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, November 16, 2023

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 November 16)

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 - 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Martin ES 5th grade student Diego Arroyo Maldonado.

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. REVIEW OF AGENDA

F. PTA COUNCIL REMARKS

G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

H. PERSONNEL COMMISSION

I. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

J. SUPERINTENDENT'S REPORT

a. Ruby Bridges Walk to School Day

b. Other

K. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President SSFHS
2. Jamie Wong, Spring Student Trustee and ASB President ECHS

L. 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/BoardMeeting11162023 beginning at 3:00 p.m. on Monday, November 13, until 3:00 p.m. on Thursday, November 16. 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.

M. INFORMATION ONLY PRESENTATIONS

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

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Martin Elementary School

Principal Jonathan Covacha will share, with the Board, educational priorities and programs at Martin Elementary School.

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b. Performance Management - CAASPP 1

Director Marianne Hew will share information on SSFUSD's overall performance on CAASPP results in ELA and Math compared to the State of California and San Mateo County average CAASPP scores for Spring 2023.

N. PRESENTATION WITH POTENTIAL ACTION - None

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

		PAGE
1. ADMINISTRATION		
a.	Minutes of the October 5, 2023 Regular Board meeting.	2 - 19
b.	Minutes of the October 19, 2023 Regular Board meeting.	20 - 29
c.	Star Vista agreement for early childhood mental health consultation services for 2023-24.	30 - 33
2. EDUCATIONAL SERVICES		
a.	Permission for ECHS teachers to participate in the Link Crew Basic Training in Orange, on December, CA, 3-6, 2023.	34 - 35
b.	Permission for SSFHS Varsity Wrestling Team students to travel to Aptos, CA, on December 27-28, 2023.	36
c.	Permission for SSFHS Girls Varsity Wrestling Team students to travel to Napa, CA, on January 5-6, 2024.	37
d.	Permission for SSFHS Boys Varsity Wrestling Team students to travel to Sacramento, CA, on January 12-13, 2024.	38
e.	Permission for SSFHS Boys and Girls Varsity Wrestling Team students to travel to Gilroy, CA, on January 19-20, 2024.	39
f.	Permission for SSFHS Boys and Girls Varsity Wrestling Team students to travel to Bakersfield, CA, on February 21-25, 2024.	40
g.	Permission for SSFHS Boys and Girls Varsity Wrestling Team students to travel to Fresno, CA, on March 1-3, 2024.	41
h.	Permission for CTE Coordinator to attend the CAAASA conference in San Diego, CA, on March 13-15, 2024.	42 - 43
i.	Permission for Westborough MS 8th grade honor students to travel to Yosemite National Park, CA, on May 2-5, 2024.	44 - 45

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3. HUMAN RESOURCES

a. Certificated Personnel Assignment Order. 46

b. Classified Personnel Assignment Order. 47

c. MOU for salary stipend for Margaret Lee to perform additional Pre-Kindergarten program duties in 2023-24. 48 - 49

d. MOU for salary stipend for Jonathan Berg to perform additional Extended School Year duties in 2023-24. 50 - 51

4. BUSINESS SERVICES

a. Purchase Order Listing, September 1 - 30, 2023. 52 - 60

b. Warrant Register, September 1 - 30, 2023. 61 - 95

c. Cash Receipts, September 1 - 30, 2023. 96 - 107

d. Declaration of surplus items. 108 - 116

e. Gifts to the District, October 2023. 117 - 118

f. Fundraising events for the 2023-24 school year. 119 - 123

g. Professional services agreements under $25,000. 124 - 127

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INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Update on Safe School Plans 128 - 129

Director Ryan Sebers will present, to the Board, information on the 2023-24 updated Safe School Plans for the District.

ACTION

1. ADMINISTRATION

a. Approval of District's Updated Board Bylaw and Policies 130 - 206

Staff recommends the approval of the following updated District's Board Bylaw and Policies and waive a second reading, as presented to the Board.

1. BB 9100 - Organization
2. BP 3350 - Travel Expenses
3. BP 4118 - Dismissal/Suspension/Disciplinary Action
4. BP 4119.1, 4219.1, 4319.1 - Civil and Legal Rights
5. BP 6158 - Independent Study
6. BP 6164.2 - Guidance/Counseling Services
7. BP 6178 - Career Technical Education
8. BP 6200 - Adult Education
9. BP 7110 - Facilities Master Plan
10. BP 7150 - Site Selection and Development

2. HUMAN RESOURCES

a. Approval of CTA Tentative Agreement 207 - 208

Staff recommends the adoption of the tentative agreement, dated October 17, 2023, between the SSFUSD and the SSFCTA for changes to Article 18 for the Children's Center, as presented to the Board.

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b. Approval of Agreement with GeoVisions for Recruitment and Hiring 209

Staff recommends the approval of an agreement with GeoVisions, a J-1 Visa Exchange Visitor Program, for the recruitment and hiring of Special Education teachers and paraeducators, as presented to the Board.

c. Approval of Variable Term Waivers 210 - 211

Staff recommends the approval of Variable Term Waivers for Shela Marie Agadang, Dia Almonte, Preciosa Febres, Marian Rose T. Nielo, and Reina Mari B. Ungos, retroactive to October 1, 2023, as presented to the Board.

3. BUSINESS SERVICES

a. Approval of the First Measure T Bond Program Projects 212 - 213

Staff recommends the approval of the first five projects for the Measure T Bond Program, as presented to the Board.

b. Approval of Selected Firms for the Measure T Bond Program Surveying and Topographic Services Pool 214

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

c. Approval of Selected Firms for the Measure T Bond Program Hazardous Materials Testing Services Pool 215

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

d. Approval of Selected Firms for the Measure T Bond Program Geotechnical and Geologic Hazard Evaluation Services Pool 216 - 217

Staff recommends the approval of selected firms for the creation of a geotechnical and geologic hazard evaluation services pool for the Measure T Bond Program, as presented to the Board.

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e. Approval of an Agreement with BFK Engineers, Inc. for Land Surveying-Boundary Services 218 - 222

Staff recommends the approval of the agreement with BFK Engineers, Inc. for land surveying-boundary services, in the amount of $34,000, for the Los Cerrito ES Modernization Project, as presented to the Board.

f. Approval of Award of Contract to Roofing Constructors Inc. for SSFHS Library Roof Repairs 223 -224

Staff recommends the approval of the award of contract to Roofing Constructors, Inc. (dba Western Roofing Service), in the amount of $198,982, for the SSFHS roof repairs, as presented to the Board.

g. Approval of Award of Contract to DSK Architects for Heat Mitigation at Parkway Heights MS 225 - 228

Staff recommends the approval of the award of contract to DSK Architects, in the amount of $46,000, for heat mitigation in Parkway Heights MS, Building D, 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.

December 14, 2023

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Teaching and learning presentation - Ponderosa ES
- Performance Management CTE Presentation
- Presentation and approval of First interim budget report “positive certification”
- Selection of Trustees to District sub-committees/committees
- CSBA Delegate Assembly nomination(s)
- Approval of 2024 Summer School Program

January 25, 2024

- Teaching and learning presentation - Alta Loma MS
- Recognition for outgoing Student Trustee Sergio
- Presentation on Induction

- Presentation on audited actuals report for the fiscal year ended June 30, 2023
- Presentation of Measure J Bond Audit for the fiscal year ended June 30, 2023
- Approval of SARCS
- Approval to participate in the California Healthy Kids Survey for 2023-24
- Williams report for 4th quarter ending 12/31/23
- Resolution honoring African American History Month (February)
- Resolution for approval of Children's Ctr. 2024-2025 CCTR contract

February 8, 2024

- Teaching and learning presentation - El Camino HS
- Introduction of new Student Trustee Wong
- Presentation on Performance Management - Special Education
- Approval of DTS contract for 2024-25
- Approval of implementation of Science for Scientists for 2024-25
- Update on Governor's 2024-25 budget proposal
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2024 Summer School Programs

February 29, 2024

- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on Performance Management - English Learners
- Presentation on supplement to the annual LCAP update for 2023-24
- 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

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)
- Approval of LCFF supplemental funded positions
- 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 Skyline Middle College MOU for 2024-25
- Resolutions for retirees
- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

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, Educational Services and Categorical Programs

DATE: November 16, 2023

RE: CAASPP Performance Management Presentation

BACKGROUND:

Performance Management (PM) is an integrated, systematic approach that contains three parts: (Strategic planning-LCAP), collaborative learning, and accountability. 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, overall performance to determine if we are making progress towards defined metrics/targets. So, for this CAASPP presentation, we are comparing SSFUSD's overall performance on CAASPP results in ELA and math compared to the State of California and San Mateo County average CAASPP scores. There will not be individual school scores or all subgroup data in the PM presentation. The information presented is either grade level or student group (All students, English Learners, and Students with Disabilities) for the entire District.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

This presentation is for information only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of October 5, 2023

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 Legal Counsel - Pending Litigation Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) (one case)
2. Conference with Labor Negotiators
   Agency Designated Representative: District Assistant Superintendent for HR/Student Services
   Employee Organization: SSFCTA

RECONVENE INTO OPEN SESSION - 7:03 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
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 Spruce ES 5th grade student Armando Aguilar. Principal Angelica Garduño Fletes said Armando enjoys playing soccer, video games, and making origami. He would like to be a soccer player when he grows up and play for the Mexican soccer team América.

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 Trustee Mina Richardson and Assistant Superintendent Ted O for attending Tuesday's PTA Council meeting. She also thanked CAM EDU for their presentation on after school programs which they are running at the District's middle schools starting this year. She said that while after care is available for first graders and up, kindergarteners in SSFUSD are left out, particularly at Martin ES. She has spoken with Mr. O concerning the PTA encouraging the District to add spots to the bond committee being discussed tonight to have more community representation. Regarding the Arts funding, she said now is the time to begin planning on how "…to engage with the community at the schools to decide what kind of music and arts programs families want to see in the future." Ms. Kitchen shared the dates of upcoming PTA unit meetings and events for some schools.

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 SSFCTA activities today and said about 20 people participated in a listening tour at the District's secondary schools. They talked with SSFUSD teachers, both members and non-members. "The event was grassroots at its finest. It reminded me of the planting that we're doing in my first grade class. My first graders can't see the roots yet, but they are there, holding the plant in the soil. The roots are the foundation. With a strong foundation, we can build something strong." She believes this can strengthen negotiations between SSFUSD and SSFCTA.

California School Employees Association Chapter 197 - None

I. PERSONNEL COMMISSION - Assistant Superintendent J. Marwan Hannon reported that the next Commission meeting will take place on October 16, 2023.

J. ITEMS FROM THE BOARD

Trustee Amanda Anthony confirmed how and why SSFUSD Board Policies and Bylaws are updated. “Each year, two members of the Board are chosen as the By-laws committee. We meet several times during the year to update Board policies.

As a member of our Board Policies and By-laws Committee, I wanted to share the process.

1) Changes are prompted for many reasons. Sometimes because of a state or federal law change. Sometimes it reflects a change in the priorities of the district and sometimes, it as simple as someone asking us to look at a policy.
2) The meeting time and agenda is posted ahead of time in accordance with Brown Act for Standing Committees.
3) The committee reads over and makes their changes before the meeting.
4) At the meeting, the community is invited to make public comment to help inform the committee’s review.
5) Then, the committee collaborates to make the Board Policy/Bylaw something they think would be best for our District and community… one which aligns with District priorities, always keeping the needs of students first.
6) The completed Board Policy/Bylaw comes to the Board for approval. There can be two readings to allow for the policy to be changed. If the Board is in agreement at the first reading, they may choose to adopt the policy and waive the second reading. If there are questions or suggestions, the Policy/Bylaw may move to a second reading before adoption and the committee will review, change and bring it back for the second reading and adoption.

On Monday, the committee had a meeting in which four policies were reviewed. Two are on tonight’s agenda for a second reading. No one attended our meeting and no changes were made.”

Trustee Richardson asked if the committee had a quorum. Trustee Anthony replied that “…the committee is represented by two people of the Board so there was not a quorum, which is why we bring what we discuss back to the Board for discussion.” Trustee Richardson asked if those items are included in tonight’s meeting. Trustee Anthony replied, “Two of the items we discussed are on tonight's calendar and two of the ones we discussed have not yet been brought to the Board for further discussion.”

Vice President Patricia Murray reported that as a CSBA delegate she attended a meeting with several other Bay Area board members. “…many of the topics that were discussed were possible areas of need with regards to the school board and changes that the legislature can make and boards can make, and policies that we can initiate. And some of the topics were school safety, cyberbullying, bullying, school workforce, homeless families, and more. CSBA has created a two-year task force to study artificial intelligence and how it may affect education in the future.”

Trustee Daina Lujan noted that the next meeting of the Joint Advisory Committee for the City of SSF Child Care Master Plan will be held on October 30.

Trustee Richardson, a member of the County Committee on School District Organization, said their meeting was postponed as there was no new business at this time

K. SUPERINTENDENT'S REPORT

a. College Board Recognition - Superintendent Shawnterra Moore said that at the last Board meeting, she congratulated Kieon Miller who was awarded a National Recognition from the College Board. She apologized for not being aware of other District students who also received College Board awards. ECHS students Cristian Matthew Navarro and Evalina Tomayo received the Hispanic Recognition Award. Maya Thompson, also from ECHS, was honored with the National African American Recognition Award.

She also acknowledged students for their academic achievements. SSFHS student Lauren Fong, and ECHS students Gabriel Hua, Karen Kitchen, and Ryan Wong had outstanding performances on the preliminary SAT or PSAT in 2022.

"We're just incredibly proud of them. I wanted to publicly acknowledge them."

b. Assemblymember Diane Papan check presentation - Dr. Moore reported that last Friday she participated in the Every Kid Deserves a Bike Program along with Trustee Anthony, SMCOE staff, SSF Mayor Nicolas, SSF Councilmember Eddie Flores, Assemblymember Diane Papan, and community members. She said this program, in partnership with the Safe Routes to School, civic organizations, and volunteers connect children from families who may identify as socioeconomically disadvantaged with outdoor experiences. It was a wonderful and celebratory event and Assemblymember Papan presented a $200K check to the City to support this program and provide new bicycles to children in neighborhoods which are often underserved.

L. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President SSFHS highlighted the following recent and upcoming events at her site: The football team won their game last week and faces off against Jefferson HS tomorrow; a Pinkout volleyball game is happening tonight to support the fight against breast cancer; Homecoming Week kicks off next Monday with the theme of Universal Studios where each class will take on characters – seniors are the Simpsons, juniors are Harry Potter, sophomores are Nintendo World, and freshmen are Shrek. Each class will decorate the front of the school and perform a skit during lunch; the week concludes with a Homecoming rally and football game;

Spirit Week begins next week, with themed days such as Fair Tale Day, Pose as Your Professor, Celebrity Day, etc.; Dinner in the Dark will be held on October 19 in the outdoor learning space with a theme of Carnival sponsored by the Earth Club; a Fall Fest takes place on October 27 with a Halloween costume contest; ASB Treasurer and girls golfer Alyssa Batang was mentioned in this week's San Mateo Daily Journal for leading the win over ECHS; the first ASB Student of the Month, Karen Torres, was congratulated for her leadership in planning events like Senior Sunrise and Homecoming festivities; and Lauren Fong finished as a quarter finalist for the 2024 National Merit Scholarship for Outstanding Performance in the PSAT in 2022, placing in the top 50,000 across the nation.

Ms. Sergio acknowledged Filipino History Month and Hispanic Heritage Month in October. "I would like to acknowledge our large Filipino community and encourage others to find ways to recognize and honor this month, and hope that many students will take pride in their own heritage."

2. Jamie Wong, Spring Student Trustee and ASB President ECHS shared the following news from her school; Homecoming Week, with a Legos theme, was filled with excitement and included class skits and colorful decorations that beautified the campus and showcased students' creativity and spirit; tomorrow is Homecoming Friday Night Lights with the Pinkout theme to raise awareness for breast cancer. During half time their cheerleaders and advanced placement dance team will perform; the Homecoming Dance takes place this Saturday; Spirit Week started on Monday with each class wearing a different color and ends tomorrow with a color war for the rally; on National Custodian Day students expressed their gratitude to the dedicated custodial team that works tirelessly to keep the school running smoothly; their band raised $4K with a very successful fundraiser; and the Drama department is in rehearsals for the upcoming Fall musical.

   Ms. Wong shared recent club activities and said they embody the spirit of ECHS. She said, "ECHS extends best wishes and support to all the remarkable interests and talents within our student body. Each grade is contributing their unique talent and energy to our vibrant community."

M. PUBLIC COMMENTS

John Baker, an Alta Loma MS parent, reminded the Board that in 2021 it voted to rename Junipero Serra ES. No action was planned until the effects of the pandemic subsided. "While we're speaking of priorities tonight I understand and believe that renaming should be low on that list of priorities, but it should be done. Whether Junipero Serra itself condones such actions on his behalf, the colonialist theocracy enslaved the indigenous people that both willfully and accidentally exposed that population to deadly diseases…". He asked that changing the school name be moved forward. He offered his support to Vice President Murray who will soon return to her home which "…she never legally left but was temporarily forced out by a landlord

making renovations, one of the many obstacles that renters like me and her sometimes face while serving our community. Vice President Murray has once again proven she's as good as her word as she has been in the nine years I've known her. Looking at the unwarranted vitriol she has faced in past meetings and online, I'm not surprised this nothing issue was brought on by well-known opponents. Yes, the same negativism would rather keep a few extra bucks in their pocket than build our students the excellent infrastructure they need to succeed. Unfortunately, one of those is the Clerk of the Board." He has heard students complaining about the heat on their campuses and said installing better HVAC systems is a Measure T goal. "Imagine thinking those kids should have to suffer in the heat to save a few bucks. It's unfathomable."

N. INFORMATION ONLY PRESENTATION

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

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Spruce Elementary School

Principal Angelica Garduño Fletes shared educational priorities and programs at Spruce Elementary School. She also recognized the following parent volunteers who received certificates of appreciation from the Board: Graciela Cano, Enedina Garcia, Marcela Medina, Marianela Molina, and Lisandra Peña.

District/LCAP Goals

Principal Garduño Fletes said Spruce ES is focusing on LCAP **Goal #1, Academic Achievement** and **Goal #2, Professional Development**. This year they are working with English Language Learners (ELLs) and have implemented an English Language Flooding Model pilot as a result of what they are seeing in their data. Along with this model they are using professional development for their teachers by dedicating one staff meeting a month to build capacity when it comes to instruction for all students.

CAR (Communication, Achievement, Relationships)

The SSFUSD car metaphor is a journey to excellence, providing students a superb learning experience and ongoing feedback to teachers and support staff. Principal Garduño Fletes said her site had focused on the GPS, in the Spring, to re-shift their goals to align with District priorities. They are now focusing on the steering wheel which correlates with Ed. Ser. to work on instruction. For this meeting, she is highlighting support for the ELLs as it relates to the EL Flooding Model to steer them forward.

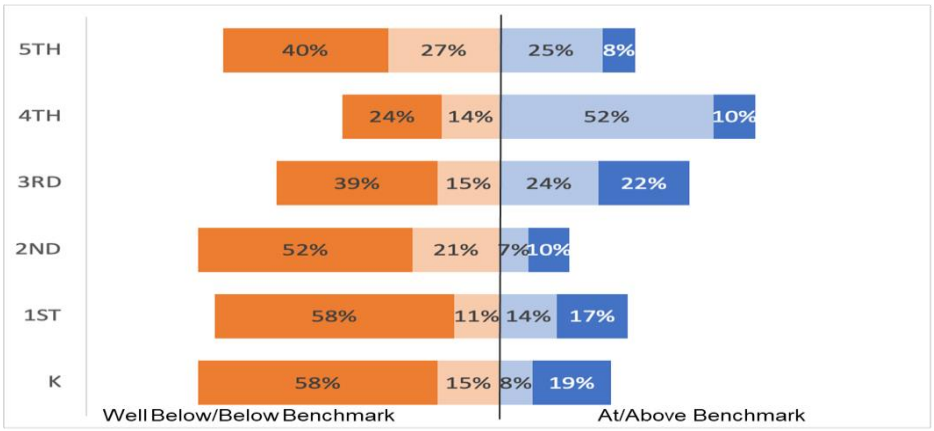
Demographics

The Spruce ES student population is predominantly Hispanic/Latinx at 82%, followed by Asian at 7%, and Filipino at 7% being the largest groups.

There are 394 Spruce ES K-5 students. They also have Pre-K classes from Hillside, which gives a total of 421 in Pre-K to 5th, which is the number you get when you add the female to male numbers which causes a shift in the percentages to equal 108. 68% are identified as English Learners, including 44 newcomers, 17% are Students with Disabilities (SWD), and 71% are socioeconomically disadvantaged.

16 students are re-designated English Learners.

DIBELS



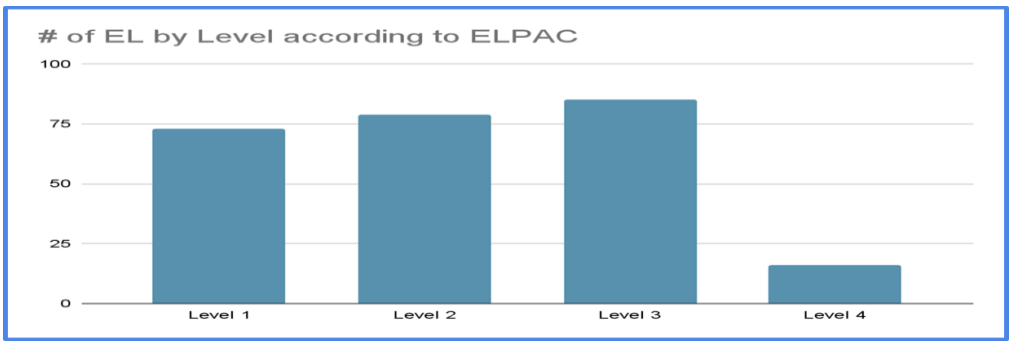
The graph shows the DIBELS assessments data conducted at the end of August/beginning of September. This provides a baseline of students in early literacy skills.

This data highlights why they have a focus on the structured literacy block this school year through Tier 1 whole group instruction. In grade level meetings last Spring they planned for a master schedule that would enable them to focus on the literacy block and they are currently collaborating by grade level to ensure they are aligned and using data to inform whole group and small group instruction.

BeGlad (Guided Language Acquisition and Design)

Principal Garduño Fletes said BeGlad "…is a professional development organization in the area of language acquisition and literacy." Currently, 11 of the 19 K-5 teachers are BeGlad certified. This summer seven additional teachers began BeGlad training and are expected to be certified by the end of the school year. "I am proud of our hard working teachers who are further enhancing their professional learning for the support of all of our students."

ELPAC Summative Data



Principal Garduño Fletes said in April she highlighted the ELL population, which is the largest student population, as being a focus. Last year they had 62% ELL's which has increased to 63% at of the beginning of this school year. Last year there were 10% of students identified as newcomers and is 11% this year. These students are new to America and starting a US school for the first time.

"An added bonus to our EL Flooding Model this year is that our two ELD teachers are also piloting newcomer curriculum, further adding to the strength in instruction."

English Language Flooding Model

Principal Garduño Fletes reviewed a visual of what the EL Flooding Model looks like by grade level.

- Two dedicated ELD Teachers and bilingual paras support the flooding model.
- Students are switching teachers/classrooms for Designated ELD by proficiency level.
- Three times a week for 50 minutes per block.
- Each teacher is responsible for teaching 1-2 proficiency levels.
- Master Schedule implementation to allow for traveling of ELD teachers from grade level to grade level. This has also enhanced collaboration at the site.

Data from 2023 Spring Summative ELPAC scores were used from Ellevation to identify student levels into the groupings. The structure of support for teachers is being given through:

- Monthly professional development during one staff meeting per month
- Weekly co-planning is occurring between grade level teachers and ELD Teachers.
- Teachers are given opportunity for feedback.
- There has been modeling/co-teaching occurring between teacher and ELD teacher.

Newcomers support:

- Newcomers will be in the emerging Designated ELD group and will have the support of the ELD teacher as well as the classroom teacher during this structured time.
- Newcomers will also go to their ELD teachers 5 days a week to work on their English language.

Collaborative Inquiry Cycle (CIC)

Principal Garduño Fletes said CIC is focused on small group reading instruction, which is supported by the new master schedule and two site Reading Specialists. The specialists model and co-teach whole group instructions and small reading groups. They are collaborating through looking at data together, planning, and discussing instructional practices as they move forward.

Attendance Snapshot

Principal Garduño Fletes shared attendance data for Spruce ES. The data includes students in four preschool sessions held at their site. As of September 25, the attendance rate is 94.4% year-to-date.

The chronic absenteeism rate is 18% YTD. Office staff continues to be diligent about verifying absences daily. They also use EveryDay Labs to check attendance rates by grade level and reward the highest attendance rate. “The competition is about promoting consistent attendance and participation in the school day. For the month of August, the 4th grade class won the challenge with an attendance percentage of 95.9%.

Culture and Relationships

Principal Garduño Fletes shared some things they have in place at Spruce ES. These include a full PTA, Legarza PE, field trips, a Second Chance Breakfast pilot, morning announcements with the Cougar Credo and Spruce Cougar Norms, Pumpkin Patch/Halloween Parade, Red Ribbon Week, Ruby Bridges Walk to School Day, Girls on the Run, PBIS, Monthly Character Traits, Virtual Author Visit/Staff Read Aloud, gardening, Safety Patrol, Spirit Days, band, and Outdoor Education.



Partnerships

One of the partnerships Principal Garduño Fletes highlighted is with Heart of America and Abbvie. This is part of Abbvie's Week of Possibilities in which they volunteer at various locations worldwide. They selected Spruce's old Resource Room and created a new STEM Lab. In addition, they painted murals in the cafeteria, weeded the garden, and repainted the playground yards. They also made a book bag with supplies for every student to have when they returned to school. Other partnerships include a grant from Safe Routes To School, a AAA Ruby Bridges Day grant, Gene Academy, and Youth Service Bureau trainees.

Team Acknowledgement

Principal Garduño Fletes thanked her team members that make Spruce special. "We are building community to be able to enhance our collaboration as a whole to best serve our students and parents." At the beginning of the year, they had a staff picnic and a family style lunch "…for all staff to gather together and allow time for catching up with each other and meeting new staff members."

Vice President Murray thanked Principal Garduño Fletes for all she has done, including building a community. She also thanked the volunteers for their work.

Trustee Lujan thanked Principal Garduño Fletes for her presentation. "There are just so many things to celebrate from your presentation, from noticing that students are hungry at breakfast and that strategic quick response to the way staff, families, and the entire school community come together in strategic, timely and collaborative ways for every student at Spruce."

Trustee Richardson said it is a delight visiting the school. "It just doesn't seem like school, judging by the numbers of attendance, 95% is really impressive. And that means that the kids don't probably think they're going to school, they're going to do something fun that day, and that's what it's all about. And I so appreciate your leadership."

Trustee Anthony also thanked Principal Garduño Fletes and said she was glad the principalship was no longer an interim one. Trustee Anthony said she loves to see the community being built at Spruce ES, especially the support for newcomer students. "There's so much scary things when you immigrate, and to be able to provide a safe and loving space that you know they can come to you and they can come to your teachers and they can come to your staff and they can be there for after school, that's amazing."

President Chialin Hsieh thanked Principal Garduño Fletes for the wonderful presentation and her great leadership.

O. PRESENTATION WITH POTENTIAL ACTION - None

P. CONSENT AGENDA

Trustee Richardson asked if Item 1c, an agreement with the Office of the San Mateo County Attorney was new. Dr. Moore replied that SSFUSD has always had an agreement, but County Counsel now wants a 5-year agreement with all school districts.

MOTION #56 (Murray/Lujan) to approve Item 1a, Minutes to the regular September 7, 2023 Board meeting; 1b, Minutes to the regular September 21, 2023 Board meeting; Item 1c, Agreement with the Office of the San Mateo County Attorney; Item 2a, Staff travel to a conference in Anaheim, CA; Item 2b, Staff travel to a conference in Sacramento, CA; Item 3a, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, August 1-31, 2023; Item 4b, Warrant Register, August 1-31, 2023; Item 4c, Cash Receipts, August 1-31, 2023; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District, September 2023; Item 4f, Fundraising events for 2023-24; Item 4g, Professional service agreements under $25,000. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. ADMINISTRATION

a. District-wide Priorities

Superintendent Moore reviewed the six 2023-24 District priorities including what the priority is, why it is important, a few key actions, and implementation metrics and priority outcomes. She reported that last year, an effort was made to facilitate conversations and hear feedback from the entire community including students, staff, and families. A lot of great information specific to what the community wanted around the Portrait of a Graduate was received. It was decided instead of waiting for the Strategic Plan to be finalized, some action could be taken this year while the plan is being built. At the June 22, 2023 Board meeting, Trustees identified priorities for the District to focus on. Cabinet and District Office administration team members have been working hard on refining these priorities "…to capture what we believe are going to be some of the highest leverage priorities that will allow us to continue to advance and move forward. Educational equity is and will always be the through line for all of our priorities so we can really see if we were operating through the lens of equity, which is still a work in progress, but we're taking some steps forward from the boardroom to the classroom." She briefly reviewed these priorities.

Academic Excellence
*Strengthen **collaborative cycles of inquiry at each school**, with a focus on planning and teaching that foster student discourse and agency, improving tier 1 instruction, and ensuring equitable access to high-quality teaching and learning experiences for all students.*

They spoke with students about the types of instruction and ways in which they want to be engaged.

Talent Management
*Revamp **recruitment and hiring practices** through a Diversity, Equity, Inclusion, and Belonging (DEIB) lens; design, develop, and deliver a **professional learning system** that provides differentiated, targeted support based on employee strengths and areas of improvement.*

They discussed what job fairs to attend, how to market the District, and communicate what makes SSFUSD special.

Operational & Fiscal Stewardship
*Develop deeper understanding of **site-based needs to drive future budgeting**, and begin **facilities improvements** based on the bond measure plan.*

The focus was to determine how bond funds would be allocated equitably and providing funds to schools where students may need more support.

Community Engagement & Connectedness
*Implement new systems to **reduce chronic absenteeism**, and deepen implementation of **programs that support positive student culture**.*

Students cannot thrive if they are not present. With a positive student culture, students will feel seen, heard, and have a sense of belonging from community members and not only their teachers, classified colleagues, administrators, etc.

Educational Equity
*Develop a **transformative, equity-centered multi-year strategic plan** to make our Portrait of a Graduate a reality for all SSFUSD students.*

They considered operating in ways so students are receiving what they need when they need it, removing barriers for all students' success.

Culture & Communication
*Implement practices that promote **transparency, strong relationships, two-way communication, and data-driven decision-making**.*

They participated in Family Fellowship meetings last year and heard that community members felt invisible, unheard, and not cared for and took action to have every person feel valued.

Dr. Moore acknowledged the work of Cabinet, District Office leaders, and the collaborative support of school leaders who shared their feedback as they will be at the sites carrying out the priorities. District leadership will use metrics to gauge progress during the year and course correct, if needed. "If we are making progress, we will continue, but it has just been truly, for me, quite a privilege to be able to hear from our community, and establish these baseline goals for us in the midst of a Strategic Plan that we believe will help to start transforming what we're doing in SSFUSD."

Trustee Anthony said she loves the process and defined outcomes. She noted that it is difficult to prioritize when each day everyone has urgent issues that need attention. "I think by focusing on these things, even though there's lots of subcategories, we will get close to the goal that we want to see, which is a District that's working for all kids."

Vice President Murray thanked the community for coming together and collaborating on the priorities and told Dr. Moore, "I can't tell you how impressed I am with you and your staff to not only identify the needs, and based on what the community said and based on the feedback we gave you, and to come up with this plan and I know it's a big reach but it's …transformational."

Trustee Richardson said she is excited about the vision and actively working towards it, but is holding her breath. She appreciates Dr. Moore's leadership with this.

Student Trustee Sergio said she likes to see the support being provided to the students and how it is geared towards educational equity.

President Hsieh said she appreciates that all the priorities use the lens of educational equity and how presentations and Board reports begin to show changes in the classroom emerging. She also appreciates not waiting until the Strategic Plan is completed and "…just every time when we have an opportunity, let's implement something…so we can move a little bit every time…"

M. PUBLIC COMMENTS *(continued)*

John Baker, a prior speaker, encouraged the Board and District administration to work with the PTA Council, site PTAs, parents, and students who are the eyes and ears on the ground. "I would like to see the next set of goals have some follow-up with our graduates to ensure we're getting great outcomes, meaning successful young people,

and not just great outputs, number of diplomas." He also wanted some Board members to take this opportunity to think forward and focus on what can be done. "This is a great start but it's a start, we can do more, and to do more…the District will need additional funding at some point. This District still has the lowest tax burden when you consider parcel taxes and bonds…in the County." He said, "We're going to have to continue to pay the staff more. We're going to need more income and I would like to think that most of the staff agrees with me, and that we should consider additional funding opportunities, including perhaps a modest parcel tax in the near future."

