/14/2023	904557	PO241591	01	0000	0	1110	1000	4200	033	070	671407	118.13
JUNIOR LIBRARY GUILD Total													118.13
KAUFMANN'S CAMERAS	12/14/2023	904558	PO240170	01	0000	0	1110	1000	4320	032	070	231121	1,000.00
KAUFMANN'S CAMERAS	12/14/2023	904558	PO240170	01	3550	0	3800	1000	4320	032	333	231121	1,891.81
KAUFMANN'S CAMERAS Total													2,891.81
KBA DOCUMENT SOLUTIONS LLC	12/19/2023	906423	PO240835	01	0000	0	1110	1000	5600	090	722	55Y1418538	6,552.22
KBA DOCUMENT SOLUTIONS LLC Total													6,552.22
KELLY SPICERS FACILITIES	12/19/2023	906479	PO241843	01	0000	0	0000	3140	4320	090	758	70006357	2,736.02
KELLY SPICERS FACILITIES	12/19/2023	906490	PO241843	01	0000	0	0000	3140	4320	090	758	70007060	2,964.98
KELLY SPICERS FACILITIES Total													5,701.00
KELLY SPICERS STORES	12/05/2023	901878	PO241690	01	0000	0	1110	1000	4320	010	070	11475060	851.36

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KELLY SPICERS STORES	12/05/2023	901926	PO241785	01	0000	0	1110	1000	4320	002	070	11479645	2,007.97
KELLY SPICERS STORES	12/07/2023	902784	PO241710	01	0000	0	1110	1000	4320	008	070	11473837	2,007.97
KELLY SPICERS STORES	12/14/2023	904529	PO241806	01	0000	0	0000	7550	4320	090	718	11483835	679.27
KELLY SPICERS STORES	12/19/2023	906475	PO240007	01	3010	0	1110	1000	4320	022	301	11492334	463.58
KELLY SPICERS STORES	12/19/2023	906491	PO241758	01	0000	0	0000	0000	9320	000		11478031	518.24
KELLY SPICERS STORES Total													6,528.39
KROL, DANIELLE	12/14/2023	904559	PV240528	01	6500	0	5760	2490	5820	090	230	MILEAGE FEB23	244.97
KROL, DANIELLE	12/14/2023	904559	PV240529	01	6500	0	5760	2490	5820	090	230	MILEAGE JAN23	216.15
KROL, DANIELLE	12/14/2023	904559	PV240530	01	6500	0	5760	2490	5820	090	230	MILEAGE MAR23	331.43
KROL, DANIELLE Total													792.55
LAKESHORE LEARNING	12/12/2023	903730	PO241753	01	0801	0	1110	1000	4320	013	180	673607112823	519.80
LAKESHORE LEARNING	12/12/2023	903730	PO241753	01	0801	0	1110	1000	4420	013	180	673607112823	4,166.90
LAKESHORE LEARNING Total													4,686.70
LAWSON PRODUCTS INC	12/19/2023	906469	PO240403	01	8150	0	0000	8110	4320	090	741	9311134042	159.36
LAWSON PRODUCTS INC Total													159.36
LEADER SERVICES	12/19/2023	906434	PV240531	01	9010	0	5001	3900	5899	090	350	CDS 6513	24,118.80
LEADER SERVICES Total													24,118.80
LEARNING WITHOUT TEARS	12/07/2023	902785	PO241723	01	6500	0	5730	1190	4320	005	205	#INV195223	592.21
LEARNING WITHOUT TEARS Total													592.21
LEDFORD, GABRIELA	12/07/2023	902752	PV240457	01	0000	0	1219	1000	4320	033	070	230000220	143.81
LEDFORD, GABRIELA	12/07/2023	902762	PV240508	01	0000	0	1219	1000	4320	033	070	NOV/DEC23 GROCERY	85.31
LEDFORD, GABRIELA Total													229.12
LOUDAN, ROSELLE MARIE	12/12/2023	903736	PO240307	01	0801	0	0000	2700	5801	090	LIFT	23_24_11	1,064.68
LOUDAN, ROSELLE MARIE Total													1,064.68
LOWE'S BUSINESS ACCOUNT/SYNCB	12/19/2023	906435	PO240393	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 NOV23	3,626.99
LOWE'S BUSINESS ACCOUNT/SYNCB Total													3,626.99
LUTRON SERVICES CO. INC.	12/07/2023	902771	PO241434	01	8150	0	0000	8110	5600	090	741	22552809	1,340.00
LUTRON SERVICES CO. INC.	12/21/2023	907207	PO241434	01	8150	0	0000	8110	5600	090	741	22669834	1,200.00
LUTRON SERVICES CO. INC. Total													2,540.00
LY, LE MY	12/05/2023	901879	PO240218	01	0000	0	0000	7602	5888	090	726	NOV23 TUTION	5,270.00
LY, LE MY	12/21/2023	907219	PO240218	01	0000	0	0000	7602	5888	090	726	DEC23 TUITION	5,270.00
LY, LE MY Total													10,540.00
LYNCH, MICHELE	12/21/2023	907200	PV240553	01	6266	0	1110	1000	5210	090	341	CABE 2024 CONF.	1,600.86
LYNCH, MICHELE Total													1,600.86
MAEDA, GAVIN	12/05/2023	901883	PV240477	01	0000	0	1110	1000	5210	090	762	NOV23 CONF.	55.80
MAEDA, GAVIN Total													55.80
MAGNATAG INC.	12/19/2023	906460	PO241671	01	3218	0	1110	1000	4420	032	439	662977	1,656.95
MAGNATAG INC. Total													1,656.95
MANZANARES, FRANCISCO	12/05/2023	901935	PV240509	01	0000	0	1110	1000	4320	021	070	NOV23 WEATHER MATS	43.93
MANZANARES, FRANCISCO Total													43.93

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MARCELINO, JOANNA	12/19/2023	906447	PV240541	01	0000	0	0000	2700	5220	090	762	EMP0000033	48.00
MARCELINO, JOANNA Total													48.00
MARIACHI CONNECTION, THE	12/07/2023	902772	PO241694	01	3010	0	1110	1000	4420	022	301	220000190641	852.23
MARIACHI CONNECTION, THE Total													852.23
MARINDA, RIZZA	12/21/2023	907205	PV240562	01	9027	0	0000	7300	4320	090	727	230000262	116.18
MARINDA, RIZZA Total													116.18
MARTINEZ RODRIGUEZ, ALMA	12/05/2023	901896	PV240480	01	0000	0	1110	1000	5210	022	070	NOV23 DISNEY	144.54
MARTINEZ RODRIGUEZ, ALMA Total													144.54
MARTINEZ, LEILAHNIE	12/19/2023	906486	PV240535	01	0000	0	0000	2700	5220	032	070	EMP0000054	13.10
MARTINEZ, LEILAHNIE Total													13.10
MASTER TEACHER INC	12/12/2023	903772	PO241684	01	0000	0	1110	1000	5810	008	070	#116799813	132.95
MASTER TEACHER INC Total													132.95
MAXIM HEALTHCARE STAFFING	12/12/2023	903765	PO240899	01	6500	0	5760	1190	5899	090	245	E11364280132	51,674.45
MAXIM HEALTHCARE STAFFING	12/12/2023	903765	PO240899	01	6500	0	5760	1190	5899	090	245	E11434210132	51,739.09
MAXIM HEALTHCARE STAFFING	12/12/2023	903765	PO240899	01	6500	0	5760	1190	5899	090	245	E11500770132	21,194.46
MAXIM HEALTHCARE STAFFING	12/14/2023	904568	PO241839	01	9305	0	0000	3900	5899	090	391	E11500610132	70.00
MAXIM HEALTHCARE STAFFING	12/14/2023	904568	PO241839	01	9305	0	0000	3900	5899	090	391	E11576510132	196.00
MAXIM HEALTHCARE STAFFING	12/19/2023	906481	PO240899	01	6500	0	5760	1190	5899	090	245	E11288160132	46,673.27
MAXIM HEALTHCARE STAFFING	12/19/2023	906481	PO240899	01	6500	0	5760	1190	5899	090	245	E11576990132	52,428.17
MAXIM HEALTHCARE STAFFING	12/19/2023	906470	PO241839	01	9305	0	0000	3900	5899	090	391	E11662820132	280.00
MAXIM HEALTHCARE STAFFING	12/21/2023	907167	PO240899	01	6500	0	5760	1190	5899	090	245	E10960710132	3,004.16
MAXIM HEALTHCARE STAFFING Total													227,259.60
MENDEZ, NINA M.	12/05/2023	901936	PV240510	01	9010	0	1110	1000	4320	021	356	NOV23 ITS IT ICE CREAM	1,179.00
MENDEZ, NINA M.	12/01/2023	873798	PV240044	01	0000	0	0000	0000	9131	000		PETTY CASH FY 23-24	(300.00)
MENDEZ, NINA M.	12/12/2023	903711	PV240524	01	0000	0	0000	0000	9131	000		REISSUE P/C FY 23-24	300.00
MENDEZ, NINA M. Total													1,179.00
METLIFE INSURANCE COMPANY	12/21/2023	907194	PV240549	01	0000	0	0000	7600	3701	090	810	JAN24 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	12/21/2023	907194	PV240549	01	0000	0	0000	0000	9573	000		JAN24 PREMIUMS	4,170.18
METLIFE INSURANCE COMPANY	12/21/2023	907194	PV240549	01	0000	0	0000	0000	9573	000		JAN24 PREMIUMS	5,624.72
METLIFE INSURANCE COMPANY Total													9,808.69
MIDAMERICA BOOKS	12/05/2023	901901	PO241761	01	0801	0	1110	1000	4200	002	123	0017947	914.38
MIDAMERICA BOOKS Total													914.38
MILWEE, SUE	12/19/2023	906487	PV240543	01	6387	0	3800	1000	5210	090	CIG	EMP0000171	278.40
MILWEE, SUE Total													278.40
MOORE THOMAS, SHAWNTERRA	12/05/2023	901923	PV240488	01	0000	0	0000	7150	5210	090	714	NOV23 LEADER CONF.	80.96
MOORE THOMAS, SHAWNTERRA Total													80.96
MORENO, DEANNA	12/05/2023	901897	PV240481	01	0000	0	1110	1000	5210	022	070	DISNEY NOV23	154.00
MORENO, DEANNA Total													154.00
MORLA, MICHAEL	12/14/2023	904536	PV240525	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#266258	4,592.90
MORLA, MICHAEL Total													4,592.90

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MRC	12/12/2023	903773	PO240701	01	0000	0	0000	7550	5600	090	718	IN3854017	33.91
MRC	12/12/2023	903773	PO240701	01	0000	0	0000	7350	5600	090	717	IN3854017	99.45
MRC Total													133.36
MUSIC FOR MINORS INC.	12/12/2023	903759	PO241241	01	3214	0	1110	1000	5899	013	339	23101236	6,633.90
MUSIC FOR MINORS INC. Total													6,633.90
NEFF COMPANY	12/14/2023	904562	PO241832	01	0000	0	1202	1000	4320	033	070	N003221974	484.55
NEFF COMPANY Total													484.55
NETWORK CRAZE TECHNOLOGIES INC	12/12/2023	903752	PO240356	01	0000	0	0000	2424	4320	090	735	INV/2023/08349	329.63
NETWORK CRAZE TECHNOLOGIES INC Total													329.63
NEW A&A TOP AND TRIM	12/05/2023	901890	PO241607	01	8150	0	0000	8110	5600	090	741	5043	850.00
NEW A&A TOP AND TRIM	12/12/2023	903774	PO241607	01	8150	0	0000	8110	5600	090	741	5049	450.00
NEW A&A TOP AND TRIM Total													1,300.00
NEW HAVEN	12/19/2023	906482	PO241543	01	6500	0	5760	1180	5870	090	230	INV077530	12,369.00
NEW HAVEN	12/19/2023	906482	PO241543	01	6500	0	5760	1180	5880	090	230	INV077530	9,460.00
NEW HAVEN	12/19/2023	906482	PO241543	01	6500	0	5760	1180	5899	090	230	INV077530	2,449.00
NEW HAVEN Total													24,278.00
NEW SCHOOL OF SAN FRANCISCO	12/05/2023	901929	CL230368	01	0000	0	0000	0000	9510	000		22236	20,335.00
NEW SCHOOL OF SAN FRANCISCO	12/05/2023	901929	CL230368	01	0000	0	0000	0000	9510	000		22235	34,196.00
NEW SCHOOL OF SAN FRANCISCO Total													54,531.00
NG, SHEK HANG (ROCKY)	12/05/2023	901924	PV240489	01	0000	0	1235	1000	4320	033	070	NOV23 BIOTECH SUPPLIES	38.69
NG, SHEK HANG (ROCKY)	12/21/2023	907227	PV240567	01	0000	0	1110	1000	5210	033	070	0000149	71.94
NG, SHEK HANG (ROCKY) Total													110.63
NG, TIFFANY	12/05/2023	901909	PV240490	01	0000	0	1110	1000	4320	033	070	NOV23 OFFICE CHAIR	208.75
NG, TIFFANY	12/07/2023	902789	PV240520	01	0801	0	1110	2495	4322	033	123	NOV23 ELAC MTGS.	259.78
NG, TIFFANY Total													468.53
OCCUPATIONAL HEALTH CENTERS	12/12/2023	903731	PO240583	01	0000	0	0000	7400	5899	090	715	81267128	30.00
OCCUPATIONAL HEALTH CENTERS	12/14/2023	904569	PO240583	01	0000	0	0000	7400	5899	090	715	81337020	30.00
OCCUPATIONAL HEALTH CENTERS Total													60.00
OCELOTL	12/12/2023	903737	PO241770	01	9305	0	1110	1000	5899	025	391	7-2023	12,500.00
OCELOTL Total													12,500.00
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241315	01	0000	0	1110	1000	4320	009	070	334988781001	2,408.28
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241315	01	0000	0	1110	1000	4320	009	070	334989854001	75.78
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241315	01	0000	0	1110	1000	4320	009	070	334989855001	100.83
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241315	01	0000	0	1110	1000	4320	009	070	337825809001	(37.88)
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241315	01	0000	0	1110	1000	4320	009	070	342307946001	(47.55)
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241675	01	0000	0	1236	1000	4320	032	070	341448746001	97.58
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241689	01	0000	0	1110	1000	4320	010	070	342491041001	1,286.33
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241691	01	0000	0	0000	8200	4320	090	760	342855417001	184.16
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO240215	01	0000	0	0000	2424	4320	090	735	341503958001	61.55
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241708	01	0000	0	1110	1000	4320	008	070	339637551001	539.78

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ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241739	01	9219	0	1221	1000	4320	032	356	339883857001	25.26
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241739	01	9219	0	1221	1000	4320	032	356	339836104001	62.76
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241739	01	9219	0	1221	1000	4320	032	356	342158818001	26.36
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241742	01	0000	0	0000	3130	4320	090	503	339706456001	255.46
ODP BUSINESS SOLUTIONS LLC	12/21/2023	907201	PO241765	01	0801	0	1110	1000	4320	025	180	338752159001	279.65
ODP BUSINESS SOLUTIONS LLC	12/21/2023	907201	PO241768	01	0801	0	1110	1000	4320	025	180	341875709001	434.23
ODP BUSINESS SOLUTIONS LLC Total													5,752.58
OFFICE RELIEF INC.	12/05/2023	901869	PO241098	01	0801	0	1110	1000	4420	032	180	INV29028463	696.36
OFFICE RELIEF INC.	12/05/2023	901869	PO241098	01	0801	0	1110	1000	4420	032	180	INV29028463-1	50.00
OFFICE RELIEF INC. Total													746.36
ONG, KALLY	12/19/2023	906498	PV240560	01	0000	0	1110	1000	4322	033	070	CONSELING JUN23	52.03
ONG, KALLY Total													52.03
ORIENTAL TRADING CO	12/14/2023	904549	PO241752	01	3214	0	1110	1000	4320	013	339	72850471501	154.13
ORIENTAL TRADING CO Total													154.13
OTIS ELEVATOR COMPANY	12/07/2023	902773	PO240709	01	8150	0	0000	8110	5600	090	741	100401368481	1,871.11
OTIS ELEVATOR COMPANY Total													1,871.11
P G & E	12/12/2023	903712	PO240581	01	0000	0	0000	8200	5510	090	760	7314282172-4 NOV23	54,354.53
P G & E Total													54,354.53
PAPER & INK	12/12/2023	903760	PO240156	01	0000	0	1110	1000	5810	032	070	31190	269.85
PAPER & INK Total													269.85
POSITIVE PROMOTIONS	12/12/2023	903762	PO241683	01	0000	0	1110	1000	4320	008	070	07287591	1,166.56
POSITIVE PROMOTIONS Total													1,166.56
PROCARE THERAPY	12/12/2023	903766	PO240796	01	6500	0	5760	1190	5899	090	245	20812633	2,185.60
PROCARE THERAPY	12/12/2023	903766	PO240796	01	6500	0	5760	1190	5899	090	245	20819970	2,665.60
PROCARE THERAPY	12/19/2023	906457	PO240796	01	6500	0	5760	1190	5899	090	245	20777164	2,732.00
PROCARE THERAPY	12/19/2023	906457	PO240796	01	6500	0	5760	1190	5899	090	245	20827798	2,732.00
PROCARE THERAPY Total													10,315.20
R & H WHOLESALE SUPPLY INC	12/19/2023	906454	PO240437	01	8150	0	0000	8110	4320	090	741	600294-00	191.21
R & H WHOLESALE SUPPLY INC	12/19/2023	906454	PO240437	01	8150	0	0000	8110	4320	090	741	601714-00	102.14
R & H WHOLESALE SUPPLY INC	12/19/2023	906499	PO240437	01	8150	0	0000	8110	4320	090	741	600493-00	124.40
R & H WHOLESALE SUPPLY INC	12/21/2023	907181	PO240437	01	8150	0	0000	8110	4320	090	741	597277-00	1,111.77
R & H WHOLESALE SUPPLY INC	12/21/2023	907181	PO240437	01	8150	0	0000	8110	4320	090	741	599647-00	605.31
R & H WHOLESALE SUPPLY INC Total													2,134.83
READY REFRESH	12/12/2023	903775	PO240155	01	0000	0	1110	1000	4322	032	070	13L0029550423	192.01
READY REFRESH	12/19/2023	906436	PO240136	01	9010	0	1110	1000	4322	033	356	23L3707625400	130.89
READY REFRESH Total													322.90
RIFTON EQUIPMENT	12/19/2023	906471	PO241657	01	6500	0	5760	1190	4320	090	215	X155J-1	391.43
RIFTON EQUIPMENT Total													391.43
RINGSEIS, MARLIS	12/05/2023	901928	PV240497	01	6387	0	3800	1000	5813	090	CIG	NOV23 NEARPOD SUBSCR	397.00
RINGSEIS, MARLIS Total													397.00

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RO HEALTH	12/12/2023	903746	PO240900	01	6500	0	5760	1190	5899	090	245	153355	1,636.70
RO HEALTH	12/12/2023	903767	PO240900	01	6500	0	5760	1190	5899	090	245	153927	1,955.20
RO HEALTH	12/21/2023	907220	PO240900	01	6500	0	5760	1190	5899	090	245	149385	834.60
RO HEALTH	12/21/2023	907220	PO240900	01	6500	0	5760	1190	5899	090	245	155358	2,182.70
RO HEALTH Total													6,609.20
ROBBINS, BREEANA	12/07/2023	902764	PV240511	01	3550	0	3800	1000	5210	090	333	NOV23 INKJET WRKSHP	28.82
ROBBINS, BREEANA Total													28.82
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62806521	960.62
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62806400	1,326.90
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62832488	1,326.90
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62832524	1,340.40
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62857411	1,658.63
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62857587	1,396.25
ROBERT HALF	12/07/2023	902774	PO240545	01	0000	0	0000	7400	5899	090	715	62884232	995.18
ROBERT HALF	12/14/2023	904550	PO240943	01	0000	0	0000	2424	5899	090	735	62853287	3,576.59
ROBERT HALF	12/14/2023	904550	PO240943	01	0000	0	0000	2424	5899	090	735	62888926	1,591.10
ROBERT HALF Total													14,172.57
ROCKETT, JENNIFER	12/05/2023	901910	PV240491	01	6387	0	3800	1000	5210	090	CIG	NOV23 CTE CONF.	365.63
ROCKETT, JENNIFER Total													365.63
ROYAL PIN DONUTS	12/07/2023	902765	PO240075	01	0000	0	1110	1000	4322	090	762	676993	86.45
ROYAL PIN DONUTS	12/14/2023	904542	PO240075	01	0000	0	1110	1000	4322	090	762	777152	142.25
ROYAL PIN DONUTS	12/14/2023	904542	PO240120	01	0000	0	0000	7110	4322	090	713	777151	166.95
ROYAL PIN DONUTS	12/19/2023	906455	PO240544	01	0000	0	1110	1000	4322	021	070	777155	87.80
ROYAL PIN DONUTS	12/21/2023	907202	PO240075	01	0000	0	1110	1000	4322	090	762	777156	102.00
ROYAL PIN DONUTS	12/21/2023	907208	PO240075	01	0000	0	1110	1000	4322	090	762	777157	275.00
ROYAL PIN DONUTS Total													860.45
ROZSA, ALIA	12/05/2023	901880	PV240471	01	6500	0	5760	1190	5220	090	245	APR/MAY23 MILEAGE	124.44
ROZSA, ALIA Total													124.44
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904570	PO240733	01	0000	0	0000	8200	5899	090	760	97978	970.86
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904570	PO240733	01	0000	0	0000	8200	5899	090	760	98008	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904570	PO240733	01	0000	0	0000	8200	5899	090	760	98009	129.69
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904570	PO240733	01	0000	0	0000	8200	5899	090	760	98010	129.69
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904570	PO240733	01	0000	0	0000	8200	5899	090	760	98011	129.69
SAN MATEO COUNTY ENVIRONMENTAL Total													1,606.44
SAN MATEO LAWN MOWER SHOP	12/07/2023	902790	PO240400	01	8150	0	0000	8110	4320	090	741	235685	227.91
SAN MATEO LAWN MOWER SHOP	12/19/2023	906472	PO240400	01	8150	0	0000	8110	4320	090	741	235933	169.30
SAN MATEO LAWN MOWER SHOP Total													397.21
SAN MATEO UNION HIGH DISTRICT	12/19/2023	906461	PO241695	01	3010	0	1110	1000	5821	008	301	24039	1,940.50
SAN MATEO UNION HIGH DISTRICT Total													1,940.50
SARTOR - QUALITY SAW WORKS	12/14/2023	904537	PO240566	01	8150	0	0000	8110	4320	090	741	137185	60.83

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SARTOR - QUALITY SAW WORKS Total													60.83
SCHOLASTIC INC	12/07/2023	902775	PO241750	01	0801	0	1110	1000	4320	013	180	M7360447 2	273.14
SCHOLASTIC INC	12/07/2023	902775	PO241750	01	0801	0	1110	1000	4320	013	180	M7360447 2-1	43.14
SCHOLASTIC INC	12/14/2023	904571	PO241840	01	0000	0	1110	1000	4320	010	070	M7246730 1	59.90
SCHOLASTIC INC	12/14/2023	904571	PO241840	01	0000	0	1110	1000	4320	010	070	M7246730 1-1	5.99
SCHOLASTIC INC Total													382.17
SCHOOL NURSE SUPPLY INC	12/05/2023	901903	PO241659	01	0000	0	0000	0000	9320	000		0979979-IN	304.68
SCHOOL NURSE SUPPLY INC Total													304.68
SCHOOL SAFETY SOLUTIONS LLC	12/07/2023	902766	PO240462	01	0000	0	0000	8200	5860	090	760	2906	2,906.25
SCHOOL SAFETY SOLUTIONS LLC	12/14/2023	904538	PO240462	01	0000	0	0000	8200	5860	090	760	2907	5,737.06
SCHOOL SAFETY SOLUTIONS LLC	12/21/2023	907209	PO240462	01	0000	0	0000	8200	5860	090	760	2909	7,312.18
SCHOOL SAFETY SOLUTIONS LLC Total													15,955.49
SCHOOL SERVICES OF CALIFORNIA,	12/05/2023	901904	PO241780	01	0000	0	0000	7300	5899	090	717	139908-IN	26,563.54
SCHOOL SERVICES OF CALIFORNIA,	12/14/2023	904551	PO240354	01	0000	0	0000	7350	5899	090	717	0140090-IN	375.00
SCHOOL SERVICES OF CALIFORNIA, Total													26,938.54
SCHOOL SPECIALTY LLC	12/19/2023	906473	PO241726	01	9010	0	5760	1190	4320	090	350	208133473830	97.73
SCHOOL SPECIALTY LLC Total													97.73
SEHI COMPUTER PRODUCTS INC	12/07/2023	902767	PO241692	01	0000	0	0000	7340	4320	090	717	I00241870	831.44
SEHI COMPUTER PRODUCTS INC Total													831.44
SENECA FAMILY OF AGENCIES	12/12/2023	903768	PO240801	01	6500	0	5760	1180	5870	090	230	7024822-IN	7,245.00
SENECA FAMILY OF AGENCIES	12/12/2023	903768	PO240801	01	6500	0	5760	1180	5870	090	230	7024837-IN	2,415.00
SENECA FAMILY OF AGENCIES	12/12/2023	903768	PO240801	01	6500	0	5760	1180	5880	090	230	7024570-IN	4,536.00
SENECA FAMILY OF AGENCIES	12/12/2023	903768	PO240801	01	6500	0	5760	1180	5880	090	230	7024596-IN	1,512.00
SENECA FAMILY OF AGENCIES Total													15,708.00
SERENI, MARIA	12/21/2023	907206	PV240566	01	3010	0	1110	1000	5210	007	301	#SO424969	389.00
SERENI, MARIA Total													389.00
SERVICE PRESS INC.	12/05/2023	901891	PO241687	01	0000	0	1110	1000	5810	010	070	63759	244.87
SERVICE PRESS INC.	12/05/2023	901871	PO241693	01	0000	0	0000	7350	5810	090	717	63737	370.02
SERVICE PRESS INC.	12/07/2023	902786	PO241572	01	0000	0	1110	1000	5810	032	070	63693	219.31
SERVICE PRESS INC. Total													834.20
SHIM, JAMELLE	12/05/2023	901937	PV240512	01	3218	0	1110	1000	4320	021	439	NOV23 SUPPLIES	59.87
SHIM, JAMELLE Total													59.87
SIERRA PACIFIC TURF SUPPLY INC	12/21/2023	907228	PO240401	01	8150	0	0000	8110	4320	090	741	0656232-IN	445.88
SIERRA PACIFIC TURF SUPPLY INC Total													445.88
SKILLSUSA CALIFORNIA	12/07/2023	902768	PO241807	01	3550	0	3800	1000	5300	090	333	7577	320.00
SKILLSUSA CALIFORNIA	12/07/2023	902768	PO241807	01	3550	0	3800	1000	5899	090	333	7577	1,930.00
SKILLSUSA CALIFORNIA Total													2,250.00
SLAKEY BROTHERS	12/19/2023	906437	PO240418	01	8150	0	0000	8110	4320	090	741	857224295	8.18
SLAKEY BROTHERS	12/19/2023	906437	PO240418	01	8150	0	0000	8110	4320	090	741	857240244	10.38
SLAKEY BROTHERS	12/19/2023	906437	PO240418	01	8150	0	0000	8110	4320	090	741	857240175	8.96

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SLAKEY BROTHERS Total													27.52
SOFTCHOICE CORP.	12/07/2023	902787	PO241474	01	0000	0	0000	2424	5813	090	735	91190838	41,430.88
SOFTCHOICE CORP. Total													41,430.88
SONITROL/PACIFIC WEST SECURITY	12/19/2023	906500	PO240707	01	8150	0	0000	8300	5806	090	129	JAN24/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY Total													10,766.00
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77704	65.98
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77795	13.61
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77801	45.40
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77809	60.54
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77862	199.59
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77872	172.54
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77873	26.35
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77908	36.30
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77937	261.22
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	77993	328.04
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78017	92.04
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78023	233.81
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78028	87.57
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78078	322.67
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78094	23.06
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78095	259.61
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78097	7.46
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78100	10.93
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78105	18.18
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78123	4.16
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78246	10.14
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78319	56.03
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78784	34.25
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78788	195.69
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78832	118.11
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78835	11.87
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78916	40.83
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78969	195.37
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78974	14.33
SOUTH CITY LUMBER & SUPPLY	12/12/2023	903770	PO240392	01	8150	0	0000	8110	4320	090	741	78999	16.91
SOUTH CITY LUMBER & SUPPLY	12/14/2023	904539	PO240392	01	8150	0	0000	8110	4320	090	741	77868	21.07
SOUTH CITY LUMBER & SUPPLY	12/14/2023	904539	PO240392	01	8150	0	0000	8110	4320	090	741	78993	27.82
SOUTH CITY LUMBER & SUPPLY Total													3,011.48
SOUTH CITY STAR SMOG TEST ONLY	12/12/2023	903776	PO240558	01	8150	0	0000	8110	5899	090	741	038317	71.70
SOUTH CITY STAR SMOG TEST ONLY Total													71.70

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SOUTH SAN FRANCISCO SCAVENGER	12/14/2023	904572	PO240708	01	0000	0	0000	8200	5540	090	760	1388137	7,887.62
SOUTH SAN FRANCISCO SCAVENGER	12/14/2023	904572	PO240230	01	6388	0	3800	1000	5899	032	318	1388137-1	125.54
SOUTH SAN FRANCISCO SCAVENGER Total													8,013.16
SOUTH SAN FRANCISCO TIRE	12/21/2023	907183	PO240390	01	8150	0	0000	8110	4320	090	741	106924	50.00
SOUTH SAN FRANCISCO TIRE Total													50.00
SOUTHWEST BINDING & LAMINATING	12/12/2023	903763	PO241704	01	0000	0	1110	1000	4320	002	070	3168827-00	443.48
SOUTHWEST BINDING & LAMINATING	12/12/2023	903754	PO241740	01	0000	0	1110	1000	4320	013	070	3168738-00	443.48
SOUTHWEST BINDING & LAMINATING Total													886.96
SSF HIGH SCHOOL ASB	12/07/2023	902776	PV240519	01	9113	0	1110	1000	4320	033	356	NOV23 BELL GME HOODIE	35.00
SSF HIGH SCHOOL ASB	12/05/2023	901881	PV240473	01	0000	0	1202	0000	8699	033	322	OCT23 HOMECOMING DANCE	90.00
SSF HIGH SCHOOL ASB	12/05/2023	901884	PV240479	01	0000	0	1202	0000	8699	033	322	OCT23 THE ODD COUPLE	790.00
SSF HIGH SCHOOL ASB Total													915.00
SSF USD/REVOLVING CASH FUND	12/05/2023	901872	PV240467	01	0000	0	0000	0000	9589	000		CHK #14431	2,208.86
SSF USD/REVOLVING CASH FUND	12/05/2023	901872	PV240468	01	0000	0	0000	0000	9589	000		CHK #14430	315.00
SSF USD/REVOLVING CASH FUND	12/19/2023	906462	PV240536	01	0000	0	0000	0000	9589	000		CHK# 14432	294.11
SSF USD/REVOLVING CASH FUND	12/28/2023	906462	PV240536	01	0000	0	0000	0000	9589	000		CHK# 14432	(294.11)
SSF USD/REVOLVING CASH FUND Total													2,523.86
SSFUSD - DEDAP	12/19/2023	906463	PV240537	01	2600	0	0000	8200	5899	090	358	REISSUE AUG23 SVC	6,440.00
SSFUSD - DEDAP	12/19/2023	906463	PV240538	01	2600	0	0000	8200	5899	090	358	REISSUE SEP23 SVC	6,440.00
SSFUSD - DEDAP	12/19/2023	906463	PV240539	01	2600	0	0000	8200	5899	090	358	REISSUE OCT23 SVC	6,900.00
SSFUSD - DEDAP	12/19/2023	906463	PV240540	01	2600	0	0000	8200	5899	090	358	REISSUE NOV23 SVC	6,900.00
SSFUSD - DEDAP Total													26,680.00
SSFUSD - PTAC	12/05/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	AUG23 SVC	6,440.00
SSFUSD - PTAC	12/05/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	SEP23 SVC.	6,440.00
SSFUSD - PTAC	12/05/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	OCT23 SVC	6,900.00
SSFUSD - PTAC	12/05/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	NOV23 SVC	6,900.00
SSFUSD - PTAC	12/14/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	AUG23 SVC	(6,440.00)
SSFUSD - PTAC	12/14/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	SEP23 SVC.	(6,440.00)
SSFUSD - PTAC	12/14/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	OCT23 SVC	(6,900.00)
SSFUSD - PTAC	12/14/2023	901873	PO241763	01	2600	0	0000	8200	5899	090	358	NOV23 SVC	(6,900.00)
SSFUSD - PTAC Total													-
STANDARD PLUMBING SUPPLY CO.	12/07/2023	902777	PO240431	01	8150	0	0000	8110	4320	090	741	UXYV22	73.68
STANDARD PLUMBING SUPPLY CO.	12/12/2023	903713	PO240431	01	8150	0	0000	8110	4320	090	741	UXKZ72	108.27
STANDARD PLUMBING SUPPLY CO.	12/12/2023	903755	PO240431	01	8150	0	0000	8110	4320	090	741	UXNN76	26.61
STANDARD PLUMBING SUPPLY CO.	12/12/2023	903755	PO240431	01	8150	0	0000	8110	4320	090	741	UXNQ19	5.38
STANDARD PLUMBING SUPPLY CO.	12/19/2023	906456	PO240431	01	8150	0	0000	8110	4320	090	741	UYQC80	70.89
STANDARD PLUMBING SUPPLY CO.	12/19/2023	906456	PO240431	01	8150	0	0000	8110	4320	090	741	UYR613	20.46
STANDARD PLUMBING SUPPLY CO.	12/19/2023	906501	PO240431	01	8150	0	0000	8110	4320	090	741	UZF918	35.77
STANDARD PLUMBING SUPPLY CO. Total													341.06
STAPLES BUSINESS CREDIT	12/14/2023	904573	PO241805	01	0000	0	0000	7350	4320	090	717	7620931954-0-2	17.35

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STAPLES BUSINESS CREDIT	12/14/2023	904573	PO241805	01	0000	0	0000	7350	4320	090	717	7620931954-0-1	101.66
STAPLES BUSINESS CREDIT	12/14/2023	904573	PO241805	01	0000	0	0000	7350	4320	090	717	7620931954-0-3	17.68
STAPLES BUSINESS CREDIT Total													136.69
STATE OF CA DEPT OF JUSTICE	12/21/2023	907222	PV240561	01	0000	0	0000	7400	5840	090	715	699440	275.00
STATE OF CA DEPT OF JUSTICE	12/21/2023	907222	PV240561	01	0000	0	0000	7400	5841	090	715	699440	2,830.00
STATE OF CA DEPT OF JUSTICE Total													3,105.00
STEPPING STONES GROUP LLC, THE	12/12/2023	903769	PO240793	01	3310	0	5760	1110	5899	090	201	M0178154	38,864.36
STEPPING STONES GROUP LLC, THE	12/19/2023	906483	PO240793	01	3310	0	5760	1110	5899	090	201	M0182110	30,120.64
STEPPING STONES GROUP LLC, THE Total													68,985.00
STEWART CHEVROLET	12/12/2023	903732	PO240420	01	8150	0	0000	8110	4320	090	741	44600	80.50
STEWART CHEVROLET	12/19/2023	906474	PO240420	01	8150	0	0000	8110	4320	090	741	44913	11.58
STEWART CHEVROLET	12/19/2023	906474	PO240420	01	8150	0	0000	8110	4320	090	741	44912	11.58
STEWART CHEVROLET	12/19/2023	906474	PO240420	01	8150	0	0000	8110	4320	090	741	44911	195.72
STEWART CHEVROLET Total													299.38
SULLIVAN, TIMOTHY	12/05/2023	901921	PV240498	01	9219	0	1208	1000	4320	032	356	NOV23 MUSICAL	199.80
SULLIVAN, TIMOTHY	12/19/2023	906448	PV240534	01	9219	0	1208	1000	5899	032	356	230000179	155.00
SULLIVAN, TIMOTHY	12/05/2023	901921	PV240498	01	9219	0	1208	1000	5920	032	356	NOV23 MUSICAL	819.22
SULLIVAN, TIMOTHY Total													1,174.02
SUNDARAM, RANGANATHAN	12/19/2023	906449	PV240544	01	0000	0	0000	2424	4320	090	735	230000255	634.31
SUNDARAM, RANGANATHAN	12/19/2023	906449	PV240544	01	0000	0	0000	2424	4420	090	735	230000255	546.82
SUNDARAM, RANGANATHAN Total													1,181.13
TEACHTOWN	12/05/2023	901874	PO241354	01	9010	0	5001	3900	5813	090	350	INV2955	1,225.00
TEACHTOWN Total													1,225.00
TIMBREZA, WENDY	12/19/2023	906484	PV240545	01	6500	0	5760	2490	5820	090	245	NOV23 MILEAGE PRKWY	11.14
TIMBREZA, WENDY	12/19/2023	906484	PV240546	01	6500	0	5760	2490	5820	090	245	NOV23 MILEAGE - JS	64.98
TIMBREZA, WENDY Total													76.12
TPX COMMUNICATIONS CO.	12/21/2023	907210	PO240534	01	0000	0	0000	2424	5899	090	735	176226175-0	4,652.35
TPX COMMUNICATIONS CO. Total													4,652.35
TRUMPET BEHAVIORAL HEALTH LLC	12/21/2023	907168	PO240855	01	6500	0	5760	1190	5870	090	245	6738575	9,795.82
TRUMPET BEHAVIORAL HEALTH LLC Total													9,795.82
TSANG, VIVIEN WING YAN	12/07/2023	902769	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-06	516.00
TSANG, VIVIEN WING YAN	12/14/2023	904564	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-07	744.00
TSANG, VIVIEN WING YAN Total													1,260.00
TUITASI, MARIEFEDES	12/05/2023	901898	PV240484	01	6266	0	1110	1000	5210	090	341	FEB24 CONF. AIRFARE	348.42
TUITASI, MARIEFEDES Total													348.42
TURF & INDUSTRIAL EQUIPMENT CO	12/12/2023	903714	PO240430	01	8150	0	0000	8110	4320	090	741	IV48440	270.55
TURF & INDUSTRIAL EQUIPMENT CO	12/12/2023	903714	PO240430	01	8150	0	0000	8110	4320	090	741	IV48354	317.91
TURF & INDUSTRIAL EQUIPMENT CO	12/12/2023	903733	PO240430	01	8150	0	0000	8110	4320	090	741	IV48049	330.84
TURF & INDUSTRIAL EQUIPMENT CO Total													919.30
UC REGENTS	12/21/2023	907169	PO241429	01	0000	0	1110	1000	5210	090	762	19471 INV	3,300.00

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UC REGENTS Total													3,300.00
ULINE	12/14/2023	904574	PO240562	01	8150	0	0000	8110	4320	090	741	171330560-1	118.73
ULINE	12/14/2023	904574	PO240562	01	8150	0	0000	8110	4320	090	741	171330560	593.47
ULINE	12/14/2023	904543	PO241573	01	6387	0	3800	1000	4420	090	CIG	170323065	1,846.05
ULINE	12/14/2023	904543	PO241573	01	6387	0	3800	1000	4420	090	CIG	170323065-1	61.02
ULINE Total													2,619.27
UNITED COACH TOURS	12/05/2023	901892	PO240117	01	0000	0	0000	3900	5821	032	322	21235ST	995.00
UNITED COACH TOURS	12/07/2023	902791	PO240117	01	0000	0	0000	3900	5821	032	322	21122ST	1,255.00
UNITED COACH TOURS	12/07/2023	902788	PO241769	01	6387	0	3800	1000	5821	033	CIG	21195ST	1,597.00
UNITED COACH TOURS	12/12/2023	903764	PO241121	01	6387	0	3800	1000	5821	033	CIG	20717LF	1,238.00
UNITED COACH TOURS	12/12/2023	903738	PO241808	01	0000	0	1202	1000	5821	033	070	21209WF	1,440.00
UNITED COACH TOURS	12/12/2023	903738	PO241808	01	0000	0	1203	1000	5821	033	070	21209WF	1,440.00
UNITED COACH TOURS	12/14/2023	904552	PO240117	01	0000	0	0000	3900	5821	032	322	21294ST	1,133.00
UNITED COACH TOURS	12/21/2023	907184	PO241856	01	3550	0	3800	1000	5821	032	333	21298ST	928.00
UNITED COACH TOURS Total													10,026.00
UNITED RENTALS	12/21/2023	907211	PO240384	01	8150	0	0000	8110	5600	090	741	212607124-015	29.67
UNITED RENTALS Total													29.67
UNITED SITE SERVICES	12/12/2023	903756	PO240633	01	0000	0	0000	8200	5600	090	760	114-13746175	105.15
UNITED SITE SERVICES	12/21/2023	907229	PO240633	01	0000	0	0000	8200	5600	090	760	INV-4047923	1,318.06
UNITED SITE SERVICES Total													1,423.21
UPS STORE	12/21/2023	907212	PO240582	01	0000	0	0000	7400	5840	090	715	NOV23 SVC	174.95
UPS STORE	12/21/2023	907212	PO240582	01	0000	0	0000	7490	5841	090	716	NOV23 SVC	1,994.43
UPS STORE Total													2,169.38
VERIZON	12/07/2023	902770	PO240435	01	8150	0	0000	8110	5813	090	741	330000054798	871.70
VERIZON Total													871.70
VIEYRA, GINA	12/05/2023	901925	PV240492	01	0000	0	0000	7602	5820	090	726	OCT23 10/23-26 TRANS.	219.26
VIEYRA, GINA	12/05/2023	901925	PV240493	01	0000	0	0000	7602	5820	090	726	NOV23 -11/06-07 TRANSP	104.28
VIEYRA, GINA	12/05/2023	901922	PV240499	01	0000	0	0000	7602	5820	090	726	SEP23 9/12-10/05/23 TRANSP	299.80
VIEYRA, GINA	12/05/2023	901922	PV240500	01	0000	0	0000	7602	5820	090	726	OCT23 10/30 TO 11/02 TRANSP	206.89
VIEYRA, GINA Total													830.23
VWR INTERNATIONAL	12/05/2023	901875	PO241457	01	9010	0	1110	1000	4320	090	360	8814480189	89.48
VWR INTERNATIONAL	12/05/2023	901875	PO241457	01	9010	0	1110	1000	4320	090	360	8814509344	399.39
VWR INTERNATIONAL	12/12/2023	903777	PO241702	01	9010	0	1110	1000	4320	090	360	8814656341	252.92
VWR INTERNATIONAL	12/12/2023	903777	PO241702	01	9010	0	1110	1000	4320	090	360	8814659480	271.39
VWR INTERNATIONAL	12/19/2023	906438	PO241702	01	9010	0	1110	1000	4320	090	360	8814673513	384.14
VWR INTERNATIONAL	12/19/2023	906438	PO241702	01	9010	0	1110	1000	4320	090	360	8814685741	153.91
VWR INTERNATIONAL	12/21/2023	907230	PO241702	01	9010	0	1110	1000	4320	090	360	8814740681	266.70
VWR INTERNATIONAL Total													1,817.93
WANG, BETTY	12/19/2023	906497	PV240556	01	3410	0	5001	2700	5220	090	337	AUG23 MILEAGE	47.55
WANG, BETTY	12/19/2023	906497	PV240558	01	3410	0	5001	2700	5220	090	337	SEP23 MILEAGE	126.50