2. HUMAN RESOURCES

a. Williams Uniform Complaints for First Quarter Ending 9/30/23

Assistant Superintendent Hannon presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 9/30/23, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

He stated that there were no complaints filed in the District for this quarter.

ACTION

1. ADMINISTRATION

a. Resolution No. 23-55 Native American and Alaska Native Heritage Month

Board Clerk Richardson read the resolution.

MOTION #57 (Murray/Lujan) to adopt Resolution #23-55: Honoring Native American and Alaska Native Heritage Month. (AYES: Student Trustee Sergio, Anthony, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

b. Approval of District's Response to Grand Jury Report on "Education is Everyone's Business: School-Business Partnerships Make an Impact in County's High Schools."

MOTION #58 (Anthony/Murray) to approve the proposed District's response to the Grand Jury report on ""Education is Everyone's Business: School-Business Partnerships Make an Impact in County's High Schools." and authorize staff to submit the response to the Grand Jury commission. Motion Carried. (Unanimous)

c. Approval of District's Updated Board Policies

MOTION #59 (Murray/Lujan) to approve the District's new or updated Board Bylaws and Policies #1 and #3 listed below and approve and waive a second reading for #2, and #4-#8. Motion Carried. (Unanimous)

1. BP 3280 - Sale or Lease of District-owned Real Property - ***Second reading***
2. BP 3523 - Electronic Signatures
3. BP 3530 - Risk Management/Insurance - ***Second reading***
4. BP 3550 - Food Service/Child Nutrition Program
5. BP 3553 - Free and Reduced Price Meals
6. BP 4030 - Nondiscrimination in Employment
7. BP 4141.6, 4241.6 - Concerted Action/Work Stoppage
8. BB 9322 - Agenda/Meeting Materials

3. HUMAN RESOURCES

a. Approval of a Variable Term Waiver

MOTION #60 (Lujan/Anthony) to approve the Variable Term Waiver for Erick McFadyen, a certificated employee at Parkway Heights MS. Motion Carried. (Unanimous)

3. BUSINESS SERVICES

a. Approval of an Agreement with Experience Janitorial Inc., for Temporary Custodial Support

MOTION #61 (Murray/Richardson) to approve an agreement with Experience Janitorial, Inc., to provide temporary custodial staffing support for the 2023-24 school year. Motion Carried. (Unanimous)

b. Approval of the Creation of a Facilities Subcommittee and Appointment of Board Members

Mr. O clarified the role of this subcommittee. The main purpose is to provide a forum where the administration can have more in depth conversations with Board members concerning facilities and

construction projects in addition to the regular Board meetings. The subcommittee will also discuss monthly updates which include the scope of projects, budget, timelines, and any issues. Staff will have sufficient time to respond to questions which arise. These subcommittee discussions will serve to save time during the regular Board meetings. He said the Trustees would need to vote for two Board members to be on this subcommittee.

Trustee Anthony asked if the school committees would report to the subcommittee and how the information would be gathered. Mr. O said the details are still being worked out, but committees at sites where construction is happening will have representation from parents, students, staff, and community members to discuss needs and their allocated budgets. While some items are high priority or mandatory, there will be input on what other projects can be done with the remaining funds. He said, “That information is going to be shared. We can discuss this…but this subcommittee does not make a decision. It’s basically the input from the sites and then it's going to come to the …whole Board…to vote and make the decision on…prioritization, what projects to tackle.” This subcommittee is a way to have more time for discussion and to answer questions before a Board meeting.

Trustee Richardson asked if being on the subcommittee is a one-year only commitment. He replied it is up to the Board to make it one year, two years, or ongoing.

Trustee Anthony asked if this subcommittee would be included in the annual Board reorganization, like the Board Policies and Bylaws Committee. Dr. Moore said it could be considered next year when it will be re-evaluated which Trustees want to continue and which representatives the Board would select. The process would be the same as choosing which Trustees serve on other committees.

MOTION #62 (Murray/Anthony) to approve the creation of a Facilities Subcommittee with the intention to expedite the review and approvals for the District’s facilities. Motion Carried. (Unanimous)

MOTION #63 (Lujan/Anthony) to appoint Board members to serve on the Facilities Subcommittee. Motion Carried. (Unanimous)

Vice President Murray, Trustee Anthony, and Trustee Richardson volunteered to be on the subcommittee. Superintendent Moore recommended that since only two Board members are needed and three are interested, that either one can decline and allow the other two to be on the subcommittee or have a motion and a second and the Board would vote on each person. If it passes, then those would be the

two who serve. If a motion fails, then we would move on to the next person until we get two people.

MOTION #64 (Anthony/Lujan) to appoint Vice President Murray to the Facilities Subcommittee. Motion Carried. (Unanimous)

MOTION #65 (Richardson) to appoint Trustee Richardson to the Facilities Subcommittee. Motion failed for lack of a second.

MOTION #66 (Lujan/Murray) to appoint Trustee Anthony to the Facilities Subcommittee. Motion Carried. (Unanimous)

c. Approval of an Agreement with Akshaya Inc. for Temporary Technology Staffing Support

MOTION #67 (Murray/Lujan) to approve the agreement with Akshaya, Inc. for temporary technology staffing support, in the amount not to exceed $100,000, for the 2023-24 school year. Motion Carried. (Unanimous)

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

Trustee Anthony recommended removing Trustee Richardson's presentation on the CLSBA Unity Conference since the event was postponed.

October 19, 2023 - ***Community Forum***

- Strategic Plan

November 16, 2023

- Teaching and learning presentation - Martin ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Update on Safe School Plans

December 14, 2023

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Teaching and learning presentation - Ponderosa ES
- CTE Presentation
- Presentation and approval of First interim budget report "positive certification"
- Selection of Trustees to District sub-committees/committees
- CSBA Delegate Assembly nomination(s)
- Approval of 2024 Summer School Program

January 25, 2024

- Teaching and learning presentation - Alta Loma MS
- Recognition for outgoing Student Trustee Sergio

- Presentation on Induction
- Presentation on audited actuals report for the fiscal year ended June 30, 2023
- Presentation of Measure J Bond Audit for the fiscal year ended June 30, 2023
- Approval of SARCS
- Williams report for 4th quarter ending 12/31/23
- Resolution honoring African American History Month (February)
- Resolution for approval of Children's Ctr. 2024-2025 CCTR contract

February 8, 2024

- Teaching and learning presentation - El Camino HS
- Introduction of new Student Trustee Wong
- Presentation on Performance Management - Special Education
- Approval of DTS contract for 2024-25
- Approval of implementation of Science for Scientists for 2024-25
- Update on Governor's 2024-25 budget proposal
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2024 Summer School Programs

February 29, 2024

- Teaching and learning presentation - Junipero Serra ES
- Teaching and learning presentation - Skyline ES
- Presentation on Performance Management - English Learners
- Presentation on supplement to the annual LCAP update for 2023-24
- 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

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Vice President Murray said on October 13 the Latino Leaders Coalition has a meeting at Sequoia HS where SSFUSD Middle College student Kayla Rodriguez is participating.

ADJOURNMENT - **8:28 p.m.**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of October 19, 2023

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

OPEN SESSION - 6:00 p.m.

A. CALL TO ORDER

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. Ira Sergio, Student Board Member - Excused
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 - Absent Mr. Ted O, Assistant Superintendent, Business Services - Present

Vice President Patricia Murray arrived at 6:10 p.m.

Trustee Mina Richardson arrived at 6:32 p.m.

C. PLEDGE OF ALLEGIANCE was led by Westborough MS student Carl Larosa.

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.

INFORMATION/DISCUSSION

E. COMMUNITY FORUM

a. Introduction by Superintendent Moore

Superintendent Shawnterra Moore explained the format for this Community Forum. The purpose of the meeting is for the Board to have an opportunity to converse with the community on a specific topic. This year, the focus is on the Strategic Plan since it is one of the District's main priorities. She provided a brief overview of the topic. After the presentation, the Board could ask any clarifying questions and community members had an opportunity to also ask questions and engage in a dialogue with the Board members.

b. Strategic Planning presentation

Dr. Moore said she was grateful to have the opportunity to provide the Board and community with current Strategic Planning efforts, and elicit feedback and insight from the Board and community about where the District is actually headed. "My vision all along has been for us to create a community plan that we all can own and have agency around. Not Dr. Moore's plan, but our community plan to ensure that every student in SSFUSD will thrive and enjoy a joyful, rigorous, engaging and inclusive experience during their time here."

<u>We are Starting a Transformation as a District</u>

Dr. Moore spoke about her personal experiences as a child, where some of her educators made her feel inferior. "I was made to feel as though I didn't matter. I wasn't heard, I wasn't seen, and oftentimes I wasn't expected to excel. I learned that much of this is because of the way I show up in the world. When I became a first-year teacher, my students had 14 substitutes and it was only October. They believed themselves to be dumb, worthless, not important. Many of whom were black and brown children, many of whom spoke a primary language other than English." She stated that "historically, the educational system oftentimes fails kids of color, kids who look like me, kids who may be neurodivergent, [or] kids who may be in lower socioeconomic households." Looking at the District's data and overall experiences, it can still be predicted which students will succeed and which will struggle. While SSFUSD is providing a solid education for many

students, this is not true of all students in the community. Last year, 50% of District students met or exceeded proficiency standards in ELA, 40% in math, and 24% were chronically absent. "It's time for us as we are planning for the future to look systematically at our program, our practices, our people, our policies and seek to transform in such a way that we can give every student what they need when they need it so that they can and will thrive."

The Superintendent said, "The vision for our efforts is to engage in transformational change to minimize student failure rates, to maximize overall proficiency rates, to increase student attendance, and to create a really strong culture of learning and a strong sense of belonging and inclusion in this District. We want to be able to do that in the most positive and productive ways." She urged the community to help realize this vision so students can learn, thrive, and have a lasting and positive impact on the community. "Each and every kid counts, and each and every kid is counting on us to deliver on this promise of an equitable world class education." "…what we do is more important than what we say or what we say we believe. Therefore, the essential question we must ask ourselves is, do we want to **be** right or do we want to **do** right?"

Promise to SSFUSD Students: **Portrait of a Graduate (PoG)**
Last year, thousands of students, families, and staff shared their vision for SSFUSD graduates. Community engagement and involvement is necessary to help make this PoG a reality.

As an educational community united in our commitment to equity, we work together to ensure that every graduate has the essential academic and social-emotional skills, knowledge, and habits to:		
Graduate aim	**Characteristic**	**Description**
LEARN *constantly as their life and world change*	Intellectual curiosity and critical thinking	Embraces a growth mindset and love of learning by seeking understanding, asking questions, and using data and evidence
	Academic excellence	Demonstrates mastery of all academic disciplines needed for post-secondary success
	Creativity and resourcefulness	Explores their creativity and finds new and innovative ways to solve problems
THRIVE *as a person*	Self-awareness	Confidently embraces their identities and understands their values, intentions, and impact on others
	Wellness	Lives a healthy lifestyle that promotes their physical, mental, and emotional well-being
	Real-world readiness	Uses life skills including time management, goal setting, self-discipline, motivation, and self-advocacy to navigate day-to-day responsibilities, overcome obstacles, and feel successful
NAVIGATE *their future purposefully*	Career and/or college readiness	Understands their options after high school (education, careers, entrepreneurship), and is prepared for success in whatever path they choose
	Technology skills	Uses current technologies fluently to meet their needs and solve problems
	Financial literacy	Understands the importance of money management and has the skills to make informed short and long-term financial decisions
IMPACT *their community for the better*	Collaboration	Demonstrates empathy, teamwork, effective communication, and respect to collaborate effectively toward a common goal
	Community service and engagement	Finds opportunities to support others and be involved in their communities

Some changes were made immediately last year based on community feedback such as financial literacy electives in secondary schools and doubling the number of community liaisons in the District.

District-wide Priorities
With the feedback, they created six goals. The following shows what they are focusing on this year.

Academic Excellence
Strengthening collaborative cycles of inquiry at schools.

Dr. Moore said, “It's on elevating our instruction and ways that will increase engagement and student talk in the classroom, using our cycle of inquiry process to identify a problem that we're going to solve, utilizing a protocol that will help us understand that problem, and then plan for it, ways to address to see if our intentional efforts in the classroom are having the intended impact in improving student learning.”

Talent Management
Revamping recruitment and hiring practices and launching a new professional learning system for staff.

This focuses on the District’s recruitment and hiring practices and increasing diversity in staffing. It will also emphasize retaining staff and supporting them with specific professional learning opportunities being provided.

Operational & Fiscal Stewardship
Understanding school needs to help develop budgets, and using our new bond funds to improve our facilities.

She said this focus is on facilities improvement with the recently passed bond program. “We're excited about all of our priorities and particularly this one, because we have a process that's in place this year to go to our school communities, to hear what it is they most want and to have a community conversation about what this may be and what that may look like. Unfortunately, in the past, some of our schools didn't receive as much as other schools received, and so we're just excited to have the conversation in our community and figure out the best pathway forward. The other part of this priority is all about looking at our budgets and allocating them more equitably based on needs of the school.”

Community Engagement & Connectedness
Reducing chronic absenteeism and strengthening positive student culture.

This is about "really making sure our students are at school so that they can learn. So, we are implementing a new reduction in chronic absenteeism focus, looking also at how do we elevate and have positive student cultures."

Educational Equity
Develop a transformative, equity-centered multi-year strategic plan to bring our Portrait of a Graduate to life.

This is "a through-line in SSF for everything that we do. As such, we are utilizing this particular lens of equity to develop a multi-year Strategic Plan that will make a PoG a reality, so what we say, what we do, our policies, our practices, and our programs will be through the lens of equity to realize this vision for our kiddos."

Culture & Communication
Strengthen culture and communication through transparency, strong relationships, two-way communication and data-driven decision making.

"We can strengthen relationships and two-way communication, and use the feedback that we get as data and information on what we need to do differently, or even to do better."

How Will We Continue Our Transformation?
This year, creating a Strategic Plan will bring the PoG to life over the next five years. We want to make the PoG "…a reality, and actualize it in every classroom, every day, with every child. Our community is going to help us build the plan."

- A **Steering Committee** will be meeting a few times each month and develop the five-year plan based on research and community input. The committee will make a Board recommendation. Dr. Moore added, "But of course we know it's not all about having District representation leading this work. We know our entire community should be leading."

- **Staff Conversations** are taking place four times this year with families, and students, so everyone can be involved in developing the plan. School sites are playing a critical role in bringing communities together and having conversations about what to prioritize, what is going well or what needs to be improved. The following suggested priorities and initiatives for the plan were included in responses from over 1,000 families and staff.

Suggested Priorities and Initiatives for the Plan
- Chronic absenteeism

- Mental health systems
- Recruitment and retention
- Discipline and behavior practices
- Equitable distribution of resources
- Highly-effective, focused teaching practices
- Technology training for teachers
- Renewed focus for academic rigor and excellent instructional practices
- Adopt and implement the Portrait of a Graduate
- Refine and implement a stronger multilingual learner instructional model
- Improve middle and high school students' financial literacy

Three Important Questions
Superintendent Moore said this month, the following three important questions, which are different for staff, families, and students are being asked.

Staff - What actions can we take to **bring the Portrait of a Graduate to life** (at the individual, school, or district level)?

Families - To what extent do you **feel like partners in your student's success at school**, and can we do to strengthen that?

Students - To what extent do you **feel ready for career and/or college**, and what can we do to prepare you better? Middle and high school students are being asked to elicit feedback directly from the students.

Board Insights
Dr. Moore said the Board was given an opportunity to reflect on the PoG and what needs to be done first to make that promise come true based on what has already been developed.

Vice President Murray said this is exciting, shows a transformational change, and brings it all into focus. She thanked staff for the work they have done to make the plan a reality and wants to watch the steering committee at work.

Trustee Daina Lujan said the PoG is inspirational and fills her with hope for every student. She sees values for first steps, in analyzing community feedback in real time and "…going for wins as soon as we can, but also doing it in a way where…it also aligns with our Strategic Plan." It is not just collecting data. "…we have a vision for five years out but we're also chipping away and making progress along the way."

Trustee Amanda Anthony said she was excited about the plan and was

not aware the work was brought down to individual sites and looks forward to that feedback. Dr. Moore replied that "…one of our real acknowledgments and learning through last year, because we did a lot of community engagement, through surveys, through in-person focus groups, through interviews, through the community conversations and what we realized is we wanted to make sure that everyone in our District had a touch point, so…this year we changed our model instead of us really doing a lot of the leading, we meet with a steering committee, then we meet with all school leaders, and we want to make sure that they're well prepared, so they have facilitation guides. They have presentations, so that they know what they're going to do with their communities…" "And we have a person who supports us, Ann Roy, who is online today, who has just been phenomenal at helping…if anybody has questions about the process or needs help with facilitating, or they invite her to come and observe, and it's just in terms of getting people excited and engaged because they also can see it through the lens of their grade span or their grade. So we're barely scratching the surface right now, because…there's more that needs to be done in terms of really codifying it." "Whether it's going to be at kindergarten…or at elementary, this is what it looks like, the steering committee is still working on that."

Trustee Anthony noted the August/September survey emphasized mental health and being healthy and whole in order to learn. Looking at Thrive and living a healthy lifestyle is a great place to start. Dr. Moore suggested a self-awareness assessment, on wellness, with elementary students. She noted that Thrive with mental health might be something they could initiate first. Vice President Murray said elementary schools "…were kind of implementing that social emotional health, and they were talking about qualities that make them a better person and what makes them effective learners. This is what we're working on, this is what we want for our kids." President Chialin Hsieh said that those characteristics might not be right for everyone at the same time. Dr. Moore agreed that they could be differentiated based on grade span. Dr. Hsieh said career and college readiness or technology skills might be good for secondary students to focus on this year, while elementary students work on something else.

Dr. Hsieh said she appreciated the process that demonstrates the beliefs of the Board and community on diversity, equity, and inclusion "…and how Dr. Moore and the leadership is structured, getting feedback from our community, access, and also inclusivity. I think we are modeling what we say, and then we are doing it. "

President Hsieh said having each presentation slide in both English and Spanish demonstrated how the District is trying to meet the needs

of the community. This bi-lingual approach speaks volumes and people respond to it.

Trustee Lujan said Dr. Hsieh helped her to see the correlation between this and Common Core State Standards which builds one layer upon another. It helped her to see academic excellence and self-awareness, wellness, and collaboration as through lines "…but then also having targeted approaches to certain things like financial literacy, beginning in middle school…and then we build upon it." She said that they can pick an area of focus and feel successful.

Dr. Moore shared that a conversation at the last steering committee meeting was looking at priorities and developing initiatives, then launching them in 2024-25. So they are taking a step back to evaluate what makes sense and the added layer might be for elementary school which is different from middle school and different from high school.

Trustee Anthony spoke about college and career readiness. She said there is a big push towards skills-based hiring and different characteristics lend themselves to jobs such as teaching, child care, etc. Students should be given more options based on their skills and said they could be encouraged without formal career fairs.

President Hsieh tasked the steering committee with how to and what to use to measure the impact of the Strategic Plan priorities. She said the outcomes of the measurements can be short or long term. The long term is the graduates and which college or university they attend. For short term there will be small wins to celebrate. "So [for] short term/long terms, if we can identify that, and [with] the school's presentation, then we can see the internal measures each semester for each academic year, how students grow." This would be a formative, not summative assessment.

Dr. Moore said, "We are not there yet but we have begun, as a steering committee, to talk about that." "I want to make sure that we as a community have established strong conviction behind the work that we're doing. We're trying to shift conditions to innovation and change, and so we want to make sure that we are there, and we've galvanized enough people around this community's plan to be able to do that. But we have talked about the implementation data as well as impact, which is what I think you mean with the how and what. What are we going to measure, how do we know if it's had the intended impact, and we've started talking about leading and lagging indicators." "…but there might be some growth goals and metrics that we can look at to build into the plan. We just haven't made it there."

F. PUBLIC COMMENTS

Elaijah Larosa, the Westborough MS ASB Treasurer, spoke about her school's field and blacktop. More and more students are getting injured on the field because it is uneven and has gopher holes. She said the school would appreciate the Board helping out with repairs.

Natalie Wong, a Westborough MS teacher, also spoke about the field and blacktop. The bleachers are in disrepair. Students are being injured by falling on the blacktop. She asked the Board to allot funds for repairs and pointed out that it is not equitable that Alta Loma MS and Parkway Heights MS have usable fields and blacktops. She asked that they be a priority for this issue.

Stephanie Tejedo, a Westborough MS parent, asked about the timeline to repair the field and blacktop so students can safely do PE and host events. She noted that several incidents have occurred on the blacktop due to loose gravel from cars during drop-off and pickup plus having the weekend motorcycle classes there. She encouraged the Board to prioritize the repairs as one of the first bond projects.

Trisha Barry, a Westborough MS teacher, also spoke about their field and quality of the blacktop. "Our blacktop serves not just as a classroom to our PE classes but as the primary drop-off and pickup location for our students due to the busy traffic on Westborough Boulevard. In addition to school traffic, every Saturday motorcycle classes cause wear and tear to our blacktop as well." The District makes money from those classes, but the students are the priority.

Sueanna Wong, a Westborough MS parent, said the field is an unusable space and needs to be fixed. Students have been injured for years on the blacktop. Other middle schools have new fields used for PE. She asked that bond funds be prioritized to fix the field before a very bad accident occurs.

Trustee Anthony asked whether the school or the District decides on the blacktop rental for the motorcycle classes and whether another site could be used. Mr. O said that might be an option. He confirmed they are addressing fixing the blacktop now as it is a safety priority. A contractor will visit the site at the end of October or early November "…and basically do all the repairs on the blacktop to make it usable and safe, until we have the bond funds ready to do the project."

Trustee Lujan thanked Mr. O for prioritizing the field and blacktop and those who spoke on repairing them. She asked about the timeline for these projects. Mr. O replied, "Right now we're basically establishing a whole new bond program, so that's why it takes a little bit of time to prioritize. But we have looked at safety and…some of the schools that did not get as much funds in the past, so we are looking at those as a priority. We'll probably have more discussion with the Board subcommittee, with the two board members…and probably bring

recommendations to the full Board for approval afterwards." After Friday's CBOC meeting, he will schedule the first subcommittee meeting where they would review priorities which Facilities staff and he have been discussing. But they have to get the subcommittee together to share thoughts. Dr. Moore said it is a process and Mr. O cannot provide definitive timelines "…because we don't want to overpromise and underdeliver. So what we will do is make a commitment that as we are convening different groups, we make sure we let the Board and the community know. We are going to be engaging school sites as well." This way everyone has a seat at the table.

Trustee Anthony said she hears a lot about gopher holes from the different campuses and asked what the long term strategy is for dealing with this. Mr. O. replied groups will be established to represent the school, the principal, community members, staff, and students. Because there is a set amount of funds, they will determine their highest priorities "…but there is safety that we're going to address for sure." This may include leaking roofs or underground pipes which need to be replaced. Then the school site committees will decide how to use the remaining funds allotted to them.

Dr. Hsieh asked the Facilities subcommittee to prioritize safety, security, and health and then gradually build up from there.

Trustee Richardson said she understands that parents want to prioritize their school, but the District has a plan in place. It is important for the public to know there is a timeline that outlines programs or which sites will receive the first bond funding. She has seen the bond project list and all schools are included and "…it's up to you…to keep an eye on what's happening in the timeline with your school." Mr. O confirmed that the final decisions are made by the Board with input from the sites. He said all the information is available on the District's website including the Facilities Master Plan and estimated allocations for each school with some priorities.

Vice President Murray said when she joined the Board in 2016, Trustees picked out three high priorities. Fixing the Westborough MS blacktop and field was on the list. While they have had repairs here and there, they are talking about students getting the best education and the blacktop and field should be available to them. "I'm sorry it hasn't been done, but it something that's on our list." Mr. O agreed that at the time the District did not have enough bond money and the priority was to fund high schools first, then the rest of the schools would be addressed.

ADJOURNMENT - 6:52 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D, Superintendent

THRU: Eric Claybon, Child Development Program Coordinator

DATE: November 16, 2023

RE: Approval of Star Vista Early Childhood Mental Health Consultation (ECMHC) Service agreement between Star Vista and South San Francisco Unified School District for the 2023-24 Program Year.

BACKGROUND:

A Child Development Service agreement is a collaboration between the District and the Early Childhood Mental Health Consultation (ECMHC) Program. Per the contract, Star Vista (SV), will provide enhanced on-going consultation at three SSFUSD sites (Children's Center, Hillside, and Martin ES preschool) during the period of this contract. ECMHC consultants will also link families with a wide range of services available to SSFUSD children and families with special needs. The contract period shall be July 1, 2023 to June 30, 2024.

FISCAL IMPLICATIONS

The agreement is in the amount of $40,000. SV will invoice SSFUSD quarterly in October, January, April, and July.

RECOMMENDATION

It is recommended that the South San Francisco Unified School Board of Trustees approve the Star Vista Early Childhood Mental Health Consultation Service agreement for the fiscal year of 2023-24.

STAR VISTA

Contract Agreement
Between of StarVista and South San Francisco Unified School District
For Early Childhood Mental Health Consultation (ECMHC) Program
2023-2024

OVERVIEW

This project is a collaboration between South San Francisco Unified School District (SSFUSD) and the Early Childhood Mental Health Consultation (ECMHC), a program of StarVista (SV), who will provide enhanced on-going consultation at two SSFUSD sites during the period of this contract. ECMHC consultants will also link families with a wide range of services available to SSFUSD children and families with special needs.

CONTRACT AMOUNT

The contract will be for the sum of **Forty thousand dollars ($40,000)** to pay for the services provided to SSFUSD. SV will invoice SSFUSD quarterly in October 2023 and January, April, and July 2024

CONTRACT PERIOD

July 1, 2023 to June 30, 2024.

SERVICES

SV will provide ECMHC consultation at three SSFUSD centers. A trained, experienced ECMH consultant will work at the sites Children's Center (8 hours per week), Hillside (4 hours p/week) and Martin Elementary Preschool (4 hours per week) approximately 16 hours per week under this contract.

SCOPE OF WORK AND OUTCOMES

The following describes the key tasks and outcomes for the proposed one-year project of mental health consultation to SSFUSD childcare centers as follows:

- Consultants will provide regular visits to SSFUSD child care sites. Schedule of meetings will be determined by center staff, ECMHC consultant and administration.
- Mental health consultants will coordinate services with any additional classroom support staff, such as coaches, special education services etc. in order to ensure effective cooperation around work with teachers.
- Children will be referred for short-term case consultation services in which they will receive observation, parent support and guidance, referrals and resources, teacher meetings and classroom support. Short-term consultation services typically last 8-12 weeks per family. Number of cases will be determined based upon needs of the programs and availability of the consultant.

- Mental health consultants and ECMHC Program Manager will meet regularly with preschool administration (Director, Site Managers, Site Supervisors) to ensure quality of program.

Outcomes:

1. Children enrolled in Children's Center, Hillside and Martin will receive improved community-based childcare, promoting enhanced well-being and functioning.

2. 85% of the childcare staff at Children's Center, Hillside and Martin will report increased knowledge, skills, and competencies and improved abilities to identify and refer at-risk children for additional services.

3. 75% of 6-8 children (or as needed) identified as at risk and provided with intensive case consultation will demonstrate improved ability to participate successfully in the childcare setting, improved functioning in identified areas of difficulty, and improved emotional well-being.

4. 80% of 6-8 families whose children (or as needed) are identified for case consultation will report improved understanding of child development and their child's behavior and report their relationship with their child has grown stronger.

5. 85% of the children at risk for expulsion from their centers will be retained.

EVALUATION

Evaluation will include the use of the following instruments. Results for children enrolled in South San Francisco Unified School District centers served through this contract will be available upon request.

- *Consultation Questionnaire* assesses overall satisfaction of directors and staff with the consultation received and the degree to which the consultant helped them to accomplish their objectives.
- *Parent Response Questionnaire* assesses parents' satisfaction with case consultation/education activities.
- *Expulsion Rates* will be tracked for those children receiving case consultation.

CHANGES

Changes to this contract to improve services and adapt to conditions and needs as they are, will be first approved by both parties in writing and noted in subsequent reports to SSFUSD.

TERMINATION/SUSPENSION

Both parties may suspend the performance of this contract in whole or in part, or terminate this contract, with or without cause, by giving thirty (30) days prior written notice thereof to each other. Upon such suspension or termination, SSFUSD shall pay SV for its services actually rendered to SSFUSD on or before the effective date of the suspension or termination.

HOLD HARMLESS

Each party to this agreement agrees to indemnify, defend and hold harmless the other, its Directors and employees against any and all demands, claims, or liability of any nature including death or injury to any person, property damage or any other loss, related to this contract caused by or arising out of actions by the party's performance of the Agreement.

This understanding will commence on the later date below and continue for a period of one year as described above.

Signed,

S Mitchell

8/21/23

Sara Larios Mitchell, PhD
CEO
StarVista

Date

8/21/2023

Eric Claybon
Child Development Program Coordinator
South San Francisco Unified School District

Date

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, El Camino High School

DATE: November 16, 2023

RE: Approval of Permission for El Camino High School to Attend the Link Crew Basic Training in Orange, CA, on December 3-6, 2023.

BACKGROUND:

The transition to high school is a major event in the life of a young person, and yet very few substantial strategies for support exist in most high schools. Numerous studies show that the transition to high school is marked by a period of emotional stress and discomfort for adolescents, often times resulting in a decrease in academic achievement and an increasingly difficult social adjustment. It is this combination of factors that can be the impetus to poor decision making, as well as high risk and self-destructive behavior for freshmen.

Link Crew Basic Training is a three-day intensive training that will certify our two teachers, Natassja Nguyen and Michael Wang-Belt as Coordinators in the Link Crew Program. The teachers will receive step-by-step instructions on how to implement the Link Crew Program at El Camino High School. The program consists of training where they will be challenged, increase their knowledge around transition and return with tools, strategies and energy to make Link Crew a success at El Camino High School.

The two teachers, Natassja Nguyen and Michael Wang-Belt will leave San Francisco December 3 and return December 6, 2023. Lodging for staff members is included with registration, and they will stay at the Hotel Fera Double Tree by Hilton, Orange, CA.

FISCAL IMPLICATIONS:

All program fees including transportation, food, and lodging will be paid with ESSER Funds. The cost for a substitute will also be paid with ESSER Funds.

The cost of $3,725.00 per person will include 3-day training, 3-night lodging, meals and all training material.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for two El Camino High School Link Crew teachers to participate in the Link Crew Basic Training in Orange, CA, on December 3-6, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Varsity Wrestling Team to Participate in a Wrestling Tournament in Aptos, CA, on December 27-28, 2023.

BACKGROUND:

The purpose of this trip on December 27-28, 2023, is for the SSFHS Varsity Wrestling Team to participate in a wrestling tournament, hosted by Aptos High School, 100 Mariners Way, Aptos, CA. The team, along with Head Coach Cuauhtemoc Cervantes, who will supervise the team, will leave Wednesday, December 27, and return Thursday, December 28, 2023. The group will be traveling to Aptos High School by District van.

FISCAL IMPLICATIONS:

The SSFHS Varsity Wrestling Team will pay for tournament fees and use of the District van. The group will be staying at the Best Western Seacliff Inn, 7500 Old Dominion Ct, Aptos, CA. 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 students from the Wrestling team to participate in a wrestling tournament in Aptos, CA, on December 27-28, 2023.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Girls Varsity Wrestling Team to Participate in a Wrestling Tournament in Napa, CA, on January 5-6, 2024.

BACKGROUND:

The purpose of this trip on January 5-6, 2024, is for the SSFHS Girls Varsity Wrestling Team to participate in a wrestling tournament, hosted by Vintage High School, 1375 Trower Ave, Napa, CA. The team, along with Head Coach Cuauhtemoc Cervantes and female chaperone/volunteer Amber Verdin, who will supervise the team, will leave Friday, January 5, and return Saturday, January 6, 2024. The group will be traveling to Vintage High School by District van.

FISCAL IMPLICATIONS:

The SSFHS Varsity Wrestling Team will pay for tournament fees and use of the District van. The group will be staying at the Motel 6 Fairfield, 1473 Holiday Ln, Fairfield, CA. 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 Girls Varsity Wrestling Team students to participate in a wrestling tournament in Napa, CA, on January 5-6, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Boys Varsity Wrestling Team to Participate in a Wrestling Tournament in Sacramento, CA, on January 12-13, 2024.