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WANG, BETTY Total													174.05
WAVE	12/14/2023	904575	PO240355	01	0000	0	0000	2424	5850	090	735	078934301-0010465	1,775.95
WAVE	12/14/2023	904575	PO240355	01	0000	0	0000	2424	5850	090	735	078934301-0010518	1,775.95
WAVE Total													3,551.90
WEBER, RACHEL	12/07/2023	902754	PV240485	01	3218	0	1110	1000	4320	021	439	230000188	37.90
WEBER, RACHEL Total													37.90
WEINGARTEN CHILDREN'S CENTER	12/21/2023	907221	PO240800	01	6500	0	5760	1180	5870	090	230	118518	1,520.00
WEINGARTEN CHILDREN'S CENTER	12/21/2023	907221	PO240800	01	6500	0	5760	1180	5880	090	230	118518	4,140.00
WEINGARTEN CHILDREN'S CENTER Total													5,660.00
WELLS FARGO	12/19/2023	906480	CM240027	01	8150	0	0000	8110	4320	090	741	4484 6100 0338 7589	(2,523.50)
WELLS FARGO	12/19/2023	906480	CM240027	01	0000	0	1219	1000	4320	033	070	4484 6100 0338 7589	(12.39)
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 NOV23	40.64
WELLS FARGO	12/19/2023	906480	PV240532	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 NOV23	116.47
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1219	1000	4320	032	070	4484 6100 0318 1180 NOV23	387.20
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 NOV23	296.97
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1219	1000	4320	032	070	4484 6100 0318 1180 NOV23	402.39
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 NOV23	278.77
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 NOV23	23.93
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 NOV23	12.36
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 NOV23	307.91
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 NOV23	103.29
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 NOV23	126.54
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 NOV23	380.20
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 NOV23	80.53
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 NOV23	292.16
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 NOV23	153.28
WELLS FARGO	12/19/2023	906480	PV240532	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 NOV23	794.85
WELLS FARGO	12/19/2023	906480	PV240532	01	8150	0	0000	8110	5210	090	741	4484 6100 0318 1180 NOV23	2,882.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 NOV23	1,300.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 NOV23	4,500.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 NOV23	197.22
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 NOV23	197.22
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 NOV23	197.22
WELLS FARGO	12/19/2023	906480	PV240532	01	6053	0	1110	1000	5210	090	841	4484 6100 0318 1180 NOV23	778.00
WELLS FARGO	12/19/2023	906480	PV240532	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 NOV23	240.84
WELLS FARGO	12/19/2023	906480	PV240532	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 NOV23	43.76
WELLS FARGO	12/19/2023	906480	PV240532	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 NOV23	515.60
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	168.83
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	849.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	257.81

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WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	18.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	18.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	18.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 NOV23	34.86
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 NOV23	104.56
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 NOV23	23.07
WELLS FARGO	12/19/2023	906480	PV240532	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 NOV23	46.14
WELLS FARGO	12/19/2023	906480	CM240027	01	0801	0	1110	1000	5899	033	180	4484 6100 0338 7589	(159.00)
WELLS FARGO	12/19/2023	906480	PV240532	01	0801	0	1110	1000	5899	033	180	4484 6100 0318 1180 NOV23	397.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0801	0	1110	1000	5899	033	180	4484 6100 0318 1180 NOV23	159.00
WELLS FARGO	12/19/2023	906480	PV240532	01	0801	0	1110	1000	5899	033	180	4484 6100 0318 1180 NOV23	149.99
WELLS FARGO Total													14,198.72
WELLS FARGO VENDOR FIN SERV	12/21/2023	907170	PO240584	01	0000	0	1110	1000	5600	090	722	5027826174	165.25
WELLS FARGO VENDOR FIN SERV Total													165.25
WORTHINGTON DIRECT	12/14/2023	904544	PO241602	01	3182	0	1110	1000	4320	031	387	INV408485-SOU156	2,182.03
WORTHINGTON DIRECT	12/14/2023	904544	PO241602	01	3218	0	3200	1000	4320	031	439	INV408485-SOU156	7,227.79
WORTHINGTON DIRECT Total													9,409.82
XEROX FINANCIAL SERVICES	12/14/2023	904553	PO240700	01	0000	0	0000	7550	5600	090	718	5142051	485.81
XEROX FINANCIAL SERVICES Total													485.81
YACOUB, SABRINA	12/05/2023	901939	PV240514	01	0000	0	1110	1000	4322	090	762	NOV23 SEPAC MTG	43.85
YACOUB, SABRINA Total													43.85
YAMAHA GOLF CARS OF CA INC	12/12/2023	903734	PO240472	01	8150	0	0000	8110	4320	090	741	A48900	688.76
YAMAHA GOLF CARS OF CA INC Total													688.76
YOUTH SERVICES BUREAUS	12/12/2023	903739	PV240521	01	0801	0	1110	1000	5899	090	401	REISSUE- JAN-MAR23 ALT	12,164.50
YOUTH SERVICES BUREAUS	12/12/2023	903739	PV240522	01	0801	0	1110	1000	5899	090	401	REISSUE JUL-SEP22 ALT	12,164.50
YOUTH SERVICES BUREAUS	12/12/2023	903739	PV240523	01	0801	0	1110	1000	5899	090	401	REISSUE OCT-DEC22 ALT	12,164.50
YOUTH SERVICES BUREAUS Total													36,493.50
			FUND 01							**SUBTOTAL**			**3,040,077.74**
AMAZON CAPITAL SERVICES	12/12/2023	903716	PO241733	11	6391	0	4110	2490	4320	041	481	11RF-QMVF-3YQL	153.70
AMAZON CAPITAL SERVICES Total													153.70
AT&T	12/05/2023	901886	PO240350	11	0000	0	4110	2700	5910	041	480	34701763 NOV23	54.42
AT&T Total													54.42
CALIFORNIA WATER SERVICE	12/12/2023	903710	PO240711	11	0000	0	0000	8200	5530	041	760	6907544444 NOV23	2,165.81
CALIFORNIA WATER SERVICE Total													2,165.81
HILLYARD	12/05/2023	901899	PO240212	11	0000	0	0000	8200	4320	041	760	605319834	149.06
HILLYARD Total													149.06
JEFFERSON UNION	12/12/2023	903745	PO240213	11	6391	0	4110	2490	5821	041	481	3343	35.00
JEFFERSON UNION Total													35.00
P G & E	12/12/2023	903712	PO240581	11	0000	0	0000	8200	5510	041	760	7314282172-4 NOV23	24.54
P G & E Total													24.54

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PSI SERVICES LLC	12/12/2023	903753	PO240241	11	0000	0	4152	1000	5817	041	152	#04-22514717	554.00
PSI SERVICES LLC Total													554.00
			FUND 11									**SUBTOTAL**	**3,136.53**
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241783	12	9010	0	8530	1000	4320	002	832	13RL-P19H-LVXV	108.74
AMAZON CAPITAL SERVICES	12/19/2023	906440	PO241783	12	9010	0	8530	1000	4320	002	832	1XNV-TF7K-JQVV	31.05
AMAZON CAPITAL SERVICES Total													139.79
AT&T	12/05/2023	901886	PO240350	12	6105	0	8510	2700	5910	045	830	34701763 NOV23	54.43
AT&T Total													54.43
BE STRONG FAMILIES NFP	12/19/2023	906466	PO241605	12	9010	0	8533	1000	4320	045	833	230505	124.00
BE STRONG FAMILIES NFP	12/19/2023	906466	PO241605	12	6105	0	8535	1000	4320	045	835	230505	124.00
BE STRONG FAMILIES NFP Total													248.00
CALIFORNIA WATER SERVICE	12/12/2023	903710	PO240711	12	6105	0	8535	8200	5530	045	835	6907544444 NOV23	84.83
CALIFORNIA WATER SERVICE	12/12/2023	903710	PO240711	12	6105	0	8510	8200	5530	045	830	6907544444 NOV23	61.68
CALIFORNIA WATER SERVICE	12/12/2023	903710	PO240711	12	9010	0	8533	8200	5530	045	833	6907544444 NOV23	84.83
CALIFORNIA WATER SERVICE Total													231.34
CHILDCARE CAREERS	12/05/2023	901894	PO240836	12	9010	0	8533	1000	5899	045	833	666813	677.02
CHILDCARE CAREERS	12/05/2023	901894	PO240836	12	6105	0	8535	1000	5899	045	835	666813	677.02
CHILDCARE CAREERS	12/05/2023	901906	PO240836	12	9010	0	8533	1000	5899	045	833	666815	2,184.88
CHILDCARE CAREERS	12/12/2023	903742	PO240836	12	9010	0	8533	1000	5899	045	833	657879	2,017.65
CHILDCARE CAREERS	12/12/2023	903742	PO240836	12	9010	0	8533	1000	5899	045	833	668367	1,043.76
CHILDCARE CAREERS	12/14/2023	904528	PO240836	12	9010	0	8533	1000	5899	045	833	657878	1,024.71
CHILDCARE CAREERS	12/14/2023	904528	PO240836	12	6105	0	8535	1000	5899	045	835	657878	1,024.71
CHILDCARE CAREERS	12/14/2023	904528	PO240836	12	9010	0	8533	1000	5899	045	833	668091	691.63
CHILDCARE CAREERS	12/14/2023	904528	PO240836	12	6105	0	8535	1000	5899	045	835	668091	691.63
CHILDCARE CAREERS Total													10,033.01
KELLY SPICERS STORES	12/05/2023	901926	PO241714	12	9010	0	8533	1000	4320	045	833	11473838	202.72
KELLY SPICERS STORES	12/05/2023	901926	PO241714	12	6105	0	8535	1000	4320	045	835	11473838	202.72
KELLY SPICERS STORES	12/05/2023	901926	PO241714	12	6105	0	8510	1000	4320	045	830	11473838	202.72
KELLY SPICERS STORES Total													608.16
LOUDAN, ROSELLE MARIE	12/12/2023	903736	PO240307	12	9302	0	8510	2700	5801	005	LIFT	23_24_11	1,977.26
LOUDAN, ROSELLE MARIE Total													1,977.26
LOWE'S BUSINESS ACCOUNT/SYNCB	12/14/2023	904567	PO241527	12	9010	0	8533	1000	4320	045	833	821 3105 9205566 1-1 NOV23	59.49
LOWE'S BUSINESS ACCOUNT/SYNCB	12/14/2023	904567	PO241527	12	6105	0	8510	1000	4320	045	830	821 3105 9205566 1-1 NOV23	59.49
LOWE'S BUSINESS ACCOUNT/SYNCB Total													118.98
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241574	12	9010	0	8533	1000	4320	045	833	340001522001	6.22
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241574	12	6105	0	8535	1000	4320	045	835	340001522001	6.23
ODP BUSINESS SOLUTIONS LLC	12/05/2023	901914	PO241574	12	6105	0	8510	1000	4320	045	830	340001522001	6.22
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241717	12	9010	0	8533	1000	4320	045	833	341275697001	54.56
ODP BUSINESS SOLUTIONS LLC	12/14/2023	904535	PO241717	12	6105	0	8535	1000	4320	045	835	341275697001	54.59
ODP BUSINESS SOLUTIONS LLC Total													127.82

BOARD WARRANT REGISTER

DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
P G & E	12/12/2023	903712	PO240581	12	6105	0	8510	8200	5510	045	830	7314282172-4 NOV23	479.19
P G & E	12/12/2023	903712	PO240581	12	9010	0	8533	8200	5510	045	833	7314282172-4 NOV23	659.11
P G & E	12/12/2023	903712	PO240581	12	6105	0	8535	8200	5510	045	835	7314282172-4 NOV23	659.11
P G & E	12/12/2023	903712	PO240581	12	9302	0	8510	8200	5510	005	LIFT	7314282172-4 NOV23	493.21
P G & E Total													2,290.62
			FUND 12									**SUBTOTAL**	**15,829.41**
ADVANCED INTEGRATED PEST MGMT	12/12/2023	903727	PO240096	13	5310	0	0000	3700	5807	090	820	2192300	83.00
ADVANCED INTEGRATED PEST MGMT	12/12/2023	903727	PO240096	13	5310	0	0000	3700	5807	090	820	2191232	83.00
ADVANCED INTEGRATED PEST MGMT	12/12/2023	903727	PO240096	13	5310	0	0000	3700	5807	090	820	2191233	83.00
ADVANCED INTEGRATED PEST MGMT Total													249.00
AMAZON CAPITAL SERVICES	12/19/2023	906468	PO241802	13	5310	0	0000	3700	4700	090	820	139N-CDHP-HV6Q	126.19
AMAZON CAPITAL SERVICES Total													126.19
AT&T	12/05/2023	901886	PO240098	13	5310	0	0000	3700	5910	090	820	34701763 NS NOV23	6.38
AT&T Total													6.38
BONAMI BAKING COMPANY, THE	12/12/2023	903728	PO240097	13	5310	0	0000	3700	4700	090	820	P80970	845.80
BONAMI BAKING COMPANY, THE Total													845.80
DANIELSEN COMPANY	12/12/2023	903729	PO240270	13	5310	0	0000	3700	4700	090	820	316847	11,940.60
DANIELSEN COMPANY Total													11,940.60
DAYLIGHT FOODS INC	12/14/2023	904522	PO240281	13	5310	0	0000	3700	4700	090	820	N61987	660.18
DAYLIGHT FOODS INC	12/14/2023	904522	PO240281	13	5310	0	0000	3700	4700	090	820	N63563	941.13
DAYLIGHT FOODS INC	12/14/2023	904522	PO240281	13	5310	0	0000	3700	4700	090	820	N63564	20.70
DAYLIGHT FOODS INC	12/14/2023	904522	PO240281	13	5310	0	0000	3700	4700	090	820	N65423	2,468.62
DAYLIGHT FOODS INC	12/21/2023	907178	PO240281	13	5310	0	0000	3700	4700	090	820	N66488	656.58
DAYLIGHT FOODS INC	12/21/2023	907178	PO240281	13	5310	0	0000	3700	4700	090	820	N69511	1,369.13
DAYLIGHT FOODS INC	12/21/2023	907178	PO240281	13	5310	0	0000	3700	4700	090	820	N69512	250.80
DAYLIGHT FOODS INC	12/21/2023	907178	PO240281	13	5310	0	0000	3700	4700	090	820	N36706-1	343.70
DAYLIGHT FOODS INC Total													6,710.84
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6818853	287.40
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6689555	5,198.80
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6724541	192.24
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6729105	3,555.30
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6799014	744.00
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6806186	9,171.57
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6811996	777.80
GOLD STAR FOODS	12/14/2023	904523	PO240271	13	5310	0	0000	3700	4700	090	820	6814823	1,941.96
GOLD STAR FOODS	12/21/2023	907179	PO240271	13	5310	0	0000	3700	4700	090	820	6818854	838.25
GOLD STAR FOODS	12/21/2023	907179	PO240271	13	5310	0	0000	3700	4700	090	820	6828211	13,093.27
GOLD STAR FOODS	12/21/2023	907179	PO240271	13	5310	0	0000	3700	4700	090	820	6835073	3,262.30
GOLD STAR FOODS	12/21/2023	907179	PO240271	13	5310	0	0000	3700	4700	090	820	6849865	8,551.77
GOLD STAR FOODS Total													47,614.66

BOARD WARRANT REGISTER

DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
IMPERIAL DADE WEST COAST	12/21/2023	907180	PO240275	13	5310	0	0000	3700	4340	090	820	14980517-1	6,602.55
IMPERIAL DADE WEST COAST	12/21/2023	907180	PO240275	13	5310	0	0000	3700	4340	090	820	15266847	830.22
IMPERIAL DADE WEST COAST Total													7,432.77
ODP BUSINESS SOLUTIONS LLC	12/12/2023	903735	PO240268	13	5310	0	0000	3700	4320	090	820	340215248001	130.54
ODP BUSINESS SOLUTIONS LLC	12/12/2023	903757	PO240268	13	5310	0	0000	3700	4320	090	820	340302793001	1,081.15
ODP BUSINESS SOLUTIONS LLC Total													1,211.69
PRODUCERS DAIRY FOODS INC.	12/05/2023	901876	PO240276	13	5310	0	0000	3700	4700	090	820	48085295640	1,463.49
PRODUCERS DAIRY FOODS INC.	12/12/2023	903758	PO240276	13	5310	0	0000	3700	4700	090	820	48085297497	2,858.32
PRODUCERS DAIRY FOODS INC.	12/12/2023	903758	PO240276	13	5310	0	0000	3700	4700	090	820	48085297943	1,463.49
PRODUCERS DAIRY FOODS INC.	12/12/2023	903758	PO240276	13	5310	0	0000	3700	4700	090	820	48085298471	1,480.95
PRODUCERS DAIRY FOODS INC.	12/14/2023	904565	PO240276	13	5310	0	0000	3700	4700	090	820	48085299458	1,554.04
PRODUCERS DAIRY FOODS INC.	12/14/2023	904565	PO240276	13	5310	0	0000	3700	4700	090	820	48085299958	1,480.95
PRODUCERS DAIRY FOODS INC.	12/19/2023	906430	PO240276	13	5310	0	0000	3700	4700	090	820	48085299011	3,025.61
PRODUCERS DAIRY FOODS INC. Total													13,326.85
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	97993	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	97994	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	97996	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	97997	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	97999	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	98000	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/14/2023	904566	PO240269	13	5310	0	0000	3700	5899	090	820	98002	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/19/2023	906431	PO240269	13	5310	0	0000	3700	5899	090	820	97995	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/19/2023	906431	PO240269	13	5310	0	0000	3700	5899	090	820	97998	246.51
SAN MATEO COUNTY ENVIRONMENTAL	12/19/2023	906431	PO240269	13	5310	0	0000	3700	5899	090	820	98001	246.51
SAN MATEO COUNTY ENVIRONMENTAL Total													2,465.10
STOOKEY, MELISSA	12/05/2023	901938	PV240513	13	5310	0	0000	3700	5220	090	820	NOV23 MILEAGE	11.22
STOOKEY, MELISSA Total													11.22
			FUND 13									**SUBTOTAL**	**91,941.10**
NINYO & MOORE GEOTECHNICAL AND	12/05/2023	901902	PO241779	14	0000	0	0000	8500	6285	013	945	280609	3,343.25
NINYO & MOORE GEOTECHNICAL AND Total													3,343.25
PROTECH	12/05/2023	901870	PO241447	14	0000	0	0000	8500	6285	013	945	23195.2	1,800.00
PROTECH	12/05/2023	901870	PO241447	14	0000	0	0000	8500	6285	008	945	23197.2	2,525.00
PROTECH	12/05/2023	901870	PO241447	14	0000	0	0000	8500	6285	022	945	23198.2	2,525.00
PROTECH	12/05/2023	901870	PO241447	14	0000	0	0000	8500	6285	005	945	23199.2	3,225.00
PROTECH Total													10,075.00
RAPOSO ENGINEERING INC	12/14/2023	904541	PO240294	14	0000	0	0000	8500	6270	005	925	PAY APP#5	49,875.00
RAPOSO ENGINEERING INC Total													49,875.00
WESTERN ROOFING SERVICE	12/19/2023	906464	PO240958	14	0000	0	0000	8500	6200	090	748	SI550231066	92,281.10
WESTERN ROOFING SERVICE Total													92,281.10
			FUND 14									**SUBTOTAL**	**155,574.35**

BOARD WARRANT REGISTER
DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
ARC DOCUMENT SOLUTIONS LLC	12/05/2023	901940	PO241435	21	9010	0	0000	8500	6260	098	902	12308308	2,002.91
ARC DOCUMENT SOLUTIONS LLC Total													2,002.91
DANNIS WOLIVER KELLEY	12/07/2023	902757	PO240078	21	0000	0	0000	8200	5889	098	902	297780	6,962.50
DANNIS WOLIVER KELLEY	12/07/2023	902757	PO240078	21	0000	0	0000	8200	5889	098	902	297780-1	83.33
DANNIS WOLIVER KELLEY Total													7,045.83
KATHLEEN MOORE	12/12/2023	903721	PO241397	21	9010	0	0000	8500	5801	098	721	KMA 2023-219	17,100.00
KATHLEEN MOORE Total													17,100.00
KITCHELL/CEM INC.	12/14/2023	904540	PO241307	21	9010	0	0000	8500	6205	098	900	116564	40,941.50
KITCHELL/CEM INC. Total													40,941.50
ROZZI'S REPRODUCTION & SUPPLY	12/14/2023	904554	PO241453	21	9010	0	0000	8500	6260	098	902	156006	25.55
ROZZI'S REPRODUCTION & SUPPLY	12/14/2023	904576	PO241453	21	9010	0	0000	8500	6260	098	902	156038	887.52
ROZZI'S REPRODUCTION & SUPPLY Total													913.07
SERVICE PRESS INC.	12/05/2023	901871	PO241693	21	9010	0	0000	8500	5810	098	902	63737	75.79
SERVICE PRESS INC. Total													75.79
			FUND 21								**SUBTOTAL**		**68,079.10**
SCHOOLWORKS INC	12/21/2023	907182	PO241275	25	0000	0	0000	8100	5801	090	717	4407	8,100.00
SCHOOLWORKS INC Total													8,100.00
			FUND 25								**SUBTOTAL**		**8,100.00**
19SIX ARCHITECTS	12/19/2023	906453	PO240758	40	9010	0	0000	8500	6210	032	929	9	792.00
19SIX ARCHITECTS Total													792.00
CIS INC.	12/05/2023	901889	PO240761	40	9010	0	0000	8500	6285	032	940	NOV23 SVC.	630.00
CIS INC. Total													630.00
CONEXWEST	12/12/2023	903771	PO240329	40	9010	0	0000	8200	5600	032	926	#INV-263851	1,030.63
CONEXWEST Total													1,030.63
ENGIE SERVICES U.S. INC.	12/19/2023	906432	PO240955	40	9010	0	0000	8110	5899	090	985	90059288	57,159.00
ENGIE SERVICES U.S. INC.	12/19/2023	906432	PO240956	40	9010	0	0000	8110	5899	090	985	90059289	68,710.00
ENGIE SERVICES U.S. INC. Total													125,869.00
HAMILTON & AITKEN ARCHITECTS	12/19/2023	906439	PO240852	40	9010	0	0000	8500	6210	032	926	2021.223.03	9,252.00
HAMILTON & AITKEN ARCHITECTS	12/19/2023	906439	PO240852	40	9010	0	0000	8500	6210	032	926	2021.223.04	24,397.50
HAMILTON & AITKEN ARCHITECTS Total													33,649.50
HIBSER YAMAUCHI ARCHITECTS INC	12/19/2023	906433	PO240822	40	9010	0	0000	8500	6210	005	945	5889.000-20	501.40
HIBSER YAMAUCHI ARCHITECTS INC	12/19/2023	906433	PO240822	40	9010	0	0000	8500	6210	013	945	5889.000-20	3,122.90
HIBSER YAMAUCHI ARCHITECTS INC	12/19/2023	906433	PO240822	40	9010	0	0000	8500	6210	022	945	5889.000-20	2,436.50
HIBSER YAMAUCHI ARCHITECTS INC Total													6,060.80
PLUM ARCHITECTS INC.	12/12/2023	903761	PO240779	40	9010	0	0000	8500	6210	031	946	2310-3	6,460.62
PLUM ARCHITECTS INC.	12/14/2023	904563	PO240779	40	9010	0	0000	8500	6210	031	946	2310-2	4,712.00
PLUM ARCHITECTS INC. Total													11,172.62
			FUND 40								**SUBTOTAL**		**179,204.55**
Grand Total													**3,561,942.78**

BOARD WARRANT REGISTER

DECEMBER 1 TO DECEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment Amount
										WARRANTS BY FUND SUMMARY			
										01	GENERAL FUND		3,040,077.74
										11	ADULT EDUCATION FUND		3,136.53
										12	CHILD DEVELOPMENT FUND		15,829.41
										13	NUTRITION SERVICES FUND		91,941.10
										14	DEFERRED MAINTENANCE		155,574.35
										21	BUILIDING FUND (BOND)		68,079.10
										25	CAPITAL FACILITES FUND		8,100.00
										40	SPECIAL RESERVE FUND		179,204.55
										73	FOUNDATION TRUST FUND		-
										TOTAL WARRANT REGISTER			**3,561,942.78**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Cash Receipts Summary – December 1 - December 31, 2023

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of December 1 - December 31, 2023. The Report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of December 1 - December 31, 2023.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Cash Receipts Summary Report.

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	3,356,626.00	302,096.00	1,544,046.00	-	1,812,580.00	0.5	0.5
8012	EPA ENTITLEMENT	1,555,128.00	388,782.00	777,564.00	-	777,564.00	0.5	0.5
8021	HOMEOWNERS' EXEMPTION	362,748.00	54,523.34	54,523.34	-	308,224.66	0.2	0.8
8029	OTHR SUBVENT/IN-LIEU TAX	5,869.97	-	-	-	5,869.97	-	1.0
8041	SECURED ROLLS TAX	93,154,481.00	42,033,382.26	46,671,541.71	-	46,482,939.29	0.5	0.5
8042	UNSECURED ROLL TAXES	-	-	(328,029.50)	-	328,029.50	-	-
8043	PRIOR YEARS' TAXES	(10,987.00)	3,815.39	(7,171.58)	-	(3,815.42)	0.7	0.3
8047	COMM REDEVLPMNT FUNDS	35,672,294.37	22,399,168.30	24,672,724.70	-	10,999,569.67	0.7	0.3
8091	REVENUE LIMIT TRANSFERS	(5,000,000.00)	-	-	-	(5,000,000.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,012,598.61	1,756,277.13	2,756,428.31	-	3,256,170.30	0.5	0.5
8181	SP ED ENTITL PER UDC	1,639,252.26	-	-	-	1,639,252.26	-	1.0
8182	SP ED DISCRETNARY GRANTS	174,785.18	43,912.59	48,534.53	-	126,250.65	0.3	0.7
8285	INTAGENCY CONTR BETW LEAS	16,553.50	-	0.03	-	16,553.47	0.0	1.0
8290	ALL OTHER FEDERAL REVENUE	4,058,394.71	-	1,073,350.34	-	2,985,044.37	0.3	0.7
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	21,734.00	-	-	1.0	-
8550	MANDATED COST REIMBURSE	357,128.98	-	352,909.00	-	4,219.98	1.0	0.0
8560	STATE LOTTERY REVENUE	1,911,911.00	662,896.47	794,918.41	-	1,116,992.59	0.4	0.6
8587	P-THU REV FROM ST SOURCES	151,721.50	-	151,721.50	-	-	1.0	-
8590	ALL OTHER STATE REVENUES	13,693,624.06	59,164.00	2,193,619.00	-	11,500,005.06	0.2	0.8
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	1,821,923.38	1,821,923.38	-	1,700,000.62	0.5	0.5
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	-	-	4,375.00	-	1.0
8650	LEASES AND RENTALS	956,550.29	65,580.09	415,076.56	-	541,473.73	0.4	0.6
8660	INTEREST/FY21 INTEREST INCOME	1,544,075.60	0.40	470,636.78	-	1,073,438.82	0.3	0.7
8699	ALL OTHER LOCAL REVENUE	2,478,760.54	1,065,801.43	2,744,998.27	(1,000.00)	(265,237.73)	1.1	(0.1)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		165,652,850.57	70,657,322.78	86,231,048.78	(1,000.00)	79,422,801.79		
Total Fund 01 GENERAL FUND		165,652,850.57	70,657,322.78	86,231,048.78	(1,000.00)	79,422,801.79		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 11 ADULT EDUCATION FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	215,042.00	(1,733.00)	(1,733.00)	-	216,775.00	(0.0)	1.0
8590	ALL OTHER STATE REVENUES	1,343,346.00	-	447,778.00	-	895,568.00	0.3	0.7
8631	SALE OF EQUIP & SUPPLIES	300.00	10.00	475.00	-	(175.00)	1.6	(0.6)
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	-	14,712.83	-	44,176.42	0.2	0.8
8671	ADULT EDUCATION FEES	29,959.00	4,532.00	12,862.00	-	17,097.00	0.4	0.6
8699	ALL OTHER LOCAL REVENUE	100.00	-	-	-	100.00	-	1.0
Total Revenue		1,647,636.25	2,809.00	474,094.83	-	1,173,541.42		
Total Fund 11 ADULT EDUCATION FUND		1,647,636.25	2,809.00	474,094.83	-	1,173,541.42		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	250,947.31	24,170.30	155,095.61	-	95,851.70	0.6	0.4
8590	ALL OTHER STATE REVENUES	1,798,387.00	76,412.70	1,657,231.95	-	141,155.05	0.9	0.1
8660	INTEREST/FY21 INTEREST INCOME	39,450.22	4.75	9,755.02	-	29,695.20	0.2	0.8
8673	CHILDREN'S CENTERS FEES	-	63.40	63.40	-	(63.40)	-	-
8689	ALL OTHR FEES & CONTRACTS	546,357.43	85,479.35	185,773.60	-	360,583.83	0.3	0.7
8699	ALL OTHER LOCAL REVENUE	1,878,600.82	(350.59)	378,540.23	-	1,500,060.59	0.2	0.8
Total Revenue		4,513,742.78	185,779.91	2,386,459.81	-	2,127,282.97		
Total Fund 12 CHILD DEVELOPMENT FUND		4,513,742.78	185,779.91	2,386,459.81	-	2,127,282.97		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8222	FED REIM-BKF/FY21-FED REIM ALL	1,900,000.00	-	352,878.17	-	1,547,121.83	0.2	0.8
8227	FED.REIMB.-CHILD CARE	43,576.00	-	13,757.61	-	29,818.39	0.3	0.7
8290	ALL OTHER FEDERAL REVENUE	3,063.00	-	3,063.00	-	-	1.0	-
8522	ST REIMB-LNCH/FY21 STATE REIMB	2,500,000.00	-	560,924.07	-	1,939,075.93	0.2	0.8
8523	STATE REIMB.-CHILD CARE	3,000.00	-	524.86	-	2,475.14	0.2	0.8
8634	FS SALES/DAILY SALES	81,667.00	-	27,579.55	-	54,087.45	0.3	0.7
8637	STUD LCH/FY21 STUDENT CATERING	154,582.00	7,788.00	49,888.39	-	104,693.61	0.3	0.7
8638	ADLT LNCH/FY21 ADULT CATERING	297.00	404.60	701.20	-	(404.20)	2.4	(1.4)
8660	INTEREST/FY21 INTEREST INCOME	36,042.10	0.06	9,429.56	-	26,612.54	0.3	0.7
Total Revenue		4,722,227.10	8,192.66	1,018,746.41	-	3,703,480.69		
Total Fund 13 CAFETERIA FUND		4,722,227.10	8,192.66	1,018,746.41	-	3,703,480.69		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8091	REVENUE LIMIT TRANSFERS	5,000,000.00	-	-	-	5,000,000.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	375,000.00	-	94,136.30	-	280,863.70	0.3	0.7
Total Revenue		5,375,000.00	-	94,136.30	-	5,280,863.70		
Total Fund 14 DEFERRED MAINTENANCE FUND		5,375,000.00	-	94,136.30	-	5,280,863.70		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	539,000.00	-	134,750.72	-	404,249.28	0.3	0.7
Total Revenue		539,000.00	-	134,750.72	-	404,249.28		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		539,000.00	-	134,750.72	-	404,249.28		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	4,110,000.00	-	1,311,508.23	-	2,798,491.77	0.3	0.7
Total Revenue		4,110,000.00	-	1,311,508.23	-	2,798,491.77		
Total Fund 21 BUILDING FUND		4,110,000.00	-	1,311,508.23	-	2,798,491.77		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	262,000.00	-	65,744.58	-	196,255.42	0.3	0.7
8681	MITIGATION/DEVELOPER FEES	300,000.00	-	240,074.59	-	59,925.41	0.8	0.2
Total Revenue		562,000.00	-	305,819.17	-	256,180.83		
Total Fund 25 CAPITAL FACILITIES FUND		562,000.00	-	305,819.17	-	256,180.83		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	500.00	-	18.08	-	481.92	0.0	1.0
Total Revenue		500.00	-	18.08	-	481.92		
Total Fund 35 CO SCHOOL FACILITIES FUND		500.00	-	18.08	-	481.92		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	50,000.00	-	12,143.43	-	37,856.57	0.2	0.8
8912	BTW GENERAL & SP RESERVE	3,521,924.00	-	-	-	3,521,924.00	-	1.0
Total Revenue		3,571,924.00	-	12,143.43	-	3,559,780.57		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,571,924.00	-	12,143.43	-	3,559,780.57		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 12/1/2023 To: 12/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	15,600.00	-	3,900.81	-	11,699.19	0.3	0.7
8699	ALL OTHER LOCAL REVENUE	101,100.00	2,100.00	104,150.00	-	(3,050.00)	1.0	(0.0)
Total Revenue		116,700.00	2,100.00	108,050.81	-	8,649.19		
Total Fund 73 FOUNDATION TRUST FUND		116,700.00	2,100.00	108,050.81	-	8,649.19		

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Declaration of Surplus Items

BACKGROUND:

The attached report is a list of items throughout the District that are unusable, not operable or obsolete. The District has determined each of the items is not under warranty and is not cost effective to repair due to its age.

The South San Francisco Unified School District would like to declare all the items obsolete and/or inoperable. The eighty-five (85) items are detailed on the attached list, and the total net book value for all the items is zero dollars ($0).

FISCAL IMPLICATIONS:

No money will be lost from the above recommended transaction because the items do not hold any value that has not already been amortized. Any funds generated from the disposal (sale, recycle, etc.) will be deposited into Fund 01. Upon Board approval, the District will dispose of the items.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees declare the eighty-five (85) items unusable and obsolete as surplus items with a net book value of zero dollars ($0). It is further recommended that the District be authorized to dispose of these items.

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
43311	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016A47600	ALTA LOMA MS
42236	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BEZC7600	ALTA LOMA MS
42263	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB607600	ALTA LOMA MS
42258	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BAF27600	ALTA LOMA MS
41956	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BBFB7600	ALTA LOMA MS
41934	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BBAC7600	ALTA LOMA MS
42177	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC9D7600	ALTA LOMA MS
42242	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC567600	ALTA LOMA MS
41931	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB4F7600	ALTA LOMA MS
42205	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC6D7600	ALTA LOMA MS
42292	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080B35D7600	ALTA LOMA MS
42093	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB377600	ALTA LOMA MS
41962	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BBCA7600	ALTA LOMA MS
42199	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC967600	ALTA LOMA MS
42308	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC387600	ALTA LOMA MS
42162	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB867600	ALTA LOMA MS
41916	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BCOC7600	ALTA LOMA MS
42317	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BC617600	ALTA LOMA MS
41947	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB427600	ALTA LOMA MS
42037	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BBB87600	ALTA LOMA MS
42305	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BB647600	ALTA LOMA MS
42006	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BBE17600	ALTA LOMA MS
42239	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BC657600	ALTA LOMA MS
42310	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BCAB7600	ALTA LOMA MS
42287	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BCE97600	ALTA LOMA MS
41973	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BC127600	ALTA LOMA MS
41989	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BBD77600	ALTA LOMA MS
42260	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BB837600	ALTA LOMA MS
42021	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BBD37600	ALTA LOMA MS
41996	2/1/2017	1	ACER CHROMEBOOK	NXG55AA1107080BBEA7600	ALTA LOMA MS
44848	2/1/2017	1	ACER CHROMEBOOK	NXG55AA010720235237600	ALTA LOMA MS
44610	10/3/2017	1	ACER CHROMEBOOK	NXG55AA01070702FE37600	ALTA LOMA MS
44662	10/3/2017	1	ACER CHROMEBOOK	NXG55AA0107070307DB7600	ALTA LOMA MS
45651	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0107081423DDF7600	ALTA LOMA MS
44849	2/1/2017	1	ACER CHROMEBOOK	NXG55AA010720235377600	ALTA LOMA MS
44838	2/1/2017	1	ACER CHROMEBOOK	NXG55AA010720235357600	ALTA LOMA MS
44653	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707030817600	ALTA LOMA MS
44852	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0107230233F7600	ALTA LOMA MS

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
45248	2/1/2017	1	ACER CHROMEBOOK	NXG55AA01072305A757600	ALTA LOMA MS
44661	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707021DB7600	ALTA LOMA MS
43285	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751014957600	ALTA LOMA MS
43322	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751043027600	ALTA LOMA MS
43254	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016837600	ALTA LOMA MS
43304	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751043DA7600	ALTA LOMA MS
43278	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016EF7600	ALTA LOMA MS
43329	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016B77600	ALTA LOMA MS
43269	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016987600	ALTA LOMA MS
43298	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016B37600	ALTA LOMA MS
43267	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016917600	ALTA LOMA MS
43275	4/18/2018	1	ACER CHROMEBOOK	NXGM8AA001751016D17600	ALTA LOMA MS
45873	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA0028280D4AF7600	ALTA LOMA MS
42534	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA00282803013C567600	ALTA LOMA MS
45872	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA0028280280D4D67600	ALTA LOMA MS
45877	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA0028280280D4F97600	ALTA LOMA MS
42530	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA00282803013CA07600	ALTA LOMA MS
45596	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA00282803013BEA7600	ALTA LOMA MS
45588	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA00282803013B777600	ALTA LOMA MS
45878	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA0028280280D3587600	ALTA LOMA MS
45576	2/1/2017	1	ACER CHROMEBOOK	NXGNZAA00282803013BEE7600	ALTA LOMA MS
42107	2/1/2017	1	ACER CHROMEBOOK	NXG55AA0117080BB287600	ALTA LOMA MS
44622	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707021227600	ALTA LOMA MS
44616	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707030837600	ALTA LOMA MS
44658	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707021C47600	ALTA LOMA MS
36204	2/1/2017	1	HP NOTEBOOK	5CD5078CTQ	ALTA LOMA MS
39512	7/19/2016	1	HP NOTEBOOK	5CD6330RFC	ALTA LOMA MS
29177	2/1/2017	1	HP NOTEBOOK	5CD55255M7	ALTA LOMA MS
29181	2/1/2017	1	HP NOTEBOOK	5CD55254R4	ALTA LOMA MS
29172	2/1/2017	1	HP NOTEBOOK	5CD6132GZD	ALTA LOMA MS
N/A	2/1/2017	1	HP NOTEBOOK	5CD102JLW9	ALTA LOMA MS
N/A	2/1/2017	1	ACER CHROMEBOOK	NXMQNAA003534057E77600	ALTA LOMA MS
N/A	2/1/2017	1	ACER CHROMEBOOK	NXMQNAA003534057977600	ALTA LOMA MS
N/A	2/1/2017	1	SAMSUNG CHROMEBOOK	ZHA99FEN519097N	ALTA LOMA MS
N/A	2/1/2017	1	SAMSUNG CHROMEBOOK	OJDB91BH701624J	ALTA LOMA MS
44654	10/3/2017	1	ACER CHROMEBOOK	NXG55AA010707030587600	ALTA LOMA MS
N21886	2/1/2017	1	DELL CHROMEBOOK 3100	7B2HXF3	D.O. / TECHNOLOGY
N20608	2/1/2017	1	DELL CHROMEBOOK 3100	7891L73	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
N12059	2/1/2017	1	DELL CHROMEBOOK 3100	3Y64B43	D.O. / TECHNOLOGY
N17161	2/1/2017	1	DELL CHROMEBOOK 3100	FN3TK73	D.O. / TECHNOLOGY
45342	2/1/2017	1	DELL CHROMEBOOK 3100	1YPYPV2	D.O. / TECHNOLOGY
47196	2/1/2017	1	DELL CHROMEBOOK 3100	6S93B43	D.O. / TECHNOLOGY
N21702	2/1/2017	1	DELL CHROMEBOOK 3100	14S5RF3	D.O. / TECHNOLOGY
25383	6/5/2009	1	DELL OPTIPLEX 760	6DT45J1	D.O. / TECHNOLOGY
N12642	2/1/2017	1	DELL CHROMEBOOK 3100	8NSFY33	D.O. / TECHNOLOGY
44831	3/16/2018	1	DELL LATITUDE 5480	5XHP0N2	D.O. / TECHNOLOGY
32268	3/26/2013	1	RICOH MULTI FUNCTION COLOR COPIER/PRINTER/SCANNER	V9735100938	D.O. / FACILITIES
	Total Items:	**85**			

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Acceptance of Gifts

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of February 2024.

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school sites that has been requested by the donors.

RECOMMENDATION:

Staff recommends that the Board of Trustees accepts the gifts on behalf of the District.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT – ACCEPTANCE OF GIFTS FOR FEBRUARY 2024.

It is recommended that the South San Francisco Unified School District Board of Trustees accept the following gifts for the District:

$1003.88 – Non-monetary donation of books valued roughly at $1003.88 from South San Francisco Education Foundation to Martin Elementary School is support of academic excellence.

$500 from Crystal Newton on behalf of ServPro of South San Francisco/San Bruno to El Camino High School in support of the Wrestling Team.

$2,200 from Rick and Amor Tenerowicz to El Camino High School for the Teneowicz Scholarship.

$2,200 from Mike and Julie Tenerowicz to El Camino High School for the Teneowicz Scholarship.

$2,000 from Matteo Rizzo on behalf of the Rotary Club of South San Francisco to Baden High School for the purpose of student and teacher needs, for use under the principal's discretion.

$1,000 from Mazra to Alta Loma Middle School in support of the ALMS Culture Club.

$11,090.91 from Carla Cisneros/John Baker on behalf of the Alta Loma Middle School PTA to Alta Loma Middle School in support of student and school needs, for use under the principal's discretion.

$1012 from Benevity Giving Platform via American Online Giving Foundation to Alta Loma Middle School in support of student and school needs, for use under the principal's discretion.

$150 from an anonymous donor via Fidelity Charitable to South San Francisco High School in support of academic excellence/"where it is needed most."

$700 from Kristy Camacho via the South San Francisco Education Foundation to the South San Francisco High School to put towards school books that promote representation and inclusion.

$62.50 from American Online Giving Foundation to El Camino High School in support of future projects, for use under the principal's discretion.

$712.57 from El Camino High School Class of 1969 to El Camino High School in support of future projects, for use under the principal's discretion.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Acceptance of 2023-24 Fundraisers

BACKGROUND:

Each year, the Board of Trustees approves all fundraisers to be held on behalf of the schools and students of the District.

The following fundraisers are being submitted for approval:

Parkway Heights Middle School

7th Grade	Trinket Sale – Selling a variety of trinkets for Valentine's Day such as Croc Charms and more. Commencing February 2024 through March 2024.

Westborough Middle School

7th Grade Class Council	Concessions and Games Event – Selling concessions and providing games during a school carnival. 7th Grade Spring Event – Charging a fee to play trivia and sports games in the MUR. Commencing March 8, 2024. T-Shirt Sale – Commencing February 2024.
8th Grade School Council	Movie Night Concessions – Selling a variety of snacks such as chips, candy, soda, and more during the movie night event. Commencing February 9, 2024
Leadership	Snack Shack – Selling leftover concessions from events. Commencing January 2024 to May 2024.

El Camino High School

Animal Club	Hot Chocolate Fundraiser – Selling Valentine's theme hot chocolate for $5 each. Commencing February 14, 2024.
AVID	Taco Feed Night – Selling tacos from Aguas Frescas. Commencing March 20, 2024 from 5:00 p.m. to 8:00 p.m.
	World's Finest Chocolate – Selling chocolate bars for $1 each. Commencing during the entire month of March 2024.
Freshman Class	T-Pumps Fundraiser – Selling a variety of flavored Boba drinks in front of the ECHS Red Stage. Commencing March 8, 2024.