BACKGROUND:

The purpose of this trip on January 12-13, 2024, is for the SSFHS Boys Varsity Wrestling Team to participate in a wrestling tournament, hosted by Foothill High School, 500 McCloud Dr., Sacramento, CA. The team, along with Head Coach Cuauhtemoc Cervantes, who will supervise the team, will leave Friday, January 12, and return Saturday, January 13, 2024. The group will be traveling to Foothill High School by District van.

FISCAL IMPLICATIONS:

The SSFHS Varsity Wrestling Team will pay for tournament fees and use of the District van. The group will be staying at the Best Western Roseville Inn at 220 Harding Blvd., Roseville, CA. 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 students from the Boys Wrestling Team to participate in a wrestling tournament in Sacramento, CA, on January 12-13, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to Participate in a Wrestling Tournament in Gilroy, CA, on January 19-20, 2024.

BACKGROUND:

The purpose of this trip on January 19-20, 2024, is for the SSFHS Boys and Girls Varsity Wrestling Team to participate in a wrestling tournament, hosted by Gilroy High School, 750 W. 10th St. Gilroy, CA. The team, along with Head Coach Cuauhtemoc Cervantes and female chaperone/volunteer Amber Verdin, who will supervise the team, will leave Friday, January 19, and return Saturday, January 20, 2024. The group will be traveling to Gilroy High School by District van.

FISCAL IMPLICATIONS:

The SSFHS Wrestling Team will pay for tournament fees and use of the District van. The group will be staying at the Motel 6 Gilroy, 6110 Monterey Road, Gilroy, CA. 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 Boys and Girls Varsity Wrestling Team students to participate in a wrestling tournament in Gilroy, CA, on January 19-20, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to Participate in at the CIF Wrestling State Championships in Bakersfield, CA, on February 21-25, 2024.

BACKGROUND:

The purpose of this trip on February 21-25, 2024, is to participate in the CIF Wrestling State Championships, hosted at Mechanics Bank Arena, 1001 Truxtun Ave., Bakersfield, CA. The team, along with Head Coach Cuauhtemoc Cervantes, and female chaperone/volunteer Amber Verdin, who will supervise the team, will leave Wednesday, February 21, and return Sunday, February 25, 2024. The group will be traveling to Bakersfield by District van.

FISCAL IMPLICATIONS:

The SSFHS Athletics Department will cover the cost of tournament fees and the District van. The group will be staying at the La Quinta Inn by Wyndham Bakersfield South, 3232 Riverside Dr., Bakersfield, CA. No student shall 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 Boys and Girls Varsity Wrestling Team students to participate in the CIF Wrestling State Championships in Bakersfield, CA, on February 21-25, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

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

Kevin Asbra, Principal, South San Francisco High School

DATE: November 16, 2023

RE: Approval of permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to Participate in the California USA Wrestling Cadet and Juniors Wrestling State Championships in Fresno, CA, on March 1-3, 2024.

BACKGROUND:

The purpose of this trip on March 1-3, 2024, is for the SSFHS Boys and Girls Varsity Wrestling Team to participate in the California USA Wrestling Cadet and Juniors Wrestling State Championships, hosted at Selland Arena, 700 M Street, Fresno, CA. The team, along with Head Coach Cuauhtemoc Cervantes and female chaperone/volunteer Amber Verdin, who will supervise the team, will leave Friday, March 1, and return Sunday, March 3, 2024. The group will be traveling to Fresno by District van.

FISCAL IMPLICATIONS:

The SSFHS Athletics Department will pay for tournament fees and use of the District van. The group will be staying at the La Quinta Inn and Suites by Wyndham Fresno Northwest, located at 5077 N Cornelia Ave, Fresno, CA. 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 Boys and Girls Varsity Wrestling Team students to participate in the California USA Wrestling Cadet and Juniors Wrestling State Championships in Fresno, CA, on March 1-3, 2024.

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: November 16, 2023

RE: Approval for one Staff Member to Attend the CAAASA Conference in San Diego, CA, on March 13-15, 2024.

BACKGROUND:

The California Association of African American Superintendents and Administrators, (CAAASA), a group of educational leaders, is committed to identifying and addressing the critical issues in education through public policy relative to the status and performance of African-American students in California. CAAASA also provides topics to include curriculum and instruction, staff development, parent involvement, funding, and gender specific issues. Ms. Jennifer Rockett, District CTE Coordinator, requests to attend this conference in San Diego, CA on March 13-15, 2024.

FISCAL IMPLICATIONS:

Estimated cost for 1 staff member to attend the CAAASA Conference in San Diego, CA, on March 13 to March 15, 2024 is:

- Registration $650
- Hotel accommodations $229, per night x 2 nights =$458 + tax
- Food $150 (approx.)
- Air Transportation approx. $600 round trip

TOTAL: $1,860. (approx.)

The total cost of the CAAASA Conference will be covered by CTE Grant Funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the District CTE Coordinator to attend the CAAASA conference in San Diego, CA, on March 13-15, 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

Dr. Loraine Rossi de Campos, Principal Westborough Middle School

DATE: November 16, 2023

RE: Approval of Permission for Westborough Middle School Students to Travel to Yosemite National Park, May 2 - 5, 2024

BACKGROUND:

The 8th grade Honor Society requests permission to visit Yosemite National Park for its annual field trip. The dates for this activity are May 2-5, 2024. This trip has been in place for over 20 years as an educational end-of-the-year opportunity for members of the 8th grade Honor Society. Student members maintain a 3.5 GPA and help to tutor peers in our school Academic Center.

Rebecca Gaynon, Westborough MS ELA teacher and co-advisor, and Jace Marzan, Westborough MS counselor and co-advisor, will serve as chaperones for students, along with additional District teachers and staff. Additional chaperones will include Dan Weir, Natalie Abinante, Peter Christopoulos, and Lauren Allard. Students will have adult supervision at the ratio of approximately 1 adult to 7 students. Transportation will be provided through District vans.

During this trip, students and chaperones will experience team building in the great outdoors through hiking, walking, and other outdoor activities while exploring the Yosemite Valley. They will stay in Yosemite Bug Rustic Mountain Resort, at 6979A CA-140, Midpines, CA. Each student will fill out the appropriate paperwork and permission slips in order to participate in this field trip.

FISCAL IMPLICATIONS:

There will be no cost to the District. All costs will be covered by funds from the Honor Society account, and through fundraising and field trip fees. Fees will cover van entry into Yosemite, transportation costs, lodging, three group breakfasts, two takeaway lunches, and three group dinners at the Yosemite "June Bug Café", substitute teacher coverage, and overnight stipends for District chaperones. 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 Westborough Middle School 8th grade Honor Society students to travel to Yosemite National Park, in California from May 2-5, 2024.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

CERTIFICATED CONTRACT 2023-2024

Hawkins, Claire, will be placed at Adult Ed on a Probationary contract effective November 1, 2023.
Salary placement C - 2

RESIGNATION

Kilian-Miles, Royster, a teacher at Parkway Heights Middle School effective September 8, 2023
Vitor Mariano, Adriana, a teacher at Alta Loma Middle School effective September 22, 2023

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Reyes Zamora, Patricia, Paraprofessional II – Special Education, Los Cerritos Elementary School, 6.0 hours per day, Range 29, Step 5, effective October 20, 2023.

RESIGNATION (TO ACCEPT INCREASE TO FULL TIME)

DeMartini, Gina, Senior Office Assistant, District Office, 3.75 hours per day, Range 37, Step 5, effective September 30, 2023.

INCREASE IN HOURS

DeMartini, Gina, Administrative Assistant – Bond Program, District Office, 3.75 to 7.5 hours per day, Range 37, Step 5, effective October 1, 2023.

TEMPORARY INCREASE IN HOURS

Sison, Zaida, Paraprofessional I – Bilingual, Westborough Middle School, 5.0 to 6.0 hours per day, Range 25A, Step 5, effective August 9, 2023 through May 30, 2024.

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: November 16, 2023

RE: Approval of the Memorandum of Understanding (MOU) for Margaret Lee for 2023-24

BACKGROUND:

This MOU is between the District and Margaret Lee, SSFUSD Special Education Program Specialist, for the purposes of her assignment for the additional duties of the Pre-Kindergarten (PK) program coordination for the 2023-24 school year, due to the ongoing staffing vacancy in the Assistant Director of Special Education position.

FISCAL IMPLICATIONS:

Ms. Lee will be paid a salary stipend in the total amount of $26,736.77 in equal monthly installments for fiscal year 2023-24. The task(s) or project are for the period of August 1, 2023, through May 31, 2024.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between the South San Francisco Unified School District and Margaret Lee for the additional duties of the PK program, in the total amount of $26,736.77, for fiscal year 2023-24.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING

Salary Stipend for Pre-Kindergarten Program Coordination

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District and Margaret Lee, hereinafter called the "EMPLOYEE", for the purposes of the assignment of the EMPLOYEE to the additional duties of Pre-Kindergarten (PK) program coordination as follows:

1. Facilitate effective communication between individuals with exceptional needs, parents, regular classroom teachers, special education teachers, agencies, administrators, support personnel, and paraprofessionals for PreK Programs.
2. Observe and consult with special education teachers, plan instructional programs, coordinate curricular resources and assess program effectiveness of special education PreK programs.
3. Meditate complaints and challenges brought by parents and staff regarding special education implementation services and the IEP process for PreK programs.
4. Coordinate Child Find for PreK age students.
5. Evaluation of special education program effectiveness.

The EMPLOYEE will be paid a total amount of $26,736.77 in equal monthly installments for fiscal year 2023-2024. The task(s) or project will begin on 08/01/2023 and end on 05/31/2024. Funding will come out of the Special Education budget. The budget code is listed here: 01-6500-0-5001-2110-1335-090-245.

Stipends must be preapproved by the Business Services and Human Resources Departments prior to the start of the additional duties.

Margaret Lee — Employee
11/1/2023 — Date

Ted O — Assistant Superintendent, Business Services
11/1/23 — Date

Assistant Superintendent, Human Resources
10/31/23 — Date

Board of Trustees
Amanda Anthony · Chialin Hsieh · Daina R. Lujan · Patricia A. Murray · Mina A. Richardson

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: November 16, 2023

RE: Approval of the Memorandum of Understanding (MOU) for Jonathan Berg for 2023-24

BACKGROUND:

This MOU is between the District and Jonathan Berg, SSFUSD Special Education Program Specialist, for the purposes of his assignment for the additional duties of the Extended School Year (ESY) program coordination for the 2023-24 school year, due to the ongoing staffing vacancy in the Assistant Director of Special Education position.

FISCAL IMPLICATIONS:

Mr. Berg will be paid a salary stipend in the total amount of $26,736.77 in equal monthly installments for fiscal year 2023-24. The task(s) or project are for the period of August 1, 2023, through May 31, 2024.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between the South San Francisco Unified School District and Jonathan Berg for the additional duties of the ESY program, in the total amount of $26,736.77, for fiscal year 2023-24.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
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Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING

Salary Stipend for Extended School Year Program Coordination

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District and Jonathan Berg, hereinafter called the "EMPLOYEE", for the purposes of the assignment of the EMPLOYEE to the additional duties of Extended School Year (ESY) program coordination as follows:

1. Facilitate effective communication between individuals with exceptional needs, parents, regular classroom teachers, special education teachers, agencies, administrators, support personnel, and para-professionals for ESY Programs.
2. Organizes and arranges for student enrollment, class roster development, teacher hiring and preparation, facilities organization as well as other tasks in organizing for preparation and implementation of ESY program in coordination with director designee(s) for SSFUSD summer programs.
3. Developing class lists and teacher assignments for special education ESY programs.
4. Recruitment, selection and recommendation for hiring of special education teachers for ESY programs.
5. Assures that legal and due process requirements are met in eligibility and placement determinations.
6. Coordinates placements of special education students.

The EMPLOYEE will be paid a total amount of $26,736.77 in equal monthly installments for fiscal year 2023-2024. The task(s) or project will begin on 08/01/2023 and end on 05/31/2024. Funding will come out of the Special Education budget. The budget code is listed here: 01-6500-0-5001-2110-1335-090-245.

Stipends must be preapproved by the Business Services and Human Resources Departments prior to the start of the additional duties.

Jonathan C. Berg
Employee

11/1/2023
Date

Ted O
Assistant Superintendent, Business Services

11/1/23
Date

Assistant Superintendent, Human Resources

10/31/23
Date

Board of Trustees
Amanda Anthony · Chialin Hsieh · Daina R. Lujan · Patricia A. Murray · Mina A. Richardson

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: November 16, 2023

RE: Purchase Order Listing – September 1 - September 30, 2023

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between September 1 - September 30, 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
241231	ACSA'S FOUNDATION FOR EDUCATIO	ACSA Dues	01-0000-0-0000-7150-5300-090-714	1,933.68
241151	AKSHAYA INC	Temp Agency	01-0000-0-0000-2424-5899-090-735	25,000.00
241230	AMAZON.COM	iPad Cables	01-0000-0-0000-2424-4320-090-735	118.34
241300	AMAZON.COM	Memory Stick for Server	01-0000-0-0000-2424-4320-090-735	18.70
241266	AMAZON.COM	DELD Classroom Supplies, PBIS Incentives and Office Supplies	01-0000-0-0000-2700-4320-013-070	151.57
241129	AMAZON.COM	Name Badges	01-0000-0-0000-7110-4320-090-713	55.15
241129	AMAZON.COM	Name Badges	01-0000-0-0000-7150-4320-090-714	44.69
241330	AMAZON.COM	Supplies	01-0000-0-0000-7150-4320-090-714	16.45
241206	AMAZON.COM	Books	01-0000-0-1110-1000-4200-033-070	384.66
241295	AMAZON.COM	Books	01-0000-0-1110-1000-4200-033-070	68.15
241153	AMAZON.COM	Book Order for Math TOSA	01-0000-0-1110-1000-4200-090-177	74.61
241218	AMAZON.COM	Book for Math TOSA	01-0000-0-1110-1000-4200-090-177	71.50
241274	AMAZON.COM	Book for Math TOSA	01-0000-0-1110-1000-4200-090-177	44.99
241288	AMAZON.COM	Math Book for TOSA	01-0000-0-1110-1000-4200-090-177	39.49
241250	AMAZON.COM	Book - Resource for Interventions Programs	01-0000-0-1110-1000-4200-090-214	80.20
241076	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-002-070	155.52
241094	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-006-070	168.27
241246	AMAZON.COM	Window Privacy Film	01-0000-0-1110-1000-4320-008-070	27.02
241301	AMAZON.COM	Red Ribbon Week Supplies	01-0000-0-1110-1000-4320-008-070	59.22
241298	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-010-070	393.65
241134	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-022-070	100.62
241116	AMAZON.COM	Lanyards	01-0000-0-1110-1000-4320-032-070	51.26
241173	AMAZON.COM	Supplies for Dance, Copy Room and General Office	01-0000-0-1110-1000-4320-032-070	31.63
241303	AMAZON.COM	Keyboard Platform	01-0000-0-1110-1000-4320-032-070	166.59
241304	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-032-070	77.29
241088	AMAZON.COM	Book Supplies/Chair Mat	01-0000-0-1110-1000-4320-033-070	130.59
241103	AMAZON.COM	Social Science Supplies	01-0000-0-1110-1000-4320-033-070	17.11
241167	AMAZON.COM	Math Supplies	01-0000-0-1110-1000-4320-033-070	92.05
241207	AMAZON.COM	Bookroom Supplies	01-0000-0-1110-1000-4320-033-070	41.25
241292	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-033-070	42.18
241302	AMAZON.COM	Chromebook Charger/Zip Ties	01-0000-0-1110-1000-4320-033-070	3,105.43
241234	AMAZON.COM	Art Supplies	01-0000-0-1201-1000-4320-033-070	112.07
241146	AMAZON.COM	Classroom Supplies	01-0801-0-1110-1000-4320-013-123	118.63
241266	AMAZON.COM	DELD Classroom Supplies, PBIS Incentives and Office Supplies	01-0801-0-1110-1000-4320-013-123	760.75
241266	AMAZON.COM	DELD Classroom Supplies, PBIS Incentives and Office Supplies	01-0801-0-1110-1000-4320-013-180	258.21
241187	AMAZON.COM	Classroom Supplies/PBIS Supplies	01-0801-0-1110-1000-4320-022-180	229.55
241187	AMAZON.COM	Classroom Supplies/PBIS Supplies	01-3010-0-0000-2495-4320-022-301	229.36
241196	AMAZON.COM	Student Attendance Incentives	01-3010-0-1110-1000-4320-008-301	105.42
241282	AMAZON.COM	Book Storage Bags	01-3010-0-1110-1000-4320-008-301	88.97
241301	AMAZON.COM	Red Ribbon Week Supplies	01-3010-0-1110-1000-4320-008-301	114.23
241317	AMAZON.COM	100 Book Challenge	01-3010-0-1110-1000-4320-008-301	106.55
241322	AMAZON.COM	Speech Supplies	01-3010-0-1110-1000-4320-008-301	55.50
241134	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	301.89

P.O.	Vendor	Description	Account	Amount
241137	AMAZON.COM	School Supplies	01-3182-0-1110-1000-4200-031-387	679.10
241165	AMAZON.COM	Books	01-3182-0-1110-1000-4200-031-387	137.65
241137	AMAZON.COM	School Supplies	01-3182-0-1110-1000-4320-031-387	284.18
241178	AMAZON.COM	School Supplies	01-3182-0-1110-1000-4320-031-387	1,092.87
241257	AMAZON.COM	Office Supplies for Community Day	01-3218-0-1110-1000-4320-021-439	411.69
241079	AMAZON.COM	Books for Culinary Arts	01-3550-0-3800-1000-4200-032-333	159.36
241189	AMAZON.COM	Twig Supplies Martin	01-6300-0-1110-1000-4320-090-307	232.16
241289	AMAZON.COM	TWIG Materials - Martin	01-6300-0-1110-1000-4320-090-307	119.70
241139	AMAZON.COM	Video Arts Supplies	01-6387-0-3800-1000-4320-032-CIG	156.11
241226	AMAZON.COM	Video Arts Supplies and Equipment	01-6387-0-3800-1000-4320-032-CIG	4,582.22
241179	AMAZON.COM	PLTW Science of Technology (replacmnt)	01-6387-0-3800-1000-4320-090-CIG	19.61
241192	AMAZON.COM	PLTW Supplies	01-6387-0-3800-1000-4320-090-CIG	87.79
241226	AMAZON.COM	Video Arts Supplies and Equipment	01-6387-0-3800-1000-4420-032-CIG	3,248.80
241200	AMAZON.COM	Classroom Supplies	01-6500-0-5760-1190-4320-090-245	309.12
241203	AMAZON.COM	Gait Belt	01-6500-0-5760-1190-4320-090-245	37.18
241183	AMAZON.COM	Desktop Scanner	01-7028-0-0000-3700-4320-090-820	161.05
241177	AMAZON.COM	Ethnic Studies TOSA Resource	01-7810-0-1110-1000-4200-090-365	45.73
241162	AMAZON.COM	Conference Room Glass Door Safety Film	01-8150-0-0000-8110-4320-090-741	66.88
241269	AMAZON.COM	Office/Classroom Supplies	01-9010-0-1110-1000-4320-002-356	1,128.98
241130	AMAZON.COM	School Supplies	01-9010-0-1110-1000-4320-010-356	186.74
241273	AMAZON.COM	School Supplies	01-9010-0-1110-1000-4320-010-356	226.27
241201	AMAZON.COM	Therapy Supplies	01-9010-0-5760-1190-4320-090-350	141.74
241205	AMAZON.COM	Ergonomic Keyboard and Mouse	01-9010-0-5760-1190-4320-090-350	197.75
241173	AMAZON.COM	Supplies for Dance, Copy Room and General Office	01-9215-0-1110-1000-4320-032-356	1,943.82
241210	AMS.NET INC	Block of (20) Support Hours	01-0000-0-0000-2424-5899-090-735	5,000.00
241222	APPLE COMPUTER INC	iPad Cases	01-0000-0-0000-2424-4320-090-735	1,920.07
241245	APPLE COMPUTER INC	iPad Chargers	01-0000-0-0000-2424-4320-090-735	835.06
241123	APPLE INC	Classroom TV	01-0000-0-1110-1000-4320-002-070	1,927.14
241169	APPLE INC	EL & DELD Classroom Instruction Laptops	01-0801-0-1110-1000-4420-013-123	2,677.10
241198	APPLE INC	VPP card	01-9010-0-5001-3150-5813-090-350	1,500.00
241253	ATTUNED EDUCATION PARTNERS LLC	Open PO for ATTUNED - Strategic Planning 2023-2024	01-0000-0-0000-7150-5899-090-712	105,020.00
241253	ATTUNED EDUCATION PARTNERS LLC	Open PO for ATTUNED - Strategic Planning 2023-2024	01-9133-0-1110-1000-5899-090-712	210,040.00
241182	ATX LEARNING LLC	Non Public Agency - NPA	01-6500-0-5760-1190-5899-090-245	1,350.00
241204	AUTISM HELPER INC., THE	Subscription Renewal	01-6500-0-5760-1190-5813-090-245	649.00
241100	AVID CENTER	Conference	01-0801-0-1110-1000-5210-033-180	1,700.00
241108	AVID TRANSLATION	OPEN PO for Interpreter	01-0801-0-0000-3900-5899-006-123	250.00
241138	B & H PHOTO-VIDEO INC	Video Arts Equipment and Supplies	01-6387-0-3800-1000-4320-032-CIG	5,135.56
241140	B & H PHOTO-VIDEO INC	CTE_Photo	01-6387-0-3800-1000-4320-033-CIG	6,204.50
241140	B & H PHOTO-VIDEO INC	CTE_Photo	01-6387-0-3800-1000-4420-033-CIG	3,581.33
241138	B & H PHOTO-VIDEO INC	Video Arts Equipment and Supplies	01-6387-0-3800-1000-6410-032-CIG	67,377.55
241319	BE STRONG FAMILIES NFP	Parent Cafe Training - Be Strong Families	01-0803-0-4760-2495-5899-090-411	13,180.00
241172	BODWIN, DIANE LITLE	Data Consultant IC HTML & SQL	01-0000-0-0000-2424-5801-090-762	20,000.00
241325	BSN SPORTS INC	Baseball Supplies	01-0000-0-1202-1000-4320-033-322	3,164.70

P.O.	Vendor	Description	Account	Amount
241328	BSN SPORTS INC	Soccer Balls	01-0000-0-1202-1000-4320-033-322	353.59
241326	BSN SPORTS INC	Wrestling Supplies	01-0000-0-1203-1000-4320-033-322	886.42
241105	CADA CENTRAL	CADA Registration	01-0000-0-1110-1000-5210-022-070	910.00
241290	CALIFORNIA INTERSCHOLASTIC FED	2023-24 CIF Membership & Dues	01-0000-0-0000-3900-5300-090-323	4,817.76
241233	CALIFORNIA READING	ADEPT Workshop	01-0802-0-1110-1000-5210-090-190	200.00
241166	CAM EDUCATIONAL SERVICES LLC	23/24 CAM Educational Services/CAMEdu ELOP Partner	01-2600-0-0000-8200-5899-090-358	1,094,038.00
241127	CARNEGIE LEARNING INC	Extension of Spanish/French Online Access	01-6300-0-1110-1000-5813-090-307	25,587.04
241279	CASCADE HEALTHCARE SERVICES	CPR First Aid Training	01-0000-0-1110-1000-5899-008-070	2,378.00
241238	CDW GOVERNMENT INC	Projector	01-0000-0-0000-2424-4420-090-735	842.13
241096	CDW GOVERNMENT INC	Subscription	01-0000-0-0000-2424-5899-090-735	117,998.00
241293	CDW GOVERNMENT INC	Classroom TV	01-0000-0-1110-1000-4420-033-070	1,046.39
241261	CDW GOVERNMENT INC	Assisted Technology - Laptop	01-0804-0-5760-1190-4320-090-245	429.45
241075	CDW GOVERNMENT INC	CTE - Video Arts Supplies	01-3550-0-3800-1000-4320-033-333	972.06
241251	CENTER FOR THE COLLABORATIVE	SIPPS Phonic Materials	01-0801-0-1110-1000-4320-090-172	736.72
241255	CERTIFIED LANGUAGES	Translations and Interpretation	01-6500-0-5760-1190-5899-090-245	7,000.00
241188	CHABOT-LAS POSITAS COMMUNITY	OSHA 510 Training	01-6387-0-3800-1000-5210-090-CIG	795.00
241081	CHEFS TOYS LLC	Culinary Arts Supplies	01-3550-0-3800-1000-4320-032-333	1,065.29
241221	CITY OF SOUTH SAN FRANCISCO	Police Security Services	01-0000-0-1202-1000-5899-033-322	2,000.00
241142	CLEARLITE TROPHIES	Ed Svc Director/Coordinator Name Badges	01-0000-0-0000-2700-4320-090-762	1,000.00
241240	COLLEGE OF SAN MATEO	Scholarship Awardee	01-9221-0-1110-1000-5880-032-356	1,000.00
241248	CRYSTAL COMMUNICATIONS	Charging Unit for Walkie Talkies	01-0000-0-0000-8200-4320-013-070	304.63
241122	CRYSTAL COMMUNICATIONS	Radio Repair	01-0000-0-1110-1000-4320-022-070	183.84
241097	CRYSTAL COMMUNICATIONS	Radios	01-3213-0-1110-1000-4320-021-439	0.00
241097	CRYSTAL COMMUNICATIONS	Radios	01-3218-0-1110-1000-4320-021-439	11,572.43
241158	CURRICULUM ASSOCIATES LLC	i-Ready Professional Development	01-0000-0-1110-1000-5210-090-762	6,000.00
241211	DELL MARKETING LP	Dell Spare Parts	01-0000-0-0000-2424-4320-090-735	1,500.00
241128	DELL MARKETING LP	Computer	01-0000-0-1110-1000-4420-010-070	1,469.48
241217	DELL MARKETING LP	OptiPlex All-in-One	01-0000-0-1110-1000-4420-033-070	1,469.48
241197	DELL MARKETING LP	Dell Laptop for Health Tech	01-6500-0-5760-1190-4420-090-245	1,380.82
241286	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-002-451	151.00
241281	DEMCO INC.	Library Supplies for Homework Center	01-3218-0-1110-1000-4420-021-439	3,974.96
241141	DIMENSION	Hazardous Waste Removal	01-8150-0-0000-8110-5860-090-741	3,328.00
241120	DUDA ENERGY LLC	OPEN P.O. Grounds Supplies	01-8150-0-0000-8110-4320-090-741	25,000.00
241104	EDENRED COMMUTER BENEFIT	Re-order Commuter Checks	01-0000-0-0000-0000-9322-000	3,780.00
241104	EDENRED COMMUTER BENEFIT	Re-order Commuter Checks	01-0000-0-0000-7340-5899-090-717	151.20
241104	EDENRED COMMUTER BENEFIT	Re-order Commuter Checks	01-0000-0-0000-7340-5920-090-717	36.00
241252	FEDEX	Return SIPPS Materials to Vendor (3 boxes)	01-0000-0-1110-1000-5920-090-762	225.61
241260	FTF BEHAVIORAL CONSULTING INC.	Professional Development CEU BCBA	01-9010-0-5001-3900-5813-090-350	200.00
241193	GLOBAL INDUSTRIAL	Warehouse Inventory Restock	01-0000-0-0000-0000-9320-000	417.96
241176	GNXCOR USA INC.	Facilities Work Order Program	01-0000-0-0000-8200-5899-090-760	2,780.00
241091	GREEN NINJA	Science Wkbks	01-6300-0-1110-1000-4100-090-307	17,432.08
241092	GREEN NINJA	Science Wkbks	01-6300-0-1110-1000-4100-090-307	14,525.92
241093	GREEN NINJA	Science Wkbks	01-6300-0-1110-1000-4100-090-307	1,586.15

P.O.	Vendor	Description	Account	Amount
241223	HILLYARD INC	OPEN PO for Custodial Supplies	01-0000-0-0000-8200-4320-006-759	5,000.00
241147	HOUGHTON MIFFLIN HARCOURT	Spanish Curriculum - Grades 3-5	01-0801-0-1110-1000-4320-013-123	1,854.15
241195	HOUGHTON MIFFLIN HARCOURT	English 3D IMC Stock	01-4203-0-4760-1000-4200-090-330	1,911.83
241087	HOUGHTON MIFFLIN HARCOURT	Reading Inventory License Renewal	01-4203-0-4760-1000-5813-090-330	4,720.00
241101	HOUGHTON MIFFLIN HARCOURT	Approved Textbook	01-6300-0-1110-1000-4100-090-307	82.63
241125	HQ98 LLC	Video Arts Equipment & Supplies	01-6387-0-3800-1000-4420-032-CIG	4,074.17
241078	IEHL US HOLDINGS INC.	Order #2447192 Lion King	01-3213-0-1110-1000-5815-022-439	34,472.00
241099	IMAGINE LEARNING INC.	Licenses Renewal	01-0801-0-1110-1000-5813-090-127	38,750.00
241186	INTERNATIONAL INSTITUTE	Educator Training in Restorative Practices	01-9305-0-1110-1000-5210-090-391	2,250.00
241224	JUNIOR LIBRARY GUILD	Library Books	01-0000-0-1110-1000-4200-033-070	1,740.14
241313	KELLY PAPER	Paper	01-0000-0-1110-1000-4320-009-070	2,007.97
241258	KELLY SPICERS INC.	Paper	01-3010-0-1110-1000-4320-013-301	1,499.79
241143	KNOWBE4 INC.	Security Awareness Training/PhishER Subscription -'23-'24	01-0000-0-0000-2424-5899-090-735	28,672.91
241144	LAKESHORE	Classroom Supplies	01-0801-0-1110-1000-4320-013-123	5,478.32
241259	LAKESHORE	Classroom Supplies	01-0801-0-1110-1000-4320-013-180	379.98
241185	LAKESHORE	Alphabet Skill Building	01-3010-0-1110-1000-4320-008-301	830.87
241086	LAKESHORE LEARNING	School Supplies	01-9010-0-1110-1000-4320-010-356	173.74
241277	LANGUAGE DYNAMICS	Curriculum	01-6500-0-5760-1190-4320-090-245	348.10
241324	LANGUAGE LINK	Translation Services	01-0801-0-1110-1000-5899-013-123	1,000.00
241164	LIMINEX INC.	GoGuardian Virtual Training	01-0000-0-1110-1000-5210-090-190	1,000.00
241214	LIMITED PAPERS	Paper	01-0000-0-1110-1000-4320-032-070	210.97
241265	LRP PUBLICATIONS	Renewal Special Ed Connection	01-6500-0-5760-1190-5813-090-245	6,483.00
241102	MCGRAW-HILL COMPANIES, THE	Textbooks K-5	01-6300-0-1110-1000-4100-090-307	4,622.44
241241	MUSIC FOR MINORS INC.	Music for Minors	01-9010-0-1110-1000-5899-013-356	13,268.00
241306	NATIONAL COUNCIL OF	Essential Membership	01-0000-0-1110-1000-5300-025-070	108.78
241267	NATIONAL EQUITY PROJECT	23/24 Nat'l Equity Project	01-6266-0-1110-1000-5899-090-341	62,500.00
241191	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7340-4320-090-717	126.30
241191	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	329.72
241244	OFFICE DEPOT INC	Office & Custodial Supplies	01-0000-0-0000-8200-4320-031-759	139.76
241297	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-8200-4320-090-760	598.57
241315	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-009-070	2,584.88
241174	OFFICE DEPOT INC	Office Supplies	01-0000-0-1110-1000-4320-010-070	346.10
241213	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-032-070	102.14
241239	OFFICE DEPOT INC	Supplies for SAI	01-0000-0-1110-1000-4320-032-070	103.78
241311	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-032-070	58.16
241312	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-032-070	146.03
241212	OFFICE DEPOT INC	Emergency Packet Supplies	01-0000-0-1110-1000-4320-033-070	234.75
241216	OFFICE DEPOT INC	Toner	01-0000-0-1110-1000-4320-033-070	68.96
241228	OFFICE DEPOT INC	Binders	01-0000-0-1110-1000-4320-033-070	54.94
241296	OFFICE DEPOT INC	Toner Cartridge	01-0000-0-1110-1000-4320-033-070	297.76
241109	OFFICE DEPOT INC	Composition Books	01-3010-0-1110-1000-4320-008-301	98.79
241323	OFFICE DEPOT INC	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	1,786.86
241219	OFFICE DEPOT INC	Science Supplies	01-3182-0-1110-1000-4320-031-387	551.18