South San Francisco High School

All Grades/SSFHS	Buldak Ramen Sale – Selling ramen in front of the cafeteria, after school. Commencing March 13, 2024 to March 14, 2024.
ASB	Dippin' Dots Fundraiser – Selling ice cream for $5 each. Commencing April 8, 2024 to April 30, 2024.
	Root beer Floats and Ice Cream Sale – Commencing afterschool on March 22, 2024.
AVID	Spring Taco Feed – The club will be hosting an all-you-can-eat event in the cafeteria. Commencing March 22, 2024.
Class of 2026	Chamoy Gummy Cups – Selling gummies in a cup with chamoy for $12. Commencing March 1, 2024.
Color Guard Club	MOD Pizza Takeover – Restaurant located at Serramonte Center. Commencing March 5, 2024.
Folklórico Club	Concha Fundraiser – The club will be selling conchas (pastries/bread) and hot chocolate at the school parking lot. Commencing April 12, 2024 from 7:30 a.m. to 8:24 a.m.

Key Club	Spam Masubi Fundraiser – Selling Spam Masubi from Hawaiian Drive-In during the Night Market event. Commencing March 1, 2024.
Latinos con Poder	Cup-of-Noodles Sale – Selling Cup-of-Noodles during the Day-on-the-Green event. Commencing March 28, 2024.
	Tacos Sale – Selling tacos from Aguas Frescas during the Night Market event. Commencing March 1, 2024.
	Churros Sale – Selling churros at the student parking lot, afterschool. Commencing March 8, 2024.
Positive Planet Project	Homemade Bracelets Sale – Selling handmade flower bracelets during the Night Market event. Commencing March 1, 2024.
	Small Businesses Fundraiser – A mixed-array of neighboring small businesses selling their products during the Night Market event. Vendors such as Freezin' Awesome, Haramochi Donuts, Vinyl Dream SF, Platos Closet, and more. Commencing March 1, 2024.

FISCAL IMPLICATIONS:

All funds from approved fund raisers are accounted for in the School Site Associated Student Body (ASB).

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 29, 2024

RE: Professional Services Agreement Under $25,000

BACKGROUND:

The following Professional Service Agreement is being submitted for approval:

District Office – Business Services

$16,000	Eide Bailly – To perform the required performance audits of the Non-Financial Hardship Project for Spruce ES and Ponderosa ES in accordance with the compliance requirements of Section 8 of Article II of the California Constitution (Proposition 51). Commencing February 2024.

District Office – Ed Services

$1,500	Theresa Hancock – Providing one (1) 3-hour professional learning workshop. Participating teachers will have the opportunity to learn and refine practices implementing Academic Vocabulary Toolkit (AVT). Commencing March 16, 2024.

El Camino High School

$1,125	One Tiny Problem – Specializing in video production, editing trainer and workforce developer. One Tiny Problem will facilitate the workshop, provide technical assistance and provide advice on the industry best practices and aesthetics. Commencing March 5, 2024.

FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreement as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 29, 2024

RE: SSFCTA Initial Proposal to Reopen Negotiations 2024-25

BACKGROUND:

In accordance with the California Code of Regulations (CCR) Government Code § 3547.5, prior to commencing negotiations, a school district and the exclusive employee representative present their respective Initial Proposals at a public meeting of the Board of Trustees. The South San Francisco Unified School District (District) will be negotiating a reopener agreement outlined in the South San Francisco Classroom Teachers Association (SSFCTA) collective bargaining agreement. The SSFCTA has submitted its Initial Proposal to the Board of Trustees to begin contract negotiations for the reopener agreement and SSFCTA representatives presented its Initial Proposal for information and discussion at the last regular Board meeting on February 8, 2024. Following its presentation, a public hearing was conducted to provide an opportunity for members of the public to comment on SSFCTA's initial proposal.

At the next public meeting on February 29, 2024, the District will present its Initial Proposal to the SSFCTA and members of the public will be provided with the opportunity to comment on the District's Initial Proposal during a second public hearing.

FISCAL IMPLICATIONS:

TBD

RECOMMENDATION:

For Information and Discussion only.

Initial Proposal of the South San Francisco Unified School District to the South San Francisco Classroom Teachers Association for a Successor Agreement to Begin July 1, 2024

Pursuant to Government Code section 3547, the South San Francisco Unified School District ("District") hereby submits its initial proposal to the South San Francisco Classroom Teachers Association ("SSFCTA") for successor contract negotiations.

Our District's approach to negotiations will be guided by our Board-adopted Strategic Plan, "Fulfilling Our Promise to Learners," i.e., our mission, vision, and core values, as well as our Portrait of a Graduate and our five priorities (exceptional instruction, engaged students, purposeful partnerships, empowered educators, and equity-centered systems).

We will present proposals and/or counter proposals on all articles identified by SSFCTA in its January 29, 2024 Sunshine Statement including, but not limited to, all of the following:

Article 8 – Teaching Hours

The District has an interest in reviewing various features of the employee workday to provide adequate time for direct instruction, collaboration with professional colleagues, preparation and planning, and other professional responsibilities.

Article 9 – Assignment and Reassignment

The District has an interest in reviewing existing language to ensure that employee talent can best be allocated for improved student learning outcomes.

Article 11 – Transfer

The District has an interest in reviewing existing language to ensure that employee talent can best be allocated for improved student learning outcomes.

Article 14 – Leaves

The District has an interest in reviewing and updating current contract language to reflect changes in applicable law.

Article 28 – Term and Reopeners

The District has an interest in a multi-year successor agreement with annual reopeners.

Any Appendices affected by contract modifications

Specific modifications to current SSFCTA contract language will be developed during the negotiations process.

In addition, the District reserves its right to negotiate subjects and articles not specified above consistent with the applicable provisions of the Educational Employment Relations Act (Government Code section 3543 *et seq*.).

We look forward to collaborative, objective, and fact-based negotiations with SSFCTA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-04

WOMEN'S HISTORY MONTH
MARCH 1 – MARCH 31, 2024

WHEREAS, "Women's History Week" was established in 1978 by the school district in Sonoma, California and grew in popularity to eventually be designated as "National Women's History Week" by Presidential Proclamation in 1980; and

*WHEREAS, the month of March was designated "**National Women's History Month"** by the U.S. Congress in 1987, in recognition of women's many accomplishments throughout history; and*

*WHEREAS, this year's theme is: **"Women Who Advocate for Equity, Diversity and Inclusion"** which recognizes women who understand that, for a positive future, we need to eliminate bias and discrimination entirely from our lives and institutions; and*

WHEREAS, women have played and continue to play a critical economic, cultural, and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside the home; and

WHEREAS, women of every race and ethnic background have served as leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement; and

WHEREAS, women have played a unique role through our history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the country; and

WHEREAS, women have demonstrated their character, courage and commitment as mothers, educators, institution builders, business, labor, religious, political, and community leaders, relief workers, and CEOs; and

WHEREAS, women's lives and their work inspire girls and women to achieve their full potential and they have created a legacy that expands the frontiers of possibility for generations to come; and

WHEREAS, the role of women in history has been overlooked and undervalued and is becoming an important part of the body of American and world history; and

WHEREAS, California Education Code Section 51204.5 specifically calls for instruction in the social sciences to include the study of the role and contributions of both men and women.

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor all women during **Women's History Month.***

REGULARLY PASSED AND ADOPTED this 29th day of February 2024.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

February 29, 2024
_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-05

AMERICAN RED CROSS MONTH
MARCH 1 – MARCH 31, 2024

WHEREAS, The American Red Cross was established in Washington, D.C. in 1881 by Clara Barton, a nurse and educator, who became the first president of the organization; and

*WHEREAS, In 1943, President Franklin Roosevelt declared the month of March "**Red Cross Month"** to recognize the everyday heroes who selflessly help those in need by providing funds, donating blood or volunteering their time and skills; and*

WHEREAS, The Red Cross is the community leader in emergency preparedness and response; and

*WHEREAS, Every eight minutes the compassion and generosity of Red Cross volunteers is demonstrated by helping those affected by fires, floods, earthquakes and other disasters**;** and*

WHEREAS, The Red Cross offers lifesaving training and certification classes, including a youth class for K-12 volunteers; and

WHEREAS, Locally, the Red Cross assisted families affected by the 1989 Loma Prieta earthquake in Northern California, helped individuals whose lives were disrupted by the 2010 San Bruno pipeline explosion, provided much needed disaster relief to those displaced by the devastating North Bay wildfires, and worked collaboratively with public health officials to deliver their much-needed services during the height of the coronavirus pandemic; and

*WHEREAS, South San Francisco Unified School District students have demonstrated compassion and civic duty by organizing many vital blood drives**;** and*

WHEREAS, El Camino High School students participate in their Red Cross Club where "Members are encouraged to spread the Red Cross fundamentals of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality." and the South San Francisco High School club states "Our goal is to help the community and to give our help as much as possible. We will work to fundraise and donate our time and work to aid people in need".

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor all workers, especially volunteers, and encourage residents of our community to join their efforts during **American Red Cross Month.***

REGULARLY PASSED AND ADOPTED this 29th day of February 2024.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: February 29, 2024

RE: 2024 CSBA Delegate Assembly Election

BACKGROUND

California School Board Association (CSBA) is providing the District with a ballot for the election of representatives to their 2024 Delegate Assembly. SSFUSD is part of sub-region 5B (San Mateo County).

The election material includes the required candidate biographical sketch form, and if submitted, a resume for each candidate. To be eligible to serve on the Delegate Assembly, a board member must be a trustee of a district or county office of education that is a current member of CSBA and within the geographic region or sub-region which the Delegate will represent.

The Board as a whole may vote for up to three individuals to fill the three vacancies in sub-region 5B. Regardless of the number of vacancies, each Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates.

Ballots must be postmarked by Friday, March 15, 2024. If there is a tie vote, a run-off election will be held. All re-elected and newly elected delegates will serve two-year terms beginning April 1, 2024 through March 31, 2026.

FISCAL IMPLICATIONS

N/A

RECOMMENDATION

The South San Francisco Unified School District Board of Trustees may vote for up to three candidates to serve as CSBA Delegate Assembly members beginning April 1, 2024.

csba

REQUIRES BOARD ACTION

January 31, 2024
MEMORANDUM

To: CSBA Member Boards and Even-numbered County Board Presidents and Superintendents
From: Albert Gonzalez, CSBA President
Re: 2024 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district or county office must be clearly printed in the space provided.

The ballot must be signed by the Board President, Board Clerk, or Superintendent as a designee of the board, and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's or county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked on or before April 30. Results will be published by May 11, 2024.

For County Boards of Education Only:

Per Standing Rule 52, in regions with more than one county, each county board of education has one vote to elect the county board member who represents the county board(s) in the region in the Delegate Assembly. One-county regions will appoint the county Delegate. Your county board may vote for only one candidate to fill the Delegate position representing the county boards within your region. Enclosed is the ballot material for election to CSBA's Delegate Assembly of the county board representative from

your region. It consists of 1) the ballot (on GREEN paper) listing the candidates, the reverse side of which contains the name of the current member of the Delegate Assembly representing the county boards in your region; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, also provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on GREEN paper is to be completed and returned to CSBA. Like the ballot on red paper for the other Delegate seats in your region, it must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

The ballot on GREEN paper must be signed by the Board President, Board Clerk, or by the County Superintendent, as a designee of the board, and returned in the enclosed envelope. If the envelope is misplaced, you may use your county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked by May 1. The results for the county board seat in each region will also be published by May 11, 2024.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2024 – March 31, 2026. The next meeting of the Delegate Assembly takes place on Saturday, May 19 and Sunday, May 20, 2024. Please do not hesitate to contact the Executive Office at nominations@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
Ballot on green paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **FRIDAY, MARCH 15, 2024**. Only ONE Ballot per Board. Be sure to mark your vote "✕" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2024 DELEGATE ASSEMBLY BALLOT
SUBREGION 5-B
(San Mateo County)

Number of seats: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2024 - March 31, 2026

**denotes incumbent*

☐ Chelsea Bonini (San Mateo COE)*

☐ Sophia Layne (Cabrillo USD)*

☐ Patricia Murray (South San Francisco USD)*

COPY

_____ _____
Provision for Write-in Candidate Name *School District*

_____ _____
Signature of Superintendent or Board Clerk *Title*

_____ _____
School District Name *Date of Board Action*

See reverse side for list of all current Delegates in your Region.

REGION 5 – 10 Delegates (7 elected/3 appointed◈)

Director: Alisa MacAvoy (Redwood City ESD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 5-A (San Francisco)

Vacant (San Francisco County USD)◈, appointed term expires 2024
Vacant (San Francisco County USD)◈, appointed term expires 2025
Vacant (San Francisco County USD)◈, appointed term expires 2025

Subregion 5-B (San Mateo)

Chelsea Bonini (San Mateo COE), term expires 2024
Heather Hopkins (Las Lomitas ESD), term expires 2025
Gregory Land (San Mateo Union HSD), term expires 2025
Sophia Layne (Cabrillo USD), term expires 2024
Patricia Murray (South San Francisco USD), term expires 2024
Kalimah Salahuddin (Jefferson Union HSD), term expires 2025

County Delegate:

Beverly Gerard (San Mateo COE), term expires 2025

Counties

San Francisco (Subregion A)
San Mateo (Subregion B)

COPY

Delegate Assembly
Biographical Sketch Form for 2024 Election

csba California School Boards Association

Deadline: Sunday, January 7, 2024 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2024. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2024. **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Chelsea M Bonini **Date:** 1/15/24

Name: Chelsea Bonini **CSBA Region & subregion #:** 5B

District or COE: San Mateo County Office of Education **Years on board:** 3

Profession: Attorney / Educator **Contact Number (☒ Cell ☐ Home ☐ Bus.):** 415-531-0508

Primary E-mail: cbonini@smcoe.org

Are you an incumbent Delegate? ☒ Yes ☐ No **If yes, year you became Delegate:** 2023 (appointed)

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I'm interested in continuing to serve as a delegate in Region 5B to provide valuable input on key issues as well as representation in my role as a County trustee and a former SMFCSD trustee. As an educator, attorney, County Commissioner and education advocate I bring a multi-faceted perspective to discussions held at Delegate Assembly. I am involved, organized and always seeking input from others.

Please describe your activities and involvement on your local board, community, and/or CSBA.

On my County Board, I currently serve as Board President as well as on various subcommittees and liaison roles, including Legislative, policy, SELPA, SMCSBA and more. Locally for SMCSBA, I am our Board's rep. and participate in planning events and advocacy efforts, including our 2024 Legislative Brunch + Dinner Mtg. in March 2024.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The current challenge for CSBA is to manage the integration of CCBE into its general program and member offerings following an abrupt decision to disband CCBE in Dec. 2023. This is an important upcoming process and ALL boards (Counties and LEAs) need to remain involved and be kept up-to-date on this. Other challenges include ensuring that a focus on better outcomes for all students (incl. SPED + SOP eligible students) remain a focus rather than constant focus on "encroachment."

View results

Respondent

30 Anonymous

13:06
Time to complete

1. I have been... *

- ( ) Appointed
- (•) Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected *

Sophia Layne

3. Full name *

Sophia Layne

4. Region/subregion *

5A

5. Name of District or COE *

Cabrillo Unified School District

6. Years on board *

7

7. Profession

Former biopharmaceutical director

8. Contact number *

415-846-1213

9. Primary email address *

sophia@willowisp.net

10. Are you an incumbent Delegate? *

- (●) Yes
- ( ) No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

It continues to be an honor to serve school districts in Region 5, as well as TK-12 public school students across California as a member of CSBA's Delegate Assembly. In addition to actively participating in twice-yearly delegate meetings to help continually refine CSBA's legislative platform, elect CSBA leadership, and ensuring CSBA activities effectively serve board members across our State, I have been selected to serve a second year as a member of the Legislative Committee, which similarly helps staff determine organizational sponsorship and positions on the slew of bills proposed in the Legislature each year. As a strategic thinker and tireless advocate for equity and excellence, it would be an honor to continue serving in this role!

12. Please describe your activities and involvement on your local board, community, and/or CSBA. *

I have been actively engaged on my local school board since 2016 -- through fiscal challenges, the COVID pandemic, various parcel tax and bond measure proposals, and now our first-ever student-centered strategic plan and workforce housing explorations, I believe collaborative leadership across our governance teams, with our partner agencies and non-profits, and perhaps most importantly, with families and students themselves, is key to improving outcomes over the years and generations to come.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

The vast majority of school board members take on these roles with the best intentions to help students succeed. While this can be very challenging given the realities of our logistical structures and political climates, CSBA is the primary source for keeping us informed, trained, and professionally aligned as we seek to make improvements both in our own individual districts as well as our colleagues' across California.

Delegate Assembly
Biographical Sketch Form for 2024 Election

csba
California School Boards Association

Deadline: Sunday, January 7, 2024 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2024. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2024. **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Patricia (Pat) Murray Date: 1/7/2024

Name: Patricia (Pat) Murray CSBA Region & subregion #: 5-B

District or COE: South San Francisco Unified School District Years on board: 7 years

Profession: Retired Contact Number (X Cell ☐ Home ☐ Bus.): (650) 291-5262

Primary E-mail: pmurray@ssfusd.org

Are you an incumbent Delegate? X Yes ☐ No If yes, year you became Delegate: 2023

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am humbly asking for your vote to serve you for another term as a delegate in Region 5-B. It has been a valuable (and much appreciated) experience, collaborating with other delegates from throughout the state to create a policy platform born of our shared values and diverse experiences.

I have also appreciated sharing the experiences, needs and concerns of my region and learning the same from others. This collaboration makes all of us and our Boards better.

I initially ran for the School Board to make sure that all students had an opportunity to succeed. The data in our district (and throughout the country) showed that some students outperform others based on whether English was their first language or what their race, ethnicity, socio-economic background and gender were. When we can determine ahead of time who will be successful in school, there's a problem. I will advocate for policies and policy changes that will improve the education that all California children receive while keeping equity as a focus.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have been on the SSFUSD Board of Trustees since 2016. I have served as trustee, clerk, vice president and president. I currently serve on our Policies Committee, and our Facilities Committee. I represent our Board (as a listener) on our Equity Committee made up of staff, community members and students.

I have been quite active in my community in South San Francisco, maintaining a strong relationship and constant communication with members of our city council. I have also represented our School District on the General Plan Committee, the District/City Sub-committee and as a commissioner on the SSF Commission on Racial and Social Equity.

I participated on a committee advocating for a more representative curriculum and endorsed changes to California's Ethnic Studies Model Curriculum.

I was on the $436m Measure T School Improvement Bond Committee that passed in November 2022.

I have attended every CSBA Educational Conference and Trade Show since 2016 and have enjoyed the many offerings, including the Orientation for New Trustees, Board President's Workshop, and the Legal Symposium. I was part of the Kent Awards Committee during the pandemic (which planned a virtual ceremony covering 2 years.) I

cont.

completed my Masters in Governance (MIG) in 2017. Our District works closely with CSBA and I attend our Board Workshops and Board Evaluations every 6 months.

As a delegate, I am a representative with the San Mateo School Board Association. Currently, I am on the planning committee for the SMCSBA Legislative Brunch.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge that governing boards are facing now is dealing with the aftermath of an international pandemic.

Although the pandemic is over, its impact on education can be felt everywhere. Both students and staff are trying to find a new, better, norm. Our students are behind academically, with some communities being impacted more than others. Attendance and graduation rates have plummeted. Social-emotional growth was delayed because of Distance Learning and lack of in-person contact. Depression and anxiety were on the rise before Covid, but mental health issues have been catapulted into a whole new realm.

I believe CSBA can help governing boards in a number of ways: They can provide updated, equitable policies. They can provide support with advocacy at the state legislative level for additional funds and grants to help mitigate the aftermath of Covid. They can provide Best Practices and classes on how to handle our new "issues".

I believe that CSBA is in a unique position to work with state legislators and governing boards to improve the challenges facing education in California. I would like to be a part of these changes.

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: February 29, 2024

RE: Approval of the Memorandum of Understanding (MOU) between Young Audiences of Northern California and SSFUSD, March 1-September 1, 2024.

BACKGROUND:

Young Audiences of Northern California (YANC), in partnership with the South San Francisco Unified School District, will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for the 2024 Steam Summer School. This program is for 3rd through 8th grade students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical Thinking, Creativity and Collaboration as well as Social Emotional Wellbeing.

Classroom Teacher/Arts Integration Special Teaching Artist Intensive PD for Classroom Teachers and Teaching Artists **June 3-11, 2024**

With the goal of expanding teacher practice and strengthening arts education, Young Audiences will provide professional development to summer school educators on Arts Integration into STEM curriculum development. Participating teachers and teaching artists will participate in a 5-day intensive training focusing on the practices of Harvard's Project Zero, including:

- Arts Integration
- Making Learning Visible
- Culturally Relevant Practices
- GLAD integration into science curriculum

- Peer to Peer learning
- Team teaching best practices
- Building classroom climate and culture

S**ummer STEAM - Arts Integration Summer Sessions *(20 days)*** *With Embedded Professional Development included* **June 12-July 12, 2024**

All YANC programs are designed to address the specific educational and/or social goals of a class or school. This is done through arts integration, in which instruction in an art form is integrated with instruction in another curricular area.

FISCAL IMPLICATIONS:

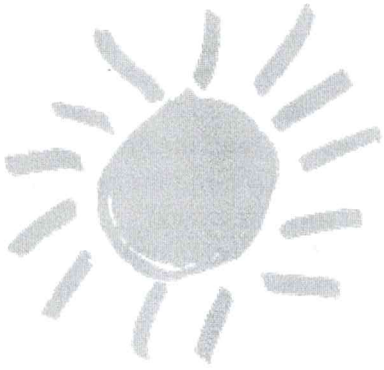
The total contract for Young Audiences of Northern California support cost shall not exceed $315,000, to be paid out of LCAP Supplemental funds:

Artist Fees	$ 239,750.00
Professional Development	$ 35,000.00
Artistic and Training Personnel	$ **274,750.00**
Administrative Costs	
YANC Project Management	$ 20,000.00
Program Manager	$ 10,000.00
Materials	$ 8,000.00
Administrative Overhead/Travel	$ 2,250.00
Administrative Costs	$ **40,250.00**
TOTAL PROJECT COST	$ **315,000.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between Young Audiences of Northern California and SSFUSD, effective March 1 through September 1, 2024.