P.O.	Vendor	Description	Account	Amount
241264	OFFICE DEPOT INC	Office Supplies ATP	01-3410-0-5001-3900-4320-090-337	567.29
241244	OFFICE DEPOT INC	Office & Custodial Supplies	01-6500-0-5760-1190-4320-041-212	69.88
241174	OFFICE DEPOT INC	Office Supplies	01-9010-0-1110-1000-4320-010-356	841.07
241312	OFFICE DEPOT INC	Supplies	01-9219-0-1237-1000-4320-032-356	40.83
241145	OFFICE DEPOT INC.	Classroom Supplies	01-0801-0-1110-1000-4320-013-123	1,027.38
241242	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-1110-1000-4320-021-070	1,205.44
241208	OFFICE DEPOT/BUSINESS SERVICE	Initial Supply Order	01-0000-0-1110-1000-4320-025-070	6,411.86
241242	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-1110-1000-5920-021-070	60.00
241135	OFFICE RELIEF INC.	Keyboard Arm	01-0801-0-1110-1000-4320-032-180	216.23
241098	OFFICE RELIEF INC.	Ergonomic Chair	01-0801-0-1110-1000-4420-032-180	696.34
241106	ORANGE COUNTY MATH COUNCIL	OCMC Math Tech Night	01-7412-0-1110-1000-5210-090-362	50.00
241268	PALA, MARY BETH	6/23 Add'l Svc In-Person	01-6266-0-1110-1000-5801-090-341	5,500.00
241271	PAXIS INSTITUTE	PAXIS Materials	01-0801-0-1110-1000-4320-010-401	252.72
241163	PAXIS INSTITUTE	PAXIS Supplies	01-0801-0-1110-1000-4320-090-401	68.66
241291	PAXIS INSTITUTE	Paxis Supplies	01-0801-0-1110-1000-4320-090-401	417.39
241256	PHONAK HEARING SYSTEMS	Receiver	01-6500-0-5760-1190-4420-090-215	2,984.80
241161	PIANO TUNING PLUS	Piano Tuning	01-0000-0-1110-1000-5600-012-070	470.00
241329	RAINBOW IMAGES	Laminator Film Refill	01-0000-0-1110-1000-4320-012-070	494.44
241084	REALLY GOOD STUFF	Classroom Supplies	01-0000-0-1110-1000-4320-014-070	44.59
241159	REED CHARITABLE	Orton Gillingham Training (RCF)	01-6266-0-1110-1000-5210-090-341	8,300.00
241309	REED CHARITABLE	Training	01-6266-0-1110-1000-5210-090-341	830.00
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0000-0-1110-1000-5813-090-762	3,125.00
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0801-0-1110-1000-5813-002-180	5,115.30
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0801-0-1110-1000-5813-009-180	9,208.60
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0801-0-1110-1000-5813-010-180	4,377.90
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0801-0-1110-1000-5813-012-180	2,656.20
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-0801-0-1110-1000-5813-014-180	2,750.70
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-3010-0-1110-1000-5813-008-301	7,205.47
241155	RENAISSANCE LEARNING	Renaissance Learning 2023-24	01-3010-0-1110-1000-5813-013-301	3,828.00
241232	REPU SPORTS LLC	Elite Annual License	01-0000-0-1202-1000-5813-033-322	5,000.00
241194	RESOURCE SOLUTIONS OF SF GROUP	Warehouse Inventory Restock	01-0000-0-0000-0000-9320-000	878.71
241236	RIGHT AT SCHOOL LLC	23/24 Right at School ELOP Partner	01-2600-0-0000-8200-5899-090-358	1,332,001.00
241320	RTS SOLUTIONZ INC.	Replacement Printer Head	01-0000-0-1110-1000-4320-090-762	481.24
241080	SANDBAG STORE LLC	Sandbags	01-6387-0-3800-1000-4320-032-CIG	813.08
241215	SCANTRON CORPORATION	Scantrons	01-0000-0-1110-1000-4320-033-070	803.78
241136	SCHOLASTIC CLASSROOM MAGAZINE	Scholastic News	01-0801-0-1110-1000-4320-009-180	3,426.35
241314	SCHOLASTIC INC	Scholastic Classroom Magazines	01-0000-0-1110-1000-4320-012-070	598.59
241314	SCHOLASTIC INC	Scholastic Classroom Magazines	01-0000-0-1110-1000-5813-012-070	129.36
241149	SCHOLASTIC INC	Scholastic Magazine Subscription	01-0801-0-1110-1000-4320-013-180	1,516.60
241150	SCHOLASTIC INC	Scholastic Magazine Subscription	01-0801-0-1110-1000-4320-013-180	573.28
241280	SCHOLASTIC INC	Classroom Magazines	01-3010-0-1110-1000-4320-008-301	3,220.33
241154	SCHOOL INNOVATIONS	Annual Billing for Advisory Services	01-0000-0-0000-7390-5899-090-710	26,550.00
241112	SCHOOL OUTFITTERS	Tables	01-0000-0-1110-1000-4420-025-070	1,585.32

P.O.	Vendor	Description	Account	Amount
241160	SCHOOL OUTFITTERS	Picnic Tables	01-0801-0-1110-1000-4420-013-180	119.50
241089	SCHOOL OUTFITTERS	Portable Partitions	01-2600-0-1110-1000-4420-090-358	5,094.24
241090	SCHOOL OUTFITTERS	Rectangle Outdoor Tables	01-2600-0-1110-1000-4420-090-358	8,186.67
241112	SCHOOL OUTFITTERS	Tables	01-2600-0-1110-1000-4420-090-358	10,000.00
241160	SCHOOL OUTFITTERS	Picnic Tables	01-2600-0-1110-1000-4420-090-358	10,000.00
241175	SCHOOL SPECIALTY LLC	Laminating Paper	01-0000-0-1110-1000-4320-010-070	774.68
241263	SCHOOL SPECIALTY LLC	Classroom Supplies	01-0801-0-1110-1000-4320-013-180	309.62
241284	SCIENCE FROM SCIENTISTS	Student Science Program	01-3010-0-1110-1000-5899-014-301	10,000.00
241133	SCRIPPS NATIONAL SPELLING BEE	National Spelling Bee Registration Fee	01-0000-0-1110-1000-5899-025-070	187.50
241184	SEHI COMPUTER PRODUCTS INC	Printer	01-0000-0-0000-7340-4420-090-717	532.89
241327	SEHI COMPUTER PRODUCTS INC	Printer-Work Experience	01-0000-0-1110-1000-4420-033-070	559.20
241095	SERVICE PRESS INC.	Payroll Envelopes	01-0000-0-0000-7340-5810-090-717	371.65
241285	SERVICE PRESS INC.	Stationary	01-0000-0-1110-1000-5810-008-070	270.47
241082	SERVICE PRESS INC.	Business Cards - ALMS	01-0000-0-1110-1000-5810-021-070	121.27
241305	SERVICE PRESS INC.	Business Envelopes - 2000	01-0000-0-1110-1000-5810-025-070	245.54
241107	SIERRA SCHOOL EQUIPMENT CO.	MUR Tables	01-0000-0-1110-1000-4420-022-070	21,296.15
241107	SIERRA SCHOOL EQUIPMENT CO.	MUR Tables	01-2600-0-1110-1000-4420-090-358	10,000.00
241114	SILICON VALLEY	Officials Fee for Volleyball	01-0000-0-1110-1000-5899-032-322	4,000.00
241117	SILICON VALLEY	Sports Officials_FB-23178	01-0000-0-1202-1000-5814-033-322	2,610.00
241118	SILICON VALLEY	Sports Officials_VB 23124	01-0000-0-1203-1000-5814-033-322	2,205.00
241114	SILICON VALLEY	Officials Fee for Volleyball	01-9219-0-1202-1000-5899-032-356	0.00
241077	SMCSA	SMCSA Annual Dues	01-0000-0-0000-7150-5300-090-714	200.00
241190	SOUL SHOPPE	Tools of the Heart Course	01-0801-0-1110-1000-5813-012-180	0.00
241278	SOUL SHOPPE	Soul Shoppe 23-24	01-0801-0-1110-1000-5899-002-180	14,300.00
241190	SOUL SHOPPE	Tools of the Heart Course	01-3214-0-1110-1000-5813-012-339	4,350.00
241243	SOWN TO GROW INC.	Sown to Grow - Subscription	01-3218-0-1110-1000-5813-021-439	5,000.00
241254	SSF CHAMBER OF COMMERCE	2023-2024 South San Francisco Chamber of Commerce Membership Dues	01-0000-0-0000-7150-5300-090-714	750.00
241247	STAPLES #0488	Office Supplies	01-0000-0-1110-1000-4320-014-070	87.69
241126	STAPLES ADVANTAGE	Classroom Supplies	01-0000-0-1110-1000-4320-002-070	339.47
241202	SUPER DUPER PUBLICATIONS	Classroom Supplies	01-6500-0-5760-1190-4320-005-245	243.68
241276	SWING EDUCATION INC.	Swing Educational Services for Substitute Teachers SY 2023-2024	01-0000-0-0000-7400-5899-090-715	100,000.00
241321	TESOL TRAINERS	TESOL II Virtual Workshop	01-6266-0-1110-1000-5210-090-341	500.00
241199	THERAPY SHOPPE INC	Therapy Products	01-9010-0-5760-1190-4320-090-350	153.41
241209	T-MOBILE USA INC	Monthly Recurring Cell Charges, IT Dept	01-0000-0-0000-2700-5910-090-735	3,500.00
241157	TRF GROUP INC	Non Public Agency NPA - TRF Group	01-6500-0-5760-1190-5899-090-245	2,000.00
241156	TSANG, VIVIEN WING YAN	All Souls Support - Independent Contractor	01-3010-0-1110-1000-5801-016-301	18,000.00
241181	ULINE	PLTW Additional Shelving PHMS	01-6387-0-3800-1000-4320-090-CIG	1,674.23
241310	UNITED COACH TOURS	Transportation	01-3182-0-1110-1000-5821-031-387	2,500.00
241083	UNITED COACH TOURS	Transportation	01-6387-0-1110-1000-5821-032-CIG	1,275.00
241121	UNITED COACH TOURS	CTE_Culinary Art FT Charter Bus	01-6387-0-3800-1000-5821-033-CIG	1,238.00
241148	VENTRIS LEARNING LLC	Supplemental Instruction	01-0801-0-1110-1000-4320-013-123	175.81
241180	VEX ROBOTICS INC.	PLTW Storage PHMS	01-6387-0-3800-1000-4320-090-CIG	581.84
241272	VIA HEART PROJECT	CPR/AED Training	01-0000-0-0000-3900-5899-090-103	1,600.00

P.O.	Vendor	Description	Account	Amount
241115	VRS CATERING CONNECTION	Lunch for Steering Committee	01-0000-0-0000-7150-4322-090-714	269.20
241131	VWR INTERNATIONAL	Biotech Supplies SSFHS	01-9010-0-1110-1000-4320-090-360	2,013.01
241132	VWR INTERNATIONAL	Biotech supplies ECHS	01-9010-0-1110-1000-4320-090-360	1,274.68
241270	WILDCARE	1st Grade Presentation	01-9010-0-1110-1000-5899-002-356	812.60
241316	WOODWIND & BRASSWIND	Music Supplies	01-0000-0-1110-1000-4320-025-322	2,091.92
241283	WRITE TOOLS, THE	Teacher Training	01-3010-0-1110-1000-5899-014-301	12,850.00
241110	YOUNG AUDIENCES OF THE BAY ARE	Student Assembly	01-3010-0-1110-1000-5899-008-301	1,450.00
241262	YOUR PARTY RENTAL COMPANY	Tables/Chair Rental	01-0000-0-0000-2140-5600-090-762	3,093.99
	TOTAL FUND 01			**3,810,608.02**
241318	BURLINGTON ENGLISH INC	ESL Burlington English Seats	11-6391-0-4110-2490-5813-041-481	28,800.00
241244	OFFICE DEPOT INC	Office & Custodial Supplies	11-0000-0-0000-8200-4320-041-760	169.40
	TOTAL FUND 11			**28,969.40**
241085	AMAZON.COM	Classroom Supplies	12-9010-0-8530-1000-4320-002-832	166.88
241220	CRYSTAL COMMUNICATIONS	Office Supplies	12-9010-0-8533-1000-4320-045-833	723.28
241220	CRYSTAL COMMUNICATIONS	Office Supplies	12-9302-0-8510-1000-4320-005-LIFT	723.27
241237	DEPARTMENT OF SOCIAL SERVICES	Licensing Fees	12-9010-0-8533-1000-5899-005-833	302.50
241237	DEPARTMENT OF SOCIAL SERVICES	Licensing Fees	12-9302-0-8510-1000-5899-005-LIFT	302.50
241170	DISCOUNT SCHOOL SUPPLY	Classroom Supplies	12-9010-0-8530-1000-4320-006-832	326.60
241113	EDUCATION TEAM, THE	Staffing Services	12-9010-0-8530-1000-5899-045-832	50,000.00
241168	LOWE'S BUSINESS ACCOUNT/SYNCB	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	290.84
241168	LOWE'S BUSINESS ACCOUNT/SYNCB	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	290.84
241235	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8530-1000-4320-002-832	69.29
241171	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8530-1000-4320-006-832	366.08
241119	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8530-1000-4320-012-832	480.46
241152	STAPLES #0488	Site Supplies	12-6105-0-8535-1000-4320-045-835	348.53
241152	STAPLES #0488	Site Supplies	12-9010-0-8533-1000-4320-045-833	348.42
241111	WEST ED	PITC Virtual Trainer Institute	12-6105-0-8535-1000-5210-045-835	3,050.00
241111	WEST ED	PITC Virtual Trainer Institute	12-9010-0-8533-1000-5210-045-833	3,050.00
	TOTAL FUND 12			**60,839.49**
241287	AMAZON.COM	Anti Slip Tape	13-5310-0-0000-3700-4320-090-820	29.38
241299	AMAZON.COM	Glass Cleaner and Funnel	13-5310-0-0000-3700-4320-090-820	65.12
241227	AMAZON.COM	Chia Seeds and Sunflower Seeds	13-5310-0-0000-3700-4700-090-820	139.49
241229	EAST BAY RESTAURANT SUPPLY INC	Delivery and Set-In Place Charges for Second Harvest Donated Equipment	13-5310-0-0000-3700-5899-090-820	550.00
	TOTAL FUND 13			**783.99**
241124	NINYO & MOORE GEOTECHNICAL AND	Geotechnical & Environmental Consultants	14-0000-0-0000-8500-6270-005-925	13,989.50
241308	SAVIDGE, WILLIAM	Construction Management Consultant	14-0000-0-0000-8500-6272-005-925	6,000.00
	TOTAL FUND 14			**19,989.50**
241307	KITCHELL/CEM INC.	Kitchell-CEM Inc. Agreement	21-9010-0-0000-8500-6205-098-900	850,522.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	21-0000-0-0000-8500-6272-098-902	6,000.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	21-9010-0-0000-8500-6272-098-902	36,000.00
	TOTAL FUND 21			**892,522.00**
241275	SCHOOLWORKS INC	Demographics & Enrollment Projections	25-0000-0-0000-8100-5801-090-717	8,700.00
	TOTAL FUND 25			**8,700.00**

P.O.	Vendor	Description	Account	Amount
241249	ARBORTECH TREE CARE INC	Arbortech - 3 sites- Tree Stumps	40-9010-0-0000-8110-5899-011-741	1,700.00
241249	ARBORTECH TREE CARE INC	Arbortech - 3 sites- Tree Stumps	40-9010-0-0000-8110-5899-014-741	1,850.00
241249	ARBORTECH TREE CARE INC	Arbortech - 3 sites- Tree Stumps	40-9010-0-0000-8110-5899-021-741	900.00
241294	DAN'S DRILLING & FENCING INC.	Dan's Drilling Spruce	40-9010-0-0000-8500-6170-013-964	5,740.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-021-931	6,000.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-032-926	6,000.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-090-945	6,000.00
241308	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-090-954	6,000.00
	TOTAL FUND 40			**34,190.00**
241225	UNIVERSITY OF CA SANTA BARBARA	Nadeau Scholarship 2022-2023	73-0000-0-9000-3900-5880-033-717	2,500.00
	TOTAL FUND 73			**2,500.00**
	TOTAL # OF PURCHASE ORDERS:	**256**	**TOTAL P.O. AMOUNT**	**4,859,102.40**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 3,810,608.02		
11	ADULT EDUCATION FUND	$ 28,969.40		
12	CHILD DEVELOPMENT FUND	$ 60,839.49		
13	FOOD SERVICE	$ 783.99		
14	DEFERRED MAINTENANCE	$ 19,989.50		
21	BOND	$ 892,522.00		
25	CAPITAL FACILITIES	$ 8,700.00		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 34,190.00		
73	FOUNDATION TRUST FUND	$ 2,500.00		
	TOTAL PURCHASE ORDERS	**$ 4,859,102.40**		
CHANGE ORDERS:				
240153	BRONSTEIN MUSIC	Open P.O. - Repair , Maintenance and Parts for Musical Instruments	01-0000-0-9744-8400-4320-032-322	100.00
240153	BRONSTEIN MUSIC	Open P.O. - Repair , Maintenance and Parts for Musical Instruments	01-0000-0-9744-8400-5600-032-322	200.00
240810	FRANK AND GROSSMAN	Landscape and Grounds	01-8150-0-0000-8110-5899-090-741	942.00
240811	FRANK AND GROSSMAN	Landscaping Contractors	01-8150-0-0000-8110-5899-090-741	2,080.00
240356	NETWORK CRAZE TECHNOLOGIES INC	Cisco Certified Phones & Parts	01-0000-0-0000-2424-4320-090-735	305.00
240991	OJO TECHNOLOGY	Maintenance/Repairs T&M- Security Cams	01-0000-0-0000-2424-5600-090-735	10,500.00
240416	R S D - REFRIGERATION SUPPLIES	Open P. O. - Plumbing/HVAC Supplies	01-8150-0-0000-8110-4320-090-741	2,000.00
240456	RESOURCE SOLUTIONS OF SF GROUP	Open P. O. - Custodial Supplies	01-8150-0-0000-8110-4320-090-741	4,200.00
240825	SCHOOL SPECIALTY LLC	U.S. Flag	01-0000-0-0000-0000-9320-000	(142.92)
240414	SIGILLO SUPPLY	Open P. O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	7,000.00
240940	VERITIV OPERATING COMPANY	Warehouse Inventory Restock	01-0000-0-0000-0000-9320-000	16.60
240478	NETWORK CRAZE TECHNOLOGIES INC	Cisco VOIP Office Phones - Bond Office	21-9010-0-0000-8200-4320-090-902	19.24
240782	STUDIO PEREZ	Architectural & Engineering Services	40-9010-0-0000-8500-6210-090-932	5,626.00
	TOTAL CHANGE ORDERS			**32,845.92**

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: November 16, 2023

RE: Warrant Register – September 1 - September 30, 2023

BACKGROUND:

The attached report lists all the Warrants issued by the District from September 1 - September 30, 2023. For the period listed above the Warrants total $4,672,990.48 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of September 1 - September 30, 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
SEPTEMBER 1 TO SEPTEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
360 DEGREE CUSTOMER INC	09/28/2023	885555	PO240794	01	6500	0	5760	1190	5870	090	245	15533	10,368.00
360 DEGREE CUSTOMER INC Total													10,368.00
A+ LIVE SCAN SERVICES	09/21/2023	883192	PO240834	01	0000	0	0000	7400	5840	090	715	15631A	840.00
A+ LIVE SCAN SERVICES	09/26/2023	884827	PO240834	01	0000	0	0000	7400	5840	090	715	15427A	448.00
A+ LIVE SCAN SERVICES	09/26/2023	884827	PO240834	01	0000	0	0000	7400	5840	090	715	15708	84.00
A+ LIVE SCAN SERVICES	09/26/2023	884827	PO240834	01	0000	0	0000	7400	5840	090	715	15854A	30.00
A+ LIVE SCAN SERVICES	09/26/2023	884827	PO240834	01	0000	0	0000	7400	5840	090	715	15737A	364.00
A+ LIVE SCAN SERVICES Total													1,766.00
AAA FIRE PROTECTION SERVICES	09/14/2023	881368	PO240742	01	8150	0	0000	8110	5899	090	741	12477551	500.00
AAA FIRE PROTECTION SERVICES Total													500.00
ABECEDARIAN ABC LLC	09/26/2023	884832	PO240914	01	3010	0	1110	1000	4320	008	301	5544	1,006.50
ABECEDARIAN ABC LLC Total													1,006.50
ABINANTE, NATALIE	09/26/2023	884783	PV240192	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
ABINANTE, NATALIE Total													22.80
ACCREDITING COMMISSION FOR SCH	09/05/2023	879206	PO241009	01	0000	0	0000	7150	5300	090	714	1321660	1,190.00
ACCREDITING COMMISSION FOR SCH	09/05/2023	879206	PO241009	01	0000	0	0000	7150	5300	090	714	1321661	1,190.00
ACCREDITING COMMISSION FOR SCH	09/05/2023	879206	PO241009	01	0000	0	0000	7150	5300	090	714	1321663	1,190.00
ACCREDITING COMMISSION FOR SCH	09/05/2023	879206	PO241009	01	0000	0	0000	7150	5300	090	714	1321662	1,190.00
ACCREDITING COMMISSION FOR SCH	09/14/2023	881412	PO241009	01	0000	0	0000	7150	5300	090	714	1323574	500.00
ACCREDITING COMMISSION FOR SCH Total													5,260.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5820	090	230	32304	1,547.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5820	090	230	32302	595.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5820	090	230	32303	1,547.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5870	090	230	32304	1,977.90
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5870	090	230	32302	800.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5870	090	230	32303	1,663.50
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5880	090	230	32304	5,018.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5880	090	230	32302	1,930.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5880	090	230	32303	5,018.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5899	090	230	32304	130.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5899	090	230	32302	50.00
ACHIEVE KIDS	09/28/2023	885556	PO240791	01	6500	0	5760	1180	5899	090	230	32303	130.00
ACHIEVE KIDS Total													20,406.40
ACTION SPORTS	09/05/2023	879237	PO241002	01	9010	0	0000	2700	5810	025	356	7262023	919.84
ACTION SPORTS Total													919.84
ADAM-HILL COMPANY, THE	09/19/2023	882585	PO240556	01	8150	0	0000	8110	4320	090	741	30087430	420.78
ADAM-HILL COMPANY, THE Total													420.78
ADEMCO INC	09/05/2023	879233	PO240287	01	8150	0	0000	8110	4320	090	741	LF9DPR01	112.05
ADEMCO INC Total													112.05
ADROIT ADVANCED	09/21/2023	883129	PO240797	01	0000	0	5760	3600	5820	090	781	47593	77,539.50

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ADROIT ADVANCED Total													77,539.50
ALAMEDA ELECTRICAL	09/21/2023	883144	PO240554	01	8150	0	0000	8110	4320	090	741	S5649023	42.85
ALAMEDA ELECTRICAL	09/26/2023	884759	PO240554	01	8150	0	0000	8110	4320	090	741	S5659797.001	53.48
ALAMEDA ELECTRICAL	09/26/2023	884798	PO240554	01	8150	0	0000	8110	4320	090	741	S5659797.002	41.92
ALAMEDA ELECTRICAL Total													138.25
ALIMA, ZALDY	09/26/2023	884770	PV240189	01	0801	0	1110	1000	5210	033	180	AUG23 BIOLOGY CONF	799.99
ALIMA, ZALDY Total													799.99
ALL CITY MANAGEMENT SVCS INC.	09/14/2023	881357	PO240073	01	0000	0	0000	7300	5899	090	717	87021	5,940.80
ALL CITY MANAGEMENT SVCS INC.	09/21/2023	883151	PO240073	01	0000	0	0000	7300	5899	090	717	87332	7,520.00
ALL CITY MANAGEMENT SVCS INC. Total													13,460.80
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240924	01	0000	0	1110	1000	4200	013	070	14DR-6Y37-3YK3	12.14
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240924	01	0000	0	1110	1000	4200	013	070	19JM-RPVP-MMQJ	34.11
AMAZON CAPITAL SERVICES	09/21/2023	883152	PO241079	01	3550	0	3800	1000	4200	032	333	11X7-F9X6-FT1N	159.36
AMAZON CAPITAL SERVICES	09/26/2023	884799	PO241165	01	3182	0	1110	1000	4200	031	387	1T6L-V494-497H	137.67
AMAZON CAPITAL SERVICES	09/28/2023	885533	PO241177	01	7810	0	1110	1000	4200	090	365	1JG4-W4LP-3QL6	45.73
AMAZON CAPITAL SERVICES	09/28/2023	885559	PO241250	01	0000	0	1110	1000	4200	090	214	13JD-L914-4KXT	80.20
AMAZON CAPITAL SERVICES	09/05/2023	879214	PO240881	01	0000	0	1110	1000	4320	012	070	1XTQ-CDHD-3TMR	267.23
AMAZON CAPITAL SERVICES	09/05/2023	879203	PO240894	01	0801	0	1110	1000	4320	012	180	1VNM-3CCJ-3YRH	709.04
AMAZON CAPITAL SERVICES	09/05/2023	879207	PO240934	01	9010	0	1110	1000	4320	010	356	1KLN-HGKG-3KNC	106.06
AMAZON CAPITAL SERVICES	09/05/2023	879207	PO240934	01	9010	0	1110	1000	4320	010	356	16CK-6MRW-MDCN	412.16
AMAZON CAPITAL SERVICES	09/05/2023	879207	PO240970	01	3010	0	1110	1000	4320	008	301	1C64-9NR3-MGCQ	25.26
AMAZON CAPITAL SERVICES	09/07/2023	879792	PO240896	01	0000	0	0000	2424	4320	090	735	14DR-6Y37-44JY	21.52
AMAZON CAPITAL SERVICES	09/07/2023	879792	PO240896	01	0000	0	0000	2424	4320	090	735	1GJ7-TQXV-NKXV	31.62
AMAZON CAPITAL SERVICES	09/07/2023	879792	PO240903	01	0000	0	1110	1000	4320	021	070	1RGW-GRMT-3YQN	996.53
AMAZON CAPITAL SERVICES	09/07/2023	879792	PO240903	01	0000	0	1110	1000	4320	021	322	1RGW-GRMT-3YQN	310.76
AMAZON CAPITAL SERVICES	09/07/2023	879792	PO240905	01	0000	0	0000	2424	4320	090	735	1HGT-ML4V-3JYT	484.72
AMAZON CAPITAL SERVICES	09/07/2023	879811	PO240938	01	7028	0	0000	3700	4320	090	820	1X64-GMPW-NPNX	62.60
AMAZON CAPITAL SERVICES	09/07/2023	879791	PO240969	01	3010	0	1110	1000	4320	008	301	19F3-CW3K-MPRQ	105.98
AMAZON CAPITAL SERVICES	09/07/2023	879791	PO240974	01	0000	0	1110	1000	4320	032	070	1FLX-JWXN-N49L	46.56
AMAZON CAPITAL SERVICES	09/07/2023	879791	PO240975	01	0000	0	1110	1000	4320	033	070	1C17-JQHQ-MC9L	307.60
AMAZON CAPITAL SERVICES	09/07/2023	879791	PO240981	01	0000	0	1110	1000	4320	008	070	1RMG-7XNK-MLRF	106.66
AMAZON CAPITAL SERVICES	09/12/2023	880717	PO240865	01	0000	0	1110	1000	4320	010	070	11NY-MT1G-3HG6	409.29
AMAZON CAPITAL SERVICES	09/12/2023	880717	PO240865	01	0000	0	1110	1000	4320	010	070	1YVP-HYXH-MHDG	15.36
AMAZON CAPITAL SERVICES	09/12/2023	880718	PO240878	01	0000	0	1110	1000	4320	032	070	1J94-YT4R-49Y3	120.23
AMAZON CAPITAL SERVICES	09/12/2023	880718	PO240878	01	0000	0	1110	1000	4320	032	070	1WRT-6FP7-4WFY	(26.99)
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240924	01	0000	0	1110	1000	4320	013	070	19JM-RPVP-MMQJ	187.77
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240942	01	3010	0	1110	1000	4320	008	301	14MR-FH7D-MLYL	65.87
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240944	01	3010	0	1110	1000	4320	008	301	1DL7-JY39-MRGL	481.28
AMAZON CAPITAL SERVICES	09/12/2023	880708	PO240945	01	0000	0	1110	1000	4320	002	070	16CK-6MRW-LMX3	442.48
AMAZON CAPITAL SERVICES	09/12/2023	880718	PO240949	01	3010	0	1110	1000	4320	008	301	139H-GYG3-6G11	151.59

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AMAZON CAPITAL SERVICES	09/12/2023	880718	PO240972	01	0000	0	1110	1000	4320	008	070	1T6X-DXYY-MQMK	38.45
AMAZON CAPITAL SERVICES	09/12/2023	880718	PO240972	01	0000	0	1110	1000	4320	008	070	17JG-4TQQ-4WDT	19.22
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240978	01	0000	0	0000	2424	4320	090	735	1QMV-R1J4-MLY1	72.25
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO240980	01	0000	0	0000	2424	4320	090	735	13WY-NJKT-4FNV	62.78
AMAZON CAPITAL SERVICES	09/12/2023	880717	PO240998	01	0000	0	1110	1000	4320	008	070	1HHR-613K-M1W7	32.89
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO241024	01	3550	0	3800	1000	4320	033	333	1RF7-WDNK-6FG9	71.92
AMAZON CAPITAL SERVICES	09/12/2023	880712	PO241025	01	3010	0	1110	1000	4320	008	301	1LY9-G1JQ-4LL4	69.15
AMAZON CAPITAL SERVICES	09/12/2023	880717	PO241030	01	0000	0	1110	1000	4320	012	070	139H-GYG3-6KLR	179.45
AMAZON CAPITAL SERVICES	09/12/2023	880718	PO241072	01	9010	0	1110	1000	4320	010	356	1DCP-JDFT-4ML1	1,380.74
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240126	01	6387	0	3800	1000	4320	090	CIG	17PK-W744-GFVY	146.07
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240126	01	6387	0	3800	1000	4320	090	CIG	1LKY-1NLV-3WFC	910.04
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240126	01	6387	0	3800	1000	4320	090	CIG	1FR9-14WX-R6HN	(29.70)
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240755	01	9010	0	1110	1000	4320	090	360	16D3-9KVL-HLMK	319.68
AMAZON CAPITAL SERVICES	09/14/2023	881353	PO240846	01	0000	0	1110	1000	4320	032	070	193D-FRFF-HLXR	445.16
AMAZON CAPITAL SERVICES	09/14/2023	881353	PO240846	01	0000	0	1110	1000	4320	032	070	1GT6-146V-6169	39.54
AMAZON CAPITAL SERVICES	09/14/2023	881353	PO240846	01	0000	0	1110	1000	4320	032	070	191J-XQ3J-L6X4	(39.54)
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240867	01	0000	0	1110	1000	4320	090	762	1PXT-44KG-4FN9	32.12
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240971	01	3010	0	1110	1000	4320	008	301	1CMG-GTJP-FPLM	100.97
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240971	01	3010	0	1110	1000	4320	008	301	1YKK-H4VY-N3LJ	43.92
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240971	01	3010	0	1110	1000	4320	008	301	1P1J-LKGF-4K1K	49.17
AMAZON CAPITAL SERVICES	09/14/2023	881367	PO240980	01	0000	0	0000	2424	4320	090	735	1G47-NYLK-N9FC	51.62
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO241076	01	0000	0	1110	1000	4320	002	070	1XJ6-XGT1-FRPG	155.52
AMAZON CAPITAL SERVICES	09/19/2023	882558	PO240374	01	6500	0	5760	1190	4320	090	245	11NC-6QXM-G634	276.77
AMAZON CAPITAL SERVICES	09/19/2023	882558	PO240375	01	6500	0	5760	1190	4320	090	245	174C-YQNV-H93K	95.99
AMAZON CAPITAL SERVICES	09/19/2023	882558	PO240723	01	3410	0	5001	3900	4320	090	337	1JFW-WKDL-4YWP	806.31
AMAZON CAPITAL SERVICES	09/19/2023	882558	PO240723	01	3410	0	5001	3900	4320	090	337	1J6G-9H3G-J74G	681.61
AMAZON CAPITAL SERVICES	09/19/2023	882558	PO240948	01	6500	0	5760	1190	4320	090	245	1T6X-DXYY-MHRJ	1,047.41
AMAZON CAPITAL SERVICES	09/19/2023	882548	PO241088	01	0000	0	1110	1000	4320	033	070	1CKV-XV47-DRC1	130.60
AMAZON CAPITAL SERVICES	09/19/2023	882538	PO241103	01	0000	0	1110	1000	4320	033	070	1LPV-M9J9-DXHG	17.11
AMAZON CAPITAL SERVICES	09/19/2023	882538	PO241116	01	0000	0	1110	1000	4320	032	070	11X7-F9X6-FGTH	51.27
AMAZON CAPITAL SERVICES	09/21/2023	883152	PO240856	01	0000	0	1110	1000	4320	033	070	139X-MLPV-3YJQ	2,219.30
AMAZON CAPITAL SERVICES	09/21/2023	883152	PO240856	01	0000	0	1110	1000	4320	033	070	1FK1-GP9X-333P	(77.22)
AMAZON CAPITAL SERVICES	09/26/2023	884799	PO240947	01	0801	0	1110	1000	4320	032	180	1YKK-H4VY-N9FR	235.07
AMAZON CAPITAL SERVICES	09/26/2023	884799	PO240947	01	0801	0	1110	1000	4320	032	180	14Q6-1MMM-7JWG	(44.99)
AMAZON CAPITAL SERVICES	09/26/2023	884789	PO241130	01	9010	0	1110	1000	4320	010	356	1LR3-W74J-49YY	43.92
AMAZON CAPITAL SERVICES	09/26/2023	884789	PO241130	01	9010	0	1110	1000	4320	010	356	1X1R-1FDQ-F13Y	142.82
AMAZON CAPITAL SERVICES	09/26/2023	884846	PO241134	01	3010	0	1110	1000	4320	022	301	1Q4D-MGTK-4HNC	301.91
AMAZON CAPITAL SERVICES	09/26/2023	884846	PO241134	01	0000	0	1110	1000	4320	022	070	1Q4D-MGTK-4HNC	100.63
AMAZON CAPITAL SERVICES	09/26/2023	884846	PO241139	01	6387	0	3800	1000	4320	032	CIG	1TYG-VM1M-4DVV	156.12
AMAZON CAPITAL SERVICES	09/26/2023	884776	PO241146	01	0801	0	1110	1000	4320	013	123	1YVL-TW4W-3YJD	118.62