Young Audiences Arts for Learning Northern California



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
2024
STEAM SUMMER SCHOOL
STEM + ARTS INTEGRATION

YOUNG AUDIENCES OF NORTHERN CALIFORNIA
Service Proposal

District:
South San Francisco Unified
School District (SSFUSD)
398 B Street
South San Francisco, CA 94080
650-877-8700
www.ssfusd.org

Contractor:
Young Audiences of Northern
California (YANC)
57 Post Street #511
San Francisco, CA 94104
www.ya-nc.org
Fed I.D. #: 94-1553479

Service Period
1 March 2024 – September 1, 2024

Contract Amount: $315,000

Contractors Areas of Service:
Young Audiences of Northern California in partnership with the South San Francisco Unified School District will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for 2024 STEAM SUMMER SCHOOL. This program is for 3rd through 8th grade students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical Thinking, Creativity and Collaboration as well as Social Emotional Wellbeing.

Classroom Teacher/ Arts Integration Special Teaching Artist Intensive
PD for Classroom Teachers and Teaching Artists
June 3-11 (5 days of training and 2 set-up days within this timeframe)

With the goal of *expanding teacher practice and strengthening arts education*, Young Audiences of Northern California will provide professional development to summer school educators on Arts Integration into STEM curriculum development. Participating Teachers and Teaching Artists will participate in a 5-day intensive focusing on the practices of Harvard's Project Zero and tools to strengthen teaching practices including:

- Arts Integration
- Making Learning Visible
- Culturally Relevant Practices
- GLAD integration into science curriculum
- Peer to Peer learning
- Team teaching best practices
- Building classroom climate and culture

NOTE: 2-3 additional professional training days may be required prior to June.

Through a series of hands-on activities, pedagogical strategies will be put into action, allowing participants to make connections to core educational content while exploring strategies in multiple art forms.

Time will be allocated during this training to ensure participating teachers will collaborate and develop their summer arts integrated curriculum with their Teaching Artist partner.

Summer STEAM - Arts Integration Summer Sessions *(20 days)*
With Embedded Professional Development included
June 12-July 12

Skills acquired during the Teacher Intensive will be put into practice during the Summer Learning Institute. Teachers will co-facilitate their STEM + Arts Integrated curriculum alongside Arts Integrated Specialist (Teaching Artists), working with the 4th-8th grade level classroom cohorts of students. During the five-week summer session, initial facilitation of Daily Block One (STEM) will be led by the classroom teacher and during Daily Block Two (Arts Integration/Arts Learning) facilitation will be led by teaching artist. This allows cooperative learning that can lead to co-designed curriculum development. This is a generated learning environment for both classroom teachers and teaching artists to learn from one another and continue to strengthen and build their teaching skillsets.

Classroom Coaching
Additional coaching will be provided by the Young Audiences of Northern California's team during the five weeks of programming, ensuring that teachers build confidence in teaching the arts and are able to transfer these skills to their classrooms in the fall.

Teaching Artist will participate in two class sessions per day:

1. STEAM / Arts Integration
2. Arts Learning

Proposal Notes:

Budget is based on 200-250 students in 14 classrooms.

14 Teaching Artist (Arts Integration) working one-on-one with 14 classroom teachers

PAYMENT TERMS:

Contract Amount: $315,000

Payments will be made in thirds:

- $105,000 – March 15, 2024
- $105,000 – May 15, 2024
- $105,000 – June 15, 2024

ADDITIONAL STUDENTS

1 Teaching Artist is required for each class added.

Cost per added Teaching Artist - $12,500

Protocols and Contingency Planning:

It is understood that Young Audiences of Northern California will follow all safety protocols outlined by the district for safe reopening. One YANC teaching artist will be assigned to each classroom, thus operating in a bubble cohort. YANC will provide a blended model of instruction for both in-person learning as well as remote instruction if needed.

The Young Audiences of Northern California (YANC) Approach:
YANC delivers maximum impact on student learning by ensuring that all of our Signature Core Programs are arts-focused, child-centered, outcomes-driven, and measurably effective. To achieve these qualities, all Signature Core Programs contain the following **four essential elements**, offering children the opportunity to:

- **Experience** the art form demonstrated by a professional artist.
- **Understand** the art form and its history and culture.
- **Create** the art form.
- **Connect** their learning to other areas of study, and to their lives and world.

All YANC programs are designed to address the specific educational and/or social goals of a class or school. This is done through arts integration, in which instruction in an art form is integrated with instruction in another curricular area.

YANC partners with our network of teaching artists to provide Bay Area schools and community centers with four Signature Core Programs:

- **Assembly Performances**—Live, in-school performances by virtuosic artists and ensembles invite students to experience a professional dance, theater or music program right in their school.
- **Residencies**—hands-on arts experiences conducted by teaching artists in classrooms, for a period of 6 to 20 sessions.
- **Workshops**—stand-alone, hands-on arts experiences often occurring before or after an assembly performance.
- **Professional Development for classroom teachers**—designed to increase teachers' comfort level in teaching in and through the arts.

CONTACT:
John J Alecca / Executive Director
Direct: 415.974.5554 ext. 7260

Young Audiences of Northern California
57 Post Street, Suite 511
San Francisco, CA 94104

Web: www.ya-nc.org

Young Audiences of Northern California is an affiliate of Young Audiences Arts for Learning National Network.

Young
Audiences
Arts for
Learning

Northern California

South San Francisco Unified School District
STEAM Summer School 2024
Budget

Artist Fees	$	239,750.00
Professional Development	$	35,000.00
Artistic and Training Personnel	**$**	**274,750.00**
Administrative Costs		
YANC Project Management	$	20,000.00
Program Manager	$	10,000.00
Materials	$	8,000.00
Administrative Overhead/Travel	$	2,250.00
Administrative Costs	**$**	**40,250.00**
TOTAL PROJECT COST	**$**	**315,000.00**

57 Post Street, Suite 815
San Francisco, CA 94104
Tel: 415.974.5554
Fax: 415.974.5104
www.ya-nc.org

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

DATE: February 29, 2024

RE: Approval of the MOU between Silicon Valley Education Foundation and SSFUSD from June 1 to August 1, 2024.

BACKGROUND:

The purpose of this Agreement is for the Silicon Valley Education Foundation to provide the Elevate Math program designed for incoming 3rd - 10th grade students whose test scores indicate they are nearly meeting grade level standards. We have partnered with SVEF-Elevate and use their services to prepare students so they can be successful in the next math course. The MOU states services will be provided between June 1 to August 1, 2024.

SVEF will provide curriculum and PD resources, project management staffing to assist with student and teacher recruitment, meetings, program tracking, handling financials, organizing surveys, preparing reports, tracking student achievement, and assisting the District in developing ongoing summer interventions programs.

FISCAL IMPLICATIONS:

Class Agreement Breakdown for E Math:

Grade	# of Classes	Cost to District
Elevate Math 3	2	$20,520
Elevate Math 4	2	$20,520
Elevate Math 5	2	$20,520
Elevate Math 6	2	$20,520
Elevate Math 7	2	$20,520
Elevate Math 8	2	$20,520
Elevate Math 9	1	$10,520
Total	**13**	**$133,640**

Amount to be paid out of LCAP Supplemental Funds. SVEF fundraises to offset the cost of providing this program.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between SVEF and SSFUSD effective June 1 to August 1, 2024.

MEMORANDUM OF UNDERSTANDING

Silicon Valley Education Foundation
and
South San Francisco Unified School District
Elevate [Math] Programs

This Memorandum of Understanding (MOU) serves as a facilitating document establishing an agreement between **Silicon Valley Education Foundation** (SVEF), located at 1400 Parkmoor Avenue, Suite 200, San José, CA and South San Francisco Unified School District located at 398 B St. South San Francisco, CA 94080, South San Francisco to implement the following SVEF program(s) from June 1st - August 1, 2024:

Elevate [Math]

All of the provisions of this MOU and any attached documents, project proposals, and/or addenda are subject to mutual agreement of the parties, and to review by the School District Superintendent, and when necessary, the School District's Board of Trustees. Parties to this MOU have the right to terminate this MOU and any addenda by informing the other party in writing three (3) months prior to the date on which termination will become effective.

Program Description:
Elevate [Math]: The Elevate [Math] program is designed for incoming 3rd–10th grade students whose test scores (as measured by Smarter Balanced Assessment Consortium (SBAC or other objective measures) indicate they are nearly meeting their grade-level standards. The Programs frontload supplemental accelerated instruction in math readiness, so that students are able to successfully complete their next level math course.

Details of the above program(s) can be found in Addendum I to this MOU.

Collaborative Successful Partnership Proposed Roles and Responsibilities:

SVEF agrees to:

- Provide the curriculum and professional learning resources for effective implementation of the curriculum specifically aligned and designed to meet grade-level Common Core State Standards (CCSS).

- Market the Program(s) to foundations, corporations, businesses, and individuals in an effort to obtain partial funding for the Programs.

- Provide financial contributions as outlined in the "Class Agreement Breakdown" table on page 4 of this MOU. The School District will pay for programs prior to the start of the Elevate [Math]/[CS]I Program.

- Provide project management staffing to assist as needed with the following:
    - student recruitment;
    - teacher recruitment;
    - setting meetings;
    - tracking execution of the Programs; and
    - handling financials.

- Assist districts with TB and fingerprinting logistics. School District may elect to have SVEF assume the responsibility of fingerprinting and paying teachers.

- Recruit and train college mentors/teaching assistants to provide inspiration and encouragement to students to attend college and enhance college curriculum for E[M] .

- Facilitate the pre- and post-assessments and surveys, prepare reports on the Programs, track overall student achievement gains, and gather student efficacy survey results to share with the School District and funders.

- Collect student emergency contact information and provide safety guidelines for the classroom and online environment.

- Provide access to required online tools.

- Work with the School District to develop a school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college.

- Recruit and train corporate volunteers to enrich the classroom experience and provide STEM or Career Inspiration Workshops.

- Organize a College Day experience for high school students only (E[M] 9-10+).

- Work with teachers to organize and promote End of Program celebrations for each class.

- Organize site visits to provide donors and/or partners the opportunity to observe classroom sessions. Visits may include student and staff photo releases.

School District agrees to:

- Enroll students only in SVEF programs rather than a combination of SVEF and district programs.

- Appoint a School District representative to serve as the primary liaison for SVEF, with whom Program coordination can be managed—including student/teacher recruitment and logistics of the Programs. The School District representative agrees to respond to requests for information, feedback, and other communications in a timely manner, generally within 24-48 during business days.

- Appoint a School District representative to serve as the data liaison to SVEF who will provide required data in a timely manner as outlined in Addendum V, VI, and VII to this MOU.

- Provide a target list for student recruitment and use the enrollment form created by SVEF. If the School District elects to lead recruitment efforts that do not utilize the SVEF enrollment form, the School District will be responsible for manually entering the hardcopy forms into SVEF's online enrollment system. SVEF will not accept scanned forms that do not use the SVEF enrollment template.

- Communicate the policy/procedures for handling student behavior and absence during the summer Programs. The School District will provide SVEF the name of the person responsible.

- If in person, provide basic classroom facilities as outlined in Addendum II to this MOU.

- Provide the financial contribution to the Programs as outlined on page 4 of this MOU unless the class is canceled for reasons beyond the School District's control. Such financial contribution should be paid to SVEF prior to the first day of class.

- Identify a representative from the School District's IT department to support the Programs' connection to the internet and ensure that computers/devices are provided for each student to use during the Programs. This includes whitelisting and access to Youtube.com, Desmos, Google Classroom, Zoom, Nearpod, Salesforce etc. SVEF will provide the full list.

- Assist in recruitment of teachers for their Program sites. Teachers may be paid through SVEF (simplifying the role of the School District) or through traditional School District processes. The preference will be outlined on pages 4 and 5 of this MOU.

- Provide TB verification and proof of sexual harassment training for your district recruited teachers. (Human Resources)

- Assist in finding substitutes.
    - SVEF will pay a substitute if SVEF is the teacher's paying agent.
    - The School District will pay a substitute if the School District is the teacher's paying agent.

- Ensure that all teachers participate in the curriculum and professional development training and Professional Learning Communities (PLCs).

- Assist in recruitment of full classes of students to participate in the Programs. Allow SVEF to contact families directly.

- Support the administration of the pre-post assessments and pre/post surveys.

- Work with SVEF to develop school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college. SVEF collects placement and success data on all alumni students from third grade through completion of high school.

- Commit to placing students who have successfully completed Elevate [Math] into the appropriate grade-level course for the following school year.

- Allow SVEF to host site visits by donors and/or partners with the purpose of observing a classroom session and/or presenting a hands-on STEM Workshop.

Class Agreement Breakdown for E[M]:

	# of Classes	District Contribution	# of Students per Class
EM 3rd Grade	**2**	**$20,520.00**	**24**
EM 4th Grade	**2**	**$20,520.00**	**24**
EM 5th Grade	**2**	**$20,520.00**	**24**
EM 6th Grade	**2**	**$20,520.00**	**24**
EM 7th Grade	**2**	**$20,520.00**	**24**
EM 8th Grade	**2**	**$20,520.00**	**24**
EM 9th Grade Traditional	**1**	**$10,520.00**	**24**
Total	**13**	**$133,640.00**	

SVEF fundraises to offset the cost of providing these programs. This summer, SVEF will fundraise to contribute $6,000 per class, for a total of $78,000.00 for this agreement.

SVEF will be responsible for paying teachers and fingerprinting

Please provide a contact with whom to follow up with any billing questions.

Finance contact: Name_____ Email_____

[*Signature Page Follows*]

District Superintendent or Designee Signature:

Only the authorized agents or their offices listed below may make changes to this MOU and any future addenda, provided, however, that both parties mutually agree upon such changes in writing.

X_____ _____
Superintendent or Designee Signature Date

_____
Printed Name

District Data Personnel Signature:
By signing below, I acknowledge that I have read and understand the data exchange timeline and requirements and agree to meet the deadlines as outlined in Addendum VI and VII to this MOU or otherwise communicated by the SVEF Directors or Managers.

X_____ _____
Data Personnel Signature* Date

_____
Printed Name

SVEF Signature:

X_____ _____

Seung Lee
Director of District Partnerships

Date

X_____
Chris Carney
Chief Operating Officer

_____
Date

ADDENDA

Addendum I: Program Components

	Elevate [Math] 3-5	Elevate [Math] 6-8	Elevate [Math] 9-10
Grades	Rising 3rd-5th	Rising 6th-8th	Rising 9th-10th
Length	75 hours	75 hours	125 hours
Curriculum	Elevate [Math] (math and literacy)	Elevate [Math]	Elevate [Math]
Teacher PD	24 hours PL 6 hours PLC Coaching	24 hours PL 6 hours PLC Coaching	24 hours PD 6 hours PLC Coaching
Classroom Mentor	College Mentor (~1:3)	College Mentor (~1:3)	College Mentor (~1:3)
College Awareness	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum -College Day Event
Growth Mindset	20 day curriculum	20 day curriculum	21 day curriculum
STEM/Career Awareness	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity
End of Program	Celebration Party	Celebration Party	Celebration Party

Addendum II: Facilities and Support for the SVEF Programs

For [EM] classes:

If in person, School District agrees to provide the location and facilities for the Programs, including:

- Classroom setting for teachers to conduct instruction to students, such that adequate space is allocated for class size and safety guidelines.
- A teacher-preparation and small tutoring space (could be a classroom).
- Access to computers and the internet to support an entire class at one time.
- An outdoor space for students to have physical exercise and to mingle during breaks.
- Access for teachers to printers and photocopiers, including teachers who do not work in the School District during the school year.

If remote, The school District agrees to ensure every student and teacher has Internet and access to a device capable of running Zoom and another program.

If in person, The School District agrees to provide access to the following classroom equipment:

- Class Set of mini-whiteboards *or* plastic sheet protectors filled white copy paper
    - *Note:* If unable to provide either option, teacher can utilize clear plastic cover of the Elevate [Math] notebook
- Class Set of dry erase markers and erasers
- Class Set of iPads/Chromebooks/laptops, with access to the following domains:
    - YouTube, Google Classroom, Kahoot!, Desmos, Padlet (for Growth Mindset and College Information curricula**)
    - Students will also access the following domains for SVEF surveys and pre-/post-assessments: svef-pre.qassess.com, https://svef.force.com/faculty/login, and formassembly.com
- Manipulatives (cm cubes, double-sided counters, etc)
- General Classroom Supplies, including:
    - Markers, pencils
    - Calculators, Rulers, scissors
    - Whiteout, blue tape, glue sticks
    - Paper clips, post-its
- Projector and/or Document Camera
- The following types of paper:
    - Sticky pad/ flip chart
    - Colored Xerox paper (for small posters)
    - Construction paper (for larger posters)
    - Butcher paper
    - Patty paper (*8th grade only*)
- It is highly recommended that districts provide out-of-district teachers and all College Mentors with a temporary district email/Google account. This enables teachers and students to access a shared Google Classroom. If districts are unable to do so, Elevate [Math]SVEF will create an @elevatemath.com for E[M] and @csi.svef.com for [CS]I domain that must be whitelisted by the district for use by students and the teacher.

SVEF agrees to provide the following classroom materials:

- End of program certificates
- A Gift Card provided to each teacher for extra supplies (including, but not limited to, snacks & incentives)
- Program materials, including:
    - Elevate [Math] Curriculum
    - Pre- and post survey and assessments
    - Core FALs and card sorts
    - College Readiness Curriculum
- Elevate [Math] student swag and materials, including, but not limited to:
    - Elevate [Math] Notebooks
- Grade-specific program handouts for parents
- End of program certificates

Addendum III: Guidelines for Teacher Selection; Responsibilities

School District may request SVEF contract teachers directly and facilitate payment for service. School District may select credentialed teachers appropriate for the Programs and who support Program goals. For E[M] the teachers should have strong math experience for the grade they will be teaching that summer. Teachers should complete SVEF's pre- and post-Program surveys to provide feedback in support of Program development.

If the School District cannot provide internal district teachers by February 28, 2024, SVEF may work with the School District to interview and hire teacher(s) from outside the School District.

Addendum IV: SVEF Professional Development

All teachers participating in the Elevate [Math] will be required to participate in:
- professional development;
- PLCs (except Elevate [Math]^2);
- Elevate [Math] coaching program; and
- Elevate [Math] effectiveness studies.

Teachers who miss any of the required training will be expected to make up the sessions by watching videos or engaging with the materials.

Addendum V: Student Data and Tracking of Student Achievement

SVEF and the School District have partnered to examine students' academic trajectories toward college readiness, which includes preparation in mathematics. The partnership will assess the progress of students who participate in the Elevate [Math] or [CS]I through assessments (MAC/MARS), math course placement patterns, and a variety of metrics.

The specific exceptions to the Family Educational Rights and Privacy Act that allow SVEF to request and collect students' data from a district partner are as follows:

1. Studies exception, 34 C.F.R. Section 99.31(a)(6): Elevate [Math] and [CS]I use education data for studies to improve instruction.

2. Audit or evaluation exception, 34 C.F.R. Sections 99.31(a) and 99.35: Elevate [Math] and [CS]I share aggregated education data with funders.

Addendum VI: Data Transfer Timelines

The timelines for data transfer are as follows:

Student Data Timeline

Student Data Timeline					
Task	**Request Date**	**Due Date**	**Data**	**E[M]**	**[CS]I**
School District sends target student list based on criteria outlined in Addenda	November	January	Student Name	x	x
			10-digit State ID	x	x
			Middle/High School	x	x
			Last SBAC Scaled Score for E[M]	x	
			Parent/Guardian Name	x	x
			Parent/Guardian Phone	x	x
			Parent/Guardian EMail	x	x
SVEF provides Program Results at debrief meeting	n/a	September	Program Attendance	x	x
			Program Assessment Results	x	x
			Program Survey Results (if available)	x	x
School District sends current and former students school grades and SBAC results *each year until graduation*	August	September	Missing 10-digit State ID	x	x
			I-ready or similar benchmark	x	
			SBAC Scaled Score (Grades 5-8, 11) for E[M]	x	
			Math Grades for E[M]	x	
			Middle/High School Attending	x	x

Addendum VII: Confidentiality Requirements and Responsibilities of the Parties Relating to Student Data

Confidentiality:

A. SVEF agrees to preserve the anonymity of all persons and confidentiality of all data collected. SVEF agrees not to release data to any person or organization not involved in Program evaluation.

B. SVEF requests to share nameless student data with the following SVEF partner organizations that assist with program support and analysis: WestEd and Hispanic Foundation of Silicon Valley (HFSV). Non-specific student data means student names and other identifying personal information will not be shared with the program results. These partner organizations will not be able to name or identify any specific students.

C. No individual shall be identifiable in any reports, publications, or other documents created by SVEF from the use of data provided by the School District.

D. SVEF and its contractors shall maintain the confidentiality of all records in accordance with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 *et. seq.*), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

SVEF responsibilities:

SVEF shall:

A. use the data collected for evaluation of the Programs Elevate [Math] and [CS]I

B. retain data in a place that is physically secure from access by unauthorized persons. SVEF agrees that any computer on which the data resides will be password protected at all times;

C. agree that no individual will be identifiable in any reports, publications, or other documents that are created; and

D. provide a template list to the district to attain students with California State Identification Number (CSID) and or local student ID numbers for which the data has been requested.

School District responsibilities:

School District shall:

A. agree to provide a list of students with California State Identification Number ([CS]ID) and or local student ID numbers for which the data has been requested.

B. designate a contact person to facilitate communications between School District and SVEF for coordinating the data transfer activities necessary to carry out this MOU;

C. collaborate with SVEF, as needed, to facilitate the coordination of the data transfer; and

D. agree to participate in data sharing for the course of the MOU.

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

DATE: February 29, 2024

RE: Approval of the MOU with Partners in Schools Innovation

BACKGROUND:

SSFUSD has recently approved a Strategic Plan that contains two priorities - Exceptional Instruction and Empowered Educators. SSFUSD would like to enter into a partnership with Partners in Schools innovation to work on the following initiatives in the SSFUSD Strategic Plan:

- Creating an instructional vision.
- Implementing a sustainable and effective instructional coaching infrastructure.
- Designing and implementing the measurement tools needed to assess the impact and improve the implementation of instructional coaching.
- Building the capacity of District staff, coaches, and school leadership to leverage various forms of data to drive improvement cycles that improve instructional practices.
- Supporting coaches to build the capacity of teachers to powerfully increase student voice, agency, and engagement in classrooms.
- Co-developing and institutionalizing effective and equitable practices, training, and support for instructional coaches.
- Providing initial coaching support for a cadre of instructional coaches to jump-start their ability to partner effectively with school leadership.