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AMAZON CAPITAL SERVICES	09/28/2023	885563	PO241179	01	6387	0	3800	1000	4320	090	CIG	1GRM-31PQ-439Q	19.62
AMAZON CAPITAL SERVICES	09/28/2023	885551	PO241183	01	7028	0	0000	3700	4320	090	820	1TYG-VM1M-4CP9	161.04
AMAZON CAPITAL SERVICES	09/28/2023	885559	PO241192	01	6387	0	3800	1000	4320	090	CIG	1XGM-RCGN-4FRL	35.12
AMAZON CAPITAL SERVICES	09/28/2023	885559	PO241192	01	6387	0	3800	1000	4320	090	CIG	1RNV-MMJT-4PQF	52.68
AMAZON CAPITAL SERVICES	09/28/2023	885559	PO241230	01	0000	0	0000	2424	4320	090	735	1LL9-NLDC-4XHL	118.30
AMAZON CAPITAL SERVICES	09/28/2023	885563	PO241269	01	9010	0	1110	1000	4320	002	356	1K1T-W6QN-4HRM	1,129.00
AMAZON CAPITAL SERVICES	09/14/2023	881413	PO240825	01	0000	0	0000	0000	9320	000		1DXQ-469W-F6D7	339.00
AMAZON CAPITAL SERVICES Total													18,619.82
AMERICAN FIDELITY	09/21/2023	883189	PO240351	01	0000	0	0000	7350	5899	090	717	66378	1,420.30
AMERICAN FIDELITY Total													1,420.30
AMS.NET INC	09/14/2023	881358	PO240485	01	0000	0	0000	2424	4320	090	735	INVOICE-0069475	1,158.48
AMS.NET INC	09/14/2023	881358	PO240485	01	0000	0	0000	2424	4420	090	735	INVOICE-0069475	1,507.65
AMS.NET INC	09/14/2023	881358	PO240485	01	0000	0	0000	2424	5813	090	735	INVOICE-0069475	1,971.17
AMS.NET INC	09/19/2023	882506	PO240533	01	0000	0	0000	2424	5813	090	735	INVOICE-0069752	104,448.00
AMS.NET INC	09/07/2023	879793	PO240814	01	0000	0	0000	2424	5899	090	735	INVOICE-0069648	4,499.34
AMS.NET INC Total													113,584.64
ANDRE-BOUDIN BAKERIES INC.	09/14/2023	881354	PO240809	01	0000	0	0000	2700	4322	090	762	1546165	174.21
ANDRE-BOUDIN BAKERIES INC. Total													174.21
APPLE INC	09/07/2023	879803	PO240346	01	0801	0	1110	1000	4320	025	180	MA11280467	1,545.93
APPLE INC	09/07/2023	879803	PO240346	01	0801	0	1110	1000	4320	025	180	MA12719078	195.58
APPLE INC	09/26/2023	884838	PO241198	01	9010	0	5001	3150	5813	090	350	MA23600881	1,500.00
APPLE INC Total													3,241.51
ARINES, HEIDI	09/19/2023	882561	PV240148	01	6500	0	5760	1190	4320	090	204	JUL23 SUPPLIES	44.91
ARINES, HEIDI Total													44.91
ARISTAKESSIAN, MARTHA	09/14/2023	881401	PV240138	01	0000	0	1110	1000	5210	032	070	AVID CONF JUL23	833.34
ARISTAKESSIAN, MARTHA Total													833.34
ARMOUR PETROLEUM SERVICE &	09/05/2023	879215	PO240490	01	8150	0	0000	8110	5600	090	741	WO-25378	195.00
ARMOUR PETROLEUM SERVICE &	09/19/2023	882524	PO240490	01	8150	0	0000	8110	5600	090	741	WO-25540	195.00
ARMOUR PETROLEUM SERVICE & Total													390.00
ASGARI, NAHAL	09/21/2023	883179	PV240172	01	6266	0	1110	1000	5210	090	341	JUL23 CRLP CONF	50.82
ASGARI, NAHAL Total													50.82
ASSOCIATION OF CALIFORNIA	09/26/2023	884833	PO241231	01	0000	0	0000	7150	5300	090	714	SHAWNTERRA MOORE THOMAS	1,933.68
ASSOCIATION OF CALIFORNIA Total													1,933.68
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2SEP23	334.37
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5SEP23	241.94
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4SEP23	46.17
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 6SEP23	3,324.75
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5SEP23	1,003.11
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5SEP23	241.94
AT&T	09/26/2023	884839	PO240580	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3SEP23	2,067.51

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Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
AT&T Total													7,259.79
ATX LEARNING LLC	09/21/2023	883153	PO241182	01	6500	0	5760	1190	5899	090	245	202307017-4332	1,575.00
ATX LEARNING LLC Total													1,575.00
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5870	090	230	5684	7,841.25
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5870	090	230	5680	6,075.00
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5870	090	230	5681	4,503.00
AVALON ACADEMY, THE	09/21/2023	883127	PO240897	01	6500	0	5760	1180	5870	090	230	5710	6,667.00
AVALON ACADEMY, THE	09/21/2023	883127	PO240897	01	6500	0	5760	1180	5870	090	230	5712	7,975.00
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5880	090	230	5684	4,860.00
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5880	090	230	5680	4,860.00
AVALON ACADEMY, THE	09/14/2023	881373	PO240897	01	6500	0	5760	1180	5880	090	230	5681	3,564.00
AVALON ACADEMY, THE	09/21/2023	883127	PO240897	01	6500	0	5760	1180	5880	090	230	5710	4,536.00
AVALON ACADEMY, THE	09/21/2023	883127	PO240897	01	6500	0	5760	1180	5880	090	230	5712	3,888.00
AVALON ACADEMY, THE Total													54,769.25
AVID TRANSLATION	09/12/2023	880719	PO240612	01	6500	0	5760	1190	5899	090	245	5421	990.00
AVID TRANSLATION	09/21/2023	883131	PO240612	01	6500	0	5760	1190	5899	090	245	5432	33,615.00
AVID TRANSLATION	09/21/2023	883193	PO240612	01	6500	0	5760	1190	5899	090	245	5433	330.00
AVID TRANSLATION Total													34,935.00
B & H PHOTO-VIDEO INC	09/21/2023	883190	PO241017	01	6387	0	3800	1000	4320	032	CIG	216265271	735.61
B & H PHOTO-VIDEO INC	09/21/2023	883190	PO241017	01	6387	0	3800	1000	4420	032	CIG	216265271	6,032.14
B & H PHOTO-VIDEO INC Total													6,767.75
BARBOSA, RALPH	09/19/2023	882562	PV240157	01	6500	0	5760	1190	5815	090	204	JUL23 BOWLING	45.00
BARBOSA, RALPH Total													45.00
BATANG, ALYSSA	09/19/2023	882530	MV240007	01	0801	0	1110	1000	5210	033	180	AIRFARE JUN23	180.40
BATANG, ALYSSA Total													180.40
BATTERY SYSTEMS INC	09/07/2023	879807	PO240289	01	8150	0	0000	8110	4320	090	741	32512308281310	139.51
BATTERY SYSTEMS INC	09/26/2023	884835	PO240289	01	8150	0	0000	8110	4320	090	741	32512309201017	290.38
BATTERY SYSTEMS INC Total													429.89
BAY AREA COMPUTER REPAIRS	09/07/2023	879795	PO240228	01	0000	0	0000	2424	5899	090	735	437	1,303.75
BAY AREA COMPUTER REPAIRS Total													1,303.75
BAY AREA NEWS GROUP	09/19/2023	882525	PO240466	01	0000	0	0000	8200	5811	090	760	0001388774	309.42
BAY AREA NEWS GROUP Total													309.42
BEACON SCHOOL	09/21/2023	883130	PO241001	01	6546	0	5760	3120	5870	090	245	027020-12 AUG23	45,000.37
BEACON SCHOOL Total													45,000.37
BEAM STORE INC, THE	09/19/2023	882484	PO241055	01	0000	0	1110	1000	4320	033	070	INV 09042023	1,318.47
BEAM STORE INC, THE Total													1,318.47
BENCHMARK HOME ELEVATOR	09/05/2023	879221	PO240434	01	8150	0	0000	8110	5600	090	741	8495	27.14
BENCHMARK HOME ELEVATOR	09/05/2023	879221	PO240434	01	8150	0	0000	8110	5600	090	741	8497	27.14
BENCHMARK HOME ELEVATOR	09/05/2023	879221	PO240434	01	8150	0	0000	8110	5600	090	741	8494	27.14
BENCHMARK HOME ELEVATOR	09/05/2023	879221	PO240434	01	8150	0	0000	8110	5600	090	741	8496	27.14

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BENCHMARK HOME ELEVATOR	09/07/2023	879799	PO240434	01	8150	0	0000	8110	5600	090	741	8498	4,830.00
BENCHMARK HOME ELEVATOR Total													4,938.56
BLICK ART MATERIALS	09/26/2023	884862	PO240146	01	0000	0	1110	1000	4320	032	070	1392310	421.42
BLICK ART MATERIALS Total													421.42
BLUE LINE TRANSFER	09/19/2023	882586	PO240408	01	0000	0	0000	8200	5540	090	760	0001366193	7,781.98
BLUE LINE TRANSFER Total													7,781.98
BODWIN, DIANE LITLE	09/21/2023	883195	PO240486	01	0000	0	0000	2424	5801	090	762	SEP23 SVCS	580.46
BODWIN, DIANE LITLE Total													580.46
BOYD, AARON	09/21/2023	883168	PV240173	01	0000	0	1110	1000	4320	033	070	SEP23 GIRLS GOLF CARDS	65.91
BOYD, AARON Total													65.91
BROADWAYSF	09/14/2023	881370	PO241078	01	3213	0	1110	1000	5815	022	439	2447192	34,472.00
BROADWAYSF Total													34,472.00
BROCKMEYER, JASON	09/19/2023	882531	PV240149	01	6387	0	3800	1000	4320	090	CIG	AUG23 SHELVING	659.22
BROCKMEYER, JASON Total													659.22
BRONSTEIN MUSIC	09/14/2023	881385	PO240153	01	0000	0	9744	8400	4320	032	322	M45527	75.92
BRONSTEIN MUSIC	09/14/2023	881385	PO240153	01	0000	0	9744	8400	5600	032	322	M45527	570.00
BRONSTEIN MUSIC Total													645.92
BSN SPORTS LLC	09/12/2023	880716	PO241052	01	0000	0	1202	1000	4320	033	322	922145004	438.82
BSN SPORTS LLC	09/12/2023	880716	PO241053	01	0000	0	1202	1000	4320	033	322	922157833	247.78
BSN SPORTS LLC	09/14/2023	881369	PO240522	01	0000	0	1207	1000	5810	033	322	922464935	341.64
BSN SPORTS LLC Total													1,028.24
BURLINGAME HEATING	09/19/2023	882549	PO240409	01	8150	0	0000	8110	4320	090	741	50209	232.58
BURLINGAME HEATING Total													232.58
CADA & CASL	09/26/2023	884764	PO241105	01	0000	0	1110	1000	5210	022	070	145570	455.00
CADA & CASL	09/26/2023	884764	PO241105	01	0000	0	1110	1000	5210	022	070	145571	455.00
CADA & CASL Total													910.00
CADA CENTRAL	09/12/2023	880713	PO240203	01	0000	0	1110	1000	5300	022	070	RENEWAL 23-24	300.00
CADA CENTRAL Total													300.00
CALPERS	09/19/2023	882575	PV240162	01	0000	0	0000	7600	3701	090	810	OCT23 PREMIUMS - BOT	566.50
CALPERS	09/21/2023	883132	PV240160	01	0000	0	0000	7600	3701	090	810	OCT23 1354490268	25,066.00
CALPERS	09/21/2023	883132	PV240160	01	0000	0	0000	7600	3702	090	810	OCT23 1354490268	36,674.25
CALPERS	09/19/2023	882575	PV240162	01	0000	0	0000	7600	5899	090	810	OCT23 PREMIUMS - BOT	1.81
CALPERS	09/21/2023	883132	PV240160	01	0000	0	0000	7340	5899	090	717	OCT23 1354490268	2,930.12
CALPERS	09/21/2023	883132	PV240160	01	0000	0	0000	7600	5899	090	810	OCT23 1354490268	514.40
CALPERS	09/21/2023	883132	PV240160	01	0000	0	0000	0000	9564	000		OCT23 1354490268	915,661.30
CALPERS Total													981,414.38
CAL-STEAM	09/05/2023	879222	PO240410	01	8150	0	0000	8110	4320	090	741	4576287	237.51
CAL-STEAM	09/05/2023	879234	PO240410	01	8150	0	0000	8110	4320	090	741	4576825	77.27
CAL-STEAM	09/19/2023	882526	PO240410	01	8150	0	0000	8110	4320	090	741	4582348	9.08
CAL-STEAM	09/21/2023	883124	PO240410	01	8150	0	0000	8110	4320	090	741	4584245	188.50

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CAL-STEAM	09/21/2023	883154	PO240410	01	8150	0	0000	8110	4320	090	741	4587748	36.65
CAL-STEAM	09/26/2023	884836	PO240410	01	8150	0	0000	8110	4320	090	741	4582348-1	38.83
CAL-STEAM Total													587.84
CAM EDUCATIONAL SERVICES LLC	09/21/2023	883122	PO241166	01	2600	0	0000	8200	5899	090	358	SSFU-0003	99,458.00
CAM EDUCATIONAL SERVICES LLC Total													99,458.00
CARNEGIE LEARNING INC	09/21/2023	883123	PO241127	01	6300	0	1110	1000	5813	090	307	1037944	25,587.04
CARNEGIE LEARNING INC Total													25,587.04
CAROLINA BIOLOGICAL SUPPLY CO	09/14/2023	881355	PO240997	01	3182	0	1110	1000	4320	031	387	52281081 RI	777.41
CAROLINA BIOLOGICAL SUPPLY CO Total													777.41
CBF INC.	09/12/2023	880714	PO240217	01	0000	0	0000	2424	5600	090	735	45405	429.00
CBF INC.	09/12/2023	880714	PO240217	01	0000	0	0000	2424	5600	090	735	45406	708.00
CBF INC.	09/14/2023	881356	PO240217	01	0000	0	0000	2424	5600	090	735	45430	370.00
CBF INC.	09/14/2023	881356	PO240217	01	0000	0	0000	2424	5600	090	735	45431	926.00
CBF INC.	09/14/2023	881371	PO240217	01	0000	0	0000	2424	5600	090	735	45407	5,425.00
CBF INC.	09/14/2023	881386	PO240217	01	0000	0	0000	2424	5600	090	735	45438	952.00
CBF INC.	09/19/2023	882559	PO240217	01	0000	0	0000	2424	5600	090	735	45559	3,875.00
CBF INC. Total													12,685.00
CDW GOVERNMENT INC	09/05/2023	879235	PO240216	01	0000	0	0000	2424	4320	090	735	LM00892	102.69
CDW GOVERNMENT INC	09/05/2023	879235	PO240862	01	0000	0	1110	1000	4320	032	070	LK36372	122.63
CDW GOVERNMENT INC	09/12/2023	880704	PO240216	01	0000	0	0000	2424	4320	090	735	LM13362	292.52
CDW GOVERNMENT INC	09/14/2023	881387	PO240216	01	0000	0	0000	2424	4320	090	735	LP06410	572.65
CDW GOVERNMENT INC	09/14/2023	881387	PO240216	01	0000	0	0000	2424	4320	090	735	LS09985	286.32
CDW GOVERNMENT INC	09/14/2023	881387	PO240216	01	0000	0	0000	2424	4320	090	735	LS43769	392.39
CDW GOVERNMENT INC	09/14/2023	881387	PO240216	01	0000	0	0000	2424	4320	090	735	LS76409	177.43
CDW GOVERNMENT INC	09/21/2023	883117	PO240216	01	0000	0	0000	2424	4320	090	735	LT04934	28.59
CDW GOVERNMENT INC	09/21/2023	883117	PO240216	01	0000	0	0000	2424	4320	090	735	LS98877	49.03
CDW GOVERNMENT INC	09/26/2023	884765	PO240216	01	0000	0	0000	2424	4320	090	735	LW31719	1,170.08
CDW GOVERNMENT INC	09/26/2023	884800	PO240216	01	0000	0	0000	2424	4320	090	735	LW41517	177.43
CDW GOVERNMENT INC	09/26/2023	884840	PO240216	01	0000	0	0000	2424	4320	090	735	LV25727	36.76
CDW GOVERNMENT INC	09/28/2023	885560	PO240216	01	0000	0	0000	2424	4320	090	735	MB58206	448.03
CDW GOVERNMENT INC	09/28/2023	885560	PO240216	01	0000	0	0000	2424	4320	090	735	LX55110	38.46
CDW GOVERNMENT INC	09/05/2023	879208	PO240932	01	0000	0	1110	1000	4420	033	070	LM78491	371.09
CDW GOVERNMENT INC	09/05/2023	879208	PO240932	01	0000	0	1110	1000	4420	033	070	LN11359	1,217.65
CDW GOVERNMENT INC	09/21/2023	883117	PO240927	01	3010	0	1110	1000	4420	007	301	LN11668	1,813.95
CDW GOVERNMENT INC	09/26/2023	884828	PO241238	01	0000	0	0000	2424	4420	090	735	KW19951	842.13
CDW GOVERNMENT INC	09/21/2023	883117	PO241096	01	0000	0	0000	2424	5899	090	735	LT67817	117,998.00
CDW GOVERNMENT INC Total													126,137.83
CELILLO, SHARON	09/19/2023	882532	PV240150	01	0801	0	1110	1000	4320	033	123	AUG23 SUPPLIES	92.71
CELILLO, SHARON Total													92.71
CENGAGE LEARNING	09/19/2023	882547	PO240505	01	6300	0	1110	1000	4100	090	307	81639572	2,245.21

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CENGAGE LEARNING	09/19/2023	882547	PO240505	01	6300	0	1110	1000	4100	090	307	81639572 A	331.25
CENGAGE LEARNING	09/05/2023	879204	PO240238	01	0801	0	4760	1000	4200	090	123	81578992	20,636.88
CENGAGE LEARNING	09/05/2023	879204	PO240238	01	0801	0	4760	1000	4200	090	123	81578992-1	2,004.00
CENGAGE LEARNING	09/28/2023	885523	PO240718	01	0801	0	4760	1000	4200	090	123	81685189	24,521.29
CENGAGE LEARNING	09/28/2023	885523	PO240718	01	0801	0	4760	1000	4200	090	123	81685189 A	2,341.20
CENGAGE LEARNING	09/19/2023	882547	PO240492	01	4203	0	1110	1000	4320	090	330	81639416	2,810.06
CENGAGE LEARNING	09/19/2023	882565	PO240493	01	4203	0	1110	1000	4320	090	330	81648905	29,000.63
CENGAGE LEARNING	09/19/2023	882565	PO240493	01	4203	0	1110	1000	4320	090	330	81648905 A	2,663.28
CENGAGE LEARNING	09/19/2023	882565	PO240494	01	4203	0	1110	1000	4320	090	330	81639520	21,429.53
CENGAGE LEARNING	09/19/2023	882547	PO240496	01	4203	0	1110	1000	4320	090	330	81639561	4,009.60
CENGAGE LEARNING	09/19/2023	882547	PO240496	01	4203	0	1110	1000	4320	090	330	81639561 A	393.25
CENGAGE LEARNING	09/19/2023	882547	PO240497	01	4203	0	1110	1000	4320	090	330	81639617	2,219.60
CENGAGE LEARNING	09/19/2023	882547	PO240497	01	4203	0	1110	1000	4320	090	330	81639617 A	216.00
CENGAGE LEARNING	09/19/2023	882547	PO240498	01	4203	0	1110	1000	4320	090	330	81639485	7,983.74
CENGAGE LEARNING	09/19/2023	882547	PO240498	01	4203	0	1110	1000	4320	090	330	81639485 A	751.73
CENGAGE LEARNING	09/19/2023	882547	PO240500	01	4203	0	1110	1000	4320	090	330	81639540	2,683.68
CENGAGE LEARNING	09/19/2023	882547	PO240500	01	4203	0	1110	1000	4320	090	330	81639540 A	265.88
CENGAGE LEARNING	09/26/2023	884802	PO240495	01	4203	0	1110	1000	4320	090	330	81648963	5,885.52
CENGAGE LEARNING	09/26/2023	884802	PO240495	01	4203	0	1110	1000	4320	090	330	81648963 A	578.25
CENGAGE LEARNING	09/26/2023	884802	PO240499	01	4203	0	1110	1000	4320	090	330	81639463	4,009.60
CENGAGE LEARNING	09/26/2023	884818	PO240499	01	4203	0	1110	1000	4320	090	330	81639463 A	393.25
CENGAGE LEARNING	09/28/2023	885532	PO240501	01	4203	0	1110	1000	4320	090	330	81639673	5,317.50
CENGAGE LEARNING	09/05/2023	879204	PO240504	01	6300	0	1110	1000	5813	090	307	81638651	1,850.00
CENGAGE LEARNING	09/05/2023	879209	PO240505	01	6300	0	1110	1000	5813	090	307	81638652	1,100.00
CENGAGE LEARNING Total													145,640.93
CENTER FOR THE COLLABORATIVE	09/26/2023	884834	PO240240	01	0801	0	1110	1000	4320	090	172	CM10981	(2,994.09)
CENTER FOR THE COLLABORATIVE	09/26/2023	884834	PO240240	01	0801	0	1110	1000	4320	090	172	INV245804	83,526.98
CENTER FOR THE COLLABORATIVE Total													80,532.89
CHABOT-LAS POSITAS COMMUNITY	09/21/2023	883196	PO241188	01	6387	0	3800	1000	5210	090	CIG	16492084	795.00
CHABOT-LAS POSITAS COMMUNITY Total													795.00
CHEFS TOYS LLC	09/26/2023	884760	PO241081	01	3550	0	3800	1000	4320	032	333	4096604	1,065.34
CHEFS TOYS LLC Total													1,065.34
CHEN, LILLIAN	09/19/2023	882560	PO240990	01	0000	0	0000	7602	5888	090	726	20230816	2,000.00
CHEN, LILLIAN Total													2,000.00
CITY AUTO SUPPLY	09/07/2023	879801	PO240288	01	8150	0	0000	8110	4320	090	741	3-972082	502.40
CITY AUTO SUPPLY	09/07/2023	879801	PO240288	01	8150	0	0000	8110	4320	090	741	3-971366	435.70
CITY AUTO SUPPLY	09/07/2023	879801	PO240288	01	8150	0	0000	8110	4320	090	741	3-971038	40.94
CITY AUTO SUPPLY	09/26/2023	884829	PO240288	01	8150	0	0000	8110	4320	090	741	3-974272	341.49
CITY AUTO SUPPLY	09/26/2023	884829	PO240288	01	8150	0	0000	8110	4320	090	741	3-974202	309.06
CITY AUTO SUPPLY Total													1,629.59

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CITY OF DALY CITY	09/26/2023	884819	PO240712	01	0000	0	0000	8200	5530	090	760	17314060-13 SEP23	1,727.48
CITY OF DALY CITY	09/26/2023	884819	PO240712	01	0000	0	0000	8200	5530	090	760	18113860-10 SEP23	2,790.79
CITY OF DALY CITY Total													4,518.27
CITY OF SAN BRUNO	09/12/2023	880715	PO240713	01	0000	0	0000	8200	5530	090	760	630420 AUG23	429.37
CITY OF SAN BRUNO	09/12/2023	880715	PO240713	01	0000	0	0000	8200	5530	090	760	630440 AUG23	95.38
CITY OF SAN BRUNO Total													524.75
CITY OF SOUTH SAN FRANCISCO	09/26/2023	884761	PO241221	01	0000	0	1202	1000	5899	033	322	519476	780.00
CITY OF SOUTH SAN FRANCISCO Total													780.00
CLARK, ERIN	09/19/2023	882563	PV240151	01	9010	0	1110	1000	4320	025	356	AUG23 6TH GRADE ORIENTATION	65.60
CLARK, ERIN Total													65.60
CLEARLITE TROPHIES	09/14/2023	881388	PO241142	01	0000	0	0000	2700	4320	090	762	90370	131.52
CLEARLITE TROPHIES Total													131.52
COLLEGE OF SAN MATEO	09/26/2023	884830	PO241240	01	9221	0	1110	1000	5880	032	356	G01285316	1,000.00
COLLEGE OF SAN MATEO Total													1,000.00
COMMISSION ON TEACHER	09/07/2023	879802	PO241063	01	0000	0	1110	1000	5899	090	340	004008	1,370.00
COMMISSION ON TEACHER Total													1,370.00
CONTRACTORS ELECTRICAL	09/05/2023	879238	PO240529	01	8150	0	0000	8110	4320	090	741	7250-1136762	239.53
CONTRACTORS ELECTRICAL	09/28/2023	885564	PO240529	01	8150	0	0000	8110	4320	090	741	7250-1140789	423.34
CONTRACTORS ELECTRICAL Total													662.87
CORODATA SHREDDING INC.	09/19/2023	882539	PO240585	01	0000	0	0000	8200	5899	090	760	DN 1429785	934.83
CORODATA SHREDDING INC.	09/26/2023	884810	PO240585	01	0000	0	0000	8200	5899	090	760	DN 1412431	687.61
CORODATA SHREDDING INC. Total													1,622.44
COUNTY COUNSEL	09/19/2023	882587	PO240085	01	0000	0	0000	3130	5889	090	503	4070	494.00
COUNTY COUNSEL Total													494.00
COVACHA, JONATHAN	09/19/2023	882533	PV240152	01	0000	0	1110	1000	4322	008	070	AUG23 BTSN CHK IN	219.84
COVACHA, JONATHAN	09/21/2023	883170	PV240174	01	9010	0	1110	1000	4322	008	356	SEP23 AMENTIES	203.53
COVACHA, JONATHAN Total													423.37
CROWN CASTLE FIBER LLC	09/19/2023	882527	PO240702	01	0000	0	0000	2424	5899	090	735	1415574	6,847.05
CROWN CASTLE FIBER LLC	09/19/2023	882550	PO240703	01	0000	0	0000	2424	5899	090	735	1414925	9,804.00
CROWN CASTLE FIBER LLC Total													16,651.05
CRYSTAL COMMUNICATIONS	09/26/2023	884831	PO241122	01	0000	0	1110	1000	4320	022	070	0164172-IN	181.26
CRYSTAL COMMUNICATIONS Total													181.26
CURRICULUM ASSOCIATES LLC.	09/12/2023	880709	PO240892	01	0801	0	1110	1000	4320	009	180	90769960	346.21
CURRICULUM ASSOCIATES LLC.	09/21/2023	883125	PO240625	01	6500	0	5760	1190	4320	090	245	90763498	288.02
CURRICULUM ASSOCIATES LLC. Total													634.23
CUSTOM INK	09/26/2023	884811	PO240649	01	0000	0	1110	1000	4320	021	070	67106132	538.98
CUSTOM INK Total													538.98
DANNIS WOLIVER KELLEY	09/26/2023	884848	PO240086	01	0000	0	0000	7300	5889	090	717	295643	234.50
DANNIS WOLIVER KELLEY	09/26/2023	884848	PO240086	01	0000	0	0000	7300	5889	090	717	295187	1,968.50
DANNIS WOLIVER KELLEY Total													2,203.00

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DEL CAMPO, CLARISSE	09/26/2023	884814	PV240193	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
DEL CAMPO, CLARISSE Total													22.80
DELL MARKETING L.P.	09/07/2023	879794	PO240931	01	0000	0	1110	1000	4420	033	070	10695007171	4,409.57
DELL MARKETING L.P.	09/19/2023	882507	PO241035	01	0000	0	0000	7300	4420	090	717	10697115410	1,380.84
DELL MARKETING L.P.	09/21/2023	883165	PO241128	01	0000	0	1110	1000	4420	010	070	10699147834	1,469.49
DELL MARKETING L.P. Total													7,259.90
DOG WASTE DEPOT	09/05/2023	879226	PO240999	01	0000	0	0000	8200	4320	090	760	566857	228.47
DOG WASTE DEPOT Total													228.47
DUNN-EDWARDS CORPORATION	09/05/2023	879205	PO240412	01	8150	0	0000	8110	4320	090	741	2020185955	573.35
DUNN-EDWARDS CORPORATION	09/12/2023	880710	PO240412	01	8150	0	0000	8110	4320	090	741	2020186177	498.08
DUNN-EDWARDS CORPORATION	09/19/2023	882588	PO240412	01	8150	0	0000	8110	4320	090	741	2020186587	419.77
DUNN-EDWARDS CORPORATION	09/21/2023	883145	PO240412	01	8150	0	0000	8110	4320	090	741	2020186388	298.42
DUNN-EDWARDS CORPORATION	09/28/2023	885561	PO240412	01	8150	0	0000	8110	4320	090	741	2020186815	838.32
DUNN-EDWARDS CORPORATION Total													2,627.94
ECHAVEZ-LA ROCCA, MYLA	09/21/2023	883133	PV240170	01	6266	0	1110	1000	5210	090	341	PARA CONF. APR23	1,123.64
ECHAVEZ-LA ROCCA, MYLA Total													1,123.64
EDENRED COMMUTER BENEFIT	09/07/2023	879814	PO241104	01	0000	0	0000	7340	5899	090	717	364046	151.20
EDENRED COMMUTER BENEFIT	09/07/2023	879814	PO241104	01	0000	0	0000	7340	5920	090	717	364046	36.00
EDENRED COMMUTER BENEFIT	09/07/2023	879814	PO241104	01	0000	0	0000	0000	9322	000		364046	3,780.00
EDENRED COMMUTER BENEFIT Total													3,967.20
EIDE BAILLY LLP	09/19/2023	882573	PO240072	01	0000	0	0000	7190	5887	090	717	EI01443700	4,625.00
EIDE BAILLY LLP Total													4,625.00
ERGOTRON INC	09/21/2023	883166	PO240873	01	0000	0	0000	2424	4320	090	735	1867531	128.10
ERGOTRON INC Total													128.10
ESPIRITU, KATE	09/26/2023	884855	PV240214	01	0801	0	1110	1000	5210	032	180	SEP23 UC CONF.	143.47
ESPIRITU, KATE Total													143.47
EVANGELISTA, ARCHIVIR	09/26/2023	884842	PV240209	01	6500	0	5760	2490	5820	090	245	AUG23 MILEAGE	51.34
EVANGELISTA, ARCHIVIR Total													51.34
EVERDRIVEN TECHNOLOGIES LLC	09/07/2023	879796	PO240471	01	0000	0	5760	3600	5820	090	781	41479	15,960.71
EVERDRIVEN TECHNOLOGIES LLC	09/14/2023	881374	PO240471	01	0000	0	5760	3600	5820	090	781	42536	29,699.15
EVERDRIVEN TECHNOLOGIES LLC	09/21/2023	883128	PO240471	01	0000	0	5760	3600	5820	090	781	42854	30,319.72
EVERDRIVEN TECHNOLOGIES LLC	09/21/2023	883128	PO240471	01	0000	0	5760	3600	5820	090	781	42342	16,024.22
EVERDRIVEN TECHNOLOGIES LLC	09/21/2023	883128	PO240471	01	0000	0	5760	3600	5820	090	781	42424	29,395.14
EVERDRIVEN TECHNOLOGIES LLC Total													121,398.94
EVERY SPECIAL CHILD LLC	09/28/2023	885557	PO240901	01	6500	0	5760	1190	5899	090	245	INV#12-08202324	13,893.75
EVERY SPECIAL CHILD LLC	09/28/2023	885557	PO240901	01	6500	0	5760	1190	5899	090	245	INV#12-01-08202324	16,316.25
EVERY SPECIAL CHILD LLC Total													30,210.00
EWING IRRIGATION PRODUCTS INC	09/26/2023	884821	PO240395	01	8150	0	0000	8110	4320	090	741	20537704	2,296.83
EWING IRRIGATION PRODUCTS INC Total													2,296.83
EXPERT PLUMBING SOLUTIONS	09/05/2023	879216	PO241034	01	8150	0	0000	8110	4320	032	741	#5732	2,814.00

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EXPERT PLUMBING SOLUTIONS Total													2,814.00
FAGEN FRIEDMAN & FULFROST LLP	09/19/2023	882551	PO240352	01	6500	0	5760	1190	5889	090	245	214170	3,106.00
FAGEN FRIEDMAN & FULFROST LLP	09/19/2023	882551	PO240352	01	0000	0	0000	7400	5889	090	715	214170	1,248.00
FAGEN FRIEDMAN & FULFROST LLP Total													4,354.00
FEBRES, PRECIOSA	09/12/2023	880696	PV240131	01	6500	0	5760	1190	4320	090	204	JUN23 SUPPLIES 7/15/23	50.21
FEBRES, PRECIOSA	09/26/2023	884785	PV240194	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
FEBRES, PRECIOSA Total													73.01
FEDERAL EXPRESS	09/26/2023	884801	PV240202	01	0000	0	0000	7300	5920	090	717	8-242-48818	110.93
FEDERAL EXPRESS Total													110.93
FEDEX	09/26/2023	884847	PO241252	01	0000	0	1110	1000	5920	090	762	8-256-34272	225.61
FEDEX Total													225.61
FLORES, DANIEL	09/26/2023	884856	PV240215	01	0801	0	1110	1000	5210	033	180	SEP23 UC CONF	138.23
FLORES, DANIEL Total													138.23
FLORES, ESPERANZA	09/26/2023	884857	PV240217	01	0801	0	1110	1000	5210	032	180	UC CONF. SEP23	119.24
FLORES, ESPERANZA Total													119.24
FLUENCY & FITNESS	09/19/2023	882542	PO240639	01	3010	0	1110	1000	5813	008	301	1221	375.00
FLUENCY & FITNESS Total													375.00
FOLLETT CONTENT SOLUTIONS	09/19/2023	882543	PO240682	01	6300	0	1110	1000	4100	090	307	716328F	3,200.44
FOLLETT CONTENT SOLUTIONS	09/26/2023	884777	PO240693	01	6300	0	1110	1000	4100	090	307	716347F	3,402.00
FOLLETT CONTENT SOLUTIONS	09/26/2023	884812	PO240693	01	6300	0	1110	1000	4100	090	307	716347	1,341.57
FOLLETT CONTENT SOLUTIONS Total													7,944.01
FOLLETT CONTENT SOLUTIONS LLC	09/26/2023	884767	PO240202	01	0000	0	1110	1000	4200	006	070	718544	1,786.30
FOLLETT CONTENT SOLUTIONS LLC Total													1,786.30
FRANK AND GROSSMAN	09/19/2023	882567	PO240810	01	8150	0	0000	8110	5899	090	741	24020	942.00
FRANK AND GROSSMAN	09/19/2023	882567	PO240810	01	8150	0	0000	8110	5899	090	741	24426	942.00
FRANK AND GROSSMAN	09/19/2023	882508	PO240811	01	8150	0	0000	8110	5899	090	741	24019	2,080.00
FRANK AND GROSSMAN	09/19/2023	882508	PO240811	01	8150	0	0000	8110	5899	090	741	24425	2,080.00
FRANK AND GROSSMAN Total													6,044.00
GANDER PUBLISHING INC	09/14/2023	881372	PO241027	01	0801	0	1110	1000	4320	012	180	0239116	137.80
GANDER PUBLISHING INC Total													137.80
GARCIA, MARCOS	09/14/2023	881363	PV240132	01	6266	0	1110	1000	5210	090	341	MTSS CONF JUL23	519.42
GARCIA, MARCOS Total													519.42
GEARY PACIFIC CORPORATION	09/05/2023	879223	PO241000	01	8150	0	0000	8110	5600	090	741	5293933	7,168.52
GEARY PACIFIC CORPORATION Total													7,168.52
GRAINGER	09/21/2023	883146	PO240405	01	8150	0	0000	8110	4320	090	741	9815348645	157.13
GRAINGER	09/21/2023	883146	PO240405	01	8150	0	0000	8110	4320	090	741	9815816781	308.02
GRAINGER	09/14/2023	881360	PO240939	01	0000	0	0000	0000	9320	000		9813629467	2,446.34
GRAINGER	09/14/2023	881360	PO240939	01	0000	0	0000	0000	9320	000		9822349677	198.88
GRAINGER	09/28/2023	885516	PO241193	01	0000	0	0000	0000	9320	000		9840223532	417.97
GRAINGER Total													3,528.34

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GREEN NINJA	09/21/2023	883126	PO240079	01	6300	0	1110	1000	4100	090	307	1178	53,406.96
GREEN NINJA	09/21/2023	883126	PO240079	01	6300	0	1110	1000	4100	090	307	1178-1	70,880.00
GREEN NINJA	09/21/2023	883126	PO240103	01	6300	0	1110	1000	4100	090	307	1181	3,148.44
GREEN NINJA Total													127,435.40
GUEVARRA, LYXANDER	09/19/2023	882552	PV240142	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#246958	158.00
GUEVARRA, LYXANDER	09/19/2023	882552	PV240143	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#247377	66.80
GUEVARRA, LYXANDER	09/19/2023	882552	PV240144	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#249414	66.80
GUEVARRA, LYXANDER	09/19/2023	882552	PV240145	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#1251366	133.60
GUEVARRA, LYXANDER	09/19/2023	882552	PV240146	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#253313	167.00
GUEVARRA, LYXANDER	09/19/2023	882552	PV240147	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#256123	167.00
GUEVARRA, LYXANDER Total													759.20
HAHN, MIRANDA	09/26/2023	884807	PV240190	01	6387	0	3800	1000	4320	090	CIG	AUG23 SUPPLIES	38.57
HAHN, MIRANDA Total													38.57
HEINEMANN	09/21/2023	883197	PO240966	01	0000	0	1110	1000	4200	002	070	9326491	298.63
HEINEMANN Total													298.63
HILLYARD	09/05/2023	879210	PO240540	01	0000	0	0000	8200	4320	021	759	605219773	75.22
HILLYARD	09/05/2023	879210	PO240670	01	0000	0	0000	8200	4320	013	759	605227523	1,834.35
HILLYARD	09/07/2023	879809	PO240854	01	0000	0	0000	8200	4320	002	759	605227524	1,120.51
HILLYARD	09/07/2023	879809	PO240887	01	0000	0	0000	8200	4320	007	759	605227527	560.25
HILLYARD	09/07/2023	879809	PO240887	01	0000	0	0000	8200	4320	007	759	605227529	920.48
HILLYARD	09/12/2023	880711	PO240870	01	0000	0	0000	8200	4320	012	759	605227525	1,680.76
HILLYARD	09/12/2023	880711	PO240870	01	0000	0	0000	8200	4320	012	759	605227528	1,120.51
HILLYARD	09/21/2023	883150	PO240176	01	0000	0	0000	8200	4320	022	759	605242132	2,075.37
HILLYARD	09/26/2023	884778	PO240655	01	0000	0	0000	8200	4320	014	759	605205536	3,472.45
HILLYARD	09/26/2023	884863	PO240854	01	0000	0	0000	8200	4320	002	759	605249669	809.10
HILLYARD	09/26/2023	884863	PO241223	01	0000	0	0000	8200	4320	006	759	605254352	1,837.66
HILLYARD Total													15,506.66
HODGE PRODUCTS INC	09/05/2023	879217	PO240930	01	0000	0	1110	1000	4320	021	070	0509042-IN	4,003.82
HODGE PRODUCTS INC Total													4,003.82
HOUGHTON MIFFLIN HARCOURT	09/19/2023	882485	PO240677	01	4203	0	4760	1000	4200	090	330	955886637	4,591.96
HOUGHTON MIFFLIN HARCOURT	09/21/2023	883147	PO240676	01	4203	0	4760	1000	4200	090	330	955886639	19,615.34
HOUGHTON MIFFLIN HARCOURT Total													24,207.30
HQ98.COM	09/21/2023	883148	PO241125	01	6387	0	3800	1000	4420	032	CIG	33789	3,708.00
HQ98.COM Total													3,708.00
IMAGINE LEARNING INC.	09/26/2023	884779	PO240888	01	0801	0	1110	1000	5813	002	180	950847	3,000.00
IMAGINE LEARNING INC. Total													3,000.00
INTERACTIVE DIGITAL SOLUTIONS	09/05/2023	879224	PO241010	01	0000	0	0000	2424	5899	090	735	PROP-16129	3,134.51
INTERACTIVE DIGITAL SOLUTIONS Total													3,134.51
INTERCARE HOLDINGS	09/19/2023	882546	PV240140	01	3310	0	5760	1110	2110	006	201	CLAIM#2022400056	583.33
INTERCARE HOLDINGS Total													583.33

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INTERSTATE TRAFFIC CONTROL	09/19/2023	882590	PO240404	01	8150	0	0000	8110	4320	090	741	258915	2,128.55
INTERSTATE TRAFFIC CONTROL	09/26/2023	884780	PO240404	01	8150	0	0000	8110	4320	090	741	259112	699.13
INTERSTATE TRAFFIC CONTROL Total													2,827.68
INTRADO INTERACTIVE SERVICES	09/26/2023	884766	PO240310	01	0000	0	0000	2424	5813	090	735	379917	11,000.40
INTRADO INTERACTIVE SERVICES Total													11,000.40
J.W. PEPPER & SON INC	09/26/2023	884781	PO240092	01	0000	0	1110	1000	4320	032	322	365490478	131.48
J.W. PEPPER & SON INC	09/26/2023	884781	PO240092	01	0000	0	1110	1000	4320	032	322	365491365	35.15
J.W. PEPPER & SON INC	09/26/2023	884781	PO240092	01	0000	0	1110	1000	4320	032	322	365516116	107.59
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	4320	033	070	365590123	70.53
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	5813	033	070	365493687	174.00
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	5813	033	070	365536902	26.00
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	5813	033	070	365536355	120.00
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	5813	033	070	365571673	10.50
J.W. PEPPER & SON INC	09/28/2023	885525	PO240138	01	0000	0	1227	1000	5813	033	070	365613343	58.90
J.W. PEPPER & SON INC Total													734.15
JOHNSON, JULIET	09/21/2023	883180	PV240175	01	5634	0	1110	1000	4320	090	359	AUG23 CLOTHES/STUDENT	202.25
JOHNSON, JULIET Total													202.25
JOHNSTONE SUPPLY	09/07/2023	879804	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100934455.001	88.58
JOHNSTONE SUPPLY Total													88.58
KBA DOCUMENT SOLUTIONS LLC	09/26/2023	884790	PO240835	01	0000	0	1110	1000	5600	090	722	55Y1396496	6,552.22
KBA DOCUMENT SOLUTIONS LLC	09/26/2023	884782	PO240853	01	0000	0	1110	1000	5600	090	722	55Y1400218	5,019.73
KBA DOCUMENT SOLUTIONS LLC Total													11,571.95
KELLER SUPPLY COMPANY	09/07/2023	879805	PO240453	01	8150	0	0000	8110	4320	090	741	S022080975.001	182.89
KELLER SUPPLY COMPANY Total													182.89
KELLY PAPER	09/19/2023	882566	PO240007	01	3010	0	1110	1000	4320	022	301	11406770	1,008.10
KELLY PAPER	09/19/2023	882566	PO240305	01	0000	0	1110	1000	4320	025	070	11406774	508.17
KELLY PAPER Total													1,516.27
KELLY SPICERS FACILITIES	09/05/2023	879236	PO241031	01	8150	0	0000	8110	4320	090	741	70001849	11,277.61
KELLY SPICERS FACILITIES	09/05/2023	879236	PO241032	01	8150	0	0000	8110	4320	090	741	70001783	5,299.94
KELLY SPICERS FACILITIES	09/05/2023	879236	PO241033	01	8150	0	0000	8110	4320	090	741	70001851	2,590.26
KELLY SPICERS FACILITIES	09/19/2023	882591	PO240463	01	8150	0	0000	8110	4320	090	741	70002844	3,246.61
KELLY SPICERS FACILITIES Total													22,414.42
KELLY SPICERS STORES	09/07/2023	879806	PO240953	01	0000	0	1110	1000	4320	002	070	11396272	1,008.10
KELLY SPICERS STORES	09/19/2023	882528	PO240159	01	0000	0	1110	1000	4320	032	070	11406773	45.78
KELLY SPICERS STORES	09/21/2023	883155	PO240159	01	0000	0	1110	1000	4320	032	070	11410963	3,957.70
KELLY SPICERS STORES	09/21/2023	883155	PO240159	01	0000	0	1110	1000	4320	032	070	11410245	(55.00)
KELLY SPICERS STORES	09/21/2023	883194	PO240159	01	0000	0	1110	1000	4320	032	070	11409532	104.99
KELLY SPICERS STORES	09/21/2023	883167	PO240305	01	0000	0	1110	1000	4320	025	070	11405465	177.89
KELLY SPICERS STORES	09/26/2023	884813	PO240007	01	3010	0	1110	1000	4320	022	301	11413320	399.95
KELLY SPICERS STORES	09/26/2023	884791	PO240576	01	0000	0	1110	1000	4320	013	070	11413318	439.94

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KELLY SPICERS STORES	09/28/2023	885565	PO241258	01	3010	0	1110	1000	4320	013	301	11419893	1,508.03
KELLY SPICERS STORES	09/26/2023	884791	PO240828	01	0000	0	0000	0000	9320	000		11413319	4,007.69
KELLY SPICERS STORES Total													11,595.07
KIMBALL MIDWEST	09/19/2023	882529	PO240565	01	8150	0	0000	8110	4320	090	741	101426093	193.59
KIMBALL MIDWEST Total													193.59
KUHN, STEPHANIE	09/26/2023	884771	PV240186	01	0000	0	1110	1000	5210	090	177	MATH CONF JUN23	38.00
KUHN, STEPHANIE Total													38.00
KWONG, HARRY	09/26/2023	884772	PV240191	01	0000	0	0000	8200	5220	090	760	AUG23 MILEAGE	27.51
KWONG, HARRY Total													27.51
LAKESHORE LEARNING	09/21/2023	883175	PO241086	01	9010	0	1110	1000	4320	010	356	266557091123	173.75
LAKESHORE LEARNING	09/14/2023	881394	PO241026	01	3216	0	1110	1000	5899	090	600	242103090523	250.66
LAKESHORE LEARNING Total													424.41
LASERTORIUM OFFICE SYSTEMS	09/19/2023	882554	PO240020	01	0000	0	0000	2424	5600	090	735	22193	135.00
LASERTORIUM OFFICE SYSTEMS Total													135.00
LAWSON PRODUCTS INC	09/14/2023	881377	PO240403	01	8150	0	0000	8110	4320	090	741	9310872802	161.80
LAWSON PRODUCTS INC Total													161.80
LEADER SERVICES	09/14/2023	881389	PV240137	01	9010	0	5001	3900	5899	090	350	CDS6413	85.29
LEADER SERVICES Total													85.29
LEARNING WITHOUT TEARS	09/21/2023	883118	PO240539	01	3308	0	5730	1110	4320	005	205	#INV182938	2,800.00
LEARNING WITHOUT TEARS	09/21/2023	883118	PO240539	01	3308	0	5730	1110	4320	005	205	#INV182933	3,500.00
LEARNING WITHOUT TEARS Total													6,300.00
LEE YEE, REBECCA	09/19/2023	882534	PV240153	01	6266	0	1110	1000	5210	090	341	DATA SCIENCE CONF JUL/AUG23	161.15
LEE YEE, REBECCA Total													161.15
LEE, MARGARET	09/19/2023	882535	PV240158	01	6500	0	5760	1190	4320	090	245	SLP/RETREAT AUG23	149.45
LEE, MARGARET	09/19/2023	882519	PV240139	01	6500	0	5760	1190	4322	090	245	LEAD DAY 3 AUG23	147.65
LEE, MARGARET	09/19/2023	882535	PV240158	01	6500	0	5760	1190	4322	090	245	SLP/RETREAT AUG23	91.89
LEE, MARGARET Total													388.99
LEGARZA SPORTS	09/19/2023	882568	PO240358	01	7435	0	1110	1000	5899	090	349	575	188,750.00
LEGARZA SPORTS	09/28/2023	885554	PV240219	01	0000	0	0000	7300	5899	090	717	575-1	188,750.00
LEGARZA SPORTS Total													377,500.00
LEVINE, SARAH	09/21/2023	883134	PV240164	01	0801	0	1110	1000	4320	021	180	SUPPLIES - KIDS TRAING AUG23	76.53
LEVINE, SARAH Total													76.53
LIMINEX INC.	09/28/2023	885522	PO241164	01	0000	0	1110	1000	5210	090	190	INV-109065	1,000.00
LIMINEX INC. Total													1,000.00
LINCOLN AQUATICS	09/07/2023	879797	PO240398	01	8150	0	0000	8110	4320	090	741	SL041541	1,464.51
LINCOLN AQUATICS	09/28/2023	885534	PO240398	01	8150	0	0000	8110	4320	090	741	D8835129	777.49
LINCOLN AQUATICS Total													2,242.00
LOSNO, SONIA	09/28/2023	885517	PV240210	01	0000	0	1110	1000	4320	090	762	SEP23 SUPPLIES	30.64
LOSNO, SONIA Total													30.64
LOUDAN, ROSELLE MARIE	09/19/2023	882498	PO240307	01	0801	0	0000	2700	5801	090	LIFT	23-24_5	1,597.02

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LOUDAN, ROSELLE MARIE	09/28/2023	885535	PO240307	01	0801	0	0000	2700	5801	090	LIFT	23_23_6	1,774.46
LOUDAN, ROSELLE MARIE Total													3,371.48
LOW, CORINNA	09/26/2023	884803	PV240207	01	6387	0	3800	1000	4320	090	CIG	ICE CREAM LAB AUG23	41.24
LOW, CORINNA	09/26/2023	884786	PV240195	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
LOW, CORINNA Total													64.04
LOWE'S BUSINESS ACCOUNT/SYNCB	09/07/2023	879798	PO240393	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 AUG23	5,990.41
LOWE'S BUSINESS ACCOUNT/SYNCB Total													5,990.41
LRP PUBLICATIONS	09/28/2023	885527	PO241265	01	6500	0	5760	1190	5813	090	245	4582016	6,483.00
LRP PUBLICATIONS Total													6,483.00
MAO, INGRID	09/28/2023	885528	PV240216	01	0801	0	1110	1000	5210	032	180	UC CONF. SEP23	95.00
MAO, INGRID Total													95.00
MARTINEZ, LEILAHNIE	09/19/2023	882577	PV240165	01	0000	0	0000	2700	5220	032	070	AUG23 MILEAGE	15.72
MARTINEZ, LEILAHNIE Total													15.72
MAXIM HEALTHCARE STAFFING	09/14/2023	881378	PO240899	01	6500	0	5760	1190	5899	090	245	E10479490132	11,811.74
MAXIM HEALTHCARE STAFFING	09/21/2023	883182	PO240899	01	6500	0	5760	1190	5899	090	245	E10598190132	29,646.79
MAXIM HEALTHCARE STAFFING Total													41,458.53
MEDCO SUPPLY COMPANY	09/21/2023	883181	PO240644	01	0000	0	1110	1000	4320	032	070	IN967911909	214.47
MEDCO SUPPLY COMPANY Total													214.47
METLIFE INSURANCE COMPANY	09/19/2023	882574	PV240161	01	0000	0	0000	7600	3701	090	810	OCT23 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	09/19/2023	882574	PV240161	01	0000	0	0000	0000	9573	000		OCT23 PREMIUMS	3,945.70
METLIFE INSURANCE COMPANY	09/19/2023	882574	PV240161	01	0000	0	0000	0000	9573	000		OCT23 PREMIUMS	5,531.83
METLIFE INSURANCE COMPANY Total													9,491.32
MEYER, MERISSA	09/19/2023	882564	PV240154	01	6500	0	5760	1190	5300	090	245	CSNO MEMBRSHP 23-24	124.00
MEYER, MERISSA Total													124.00
MHE RECEIVABLES LLC	09/05/2023	879225	PO240009	01	0801	0	1110	1000	5813	010	123	63679	2,621.00
MHE RECEIVABLES LLC Total													2,621.00
MHS INC	09/21/2023	883138	PO240627	01	6500	0	5760	1190	5813	090	245	ORD-333137-X2J5L3	3,762.50
MHS INC Total													3,762.50
MILWEE, SUE	09/26/2023	884815	PV240196	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	18.86
MILWEE, SUE Total													18.86
MRS. NELSON'S BOOK COMPANY	09/14/2023	881395	PO240635	01	6300	0	1110	1000	4100	090	307	16447	13,445.01
MRS. NELSON'S BOOK COMPANY	09/21/2023	883176	PO240636	01	6300	0	1110	1000	4100	090	307	0016448	17,171.25
MRS. NELSON'S BOOK COMPANY Total													30,616.26
MURRISH, LUCAS	09/28/2023	885542	PV240220	01	6500	0	5760	2490	5820	090	245	AUG23 MILEAGE	129.16
MURRISH, LUCAS Total													129.16
MUSIC THEATRE INTERNATIONAL	09/14/2023	881390	PO240168	01	9219	0	1208	1000	5899	032	356	01076192	1,801.10
MUSIC THEATRE INTERNATIONAL Total													1,801.10
MYMC INC	09/19/2023	882569	PO240871	01	0000	0	0000	2424	5600	090	735	826	615.00
MYMC INC	09/19/2023	882569	PO240871	01	0000	0	0000	2424	5600	090	735	827	195.00
MYMC INC Total													810.00

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MYSTERY SCIENCE INC.	09/19/2023	882516	PO240003	01	0801	0	1110	1000	4320	010	180	SP-14884	3,521.88
MYSTERY SCIENCE INC.	09/12/2023	880697	PO241018	01	0801	0	1110	1000	5899	002	180	225012	1,695.00
MYSTERY SCIENCE INC. Total													5,216.88
N2Y LLC	09/21/2023	883139	PO240613	01	6500	0	5760	1190	5813	090	245	INV-1068809	33,856.53
N2Y LLC	09/21/2023	883139	PO240613	01	6500	0	5760	1190	5813	090	245	INV-1070815	319.98
N2Y LLC Total													34,176.51
NATIONAL BENEFIT SERVICES	09/19/2023	882499	PV240133	01	0000	0	0000	0000	9579	000		AUG23 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES	09/19/2023	882489	PV240136	01	0000	0	0000	0000	9579	000		SEP23 CONTRIBUTION	800.00
NATIONAL BENEFIT SERVICES Total													1,600.00
NATIONAL BUSINESS FURNITURE	09/19/2023	882555	PO240838	01	3010	0	1110	1000	4320	008	301	MK597118-MGI	303.26
NATIONAL BUSINESS FURNITURE	09/19/2023	882555	PO240838	01	3010	0	1110	1000	4320	008	301	MK597118-MGI-1	44.24
NATIONAL BUSINESS FURNITURE Total													347.50
NATIONAL EQUITY PROJECT	09/28/2023	885547	PO241267	01	6266	0	1110	1000	5899	090	341	INV001404	31,250.00
NATIONAL EQUITY PROJECT Total													31,250.00
NCS PEARSON INC.	09/21/2023	883140	PO240616	01	6500	0	5760	1190	4320	090	245	22263106	8,261.73
NCS PEARSON INC.	09/21/2023	883140	PO240618	01	6500	0	5760	1190	4320	090	245	22295605	8,989.49
NCS PEARSON INC.	09/21/2023	883140	PO240618	01	6500	0	5760	1190	4320	090	245	22295605-1	1,624.80
NCS PEARSON INC.	09/21/2023	883140	PO240617	01	6500	0	5760	1190	5813	090	245	22242824	4,803.00
NCS PEARSON INC. Total													23,679.02
NG, SEONG	09/26/2023	884787	PV240197	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
NG, SEONG Total													22.80
OCCUPATIONAL HEALTH CENTERS	09/26/2023	884804	PO240583	01	0000	0	0000	7400	5899	090	715	80442025	93.00
OCCUPATIONAL HEALTH CENTERS Total													93.00
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240021	01	0000	0	1110	1000	4320	033	070	318955558001	1,675.09
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240021	01	0000	0	1110	1000	4320	033	070	318981926001	7.46
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240021	01	0000	0	1110	1000	4320	033	070	318981925001	797.66
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240215	01	0000	0	0000	2424	4320	090	735	325107420001	37.45
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240215	01	0000	0	0000	2424	4320	090	735	325106574001	20.87
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240476	01	6520	0	5001	3900	4320	090	352	322848932001	48.28
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240476	01	6520	0	5001	3900	4320	090	352	322848931001	164.70
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240476	01	6520	0	5001	3900	4320	090	352	322848930001	951.23
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240476	01	6520	0	5001	3900	4320	090	352	322848481001	13.17
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240691	01	0000	0	1110	1000	4320	014	070	323702348001	80.19
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240691	01	0000	0	1110	1000	4320	014	070	323702335001	5.48
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240691	01	0000	0	1110	1000	4320	014	070	323701169001	17.57
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240691	01	0000	0	1110	1000	4320	014	070	323702361001	48.56
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240691	01	0000	0	1110	1000	4320	014	070	323702362001	19.22
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240751	01	0000	0	1110	1000	4320	014	070	325967928001	354.87
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240753	01	0000	0	1110	1000	4320	014	070	326066409002	11.15
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240858	01	0000	0	1110	1000	4320	014	070	325754198001	13.17

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ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240858	01	0000	0	1110	1000	4320	014	070	325754637001	177.29
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240859	01	0000	0	1110	1000	4320	014	070	325809733001	21.96
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240859	01	0000	0	1110	1000	4320	014	070	325809730001	40.75
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240859	01	0000	0	1110	1000	4320	014	070	325809723001	9.88
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882486	PO240859	01	0000	0	1110	1000	4320	014	070	325769227001	101.02
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240861	01	0000	0	1110	1000	4320	014	070	325935559001	65.89
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240861	01	0000	0	1110	1000	4320	014	070	325935558002	9.88
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240861	01	0000	0	1110	1000	4320	014	070	325935558001	100.70
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240861	01	0000	0	1110	1000	4320	014	070	325935023001	13.16
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240863	01	0000	0	1110	1000	4320	014	070	326121092001	151.32
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240875	01	0000	0	1110	1000	4320	032	070	326378983001	3.93
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240875	01	0000	0	1110	1000	4320	032	070	326378595001	596.78
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240879	01	0000	0	1110	1000	4320	013	070	326365021001	1,461.81
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240880	01	0000	0	0000	7350	4320	090	717	327314712001	41.02
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240880	01	0000	0	0000	7350	4320	090	717	327314705002	9.05
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240880	01	0000	0	0000	7350	4320	090	717	327314705001	27.16
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240880	01	0000	0	0000	7350	4320	090	717	327306214001	891.83
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240891	01	0801	0	1110	1000	4320	010	180	327142719001	1,002.04
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240891	01	0801	0	1110	1000	4320	010	180	327142287001	363.04
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240908	01	0000	0	0000	7340	4320	090	717	325853893001	61.51
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240913	01	3010	0	1110	1000	4320	022	301	326352743001	143.33
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240913	01	3010	0	1110	1000	4320	022	301	324142725001	1,970.36
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240913	01	3010	0	1110	1000	4320	022	301	324240024001	20.00
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240917	01	0000	0	1110	1000	4320	008	070	327992970001	49.20
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240917	01	0000	0	1110	1000	4320	008	070	327992969001	26.36
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240917	01	0000	0	1110	1000	4320	008	070	327904476001	632.96
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240933	01	0000	0	0000	8200	4320	090	760	328640885001	222.41
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882544	PO240933	01	0000	0	0000	8200	4320	090	760	327692841001	13.17
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240935	01	0000	0	1110	1000	4320	009	070	328004617001	1,382.61
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240935	01	0000	0	1110	1000	4320	009	070	328004618001	22.88
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240935	01	0000	0	1110	1000	4320	009	070	328004202001	49.43
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240961	01	3010	0	1110	1000	4320	008	301	327404576001	101.36
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240982	01	0000	0	0000	7400	4320	090	715	330241910001	17.57
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240982	01	0000	0	0000	7400	4320	090	715	328934598001	23.06
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240982	01	0000	0	0000	7400	4320	090	715	328872492001	106.87
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240983	01	0000	0	1110	1000	4320	008	070	329031414001	6.35
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240983	01	0000	0	1110	1000	4320	008	070	329031196001	81.52
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240986	01	0000	0	1110	1000	4320	032	070	328404987001	55.79
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240986	01	0000	0	1110	1000	4320	032	070	328463936001	39.87
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO241016	01	0000	0	1110	1000	4320	012	070	330191530001	28.86

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ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO241016	01	0000	0	1110	1000	4320	012	070	330191522001	54.93
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO241016	01	0000	0	1110	1000	4320	012	070	330179841001	883.45
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO241069	01	0000	0	1110	1000	4320	008	070	330443897001	488.87
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240011	01	0801	0	1110	1000	4320	010	180	314023610002	773.27
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240011	01	0801	0	1110	1000	4320	010	180	314023610001	8,836.81
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240011	01	0801	0	1110	1000	4320	010	180	328793917001	1,399.04
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240011	01	0801	0	1110	1000	4320	010	180	328744480001	(1,329.54)
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240021	01	0000	0	1110	1000	4320	033	070	318981945001	50.53
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240021	01	0000	0	1110	1000	4320	033	070	332186413001	50.53
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884817	PO240021	01	0000	0	1110	1000	4320	033	070	332184890001	(50.53)
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240215	01	0000	0	0000	2424	4320	090	735	331557285001	213.42
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322536241001	811.00
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322536242001	32.13
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322536246001	19.74
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322529580001	62.62
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322536256001	65.90
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4320	090	715	322536257001	16.47
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240518	01	0000	0	0000	7400	4320	090	715	319516683001	224.63
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO241059	01	0000	0	1110	1000	4320	022	070	330369677001	382.32
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO241059	01	0000	0	1110	1000	4320	022	070	330369676001	43.94
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO241059	01	0000	0	1110	1000	4320	022	070	330369141001	243.63
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO241109	01	3010	0	1110	1000	4320	008	301	329619960001	98.79
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882545	PO240982	01	0000	0	0000	7400	4322	090	715	328872492001	65.96
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884758	PO240372	01	0000	0	0000	7400	4322	090	715	322536241001	32.98
ODP BUSINESS SOLUTIONS LLC Total													27,880.99
OJO TECHNOLOGY	09/26/2023	884824	PO240991	01	0000	0	0000	2424	5600	090	735	11673	225.00
OJO TECHNOLOGY	09/26/2023	884824	PO240991	01	0000	0	0000	2424	5600	090	735	11662	450.00
OJO TECHNOLOGY Total													675.00
ONG, KALLY	09/26/2023	884843	PV240211	01	0801	0	1110	1000	5210	033	180	UC CONF. SEP23	95.00
ONG, KALLY Total													95.00
ORANGE COUNTY	09/14/2023	881375	PO240077	01	6266	0	1110	1000	5210	090	341	94TI0924	599.00
ORANGE COUNTY Total													599.00
ORANGE COUNTY MATH COUNCIL	09/14/2023	881403	PO241106	01	7412	0	1110	1000	5210	090	362	ORDER#7456398739	50.00
ORANGE COUNTY MATH COUNCIL Total													50.00
OTIS ELEVATOR COMPANY	09/19/2023	882490	PO240709	01	8150	0	0000	8110	5600	090	741	F10000162326	600.00
OTIS ELEVATOR COMPANY Total													600.00
OUTDOOR SUPPLY HARDWARE	09/25/2023	878714	PO240557	01	8150	0	0000	8110	4320	090	741	1650876447	(199.14)
OUTDOOR SUPPLY HARDWARE	09/26/2023	884805	PO240557	01	8150	0	0000	8110	4320	090	741	1650876447-1	199.14
OUTDOOR SUPPLY HARDWARE Total													-
P G & E	09/05/2023	879227	PO240581	01	0000	0	0000	8200	5510	090	760	7314282172-4 AUG23	35,350.33