FISCAL IMPLICATIONS:

The fiscal impact is approximately $167,000 and will be paid via Bay Ed Fund.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between SSFUSD and Partners in Schools Innovation effective March through July 2024.

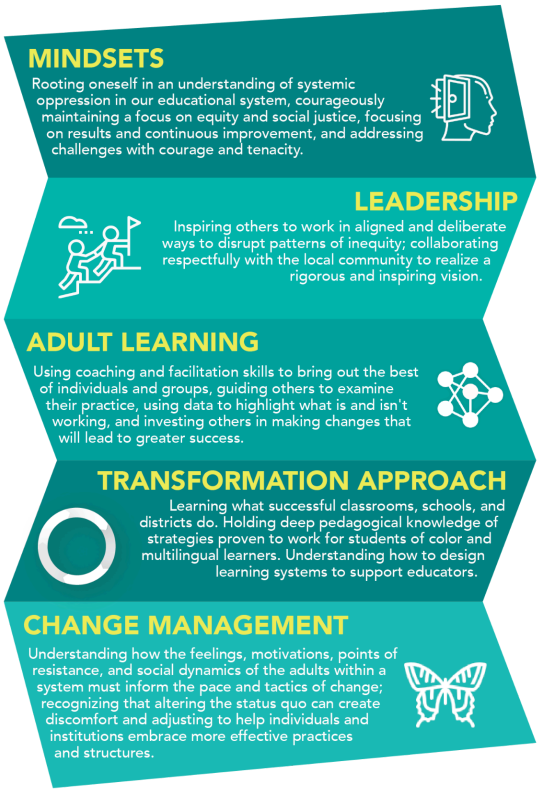
20 February 2023

Mr. Keith Irish
Assistant Superintendent of Education Services
South San Francisco Unified School District
398 B Street, South San Francisco, CA 94080

Mr. Irish,

We are pleased to submit this initial (2024 only) Memorandum of Understanding for a multi-year District Transformation for your review. Getting to know the district through conversations with you and Mr. Hannon has been a pleasure. Thank you for this opportunity to serve the South San Francisco Unified School District. As an alumna of the district, I am personally invested in improving outcomes for our kids, especially the students of color who have long been underserved by our schools.

A few reminders about our overall approach:
Partners in School Innovation supports all levels of the TK-12 public education system – from the superintendent's office to the classroom – to grow as equity-focused change agents. Being a change agent means galvanizing colleagues around a shared vision for educational equity, using continuous improvement processes, and building systems that last. We disrupt patterns of behavior and thinking that get in the way of deep, trusting relationships. We transform how leaders, coaches, and front-line educators engage with each other and students as learners. We build skills and systems that sustain improvements long after we have left the district.



Based on our conversations with you about the needs in South San Francisco, we are certain that we are the right partner for your strategic plan implementation efforts because of the alignment of our approach with your aspirations:

- We focus on transforming the entire system by catalyzing change at all levels of the district.
- We put our shoulder to your wheel and build the capacity of your people to lead.
- We use proven leadership coaching methodology to best support leaders and teachers as they drive change in their schools and districts.
- We build systems and structures for aligned and coherent improvement, not curricula.
- We are deeply committed to our home, the Bay Area.

For thirty years, our organization has had the privilege of supporting many school districts in the Bay Area, each with its unique set of challenges and aspirations. I am eager to share some highlights of our work with you, as I believe the experiences gained in districts such as West Contra Costa Unified School District, Sausalito Marin City School District, Oakland Unified School District, Emery Unified School District, Franklin McKinley School District, and Oak Grove School District provide examples of how we have consistently worked in alignment with teachers, school leaders, and district leadership to create positive learning environments for our most marginalized students.

Our experiences and successes demonstrate our commitment to fostering positive change, improving instructional practices, and promoting collaborative approaches to address unique challenges within educational settings. We are confident that our expertise aligns seamlessly with the goals of the South San Francisco Unified School District, and we are eager to show how Partners in School Innovation can contribute to the continued success of your district.

We look forward to working with you in transforming your district!

Sincerely,



Eddie Scruggs Smith
Chief of Program Implementation

Memorandum of Understanding
for
2024 District Transformation Planning and Early Implementation
A partnership between
South San Francisco Unified School District and **Partners in School Innovation**

Section I: OUR UNDERSTANDING / INTRODUCTION

South San Francisco Unified School District (SSFUSD) has completed a strategic planning process, has developed a graduate profile, and is now looking to develop and implement an instructional and data coaching infrastructure district-wide and would like to have a robust partnership with a proven collaborator to support your work.

SSFUSD is the largest K-12 district in San Mateo County, serving approximately 7,868 students (as of October 2022 census day). The district is composed of nine elementary schools (TK–5), three middle schools (6–8), three high schools (9–12), an adult school, and a preschool.

Based on the district's Local Control and Accountability Plan (LCAP), a few of the district's key goals align with some of the support mechanisms that Partners in School Innovation can provide:

Goal 1: Invest in student achievement by providing a high-quality curricular program that will raise student proficiency on the California Common Core State Standards as measured by overall academic achievement on state and local assessments, CA Dashboard results, interim assessment data, and ELPAC/Reclassification data.

Goal 2: Invest in professional development to strengthen capacity in curriculum program implementation based on the development of scope and sequence as measured by walkthrough observations, artifacts, and student work.

The ACTIONS that the district is planning to implement to pursue these goals include:

Provide support and training for staff who are part of the English Learner Development program

- Provide individual coaching to build an understanding of the purpose and implementation of Designated and Integrated ELD Support from one of the district ELD Teachers on Special Assignment (TOSAs)
- Assist elementary and secondary teachers in planning and delivering instruction to identified EL students using specific strategies from EL Support in Wonders and supplemental curriculum (Academic Vocabulary Toolkit, Imagine Learning, etc.)

- Review and implement the EL professional learning plans established with each administrator (use Essential Practice Framework with principals to develop EL professional learning plans to improve instruction for ELs through coaching, training, and planning support via TOSAs)

Provide support for educators to participate in Teacher Leadership Team (TLT) meetings (PLCs) where groups of educators work collaboratively in recurring cycles of inquiry and improvement

(performance management)

- Invest in supporting school ELA Teacher Leadership Teams (TLTs), enabling them to engage in reflective practices regarding the ELA scope and sequence, including reviewing and revising district common assessments, offering guidance throughout the implementation of the collaborative inquiry cycle, and informing next steps regarding standards-based learning.
- Invest in supporting school math Teacher Leadership Teams (TLTs), empowering them to provide input and guidance with the continued implementation of the collaborative inquiry cycle, the district-wide math adoption process, and standards-based learning.
- All teachers will engage in professional development focused on Common Core, cultural competence, equity work, restorative practices, mindset work, positive behavioral systems, socio-emotional programs, English learner services, and special education services.
- Provide professional learning to strengthen the practices of classroom teachers for ELL students.
- Provide professional learning opportunities for staff on the following topics: scope and sequence (ELA & math) coaching principles, collaborative cycles of inquiry, gradual release of responsibility, and how to give actionable feedback.

Section II: SUCCESS OBJECTIVES

Through this initial partnership (in scope for this memorandum) and the subsequent envisioned 3-year plan (out of scope for this memorandum), Partners in School Innovation can support the district's aims above by enhancing district-level systems, routines, and mindsets to support the sustainability of high-quality leadership and support in developing a strong coaching infrastructure rooted in equity. We can intentionally advance South San Francisco Unified School District's objectives using our Equity Network, School Transformation Approach, and Leadership Coaching methodology.

Given the district's aspirations and current capacity-building goals, Partners can be a source of strength and support in measurable ways that include:

- Implementing a sustainable and effective instructional coaching infrastructure.
- Designing and implementing the measurement tools needed to assess the impact and improve the implementation of instructional coaching.
- Building the capacity of district staff, coaches, and school leadership to leverage various forms of data to drive improvement cycles that improve instructional practices.
- Supporting coaches to build the capacity of teachers to powerfully increase student voice, agency, and engagement in classrooms.
- Co-developing and institutionalizing effective and equitable practices, training, and support for instructional coaches. This work includes asynchronous support to ensure staff get support when and where they need it.
- Providing initial coaching support for a cadre of instructional coaches to jump-start their ability to partner effectively with school leadership.

Section III: ABOUT US / OUR QUALIFICATIONS

A. WHO WE ARE

Partners in School Innovation (Partners) works shoulder-to-shoulder with teachers and leaders to strengthen teaching, learning, and achievement in public schools and districts so that every student, regardless of background, thrives. Partners is guided by a vision of public schools that work to eliminate the opportunity gap and ensure they are exciting places to teach, learn, and grow. Investing in the existing teachers and leaders in our partner schools and districts will give them the capacity to achieve outstanding results for their students. We work with schools and districts to provide customized, hands-on professional development and coaching that guides leaders and teachers to leverage continuous improvement methods to learn about and implement best practices that transform learning for their students. Founded in 1993, Partners actively seeks to disrupt patterns of inequity in education by developing systems and structures that work effectively to close persistent achievement gaps based on race, class, culture, and power.

B. OUR HISTORY PARTNERING WITH DISTRICTS IN THE BAY AREA

Since our founding in 1993, our organization has had the privilege of supporting a number of school districts in the Bay Area, each with its unique set of challenges and aspirations. We are eager to share some highlights of our work with you, as we believe the experiences gained in districts such as West Contra Costa Unified School District, Sausalito Marin City School District, Oakland Unified School District, Emery Unified School District, Franklin-McKinley School District, and Oak Grove School District provide examples of how we have consistently worked in alignment with teachers, school leaders, and district leadership to create positive learning environments for our most marginalized students.

In our partnership with ***West Contra Costa Unified School District***, we collaborated closely with district and site leaders to identify focus areas. Our role extended to providing individual and team support to sustain district and school-wide systems, focusing on improving the core instructional program. Our partnership sustainably increased student achievement at 5 of seven schools and reduced (unwanted) teacher turnover by 70% in the most challenging schools.

At ***Sausalito Marin City School District***, we worked with the ELA instructional coach to plan monthly professional learning communities (PLCs) and principals to build their capacity to establish and lead Instructional Leadership Teams. Our support extended to facilitating these PLCs, emphasizing observation and coaching for school and teacher leaders. Our partnership supported equity-in-action in a district as it went from two segregated schools to one community.

In the ***Oakland Unified School District***, our team played a supportive role by actively participating in reparations task force sessions with large communities of Black students and their families. We collaborated with task force leadership to facilitate planning sessions and

ensure district goal alignment. This work resulted in the district applying a set of Black Thriving Indicators.

Emery Unified School District witnessed our commitment to professional development. We provided sessions designed to support participants in developing and implementing a school site theory of action and professional learning plan centered on culturally relevant pedagogy. Our focus on teacher collaboration and culturally relevant teaching and learning has consistently driven positive outcomes.

Our partnership with ***Franklin-McKinley School District*** involved providing leadership coaching and thought partnership to district leaders, supporting Principal Learning sessions, and providing school site coaching to Leaders and Instructional Leadership Teams. We actively supported schools in engaging in root cause analysis to develop Literacy-focused cycle action plans aligned with the district's literacy priority. We work with the Assistant Superintendent and Director of Curriculum and Instruction to design and facilitate the monthly Principal Learning Sessions that lay out district priorities and build leadership capacity. To aid in this process, we have been using the Partners Change Agent Framework as a high-level overview of the leadership skills and mindsets necessary to successfully lead schools with high numbers of underserved students.

Lastly, we have provided site-level and network support to several Title I schools in the ***Oak Grove School District***. This work has recently focused on supporting instructional leadership teams and site leaders in developing high-performing PLCs. One of the primary tasks of PLCs is to develop and test change ideas as part of the improvement cycle. In addition to school support, we understand the importance of developing high-quality systems and staff at the district level. In 2021, we conducted a District Transformation Review. While reviewing the results of the view with the Assistant Superintendent, it became clear that district-level improvement work was also needed. As a result, we have been providing coaching to the Assistant Superintendent and several key members of the Ed Services to develop the individual and collective capacity to lead change efforts. Our efforts have fostered alignment and transparency of district plans, allowing for better communication with schools and implementation of change ideas.

We work alongside district leaders in all these partnerships to design, develop, implement, monitor, and perfect systems at all levels. We are masters of implementation and collaboration, and this robust way of 'partnering' sets us apart and makes the work in districts robust and sustainable.

C. HOW WE ACHIEVE RESULTS / OUR GENERAL APPROACH TO IMPROVEMENT

Our approach is focused on equity and continuous improvement while keeping students at the center. We anchor our approach in the lived experiences of the people we coach. Partners team members work shoulder to shoulder with educators, promoting inquiry and reflection so they can grow their professional practice and continue to carry out the work we create together. We also host a national online community of practice, a place to learn

and hone our skills in equity mindsets, adult learning, change management, school transformation, improvement approaches, and leadership alongside other equity-focused change agents. Once we leave their schools and districts, our online community continues to be a place to come together to connect and collaborate.

Equity at the center

Our equity-centered approach includes the following:

- Disrupting inequitable leadership and teaching practices and systems
- Building adult capacity to make equity principles actionable in instruction
- Supporting school transformation and sustainability

How do we do this? We prioritize our internal learning around equity, race, class, culture, and power (RCCP) to build our awareness and capacity and continually improve how we show up and support people to engage in equity work. We support educators in harnessing the potential already present within them by helping them discover the wonder and agency they need to produce results. We believe the best people for the job are those already committed to their communities and show up daily for students. We believe that equity is not an add-on. Rather, an equity lens must be a throughline in all we do.

Lively, Loving Learning Environments

Our goal as an organization is to support district and site leaders and educators serving high-need students of color to create what we call *lively, loving,and learning environments*:

- **Lively**: Students help shape what and how they learn, using multiple senses to make meaning of content. Teachers collaborate enthusiastically and take calculated risks to create stimulating learning experiences for students.
- **Loving**: Students and educators show up as their true selves, know each other, trust each other, and connect across classrooms and grade levels. School community members practice compassion and kindness and hold each other to high standards.
- **Learning**: Students and adults of all backgrounds understand that their abilities can expand through hard work and, therefore, provide helpful feedback to each other, reflect on their learning, and use data in robust ways that support improvement. All students can access rigorous grade-level content and various extracurricular activities and learn how to better their communities and society.

For school improvement efforts to work, district leaders, school leaders, and teachers must share a clear understanding of the desired changes and rationale, along with a strategy for building the will, knowledge, and skills of teachers to execute the changes in partnership with students and families. We engage educators across these roles in discussions about the mindset and instructional shifts necessary to accelerate achievement for low-income students of color.

We engage school and district leaders to support frontline staff in their learning and development. We collaborate with adults across all district levels to develop systems to

deliberately embed these instructional shifts and the relational and team development work that promotes 360-degree transparency. The alignment created by this multi-role approach makes the desired changes more likely to occur in the classroom and at the school and district levels. Finally, building capacity within all roles in the system increases sustainability by ensuring that higher performance levels will continue even if key personnel leave. Our efforts focus on building lasting capacity and systems that allow our staff to release our support gradually.

Methods of Support

We support district and school transformation using one, some, or all of our implementation methods based on the depth and breadth of need and the level of resourcing the school or district has to invest in the needed transformation. Using our tools and processes, we coach and connect educators and administrators to solve specific challenges and create change agents.

Coaching and Team Facilitation includes having one or more of our Innovation Partner coaches on site, supporting educators and administrators across the entire site or within specific teams to build sustaining school systems and practices aligned to the School Transformation Framework (STF). We also provide the option for online follow-up to go deeper or support educators asynchronously outside of the school day.

Activities may include:

- District, site leadership, and teacher leadership coaching aligned to the Change Agent Framework (CAF)
- Supporting grade, departmental, and instructional leadership teams
- Supporting district-level teams and learning structures

Coaching can be provided at varying intensities from:

- Whole Site Support - Deploying a full-time Improvement Partner to coach and support a whole site in their transformation efforts. Our staff members would support the leader in building an effective ILT, designing and executing a professional learning plan for the whole school, and engaging in coaching and modeling in the classroom.
- Focused Support - Deploying a part-time (typically 50%) Improvement Partner to coach and support a whole site in their transformation efforts with less intensity or a full-time Innovation Partner supporting two sites. This support focuses on an area of particular need - some grade levels (e.g., K-3 or middle grades), on a particular discipline (e.g., ELA or math), or specific roles (e.g., support for new teachers).
- Light Touch Support - Deploying a part-time Innovation Partner to coach and support multiple sites. Often, these deployments support the translation of networked learning (e.g., participating in a multi-school network focused on new PK-2 reading interventions) into effective classroom practice. In this case, we might support a local coach or a couple of focal teachers who the site leader will use to model the

adoption for other educators.

Learning Networks connect multiple districts or schools facing similar issues or seeking leadership growth to share experiences and engage in joint learning that fosters the ability to iterate on potential solutions rapidly.

Our primary Learning Networks are:

- Subject Area Focused Network: schools working to solve a specific problem (e.g., low 3rd grade reading proficiency)
- Instructional Leadership Team Network: building capacity of ILTs to set an Annual Theory of Action, Monitor Teaching Practice, and develop quality learning systems to support teacher development
- Whole School Transformation Network: Activating change agents to drive further systemic transformation

Online Community and Courses

We bring together K-12 Public School Principals, Teacher Leaders, and Instructional Coaches who are deeply committed to educational equity to reimagine how data informs school improvement, lead change through improvement cycles, tap into the power of stories, and lean on one another for thought partnership and inspiration so that together we can ensure more equitable outcomes for all Black and Brown students.

The online community and courses provide additional or alternative support for coachees to asynchronously engage in learning and development on their own schedule and pace. It is a valuable way to share educational leadership content across various teams and roles without setting aside resources for off-site coverage. The community design differs from a standard Learning Management System because it focuses on building a learning culture. Customized courses and content can be developed as needed, and private groups can be created for various learning cohorts across a district.

All Partners clients are invited to join immediately and will gain access to:

- **Provoking community discourse and prompts** on equity that welcome members to courageously share stories and ideas with others committed to the same mission
- **Challenges and guided lessons on equity work** with curated activities, opportunities to practice, and space for reflection that can be self-paced or taken with a cohort
- **Frameworks, actionable tools and templates, and other media** available on demand to support strategic equity work and progress toward change

Combining Methods and Intensities

What works for any given district/school is not a one-size-fits-all. We launch our partnership focused on cultivating authentic relationships and developing a deep understanding of the strengths and challenges within the existing systems and structures to find the right

"dosage" that fits best for the need. Each site's problem statement or objectives will likely require a different mix of support from Partners

D. SOURCES OF VALUE WE BRING TO THE PARTNERSHIP

We have 30 years of experience supporting public schools with 70+ percent low-income children of color, helping us become a national leader in equity-focused school transformation and data-driven improvement. For the past 15 years, we have implemented our current school transformation approach, beginning with elementary schools. We entered secondary schools in 2010-11 after studying how to improve systems for professional learning and school culture, raise student achievement, create a college-going culture, and support intervention programs in middle schools.

We attribute our success to the high-fidelity implementation of our continuous improvement approach coupled with deep, authentic relationships. This attention to a shared set of methods brings about a sense of urgency with ambitious achievement goals. We combine this with a "warm demander" approach to leadership and teaching, frequent reflection on data, and adherence to our results-oriented cycles of inquiry, always supported by an experienced coach who holds students at the center of all this work. We bring four sources of value to each project:

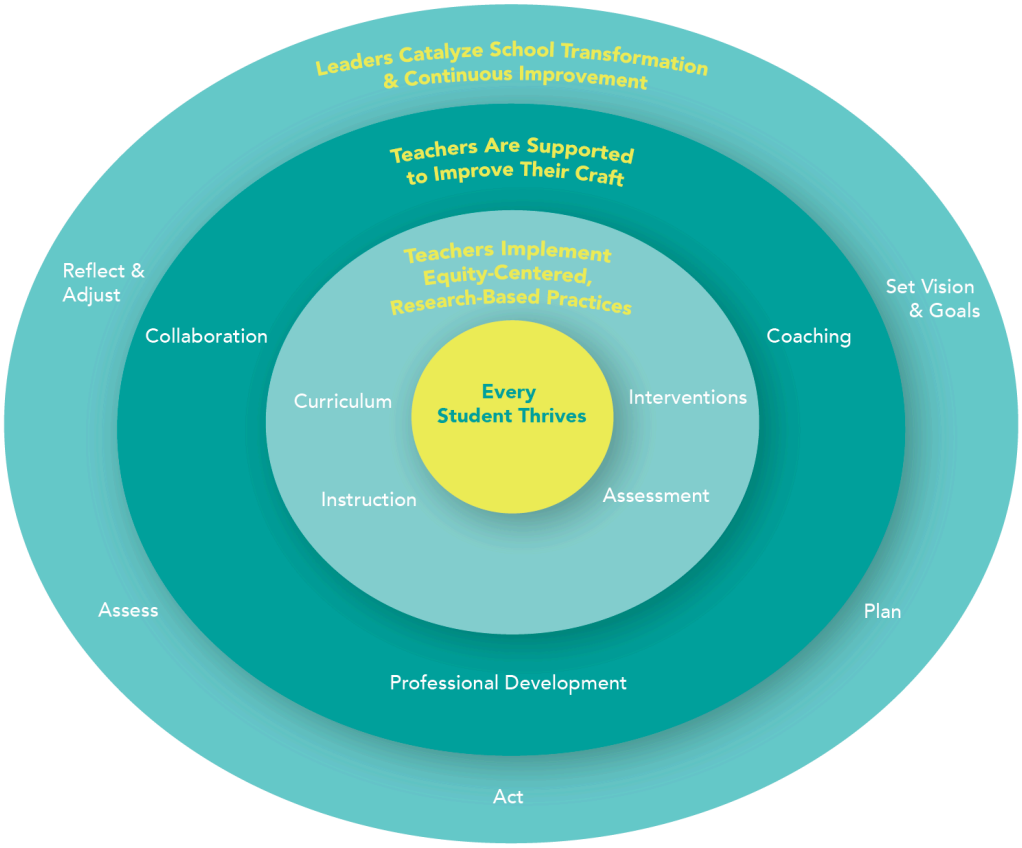
Our Staff Members Assigned to This Work

Our staff have been highly successful teachers, instructional coaches, and administrators in schools like the ones we serve. We equip them to coach educators while building their capacity to rigorously engage in continuous improvement. Our embedded staff act as reflective and coaching partners, facilitating team discussions, challenging assumptions, and providing just-in-time support to break through moments of "getting stuck" that inevitably occur.