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P G & E Total													35,350.33
PALA, MARY BETH	09/28/2023	885538	PO241268	01	6266	0	1110	1000	5801	090	341	#1 - MAY23	5,500.00
PALA, MARY BETH Total													5,500.00
PAXIS INSTITUTE	09/26/2023	884844	PO241163	01	0801	0	1110	1000	4320	090	401	17039	62.50
PAXIS INSTITUTE Total													62.50
PERSONNEL CONCEPTS	09/21/2023	883141	PO240300	01	0000	0	0000	7490	4320	090	716	9353721400	888.84
PERSONNEL CONCEPTS Total													888.84
PHONAK LLC	09/19/2023	882581	PO240722	01	6500	0	5760	1190	4420	090	215	5139345233	966.84
PHONAK LLC Total													966.84
PROCARE THERAPY	09/14/2023	881379	PO240796	01	6500	0	5760	1190	5899	090	245	20745075	2,700.00
PROCARE THERAPY	09/21/2023	883183	PO240796	01	6500	0	5760	1190	5899	090	245	20740146	1,740.00
PROCARE THERAPY Total													4,440.00
PRO-ED INC.	09/21/2023	883142	PO240619	01	6500	0	5760	1190	4320	090	245	3001118	974.59
PRO-ED INC. Total													974.59
PROJECT LEAD THE WAY INC.	09/19/2023	882500	PO240185	01	6387	0	3800	1000	4320	090	CIG	403140	6,185.41
PROJECT LEAD THE WAY INC. Total													6,185.41
PROTECH	09/19/2023	882509	PO240526	01	0000	0	0000	8200	5899	032	760	23113.2	1,445.00
PROTECH Total													1,445.00
QUINTERO, JANET	09/26/2023	884773	PV240183	01	6500	0	5760	2490	5820	090	230	MAY23 MILEAGE	86.50
QUINTERO, JANET	09/26/2023	884773	PV240184	01	6500	0	5760	2490	5820	090	230	JUN23 MILEAGE	51.90
QUINTERO, JANET	09/26/2023	884773	PV240185	01	6500	0	5760	2490	5820	090	230	JUL23 MILEAGE	43.25
QUINTERO, JANET Total													181.65
R & H WHOLESALE SUPPLY INC	09/12/2023	880698	PO240437	01	8150	0	0000	8110	4320	090	741	595090-00	78.86
R & H WHOLESALE SUPPLY INC	09/12/2023	880698	PO240437	01	8150	0	0000	8110	4320	090	741	594560-00	522.27
R & H WHOLESALE SUPPLY INC	09/14/2023	881396	PO240437	01	8150	0	0000	8110	4320	090	741	595764-00	169.46
R & H WHOLESALE SUPPLY INC	09/14/2023	881396	PO240437	01	8150	0	0000	8110	4320	090	741	595651-00	1,965.02
R & H WHOLESALE SUPPLY INC	09/14/2023	881396	PO240437	01	8150	0	0000	8110	4320	090	741	595693-00	223.09
R & H WHOLESALE SUPPLY INC	09/26/2023	884849	PO240437	01	8150	0	0000	8110	4320	090	741	596736-00	323.90
R & H WHOLESALE SUPPLY INC	09/26/2023	884849	PO240437	01	8150	0	0000	8110	4320	090	741	596675-00	851.42
R & H WHOLESALE SUPPLY INC	09/26/2023	884849	PO240437	01	8150	0	0000	8110	4320	090	741	594204-00	899.05
R & H WHOLESALE SUPPLY INC Total													5,033.07
READY REFRESH	09/19/2023	882520	PO240136	01	9010	0	1110	1000	4322	033	356	23I3707625400	126.23
READY REFRESH Total													126.23
REALLY GOOD STUFF	09/19/2023	882582	PO241084	01	0000	0	1110	1000	4320	014	070	8345777	36.95
REALLY GOOD STUFF	09/19/2023	882582	PO241084	01	0000	0	1110	1000	4320	014	070	8345777-1	6.95
REALLY GOOD STUFF Total													43.90
REALLY GREAT READING	09/14/2023	881364	PO240889	01	0801	0	1110	1000	4320	002	180	42679	1,748.98
REALLY GREAT READING Total													1,748.98
REFRIGERATION SUPPLIES	09/26/2023	884850	PO240416	01	8150	0	0000	8110	4320	090	741	39353969-00	14.66
REFRIGERATION SUPPLIES Total													14.66

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RENAISSANCE	09/28/2023	885518	PO241155	01	0000	0	1110	1000	5813	090	762	INV5307223	3,125.00
RENAISSANCE	09/28/2023	885518	PO241155	01	0801	0	1110	1000	5813	002	180	INV5307223	5,115.30
RENAISSANCE	09/28/2023	885518	PO241155	01	3010	0	1110	1000	5813	008	301	INV5307223	7,205.47
RENAISSANCE	09/28/2023	885518	PO241155	01	0801	0	1110	1000	5813	009	180	INV5307223	9,208.60
RENAISSANCE	09/28/2023	885518	PO241155	01	0801	0	1110	1000	5813	010	180	INV5307223	4,377.90
RENAISSANCE	09/28/2023	885518	PO241155	01	0801	0	1110	1000	5813	012	180	INV5307223	2,656.20
RENAISSANCE	09/28/2023	885518	PO241155	01	3010	0	1110	1000	5813	013	301	INV5307223	3,828.00
RENAISSANCE	09/28/2023	885518	PO241155	01	0801	0	1110	1000	5813	014	180	INV5307223	2,750.70
RENAISSANCE Total													38,267.17
REYES, JOANNE	09/21/2023	883171	MV240009	01	0000	0	0000	2424	4320	090	735	REFUND FOR I-PAD	468.95
REYES, JOANNE Total													468.95
REYES, RAY	09/26/2023	884825	PV240201	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#260390	2,781.00
REYES, RAY Total													2,781.00
RIDDELL/ALL AMERICAN SPORTS	09/19/2023	882501	PO241006	01	0000	0	1202	1000	5810	033	322	60489351	3,496.66
RIDDELL/ALL AMERICAN SPORTS	09/19/2023	882501	PO241006	01	0000	0	1202	1000	5810	033	322	60489351-1	138.53
RIDDELL/ALL AMERICAN SPORTS Total													3,635.19
RIGHT AT SCHOOL LLC	09/28/2023	885519	PO241236	01	2600	0	0000	8200	5899	090	358	SSF-0823	111,000.01
RIGHT AT SCHOOL LLC Total													111,000.01
RINGSEIS, MARLIS	09/28/2023	885520	PV240212	01	6388	0	3800	1000	5210	090	318	SERVSAFE SEP23	205.95
RINGSEIS, MARLIS Total													205.95
RIVAS, ALBERTO LOPEZ	09/19/2023	882536	PV240155	01	0801	0	1110	1000	5210	022	123	MARICHI CONF JUN23	984.00
RIVAS, ALBERTO LOPEZ Total													984.00
RIVERA, ERIKA	09/28/2023	885543	PV240221	01	6500	0	5760	2490	5820	090	245	AUG23 MILEAGE	82.39
RIVERA, ERIKA Total													82.39
RO HEALTH	09/19/2023	882491	PO240900	01	6500	0	5760	1190	5899	090	245	145472	2,167.75
RO HEALTH	09/21/2023	883119	PO240900	01	6500	0	5760	1190	5899	090	245	145987	2,102.75
RO HEALTH	09/21/2023	883184	PO240900	01	6500	0	5760	1190	5899	090	245	144939	1,327.30
RO HEALTH Total													5,597.80
ROBERT HALF	09/05/2023	879228	PO240545	01	0000	0	0000	7490	5899	090	716	62271575	1,012.50
ROBERT HALF	09/05/2023	879228	PO240545	01	0000	0	0000	7490	5899	090	716	62271507	1,326.90
ROBERT HALF	09/21/2023	883159	PO240842	01	0000	0	0000	7350	5899	090	717	62558501	1,354.05
ROBERT HALF Total													3,693.45
ROCHESTER 100 INC.	09/19/2023	882514	PO240876	01	0000	0	1110	1000	4320	012	070	INV061751	1,169.00
ROCHESTER 100 INC.	09/19/2023	882510	PO240967	01	0000	0	1110	1000	4320	006	070	INV062777	91.20
ROCHESTER 100 INC. Total													1,260.20
ROSSI DE CAMPOS, LORAINE	09/19/2023	882578	PV240166	01	3213	0	1110	1000	4322	025	439	STAFF RETREAT AUG23	651.22
ROSSI DE CAMPOS, LORAINE	09/21/2023	883172	PV240176	01	9010	0	1110	1000	4322	025	356	AUG23 GRAB N GO	229.95
ROSSI DE CAMPOS, LORAINE	09/19/2023	882578	PV240166	01	3213	0	1110	1000	5600	025	439	STAFF RETREAT AUG23	50.00
ROSSI DE CAMPOS, LORAINE Total													931.17
ROYAL PIN DONUTS	09/12/2023	880699	PO240075	01	0000	0	1110	1000	4322	090	762	676952	148.75

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ROYAL PIN DONUTS	09/28/2023	885521	PO240075	01	0000	0	1110	1000	4322	090	762	676958	212.65
ROYAL PIN DONUTS Total													361.40
RYDIN	09/14/2023	881391	PO240806	01	9207	0	1110	1000	4320	032	356	PS-INV111867	475.64
RYDIN Total													475.64
SAELAW, ANGELA	09/19/2023	882537	PV240156	01	0801	0	1110	1000	4320	025	180	AUG23 SUPPLIES	40.97
SAELAW, ANGELA	09/26/2023	884788	PV240198	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
SAELAW, ANGELA Total													63.77
SAHM, AMBERLYNN	09/19/2023	882579	PV240169	01	3010	0	1110	1000	4320	007	301	SUPPLIES JUL23	70.64
SAHM, AMBERLYNN Total													70.64
SAHM, JOE	09/21/2023	883136	PV240167	01	0000	0	1110	1000	5899	007	070	FIRST AID TRAINNG AUG23	89.00
SAHM, JOE Total													89.00
SAN FRANCISCO BAY AREA RAPID	09/07/2023	879789	PO240962	01	0000	0	1110	1000	5815	021	322	GP-003966	254.80
SAN FRANCISCO BAY AREA RAPID Total													254.80
SAN FRANCISCO WINDOW & DOOR CO	09/14/2023	881397	PO240432	01	8150	0	0000	8110	4320	090	741	45895	668.04
SAN FRANCISCO WINDOW & DOOR CO Total													668.04
SAN MATEO COUNTY CEO FISCAL	09/19/2023	882540	PV240159	01	9024	0	1110	1000	5899	090	600	2023 SUMMER ENRICHMNT	8,875.00
SAN MATEO COUNTY CEO FISCAL Total													8,875.00
SAN MATEO COUNTY SCHOOL BOARD	09/05/2023	879212	PO241008	01	0000	0	0000	7150	5300	090	714	1063	150.00
SAN MATEO COUNTY SCHOOL BOARD Total													150.00
SAN MATEO COUNTY SCHOOLS	09/05/2023	879213	PV240129	01	0000	0	0000	7602	5888	090	726	REISSUE CLAIM 2023-01047	240.00
SAN MATEO COUNTY SCHOOLS	09/28/2023	885539	PV240218	01	0000	0	0000	7602	5888	090	726	CLAIM#2023-01112	163.80
SAN MATEO COUNTY SCHOOLS Total													403.80
SANDBAG STORE LLC	09/21/2023	883160	PO241080	01	6387	0	3800	1000	4320	032	CIG	22526A	740.00
SANDBAG STORE LLC Total													740.00
SARTOR - QUALITY SAW WORKS	09/19/2023	882556	PO240566	01	8150	0	0000	8110	4320	090	741	135865	72.00
SARTOR - QUALITY SAW WORKS Total													72.00
SAVVAS LEARNING COMPANY LLC	09/14/2023	881408	PO240247	01	6300	0	1110	1000	4100	090	307	4027000071	6,899.01
SAVVAS LEARNING COMPANY LLC	09/26/2023	884794	PO240111	01	6300	0	1110	1000	4100	090	307	4026997480	3,030.02
SAVVAS LEARNING COMPANY LLC	09/26/2023	884858	PO240246	01	6300	0	1110	1000	4100	090	307	4027004744	6,952.29
SAVVAS LEARNING COMPANY LLC	09/19/2023	882517	PO240922	01	0000	0	0000	3900	5813	090	305	7028537471	552.00
SAVVAS LEARNING COMPANY LLC Total													17,433.32
SCHOLASTIC INC	09/12/2023	880700	PO240957	01	0801	0	1110	1000	4320	014	180	M7406084 9	2,229.85
SCHOLASTIC INC	09/12/2023	880700	PO240957	01	0801	0	1110	1000	4320	014	180	M7406084 9-1	222.99
SCHOLASTIC INC	09/14/2023	881409	PO241043	01	0000	0	1110	1000	4320	002	070	M7375552 2	137.50
SCHOLASTIC INC	09/14/2023	881409	PO241043	01	0000	0	1110	1000	4320	002	070	M7375552 2-1	13.75
SCHOLASTIC INC	09/14/2023	881409	PO241044	01	0000	0	1110	1000	4320	002	070	M7375561 3	599.00
SCHOLASTIC INC	09/14/2023	881409	PO241044	01	0000	0	1110	1000	4320	002	070	M7375561 3-1	59.92
SCHOLASTIC INC	09/14/2023	881409	PO241045	01	0000	0	1110	1000	4320	002	070	M7375554 8	149.75
SCHOLASTIC INC	09/14/2023	881409	PO241045	01	0000	0	1110	1000	4320	002	070	M7375554 8-1	14.98
SCHOLASTIC INC	09/14/2023	881409	PO241046	01	0000	0	1110	1000	4320	002	070	M7375557 1	646.92

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SCHOLASTIC INC	09/14/2023	881409	PO241046	01	0000	0	1110	1000	4320	002	070	M7375557 1-1	64.68
SCHOLASTIC INC	09/14/2023	881409	PO241047	01	0000	0	1110	1000	4320	002	070	M7375559 7	891.45
SCHOLASTIC INC	09/14/2023	881409	PO241047	01	0000	0	1110	1000	4320	002	070	M7375559 7-1	89.16
SCHOLASTIC INC	09/14/2023	881409	PO241048	01	0000	0	1110	1000	4320	002	070	M7375558 9	127.35
SCHOLASTIC INC	09/14/2023	881409	PO241048	01	0000	0	1110	1000	4320	002	070	M7375558 9-1	12.74
SCHOLASTIC INC	09/26/2023	884826	PO241149	01	0801	0	1110	1000	4320	013	180	M7371966 8	1,366.43
SCHOLASTIC INC	09/26/2023	884826	PO241149	01	0801	0	1110	1000	4320	013	180	M7371966 8-1	136.67
SCHOLASTIC INC	09/26/2023	884806	PO241150	01	0801	0	1110	1000	4320	013	180	M7386909	516.52
SCHOLASTIC INC	09/26/2023	884806	PO241150	01	0801	0	1110	1000	4320	013	180	M7386909-1	51.66
SCHOLASTIC INC Total													7,331.32
SCHOOL INNOVATIONS	09/21/2023	883185	PO241154	01	0000	0	0000	7390	5899	090	710	INV-SIA-382	26,550.00
SCHOOL INNOVATIONS Total													26,550.00
SCHOOL NURSE SUPPLY INC	09/14/2023	881410	PO241038	01	0000	0	0000	0000	9320	000		0966809-IN	1,150.34
SCHOOL NURSE SUPPLY INC Total													1,150.34
SCHOOL SERVICES OF CALIFORNIA,	09/19/2023	882492	PO240354	01	0000	0	0000	7350	5899	090	717	0138979-IN	375.00
SCHOOL SERVICES OF CALIFORNIA, Total													375.00
SCHOOL SPECIALTY LLC	09/21/2023	883186	PO240765	01	0804	0	5760	1190	4320	090	245	308104347941	34,010.85
SCHOOL SPECIALTY LLC	09/26/2023	884795	PO240597	01	0000	0	1110	1000	4320	008	070	308104395834	843.30
SCHOOL SPECIALTY LLC	09/21/2023	883186	PO240764	01	0804	0	5760	1190	5813	090	245	208132897342	12,600.00
SCHOOL SPECIALTY LLC	09/21/2023	883143	PO240763	01	0804	0	5760	1190	5899	090	245	208132833339	19,750.00
SCHOOL SPECIALTY LLC Total													67,204.15
SCREENCASTIFY LLC	09/19/2023	882502	PO240245	01	0000	0	0000	3900	5813	090	305	SC-695779	13,750.00
SCREENCASTIFY LLC Total													13,750.00
SCRIPPS NATIONAL SPELLING BEE	09/14/2023	881404	PO241133	01	0000	0	1110	1000	5899	025	070	SK32-408334	187.50
SCRIPPS NATIONAL SPELLING BEE Total													187.50
SENECA FAMILY OF AGENCIES	09/21/2023	883120	PO240801	01	6500	0	5760	1180	5870	090	230	7022052-IN	6,210.00
SENECA FAMILY OF AGENCIES	09/28/2023	885544	PO240801	01	6500	0	5760	1180	5870	090	230	7022741-IN	4,140.00
SENECA FAMILY OF AGENCIES	09/28/2023	885544	PO240801	01	6500	0	5760	1180	5870	090	230	7022757-IN	2,070.00
SENECA FAMILY OF AGENCIES	09/21/2023	883120	PO240801	01	6500	0	5760	1180	5880	090	230	7021968-IN	3,888.00
SENECA FAMILY OF AGENCIES	09/28/2023	885544	PO240801	01	6500	0	5760	1180	5880	090	230	7022670-IN	2,592.00
SENECA FAMILY OF AGENCIES	09/28/2023	885544	PO240801	01	6500	0	5760	1180	5880	090	230	7022697-IN	1,296.00
SENECA FAMILY OF AGENCIES Total													20,196.00
SERRANO-FALCON, YEHUDIT	09/26/2023	884816	PV240199	01	3213	0	1110	1000	5220	025	439	AUG23 STAFF RETREAT	22.80
SERRANO-FALCON, YEHUDIT Total													22.80
SERVICE PRESS INC.	09/14/2023	881398	PO240907	01	0000	0	0000	7350	5810	090	717	63387	53.95
SERVICE PRESS INC.	09/19/2023	882511	PO241095	01	0000	0	0000	7340	5810	090	717	63362	445.31
SERVICE PRESS INC. Total													499.26
SHI INTERNATIONAL CORP	09/19/2023	882570	PO240312	01	0000	0	0000	2424	5813	090	735	B17336099	25,390.00
SHI INTERNATIONAL CORP	09/19/2023	882570	PO240804	01	0000	0	0000	2424	5899	090	735	B17301850	69,225.00
SHI INTERNATIONAL CORP Total													94,615.00

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SHIFFLER EQUIPMENT SALES INC	09/28/2023	885536	PO240546	01	8150	0	0000	8110	4320	090	741	2324806000	80.41
SHIFFLER EQUIPMENT SALES INC	09/28/2023	885536	PO240546	01	8150	0	0000	8110	4320	090	741	2324806001	71.01
SHIFFLER EQUIPMENT SALES INC Total													151.42
SIERRA PACIFIC TURF SUPPLY INC	09/26/2023	884851	PO240401	01	8150	0	0000	8110	4320	090	741	0650723-IN	2,862.95
SIERRA PACIFIC TURF SUPPLY INC Total													2,862.95
SIGNS BY TOMORROW	09/19/2023	882571	PO240575	01	0000	0	1110	1000	4320	013	070	30309	160.69
SIGNS BY TOMORROW Total													160.69
SILICON VALLEY	09/28/2023	885548	PO241117	01	0000	0	1202	1000	5814	033	322	FB-23178	2,610.00
SILICON VALLEY	09/28/2023	885548	PO241118	01	0000	0	1203	1000	5814	033	322	VB-23124	2,205.00
SILICON VALLEY	09/19/2023	882583	PO240173	01	0000	0	1110	1000	5899	032	322	FB-23166	2,610.00
SILICON VALLEY	09/21/2023	883177	PO241114	01	0000	0	1110	1000	5899	032	322	VB-23109	2,520.00
SILICON VALLEY Total													9,945.00
SMARTPASS INC.	09/18/2023	869392	PO240100	01	0000	0	1110	1000	5813	033	070	2450	(4,410.32)
SMARTPASS INC.	09/28/2023	885512	PV240208	01	0000	0	1110	1000	5813	033	070	REISSUE 2450	4,410.32
SMARTPASS INC. Total													-
SMCSA	09/14/2023	881376	PO241077	01	0000	0	0000	7150	5300	090	714	SSFUSD- DUES FY23-24	200.00
SMCSA Total													200.00
SOUL SHOPPE	09/12/2023	852990	PO231890	01	3216	0	1110	1000	5899	007	339		(6,400.00)
SOUL SHOPPE	09/12/2023	852990	PO231890	01	9010	0	1110	1000	5899	007	356		(1,000.00)
SOUL SHOPPE	09/28/2023	885513	PV240203	01	3216	0	1110	1000	5899	007	339	REISSUE CERRITOS 1.1	7,400.00
SOUL SHOPPE Total													-
SOUTH CITY FIRE PROTECTION	09/19/2023	882557	PO240426	01	8150	0	0000	8110	5600	090	741	5555298	748.69
SOUTH CITY FIRE PROTECTION Total													748.69
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72333	6.02
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72348	5.44
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72398	85.33
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72432	7.46
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72440	6.47
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72453	17.87
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72472	8.46
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72494	19.65
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72538	28.02
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72564	11.54
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72565	(11.54)
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72573	45.46
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72654	98.18
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72657	21.95
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72722	51.20
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72729	52.70
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72758	6.31

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SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72801	4.93
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72804	24.16
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72847	78.51
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72848	47.00
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72863	25.48
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	72997	16.46
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73119	45.70
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73126	16.21
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73135	621.93
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73245	69.45
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73320	7.04
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73321	137.26
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73325	57.96
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73329	21.94
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73332	37.65
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73475	20.34
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73478	1,149.29
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73482	11.48
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73483	16.89
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73484	33.48
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73654	138.27
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73657	11.32
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73822	86.50
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73828	57.11
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73832	16.92
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73898	1.10
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73899	54.15
SOUTH CITY LUMBER & SUPPLY	09/28/2023	885553	PO240392	01	8150	0	0000	8110	4320	090	741	73900	97.02
SOUTH CITY LUMBER & SUPPLY Total													3,366.07
SOUTH CITY STAR SMOG TEST ONLY	09/14/2023	881365	PO240558	01	8150	0	0000	8110	5899	090	741	036220	71.70
SOUTH CITY STAR SMOG TEST ONLY Total													71.70
SOUTH SAN FRANCISCO SCAVENGER	09/14/2023	881380	PO240708	01	0000	0	0000	8200	5540	090	760	1363978	7,261.57
SOUTH SAN FRANCISCO SCAVENGER	09/14/2023	881380	PO240230	01	6388	0	3800	1000	5899	032	318	1363978-1	125.54
SOUTH SAN FRANCISCO SCAVENGER Total													7,387.11
SOUTH SAN FRANCISCO TIRE	09/12/2023	880701	PO240390	01	8150	0	0000	8110	4320	090	741	106295	1,801.50
SOUTH SAN FRANCISCO TIRE	09/26/2023	884852	PO240390	01	8150	0	0000	8110	4320	090	741	106413	1,797.19
SOUTH SAN FRANCISCO TIRE	09/28/2023	885529	PO240390	01	8150	0	0000	8110	4320	090	741	106445	687.70
SOUTH SAN FRANCISCO TIRE Total													4,286.39
SPECTRUM CENTER INC.	09/21/2023	883187	PO240789	01	6500	0	5760	1180	5820	090	230	JUL23 SVCS.	6,488.24
SPECTRUM CENTER INC.	09/21/2023	883187	PO240789	01	6500	0	5760	1180	5870	090	230	JUL23 SVCS.	27,943.79

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SPECTRUM CENTER INC.	09/21/2023	883187	PO240789	01	6500	0	5760	1180	5880	090	230	JUL23 SVCS.	46,964.80
SPECTRUM CENTER INC.	09/21/2023	883187	PO240789	01	6500	0	5760	1180	5899	090	230	JUL23 SVCS.	1,920.00
SPECTRUM CENTER INC. Total													83,316.83
SSF CHAMBER OF COMMERCE	09/26/2023	884859	PO241254	01	0000	0	0000	7150	5300	090	714	15638	750.00
SSF CHAMBER OF COMMERCE Total													750.00
STANDARD PLUMBING SUPPLY CO.	09/14/2023	881381	PO240431	01	8150	0	0000	8110	4320	090	741	ULFV16	22.68
STANDARD PLUMBING SUPPLY CO.	09/19/2023	882515	PO240431	01	8150	0	0000	8110	4320	090	741	ULV967	10.03
STANDARD PLUMBING SUPPLY CO.	09/19/2023	882515	PO240431	01	8150	0	0000	8110	4320	090	741	UMGK90	3.14
STANDARD PLUMBING SUPPLY CO.	09/19/2023	882515	PO240431	01	8150	0	0000	8110	4320	090	741	UMGL24	210.26
STANDARD PLUMBING SUPPLY CO.	09/21/2023	883161	PO240431	01	8150	0	0000	8110	4320	090	741	UNHB48	99.79
STANDARD PLUMBING SUPPLY CO.	09/26/2023	884796	PO240431	01	8150	0	0000	8110	4320	090	741	UNF315	24.12
STANDARD PLUMBING SUPPLY CO.	09/26/2023	884796	PO240431	01	8150	0	0000	8110	4320	090	741	UNMX58	29.14
STANDARD PLUMBING SUPPLY CO.	09/26/2023	884796	PO240431	01	8150	0	0000	8110	4320	090	741	UNW334	80.64
STANDARD PLUMBING SUPPLY CO.	09/28/2023	885540	PO240431	01	8150	0	0000	8110	4320	090	741	UNRX98	142.54
STANDARD PLUMBING SUPPLY CO.	09/28/2023	885540	PO240431	01	8150	0	0000	8110	4320	090	741	UNYF11	60.44
STANDARD PLUMBING SUPPLY CO.	09/28/2023	885540	PO240431	01	8150	0	0000	8110	4320	090	741	UPCV39	62.51
STANDARD PLUMBING SUPPLY CO. Total													745.29
STAPLES BUSINESS CREDIT	09/14/2023	881399	PO241068	01	0000	0	1110	1000	4320	032	070	7614205871-0-1	61.27
STAPLES BUSINESS CREDIT Total													61.27
STATE OF CA DEPT OF JUSTICE	09/21/2023	883162	PV240171	01	0000	0	0000	7400	5840	090	715	678671	1,051.00
STATE OF CA DEPT OF JUSTICE	09/21/2023	883162	PV240171	01	0000	0	0000	7400	5841	090	715	678671	940.00
STATE OF CA DEPT OF JUSTICE Total													1,991.00
STEPPING STONES GROUP LLC, THE	09/05/2023	879229	PO240793	01	6500	0	5760	1190	5899	090	245	M0167479	9,293.31
STEPPING STONES GROUP LLC, THE	09/21/2023	883188	PO240793	01	6500	0	5760	1190	5899	090	245	M0170601	23,723.12
STEPPING STONES GROUP LLC, THE	09/28/2023	885545	PO240793	01	6500	0	5760	1190	5899	090	245	M0167479-A	188.00
STEPPING STONES GROUP LLC, THE Total													33,204.43
STEWART CHEVROLET	09/28/2023	885537	PO240420	01	8150	0	0000	8110	4320	090	741	42045	33.63
STEWART CHEVROLET Total													33.63
SUNDARAM, RANGANATHAN	09/19/2023	882580	PV240168	01	0000	0	0000	2424	4320	090	735	SUPPLIES AUG23	262.46
SUNDARAM, RANGANATHAN Total													262.46
TESOL TRAINERS	09/19/2023	882503	PV240134	01	6266	0	1110	1000	5210	090	341	INV-0113	200.00
TESOL TRAINERS	09/19/2023	882503	PV240135	01	6266	0	1110	1000	5210	090	341	INV-0125	800.00
TESOL TRAINERS Total													1,000.00
TIMBREZA, WENDY	09/26/2023	884774	PV240180	01	6500	0	5760	2490	5820	090	245	AUG23 MILEAGE PRKWY	11.14
TIMBREZA, WENDY	09/26/2023	884774	PV240181	01	6500	0	5760	2490	5820	090	245	AUG23 MILEAGE - JS	69.02
TIMBREZA, WENDY Total													80.16
TRF GROUP INC	09/21/2023	883163	PO241157	01	6500	0	5760	1190	5899	090	245	1701	500.00
TRF GROUP INC	09/21/2023	883163	PO241157	01	6500	0	5760	1190	5899	090	245	1702	1,500.00
TRF GROUP INC Total													2,000.00
TRUMPET BEHAVIORAL HEALTH LLC	09/28/2023	885546	PO240855	01	6500	0	5760	1190	5870	090	245	6656369	7,574.89

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TRUMPET BEHAVIORAL HEALTH LLC Total													7,574.89
TSANG, VIVIEN WING YAN	09/28/2023	885514	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-01	396.00
TSANG, VIVIEN WING YAN Total													396.00
TWIG EDUCATION INC.	09/19/2023	882521	PO240197	01	6300	0	1110	1000	4100	090	307	946372	47,766.27
TWIG EDUCATION INC.	09/28/2023	885530	PO240193	01	6300	0	1110	1000	4100	090	307	946366	50,729.82
TWIG EDUCATION INC. Total													98,496.09
UNITED COACH TOURS	09/12/2023	880702	PO241057	01	0000	0	1110	1000	5821	022	070	19893ST-1	5,999.41
UNITED COACH TOURS	09/19/2023	882504	PO241083	01	6387	0	1110	1000	5821	032	CIG	20645ST	1,275.00
UNITED COACH TOURS	09/21/2023	883173	PO240117	01	0000	0	0000	3900	5821	032	322	20757ST	3,549.00
UNITED COACH TOURS Total													10,823.41
UNITED RENTALS	09/26/2023	884860	PO240384	01	8150	0	0000	8110	5600	090	741	212607124-012	29.67
UNITED RENTALS Total													29.67
UNITED SITE SERVICES	09/14/2023	881392	PO240633	01	0000	0	0000	8200	5600	090	760	INV-01972386	1,268.79
UNITED SITE SERVICES	09/14/2023	881400	PO240633	01	0000	0	0000	8200	5600	090	760	114-13681291	105.15
UNITED SITE SERVICES	09/19/2023	882518	PO240633	01	0000	0	0000	8200	5600	090	760	INV-01992780	1,016.54
UNITED SITE SERVICES Total													2,390.48
UPS STORE	09/14/2023	881405	PO240582	01	0000	0	0000	7400	5840	090	715	AUG23 SVC	454.87
UPS STORE	09/14/2023	881405	PO240582	01	0000	0	0000	7490	5841	090	716	AUG23 SVC	629.82
UPS STORE Total													1,084.69
VEGA, LUCIA CORIA	09/26/2023	884808	PV240182	01	6500	0	5760	2490	5820	090	230	AUG23 MILEAGE	302.50
VEGA, LUCIA CORIA Total													302.50
VENTRIS LEARNING LLC	09/14/2023	881406	PO240841	01	3010	0	1110	1000	4320	008	301	20236881	2,067.02
VENTRIS LEARNING LLC Total													2,067.02
VERITIV OPERATING COMPANY	09/14/2023	881366	PO240940	01	0000	0	0000	0000	9320	000		035-32327930	55.76
VERITIV OPERATING COMPANY	09/26/2023	884853	PO240940	01	0000	0	0000	0000	9320	000		035-32336010	16.48
VERITIV OPERATING COMPANY	09/26/2023	884853	PO240940	01	0000	0	0000	0000	9320	000		035-32327931	55.76
VERITIV OPERATING COMPANY	09/26/2023	884853	PO240940	01	0000	0	0000	0000	9320	000		035-32327932	244.81
VERITIV OPERATING COMPANY Total													372.81
VIA HEART PROJECT	09/26/2023	884861	PO241272	01	0000	0	0000	3900	5899	090	103	4636	1,600.00
VIA HEART PROJECT Total													1,600.00
VIEYRA, GINA	09/28/2023	885531	PV240213	01	0000	0	0000	7602	5820	090	726	AUG23 MILEAGE	607.77
VIEYRA, GINA Total													607.77
VRS CATERING CONNECTION	09/19/2023	882505	PO241115	01	0000	0	0000	7150	4322	090	714	22697	269.19
VRS CATERING CONNECTION Total													269.19
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813747088	397.15
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813701434	291.37
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813616288	20.20
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813615250	327.15
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813612102	2,224.01
VWR INTERNATIONAL	09/12/2023	880703	PO240513	01	9010	0	1110	1000	4320	090	360	8813612101	58.06