Our Internally Developed Methods and Tools

We have continuously innovated our methods and tools over the past 30 years based on the successes we see in our partner schools and districts. During that time, we have codified our learning as an improvement organization. We have developed and tested our School and District Transformation Frameworks and their associated rubrics.

School & District Transformation Framework (& School / District Transformation Reviews)



We have nearly 30 years of data that connect changes in specific adult practices to improvements in teacher effectiveness and student success. We also have a mature set of process measures we collect in our Program Implementation Tracker that makes visible whether or not the *work* of improvement is happening regularly – e.g., Did PLCs meet? Did they analyze student work? Based on that data, did they adjust instructional plans for the next week? Etc?

***Results-Oriented Cycle of Inquiry** (ROCI)*



Our continuous improvement process, *Results-Oriented Cycle of Inquiry* (*ROCI*), includes five steps: set goals, plan, act, assess, and reflect & adjust. ROCI leverages the data we collect about adult practice and student learning and well-being data from the micro (exit tickets) to the macro (state test results) to test whether changes introduced into the system produce the desired improvements. Collectively, we support educators to track shifts in leadership, systems, and instruction.

Contributions from our Program Development and Support Team

Through our partnership, you will regularly experience the staff members assigned to your team. Yet, you will also gain a deeply invested team behind the scenes working to ensure we stay on our own growth edge and constantly reflect and adjust how we support you to reach your goals. Our core team of internal experts and coaches support our internal colleagues through ongoing learning sessions we call *Data Dives.*

In Data Dives, we cycle through each team's results to look at bright spots and harvest learning so that all of our Improvement Partners can leverage our collective expertise when back in support with district and school leaders. Every district is different. Their assets and challenges might have attributes in common with other districts and schools and be unique as encountered in context.

We also have a dedicated research and development team reflecting on client and staff feedback to improve existing resources and develop new systems and tools to meet emergent needs. Based on common problems of practice we observe across our districts and regions, our research and development team spins up learning and connection opportunities through our online community, which is open to all our district and school partners.

Our Internal Systems to Support Our Team Members

We have ongoing learning opportunities (called *Approach Essentials* and *Race, Class, Culture, and Power*) for all our practitioners. This adult learning space continually re-grounds us in equity-focused continuous improvement coaching. We also have Professional Learning Circle time for each team and collectively for all our supervisors to help us better manage complex work.

Section IV: SCOPE OF WORK AND TEAM

A. SCOPE OF WORK

To start the work well, we envision the remainder of this 2023-24 school year (March+) to begin the change process, develop authentic relationships with each other, fully charter needed teams to support the coherent implementation of quality Tier 1 instruction district-wide, implement priorities of the strategic plan, assess areas needed to support transformation and start initial implementation. This is primarily implemented through supporting the co-design process to create a robust instructional model that will help the Instructional Leadership Teams at every school site and TOSAs support and monitor alignment with the district's Strategic Plan and Graduate Profile.

Out of scope for this memorandum, but the intent for the 2024-25 school year would be to work alongside you to implement and sustain quality school improvement methodology leading to transformed instructional quality. Our current scope outlines the capacity building and planning at the district before that recommended work.

Key Activities

Focus	Planning (March '24 - May '24)	Early Implementation (June '24 - July '24)
Educational Services	**Support district-level capacity-building & implementation planning for the following** - Provide 1:1 coaching support for the Team leader and others at Asst. Superintendent's direction - Collaborate with the district instructional leadership team to develop scope and sequence for TOSA and site-based ILTs focused on implementing the district strategic plan and graduate profile. - Conduct classroom walkthroughs with district leaders at school sites to understand the learning context of students to support the Instructional Model Co-design planning - Conduct district empathy interviews and artifact reviews to understand the context well	**Support district-level capacity-building & implementation planning for the following** - Provide 1:1 coaching support for Team leader and others at Asst Superintendents direction - Review the elaborated version of the Graduate Profile to understand current practice, discontinuity, and progress - Support the Educational Services team to begin sketching a district instructional framework with clear classroom moves - Support the goal setting and planning for teacher-professional development needed to finalize and embed the instructional framework.
TOSAs	- Observe and conduct empathy interviews with current TOSAs - Collaborate with TOSAs on developing a scope of work for the coming school year.	- Set goals and develop a scope and sequence for a coaching network for TOSAs for the '24-'25 school year in alignment with the district's Strategic Plan and instructional priorities - Identify or build a coaching framework for TOSAs to empower their ability to support teachers to improve Tier 1 instruction.
Instructional Leadership Team Network and Support	Support adult capacity to create effective ILTs by - Identifying key learning goals for school site instructional leadership teams - Co-Develop an annual scope and sequence for a district-wide ILT network - Customize online community course content for ILT team members to leverage asynchronously - Refine the goals, scope and sequence, and planned use of the online community based on principal feedback	- Co-Design and co-execute two 2-day retreats (one in June and one in August) for Principals/ILT members - Provide access to online community course content related to developing effective ILTs - Support principals to leverage the course content to maximize the use of in-person ILT meetings

B. TIMELINE

We are proposing a 5-month program from March 2024 through July 2024.

March '24 - May '24	June '24 - July '24
Planning	**Early Implementation**

C. **TEAM**

Our staff have been highly successful teachers, instructional coaches, and administrators in schools just like the ones we serve. We equip them to coach educators while building their capacity to engage in continuous improvement.

We will staff a team of talented professionals to work with you daily to deliver the services.

Partners In School Innovation Team	
Planning & Early Implementation (March '24 - May '24)	Sustained Implementation (June '24 - July '24)
● **Program Sponsor**: Eddie Scruggs Smith ● **Program Co-Lead**: Shawn Nealy Oparah ● **Program Co-Lead:** Amanda Bachelor ● **Program Staff:** Multiple program staff for classroom walkthroughs and empathy interviews	● **Program Sponsor**: Eddie Scruggs Smith ● **Program Co-Lead**: Shawn Nealy Oparah ● **Program Co-Lead:** Amanda Bachelor ● **Program Staff:** Multiple program staff for classroom walkthroughs and empathy interviews
South San Francisco Unified School District Leaders & Teams Engaged	
Year 1: Planning & Early Implementation (March '24 - May '24)	Year 1: Sustained Implementation (Jul '24 - July '24)
● Project sponsor: Keith Irish ● District instructional leadership ● TOSAs (coaches) ● Principals (community)	● Project sponsor: Keith Irish ● District leadership ● District instructional leadership ● TOSAs (coaches) ● Principal supervisors ● Principals (community)

Section V: COMMITMENTS

Each of the partners in this MOU commits to the following:

A. District / School Commitments:

1. Meet with Partners staff to collaborate, monitor progress, and help solve challenges.
2. Provide access to process and outcome data aligned with the partnership's goals. This may include student outcomes or other individual-level data (see Student Data Access Addendum, if required).
3. Provide materials and support for meetings, training & retreats (including photocopies, office supplies, substitutes to facilitate teacher/leader participation in release days, etc.).

B. Partners In School Innovation Commitments:

1. Deliver the services described herein in the "Scope of Work" section to the district's satisfaction.
2. Provide additional support from the Partners Program Design and Support Team to develop the materials for retreats & training and document the learning from the partnership.
3. Monitor the partnership and progress toward our goals by administering a client satisfaction survey.

Section VI: FINANCES

The total cost of the partnership from March 4, 2024, to July 26, 2024, is $167,000.

Time Period	Costs
Planning & District Level Support (March '24 - May '24)	**$167,000**
Early Implementation (June '24 - July '24)	

The partnership will be paid monthly upon invoice:

Payment 1, $41,750 due on April 15, 2024
Payment 2, $41,750 due on May 15, 2024
Payment 3, $41,750 due on June 14, 2024
Payment 4, $41,750 due on July 15, 2024

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Section VII: SIGNATURES

The signatures below signify each Participant understands and commitments to the terms of the Partnership as outlined above.

For **South San Francisco Unified School District**	For **Partners in School Innovation**:
Name: Keith Irish Title: Date:	Name: Derek S. Mitchell Title: Date:

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 29, 2024

RE: Approval of Declaration of Need for Fully Qualified Educators for the 2024-25 School Year

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BACKGROUND:

On an annual basis, the District is required to adopt a Declaration of Need for Fully Qualified Teachers. This declaration certifies that there are an insufficient number of certificated persons to meet the District's specified employment criteria for the upcoming year in specific areas. The Declaration allows us to hire teachers who have an emergency permit for the following areas: CLAD/English Learner authorization and Limited Assignment Permits. It also allows us to request Limited Assignment Permits in the following areas: Multiple Subject; Single Subject; and Special Education. It is important to note all of these teachers have credentials but the credential may not match all of the teacher's assigned classes. It is the District's expectation that teachers who are hired with an emergency or limited assignment permit will become fully authorized within their first two years with us or be released.

FISCAL IMPLICATIONS:

There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Declaration of Need for Fully Qualified Educators for the 2024-25 school year.

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-2025

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: SOUTH SAN FRANCISCO USD District CDS Code: 69070

Name of County: SAN MATEO County CDS Code: 41

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 02/29/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

▶ ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

J. Marwan Hannon		Assistant Superintendent, HR
Name	*Signature*	*Title*
650.583.4717	650.877.8725	02/29/2024
Fax Number	*Telephone Number*	*Date*

398 B St. South San Francisco, CA 94080
Mailing Address

JHANNON@SSFUSD.ORG
EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

▶ ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
Name	*Signature*	*Title*
_____	_____	_____
Fax Number	*Telephone Number*	*Date*

_____

Mailing Address

_____

EMail Address

▶ *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	**Estimated Number Needed**
CLAD/English Learner Authorization (applicant already holds teaching credential)	10
Bilingual Authorization (applicant already holds teaching credential)	7
List target language(s) for bilingual authorization: _____	
Resource Specialist	10
Teacher Librarian Services	0

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	11
Special Education	7
TOTAL	23

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
ENGLISH	2
EARTH SCIENCE	4
MATH	2
ART	1
MUSIC	2

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to **www.cde.ca.gov** for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☑ No

If no, explain. We have mentors assigned to work and support interns however, no specific program.

Does your agency participate in a Commission-approved college or university internship program? ☑ Yes ☐ No

If yes, how many interns do you expect to have this year? 10

If yes, list each college or university with which you participate in an internship program.

CAL STATE, EAST BAY, USF, SFSU, NDNU, NATIONAL, HOLY NAMES, UNIVERSITY OF PHOENIX, ALLIANT, UNIVERSITY OF PACIFIC, SAN JOSE, ST. MARY'S.

If no, explain why you do not participate in an internship program.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services

DATE: February 29, 2024

RE: Adoption of Resolution #24-06 for the Elimination of one (1) Classified Position in the Superintendent's Office, the Public Information Officer

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BACKGROUND:

The Public Information Officer (PIO) position was established in March 2019, as a classified management position. This position was created to improve the community's understanding of SSFUSD's objectives, services, and activities by communicating information and messages to the public, key stakeholders, governmental agencies, community groups and organizations, and internal customers to promote the District and educate targeted audiences regarding District programs, activities, and initiatives.

The District is working to align staffing and essential duty allocations to meet the goals of our new Strategic Plan. Taking into account the District's objectives, we have evaluated various District Office positions in order to determine restructuring to meet our current and future needs. This action has determined that given the narrow scope of duties and responsibilities of this position, there is no longer a need to warrant a dedicated, full time PIO moving forward. Therefore, this position should be eliminated, due to a lack of work.

FISCAL IMPLICATIONS:

The Superintendent's Office will eliminate one (1) classified 1.0 FTE Public Information Officer. This position is funded by the General Fund. The current approximate cost of this position is $104,422.50 to $124,605.00 annually, plus benefits.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #24-06, for the elimination of one (1) Public Information Officer position, effective June 30, 2024.

GOVERNING BOARD OF THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION NO. 24-06

In the Matter of the Reduction of	)	RESOLUTION TO LAY OFF
Positions in the Classified Service	)	CLASSIFIED EMPLOYEES
_____	)	

WHEREAS, due to lack of work and/or lack of funds in the South San Francisco Unified School District, the Governing Board, under the authority of Education Code section 45114, 45115, 45117, 45298, and 45308, hereby finds it necessary and in the best interest of the District to eliminate the full-time equivalent (FTE) of the classified service as specified below:

CLASSIFICATION	FULL TIME EQUIVALENT
One (1) Public Information Officer	1.0
TOTAL	**1.0**

NOW, THEREFORE, BE IT RESOLVED, that as of June 30, 2024, the classified position set forth above shall be discontinued to the extent herein above set forth.

BE IT FURTHER RESOLVED, that the Superintendent or his/her designee is authorized and directed to give notices of layoff to all affected employees not later than March 15, 2024 for the layoff set forth above.

BE IT FURTHER RESOLVED, that the Superintendent or his/her designee be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

PASSED AND ADOPTED by the Governing Board of the South San Francisco Unified School District this 29th day of February 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Daina Lujan
President of the Governing Board
South San Francisco Unified School District

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: February 29, 2024

RE: Approval of a Proposal with CAW Architects for Professional Services on District Office Access Improvements

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BACKGROUND:

The South San Francisco Unified School District (SSFUSD) is acquiring the services of CAW Architects to provide professional services, which include architectural and engineering services, for the design of an accessible pathway to the main entrance of the District Office from the adjacent parking lot. District staff has requested additional scope of services, which includes site design expansion, trellis and entry feature design and signage, for this project. This project will provide access to those individuals with disabilities.

The scope of services will include schematic design, construction documents, bidding, construction administration, and project close out.

FISCAL IMPLICATIONS:

The cost of the services is **$33,000**. This will be paid from the District's Facilities Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the proposal with CAW Architects, Inc. for professional services on the District Office Access Improvement project.

CAW

ADDITIONAL SERVICES AUTHORIZATION

Date: December 6, 2023
Rev. 12/21/23

To: Waziuddin Chowdhury
Director of Facilities
South San Francisco School District
398 B Street
South San Francisco, CA, 94080

Project: **SOUTH SAN FRANCISCO SCHOOL DISTRICT OFFICE - ACCESS IMPROVEMENTS**

Revision Summary: **Scope and Services reconciliation**
Proj Number: 23009
Requested by: CAW

SCOPE OF ADDITIONAL SERVICES:
The initial charge to CAW for this project was to provide an accessible pathway from the accessible parking in the lot on the north side of the District Office Building to the building entrance at the Administration wing (the wing nearest the office), including some grading and a new fence from the parking area to the secured area. As the schematic design phase of the project progressed a number of items arose or were requested from CAW which have added to the scope, complexity, and coordination required for the execution of the project. These topics or items are listed below with a brief description of the change and the additional work required as a result.

1. **Potential expansion of the area of sitework**

In discussing the limits of the project during the schematic design phase it was suggested that it may be beneficial to also provide an accessible exterior entrance to the Accounting wing of the District Office building (the wing furthest from the north parking lot). CAW reviewed the existing conditions and record documents and generated schemes to incorporate this area of work into the project, thus expanding the accessibility of the site. After reviewing the layouts CAW sent and evaluating the project priorities it was ultimately decided by the District not to include that work in the project.

2. **Trellis and entry feature design**

During a review of the progress documentation for the project it was suggested that it could be a benefit to the District and it's customers to have a canopy or "trellis" to better announce, or make more obvious, the entrance to the District Office building main entrance from the parking lot. Design and documentation of a canopy or trellis was not included in our original proposal, but at the District's request CAW generated several basic designs for a trellis, in plan and in perspective renderings for review by the District. Because the construction of a trellis may prove too expensive to keep in the project once pricing can be reviewed, CAW has been advised to proceed with the design of a trellis which may be a construction cost alternate if needed. This will require a full design and detail documentation from the Design and Engineering team for bidders even if the trellis is not ultimately included in the project. Both the Engineer and CAW have excluded construction support for this specific item – if it does go forward into construction we will request additional fee to support it as needed.

3. Wayfinding and signage design

As with item 2 above design and documentation of building signage or wayfinding signage was not included in our original proposal, but when it was requested to incorporate signage into the project CAW included more than one version in the renderings that were provided for the various trellis designs. We have been asked to include the design of a freestanding lighted sign in the schematic design documents rather than one attached to a canopy or trellis (in the event the canopy or trellis is a bid alternate). CAW proposes to provide the design concept for the sign so that pricing can be generated, develop some of the detailing, and then during the construction documents phase work with the District to engage a sign vendor to complete the specific detailing and documentation and install the work.

4. Rendering services

In addition to generating the concept designs for the trellis and the signage options, the renderings sent to the District were not anticipated at the time our proposal was prepared. The renderings require specific personnel in the office and, due to the time required to set and render the views, they require additional time to that which was included in the original proposal.

The items above are not big costs individually but taken together add up to significant additional time spent in the design of the project.

SUMMARY OF ADDITIONAL FEES:

We propose to provide the additional services described above as a fixed fee in the amounts summarized below by topic, which includes anticipated expenses and reimbursables, to be added to our contract:

1	Site Design Expansion	
	• Schematic Design phase	$2,000
2	Trellis and Entry Feature design	
	• Schematic Design phase	
	- Architect	$4,200
	- Landscape Architect	$1,200
	• Construction Documents phase	
	- Architect	$3,200
	- Landscape Architect	$5,000
	- Structural Engineer	$9,500
3	Signage	
	• Schematic Design phase	$2,000
	• Construction Documents phase	$2,700
	• Construction phase	$1,200
4	Rendering services	
	• Schematic Design phase	$4,000
5	Reimbursables budget	
	• Reduction in budget	-$2,000
Total additional fee this request:		**$33,000**

SCHEDULE

With the increased complexity and coordination required by the added scope CAW is requesting three weeks from the time of acceptance of this proposal to complete a schematic design set of documents (drawings only, no specifications or project manual) to send to our cost consultant for a construction cost estimate. We also are requesting that the CD phase duration be increased from 6 weeks to 8 weeks due to the additional detailing required. We understand that it is the District's intention to execute the construction of this work in the summer of 2024 and CAW will do everything possible to support that goal.

Should you be in agreement, we would ask that our contract be amended with a new purchase order issued in the amounts listed herein. We greatly appreciate this opportunity to continue our work on this exciting project.

Sincerely,



Matt Dohrmann
Principal
CAW Architects, Inc.
mdohrmann@cawarchitects.com

APPROVED:

Name: Date:

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Lori Shelton, Director of Bond Program

DATE: February 29, 2024

RE: Approval of Special Inspection Services Firm Pool for Measure T Bond Program

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BACKGROUND:

As shared in the September 7, 2023, Measure T Bond Program Implementation Update to the Board, the District proposed to utilize a pool of Special Inspection Services firms to provide specialty inspections services for the Measure T Bond Program. This pool of firms was selected through a Request for Qualifications (RFQ) process, which was publicly advertised on January 10, 2024, and January 16, 2024. Ten (10) firms responded by submitting their qualifications. These firms were evaluated and selected for their qualifications and experience in special inspections for school construction.

The selected firms will provide special inspection services for the bond program. The District's Bond Program staff will assign projects with firms that have the Division of State Architect (DSA) approval and appropriate experience for a given project. Staff selected five (5) firms for this pool:

1. Consolidated Engineering Laboratories (CEL)
2. Construction Testing Services (CTS), Inc.
3. CTE Cal, Inc.
4. Ninyo & Moore
5. Smith-Emery San Francisco

FISCAL IMPLICATIONS:

To be determined as projects are assigned for the Measure T Bond Program.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the selected firms for the creation of a special inspection services pool on behalf of the Measure T Bond Program.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Lori Shelton, Director of Bond Program

DATE: February 29, 2024

RE: Approval of Inspectors of Record Services Firm Pool for Measure T Bond Program

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BACKGROUND:

As shared in the September 7, 2023 Measure T Bond Program Implementation Update to the Board, the District proposed to utilize a pool of Inspectors of Record services firms to provide inspection services for the Measure T Bond Program. This pool of firms was selected through a Request for Qualifications (RFQ) process, which was publicly advertised on January 10, 2024, and January 16, 2024. Fifteen (15) firms responded by submitting their qualifications. These firms were evaluated and selected by their school construction experience, Division of State Architects (DSA) certification, and the qualifications of key personnel.

The selected firms will provide inspection services for the bond program. The District's Bond Program staff, along with the approval of DSA, will assign projects with firms that have the appropriate experience for a given project. Staff selected twelve (12) firms for this pool:

1. 217 Enterprise Ltd.
2. Advanced Inspections Inc.
3. Construction Inspection Services (CIS) Inc.
4. Elmast Construction and Inspection Services
5. F&G Design & Drafting Services
6. Furman Construction Inspection Inc.
7. KG Inspection
8. KGCS Inspection
9. KLG Inspection
10. King Construction Inspection (KCI) Inc.
11. Mencos Inspection & Associates Inc.
12. Pinelli Construction Inspection Inc.

FISCAL IMPLICATIONS:

To be determined as projects are assigned for the Measure T Bond Program.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the selected firms for the creation of an inspectors of record services pool on behalf of the Measure T Bond Program.