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VWR INTERNATIONAL Total													3,317.94
WAVE	09/21/2023	883121	PO240355	01	0000	0	0000	2424	5850	090	735	078934301-00010356	1,775.95
WAVE Total													1,775.95
WEATHERLY, ELIZABETH	09/26/2023	884809	PV240187	01	0000	0	1110	1000	5210	090	177	MATH CONF JUN23	36.68
WEATHERLY, ELIZABETH Total													36.68
WELLDOM INC	09/12/2023	863957	PO231064	01	6500	0	5760	1190	5870	090	245		(5,670.00)
WELLDOM INC	09/12/2023	863957	PO231064	01	6500	0	5760	1190	5870	090	245		(7,956.00)
WELLDOM INC	09/12/2023	863957	PO231064	01	6500	0	5760	1190	5870	090	245		(15,406.25)
WELLDOM INC	09/28/2023	885515	PV240204	01	6500	0	5760	1190	5870	090	245	REISSUE 1399	5,670.00
WELLDOM INC	09/28/2023	885515	PV240205	01	6500	0	5760	1190	5870	090	245	REISSUE 1397	7,956.00
WELLDOM INC	09/28/2023	885515	PV240206	01	6500	0	5760	1190	5870	090	245	REISSUE 1398	15,406.25
WELLDOM INC Total													-
WELLS FARGO	09/21/2023	883137	PV240141	01	6387	0	3800	1000	4320	090	CIG	4484 6100 0318 1180 AUG23	291.17
WELLS FARGO	09/21/2023	883137	PV240141	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 AUG23	56.40
WELLS FARGO	09/21/2023	883137	PV240141	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 AUG23	164.78
WELLS FARGO	09/21/2023	883137	PV240141	01	6388	0	3800	1000	4320	090	318	4484 6100 0318 1180 AUG23	849.11
WELLS FARGO	09/21/2023	883137	PV240141	01	6388	0	3800	1000	4320	090	318	4484 6100 0318 1180 AUG23	581.46
WELLS FARGO	09/21/2023	883137	PV240141	01	6388	0	3800	1000	4320	090	318	4484 6100 0318 1180 AUG23	12.50
WELLS FARGO	09/21/2023	883137	PV240141	01	6388	0	3800	1000	4320	090	318	4484 6100 0318 1180 AUG23	811.65
WELLS FARGO	09/21/2023	883137	PV240141	01	6388	0	3800	1000	4320	090	318	4484 6100 0318 1180 AUG23	312.00
WELLS FARGO	09/21/2023	883137	PV240141	01	6387	0	3800	1000	4320	090	CIG	4484 6100 0318 1180 AUG23	2,752.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 AUG23	192.96
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 AUG23	568.17
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 AUG23	49.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 AUG23	88.30
WELLS FARGO	09/21/2023	883137	PV240141	01	6500	0	5760	1190	4322	090	245	4484 6100 0318 1180 AUG23	208.68
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 AUG23	380.30
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 AUG23	82.30
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 AUG23	180.47
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 AUG23	90.61
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 AUG23	212.12
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	5210	032	070	4484 6100 0318 1180 AUG23	945.70
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 AUG23	277.96
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 AUG23	50.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 AUG23	50.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 AUG23	50.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 AUG23	790.18
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 AUG23	1,650.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 AUG23	503.80
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 AUG23	249.00

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WELLS FARGO	09/21/2023	883137	PV240141	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 AUG23	430.00
WELLS FARGO	09/21/2023	883137	PV240141	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 AUG23	310.00
WELLS FARGO	09/21/2023	883137	PV240141	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 AUG23	310.00
WELLS FARGO	09/21/2023	883137	PV240141	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 AUG23	67.49
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	1110	1000	5210	090	762	4484 6100 0318 1180 AUG23	215.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7300	5300	090	717	4484 6100 0318 1180 AUG23	736.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	7110	5300	090	713	4484 6100 0318 1180 AUG23	99.00
WELLS FARGO	09/21/2023	883137	PV240141	01	0000	0	0000	2424	5899	090	735	4484 6100 0318 1180 AUG23	284.18
WELLS FARGO Total													14,902.29
WELLS FARGO FINANCIAL	09/14/2023	881393	PO240584	01	0000	0	1110	1000	5600	090	722	5026644326	165.25
WELLS FARGO FINANCIAL Total													165.25
WELLS FARGO VENDOR FIN SERV	09/26/2023	884797	PO240584	01	0000	0	1110	1000	5600	090	722	5026699528	6,766.80
WELLS FARGO VENDOR FIN SERV Total													6,766.80
WESTBOROUGH WATER DISTRICT	09/21/2023	883174	PO240714	01	0000	0	0000	8200	5530	090	760	JUL/AUG23 240-1250	1,072.73
WESTBOROUGH WATER DISTRICT	09/21/2023	883174	PO240714	01	0000	0	0000	8200	5530	090	760	JUL/AUG 240-0470	2,437.77
WESTBOROUGH WATER DISTRICT Total													3,510.50
WESTERN PSYCHOLOGICAL SERVICES	09/21/2023	883178	PO240621	01	6500	0	5760	1190	4320	090	245	WPS-464968	104.39
WESTERN PSYCHOLOGICAL SERVICES	09/21/2023	883178	PO240621	01	6500	0	5760	1190	4320	090	245	WPS-464213	4,662.47
WESTERN PSYCHOLOGICAL SERVICES	09/19/2023	882584	PO240620	01	6500	0	5760	1190	5813	090	245	WPS-464041	1,201.00
WESTERN PSYCHOLOGICAL SERVICES Total													5,967.86
WIPEBOOK CORP.	09/26/2023	884845	PO241014	01	3010	0	1110	1000	4320	022	301	3390901	690.70
WIPEBOOK CORP. Total													690.70
XEROX FINANCIAL SERVICES	09/14/2023	881411	PO240700	01	0000	0	0000	7550	5600	090	718	4752316	485.81
XEROX FINANCIAL SERVICES	09/21/2023	883164	PO240697	01	0000	0	0000	7350	5600	090	717	475315	21.62
XEROX FINANCIAL SERVICES Total													507.43
YAMAHA GOLF CARS OF CA INC	09/26/2023	884854	PO240472	01	8150	0	0000	8110	4320	090	741	A48331	542.52
YAMAHA GOLF CARS OF CA INC Total													542.52
YOUNG AUDIENCES OF NORTHERN	09/19/2023	882512	PO240960	01	3010	0	1110	1000	5899	008	301	INV002188	2,450.00
YOUNG AUDIENCES OF NORTHERN Total													2,450.00
YU, DIANA	09/26/2023	884775	PV240188	01	0000	0	1110	1000	5210	090	177	MATH CONF. JUN23	38.00
YU, DIANA Total													38.00
			FUND 01									**SUBTOTAL**	**3,878,217.99**
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882497	PO241036	11	6391	0	4110	2490	4320	041	481	327418612001	23.83
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882497	PO241036	11	6391	0	4110	2490	4320	041	481	327415078001	344.51
ODP BUSINESS SOLUTIONS LLC Total													368.34
P G & E	09/05/2023	879227	PO240581	11	0000	0	0000	8200	5510	041	760	7314282172-4 AUG23	44.53
P G & E Total													44.53
			FUND 11									**SUBTOTAL**	**412.87**
AMAZON CAPITAL SERVICES	09/14/2023	881384	PO240946	12	9010	0	8530	1000	4320	002	832	19JM-RPVP-MYJN	199.90
AMAZON CAPITAL SERVICES	09/14/2023	881384	PO240946	12	9010	0	8530	1000	4320	002	832	1HTN-JRFM-6FDC	19.61

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AMAZON CAPITAL SERVICES	09/14/2023	881353	PO241071	12	9302	0	8510	1000	4320	005	LIFT	167R-HW3H-6RWT	57.10
AMAZON CAPITAL SERVICES	09/14/2023	881353	PO241071	12	9010	0	8533	1000	4320	045	833	167R-HW3H-6RWT	57.11
AMAZON CAPITAL SERVICES Total													333.72
AQUARIUM OF THE BAY	09/05/2023	879211	PV240130	12	6105	0	8510	1000	5815	045	830	141423	358.86
AQUARIUM OF THE BAY	09/25/2023	879211	PV240130	12	6105	0	8510	1000	5815	045	830	141423	(358.86)
AQUARIUM OF THE BAY Total													-
CHILDCARE CAREERS	09/07/2023	879800	PO240836	12	9010	0	8533	1000	5899	045	833	640571	574.27
CHILDCARE CAREERS	09/07/2023	879800	PO240836	12	6105	0	8535	1000	5899	045	835	640571	574.28
CHILDCARE CAREERS	09/07/2023	879808	PO240836	12	9010	0	8533	1000	5899	045	833	640572	2,199.06
CHILDCARE CAREERS	09/21/2023	883149	PO240836	12	9010	0	8533	1000	5899	045	833	642373	2,048.20
CHILDCARE CAREERS	09/21/2023	883191	PO240836	12	9010	0	8533	1000	5899	045	833	642372	399.50
CHILDCARE CAREERS	09/21/2023	883191	PO240836	12	6105	0	8535	1000	5899	045	835	642372	399.50
CHILDCARE CAREERS Total													6,194.81
CLAYBON, ERIC	09/26/2023	884784	PV240200	12	9010	0	8533	1000	4322	045	833	AUG23 STAFF DEV. SEED TRAININ	111.75
CLAYBON, ERIC	09/26/2023	884784	PV240200	12	6105	0	8535	1000	4322	045	835	AUG23 STAFF DEV. SEED TRAININ	111.74
CLAYBON, ERIC	09/19/2023	882576	PV240163	12	6105	0	8510	1000	5899	045	835	INFANT-TODDLER COURSE FY23/2	225.00
CLAYBON, ERIC Total													448.49
DEPARTMENT OF SOCIAL SERVICES	09/26/2023	884837	PO241237	12	9302	0	8510	1000	5899	005	LIFT	346423	302.50
DEPARTMENT OF SOCIAL SERVICES	09/26/2023	884837	PO241237	12	9010	0	8533	1000	5899	005	833	346423	302.50
DEPARTMENT OF SOCIAL SERVICES Total													605.00
EDUCATION TEAM, THE	09/19/2023	882541	PO241113	12	9010	0	8530	1000	5899	045	832	640570	3,467.95
EDUCATION TEAM, THE	09/19/2023	882541	PO241113	12	9010	0	8530	1000	5899	045	832	638985	1,526.32
EDUCATION TEAM, THE	09/19/2023	882589	PO241113	12	9010	0	8530	1000	5899	045	832	642371	2,117.36
EDUCATION TEAM, THE Total													7,111.63
HILLYARD	09/14/2023	881361	PO240151	12	6105	0	8510	8200	4320	045	830	605233753	280.12
HILLYARD	09/14/2023	881361	PO240151	12	9010	0	8533	8200	4320	045	833	605233753	280.13
HILLYARD	09/14/2023	881361	PO240151	12	6105	0	8535	8200	4320	045	835	605233753	280.13
HILLYARD Total													840.38
LAKESHORE	09/14/2023	881402	PO241029	12	9010	0	8530	1000	4320	006	832	239180083123	95.48
LAKESHORE Total													95.48
LAKESHORE LEARNING	09/26/2023	884792	PO240662	12	6105	0	8535	1000	4320	045	835	135688091323	134.65
LAKESHORE LEARNING Total													134.65
LOUDAN, ROSELLE MARIE	09/19/2023	882498	PO240307	12	9302	0	8510	2700	5801	005	LIFT	23-24_5	2,965.89
LOUDAN, ROSELLE MARIE	09/28/2023	885535	PO240307	12	9302	0	8510	2700	5801	005	LIFT	23_23_6	3,295.44
LOUDAN, ROSELLE MARIE Total													6,261.33
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882497	PO240984	12	9010	0	8530	1000	4320	002	832	323635811001	24.52
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882497	PO240984	12	9010	0	8530	1000	4320	002	832	326146072001	263.16
ODP BUSINESS SOLUTIONS LLC	09/19/2023	882497	PO240985	12	9010	0	8530	1000	4320	002	832	323659604001	164.76
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328812287001	32.95
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328812287001	32.95

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ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328812284001	15.37
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328812284001	15.37
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328812264001	3.28
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328812264001	3.29
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328812257001	57.13
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328812257001	57.12
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328812246001	28.55
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328812246001	28.56
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9302	0	8510	1000	4320	005	LIFT	328522387001	270.86
ODP BUSINESS SOLUTIONS LLC	09/26/2023	884822	PO241065	12	9010	0	8533	1000	4320	045	833	328522387001	270.86
ODP BUSINESS SOLUTIONS LLC Total													1,268.73
P G & E	09/05/2023	879227	PO240581	12	6105	0	8510	8200	5510	045	830	7314282172-4 AUG23	299.45
P G & E	09/05/2023	879227	PO240581	12	9010	0	8533	8200	5510	045	833	7314282172-4 AUG23	411.87
P G & E	09/05/2023	879227	PO240581	12	6105	0	8535	8200	5510	045	835	7314282172-4 AUG23	411.87
P G & E	09/05/2023	879227	PO240581	12	9302	0	8510	8200	5510	005	LIFT	7314282172-4 AUG23	448.31
P G & E Total													1,571.50
PUTESKI, SASHE	09/21/2023	883135	MV240008	12	9010	0	8530	0000	8689	002	832	REFUND AUG/SEP23 CC FEES	670.00
PUTESKI, SASHE Total													670.00
WEST ED	09/19/2023	882572	PO241111	12	9010	0	8533	1000	5210	045	833	55084-734	3,050.00
WEST ED	09/19/2023	882572	PO241111	12	6105	0	8535	1000	5210	045	835	55084-734	3,050.00
WEST ED Total													6,100.00
			FUND 12									**SUBTOTAL**	**31,635.72**
ADVANCED INTEGRATED PEST MGMT	09/07/2023	879810	PO240096	13	5310	0	0000	3700	5807	090	820	2163081	83.00
ADVANCED INTEGRATED PEST MGMT	09/07/2023	879810	PO240096	13	5310	0	0000	3700	5807	090	820	2163082	83.00
ADVANCED INTEGRATED PEST MGMT	09/07/2023	879810	PO240096	13	5310	0	0000	3700	5807	090	820	2163083	83.00
ADVANCED INTEGRATED PEST MGMT	09/28/2023	885550	PO240096	13	5310	0	0000	3700	5807	090	820	2168812	83.00
ADVANCED INTEGRATED PEST MGMT	09/28/2023	885550	PO240096	13	5310	0	0000	3700	5807	090	820	2168813	83.00
ADVANCED INTEGRATED PEST MGMT	09/28/2023	885550	PO240096	13	5310	0	0000	3700	5807	090	820	2168814	83.00
ADVANCED INTEGRATED PEST MGMT Total													498.00
AMAZON CAPITAL SERVICES	09/12/2023	880705	PO240572	13	5310	0	0000	3700	4320	090	820	1GJY-4PKM-MJ7D	128.54
AMAZON CAPITAL SERVICES	09/12/2023	880705	PO240572	13	5310	0	0000	3700	4320	090	820	13WY-94XH-4WFQ	85.08
AMAZON CAPITAL SERVICES	09/12/2023	880705	PO240973	13	5310	0	0000	3700	4340	090	820	16DN-773Y-MJN7	212.94
AMAZON CAPITAL SERVICES	09/12/2023	880705	PO240937	13	5310	0	0000	3700	4700	090	820	1N9C-DL4F-MR4Y	370.38
AMAZON CAPITAL SERVICES	09/12/2023	880705	PO240937	13	5310	0	0000	3700	4700	090	820	1NNF-1G1C-3MKH	63.35
AMAZON CAPITAL SERVICES Total													860.29
CSNA (CA SCHOOL NUTRI. ASSOC.)	09/05/2023	879218	PO240273	13	5310	0	0000	3700	5300	090	820	CSNA 23/24	211.00
CSNA (CA SCHOOL NUTRI. ASSOC.) Total													211.00
DANIELSEN COMPANY	09/05/2023	879219	PO240270	13	5310	0	0000	3700	4700	090	820	309029	10,543.97
DANIELSEN COMPANY	09/12/2023	880706	PO240270	13	5310	0	0000	3700	4700	090	820	309635	14,953.06
DANIELSEN COMPANY	09/19/2023	882494	PO240270	13	5310	0	0000	3700	4700	090	820	310386	6,107.53

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DANIELSEN COMPANY	09/21/2023	883156	PO240270	13	5310	0	0000	3700	4700	090	820	310844	8,768.14
DANIELSEN COMPANY	09/28/2023	885562	PO240270	13	5310	0	0000	3700	4700	090	820	311244	14,003.39
DANIELSEN COMPANY Total													54,376.09
DAYLIGHT FOODS INC	09/05/2023	879220	PO240281	13	5310	0	0000	3700	4700	090	820	N21296	828.70
DAYLIGHT FOODS INC	09/05/2023	879220	PO240281	13	5310	0	0000	3700	4700	090	820	N19492	134.91
DAYLIGHT FOODS INC	09/05/2023	879220	PO240281	13	5310	0	0000	3700	4700	090	820	N16399	(52.16)
DAYLIGHT FOODS INC	09/05/2023	879230	PO240281	13	5310	0	0000	3700	4700	090	820	N21295	1,707.08
DAYLIGHT FOODS INC	09/07/2023	879812	PO240281	13	5310	0	0000	3700	4700	090	820	N22123	1,673.63
DAYLIGHT FOODS INC	09/07/2023	879812	PO240281	13	5310	0	0000	3700	4700	090	820	N23490	537.13
DAYLIGHT FOODS INC	09/12/2023	880707	PO240281	13	5310	0	0000	3700	4700	090	820	N25163	2,217.88
DAYLIGHT FOODS INC	09/14/2023	881382	PO240281	13	5310	0	0000	3700	4700	090	820	N26604	1,307.55
DAYLIGHT FOODS INC	09/14/2023	881382	PO240281	13	5310	0	0000	3700	4700	090	820	N26605	480.85
DAYLIGHT FOODS INC	09/19/2023	882495	PO240281	13	5310	0	0000	3700	4700	090	820	N26603	627.83
DAYLIGHT FOODS INC	09/21/2023	883157	PO240281	13	5310	0	0000	3700	4700	090	820	N28201	233.58
DAYLIGHT FOODS INC	09/21/2023	883157	PO240281	13	5310	0	0000	3700	4700	090	820	N30140	2,000.88
DAYLIGHT FOODS INC	09/21/2023	883157	PO240281	13	5310	0	0000	3700	4700	090	820	N30142	103.25
DAYLIGHT FOODS INC	09/26/2023	884762	PO240281	13	5310	0	0000	3700	4700	090	820	N30141	819.44
DAYLIGHT FOODS INC	09/28/2023	885552	PO240281	13	5310	0	0000	3700	4700	090	820	N32507	182.00
DAYLIGHT FOODS INC	09/28/2023	885552	PO240281	13	5310	0	0000	3700	4700	090	820	N32508	1,319.65
DAYLIGHT FOODS INC	09/28/2023	885558	PO240281	13	5310	0	0000	3700	4700	090	820	N31478	297.78
DAYLIGHT FOODS INC	09/28/2023	885558	PO240281	13	5310	0	0000	3700	4700	090	820	N33419	1,393.03
DAYLIGHT FOODS INC Total													15,813.01
EAST BAY RESTAURANT SUPPLY INC	09/26/2023	884820	PO241229	13	5310	0	0000	3700	5899	090	820	SI1011920	62.50
EAST BAY RESTAURANT SUPPLY INC	09/26/2023	884820	PO241229	13	5310	0	0000	3700	5899	090	820	SI1011923	62.50
EAST BAY RESTAURANT SUPPLY INC	09/26/2023	884820	PO241229	13	5310	0	0000	3700	5899	090	820	SI1012814	212.50
EAST BAY RESTAURANT SUPPLY INC	09/28/2023	885511	PO241229	13	5310	0	0000	3700	5899	090	820	SI1012179	212.50
EAST BAY RESTAURANT SUPPLY INC Total													550.00
EMS LINQ INC	09/05/2023	879231	PO240278	13	5310	0	0000	3700	5813	090	820	C-115990	30,003.48
EMS LINQ INC Total													30,003.48
GOLD STAR FOODS	09/05/2023	879232	PO240271	13	5310	0	0000	3700	4700	090	820	6396595	9,240.02
GOLD STAR FOODS	09/05/2023	879232	PO240271	13	5310	0	0000	3700	4700	090	820	6370942	838.25
GOLD STAR FOODS	09/07/2023	879813	PO240271	13	5310	0	0000	3700	4700	090	820	6379736	860.15
GOLD STAR FOODS	09/07/2023	879813	PO240271	13	5310	0	0000	3700	4700	090	820	6432912	768.25
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6428215	95.73
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	1507668	(47.84)
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6363972	2,370.20
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6422400	1,525.76
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6427921	5,177.22
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6428571	748.78
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6428633	5,371.64

BOARD WARRANT REGISTER

SEPTEMBER 1 TO SEPTEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6432077	2,800.94
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6432605	1,939.01
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6432915	218.05
GOLD STAR FOODS	09/19/2023	882496	PO240271	13	5310	0	0000	3700	4700	090	820	6447019	1,547.38
GOLD STAR FOODS	09/26/2023	884763	PO240271	13	5310	0	0000	3700	4700	090	820	6459359	1,990.80
GOLD STAR FOODS	09/26/2023	884763	PO240271	13	5310	0	0000	3700	4700	090	820	6474077	1,830.30
GOLD STAR FOODS	09/26/2023	884763	PO240271	13	5310	0	0000	3700	4700	090	820	6475446	5,902.96
GOLD STAR FOODS	09/26/2023	884763	PO240271	13	5310	0	0000	3700	4700	090	820	6503005	888.40
GOLD STAR FOODS Total													44,066.00
IDENTISYS INCORPORATED	09/21/2023	883158	PO240964	13	5310	0	0000	3700	5899	090	820	636296	95.00
IDENTISYS INCORPORATED Total													95.00
INDIVIDUAL FOODSERVICE	09/14/2023	881383	PO240282	13	5310	0	0000	3700	4340	090	820	601929-00	206.80
INDIVIDUAL FOODSERVICE Total													206.80
LUNT, WENDY	09/21/2023	883198	MV240010	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH SEP23	25.00
LUNT, WENDY Total													25.00
NG, TONY	09/21/2023	883199	MV240011	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH MNY SEP23	325.90
NG, TONY Total													325.90
PRODUCERS DAIRY FOODS INC.	09/14/2023	881362	PO240276	13	5310	0	0000	3700	4700	090	820	48085276868	3,106.36
PRODUCERS DAIRY FOODS INC.	09/14/2023	881362	PO240276	13	5310	0	0000	3700	4700	090	820	48085277237	1,435.41
PRODUCERS DAIRY FOODS INC.	09/14/2023	881407	PO240276	13	5310	0	0000	3700	4700	090	820	48085278333	2,848.62
PRODUCERS DAIRY FOODS INC.	09/14/2023	881407	PO240276	13	5310	0	0000	3700	4700	090	820	48085278812	1,472.22
PRODUCERS DAIRY FOODS INC.	09/19/2023	882487	PO240276	13	5310	0	0000	3700	4700	090	820	48085277732	1,472.22
PRODUCERS DAIRY FOODS INC.	09/19/2023	882522	PO240276	13	5310	0	0000	3700	4700	090	820	48085279319	1,472.22
PRODUCERS DAIRY FOODS INC.	09/26/2023	884768	PO240276	13	5310	0	0000	3700	4700	090	820	48085279932	2,942.93
PRODUCERS DAIRY FOODS INC.	09/26/2023	884768	PO240276	13	5310	0	0000	3700	4700	090	820	48085280322	1,472.22
PRODUCERS DAIRY FOODS INC.	09/26/2023	884768	PO240276	13	5310	0	0000	3700	4700	090	820	48085280790	1,472.22
PRODUCERS DAIRY FOODS INC.	09/28/2023	885541	PO240276	13	5310	0	0000	3700	4700	090	820	48085282378	1,472.22
PRODUCERS DAIRY FOODS INC.	09/28/2023	885541	PO240276	13	5310	0	0000	3700	4700	090	820	48085282924	1,472.22
PRODUCERS DAIRY FOODS INC.	09/28/2023	885549	PO240276	13	5310	0	0000	3700	4700	090	820	48085282012	2,334.15
PRODUCERS DAIRY FOODS INC. Total													22,973.01
STOOKEY, MELISSA	09/21/2023	883200	PV240177	13	5320	0	0000	3700	4320	090	820	T-SHIRS AUG23	336.30
STOOKEY, MELISSA	09/21/2023	883200	PV240177	13	5320	0	0000	3700	4320	090	820	T-SHIRS AUG23	45.85
STOOKEY, MELISSA	09/21/2023	883201	PV240179	13	5310	0	0000	3700	4320	090	820	P/CASH JUL-SEP23	49.30
STOOKEY, MELISSA	09/21/2023	883201	PV240179	13	5310	0	0000	3700	4700	090	820	P/CASH JUL-SEP23	240.97
STOOKEY, MELISSA	09/21/2023	883201	PV240179	13	5310	0	0000	3700	5899	090	820	P/CASH JUL-SEP23	67.80
STOOKEY, MELISSA	09/21/2023	883200	PV240178	13	0000	0	0000	3700	5920	090	820	AUG23 - RTN POSTAL	78.95
STOOKEY, MELISSA Total													819.17
SYSCO FD SVCS OF SAN FRANCISCO	09/19/2023	882488	PO240514	13	5310	0	0000	3700	4700	090	820	550990441	1,778.75
SYSCO FD SVCS OF SAN FRANCISCO	09/26/2023	884769	PO240514	13	5310	0	0000	3700	4700	090	820	650021929	1,837.95
SYSCO FD SVCS OF SAN FRANCISCO	09/26/2023	884769	PO240514	13	5310	0	0000	3700	4700	090	820	15053978P	(26.54)

BOARD WARRANT REGISTER
SEPTEMBER 1 TO SEPTEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
SYSCO FD SVCS OF SAN FRANCISCO Total													3,590.16
TRANSCENDIA INC	09/19/2023	882523	PO240280	13	5310	0	0000	3700	4340	090	820	1670194	6,033.30
TRANSCENDIA INC	09/19/2023	882523	PO240280	13	5310	0	0000	3700	4340	090	820	1670194-1	305.00
TRANSCENDIA INC Total													6,338.30
			FUND 13							**SUBTOTAL**			**180,751.21**
E.F. BRETT AND COMPANY INC.	09/28/2023	885526	PO240902	14	0000	0	0000	8500	6270	005	945	PAY APP# 1	47,925.09
E.F. BRETT AND COMPANY INC.	09/28/2023	885526	PO240902	14	0000	0	0000	8500	6270	008	945	PAY APP# 1	46,337.09
E.F. BRETT AND COMPANY INC.	09/28/2023	885526	PO240902	14	0000	0	0000	8500	6270	013	945	PAY APP# 1	101,468.09
E.F. BRETT AND COMPANY INC.	09/28/2023	885526	PO240902	14	0000	0	0000	8500	6270	022	945	PAY APP# 1	48,460.09
E.F. BRETT AND COMPANY INC. Total													244,190.36
HOHBACH-LEWIN INC	09/19/2023	882553	PO240487	14	0000	0	0000	8500	6210	005	925	55484R	400.00
HOHBACH-LEWIN INC Total													400.00
RAPOSO ENGINEERING INC	09/19/2023	882513	PO240294	14	0000	0	0000	8500	6270	005	925	PAY APP #3	134,900.00
RAPOSO ENGINEERING INC Total													134,900.00
WESTERN ROOFING SERVICE	09/07/2023	879790	PO240958	14	0000	0	0000	8500	6200	090	748	SI550230975	35,463.50
WESTERN ROOFING SERVICE Total													35,463.50
			FUND 14							**SUBTOTAL**			**414,953.86**
DANNIS WOLIVER KELLEY	09/14/2023	881359	PO240078	21	0000	0	0000	8200	5889	098	902	294607	5,636.50
DANNIS WOLIVER KELLEY	09/14/2023	881359	PO240078	21	0000	0	0000	8200	5889	098	902	294607-1	12,061.21
DANNIS WOLIVER KELLEY	09/28/2023	885524	PO240078	21	0000	0	0000	8200	5889	098	902	295642	4,816.50
DANNIS WOLIVER KELLEY	09/28/2023	885524	PO240078	21	0000	0	0000	8200	5889	098	902	295642 A	37.95
DANNIS WOLIVER KELLEY Total													22,552.16
DELL MARKETING L.P.	09/07/2023	879794	PO240904	21	0000	0	0000	8200	4420	090	902	10694490015	5,514.73
DELL MARKETING L.P. Total													5,514.73
NETWORK CRAZE TECHNOLOGIES INC	09/26/2023	884793	PO240478	21	9010	0	0000	8200	4320	090	902	INV/2023/05487	2,426.91
NETWORK CRAZE TECHNOLOGIES INC Total													2,426.91
			FUND 21							**SUBTOTAL**			**30,493.80**
AVI-SPL LLC	09/26/2023	884823	PO240819	40	9010	0	0000	8500	6410	011	919	1940062	42,367.86
AVI-SPL LLC Total													42,367.86
CONEXWEST	09/21/2023	883169	PO240329	40	9010	0	0000	8200	5600	032	926	INV-243878	1,030.63
CONEXWEST Total													1,030.63
DAN'S DRILLING & FENCING INC.	09/26/2023	884841	PO240773	40	9010	0	0000	8500	6270	032	960	5301	12,680.00
DAN'S DRILLING & FENCING INC. Total													12,680.00
SOUTHWEST CONSTRUCTION &	09/19/2023	882493	PO240820	40	9010	0	0000	8500	6270	033	926	PAY APP #8	78,673.57
SOUTHWEST CONSTRUCTION & Total													78,673.57
WELLS FARGO	09/21/2023	883137	PV240141	40	9010	0	0000	8110	5899	090	902	4484 6100 0318 1180 AUG23	880.00
WELLS FARGO	09/21/2023	883137	PV240141	40	9010	0	0000	8110	5899	090	902	4484 6100 0318 1180 AUG23	26.31
WELLS FARGO	09/21/2023	883137	PV240141	40	9010	0	0000	8110	5899	090	902	4484 6100 0318 1180 AUG23	25.16
WELLS FARGO	09/21/2023	883137	PV240141	40	9010	0	0000	8110	5899	090	902	4484 6100 0318 1180 AUG23	841.50
WELLS FARGO Total													1,772.97

BOARD WARRANT REGISTER

SEPTEMBER 1 TO SEPTEMBER 30, 2023

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
			FUND 40							**SUBTOTAL**			**136,525.03**
Grand Total													**4,672,990.48**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	3,878,217.99
11	ADULT EDUCATION FUND	412.87
12	CHILD DEVELOPMENT FUND	31,635.72
13	NUTRITION SERVICES FUND	180,751.21
14	DEFERRED MAINTENANCE	414,953.86
21	BUILIDING FUND (BOND)	30,493.80
25	CAPITAL FACILITES FUND	-
40	SPECIAL RESERVE FUND	136,525.03
73	FOUNDATION TRUST FUND	-
TOTAL WARRANT REGISTER		**4,672,990.48**

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: November 16, 2023

RE: Cash Receipts Summary – September 1 - September 30, 2023

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of September 1 - September 30, 2023. The Report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of September 1 - September 30, 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: 9/1/2023 To: 9/30/2023)
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	4,273,553.00	302,096.00	637,758.00	-	3,635,795.00	0.1	0.9
8012	EPA ENTITLEMENT	1,520,912.00	388,782.00	388,782.00	-	1,132,130.00	0.3	0.7
8021	HOMEOWNERS' EXEMPTION	371,035.87	-	-	-	371,035.87	-	1.0
8029	OTHR SUBVENT/IN-LIEU TAX	5,869.97	-	-	-	5,869.97	-	1.0
8041	SECURED ROLLS TAX	89,552,845.30	-	-	-	89,552,845.30	-	1.0
8042	UNSECURED ROLL TAXES	370,924.63	-	-	-	370,924.63	-	1.0
8043	PRIOR YEARS' TAXES	77,645.52	-	-	-	77,645.52	-	1.0
8047	COMM REDEVLPMNT FUNDS	24,500,000.00	-	2,273,556.40	-	22,226,443.60	0.1	0.9
8097	PROPERTY TAXES TRANSFERS	6,987,477.15	85,422.90	1,162,605.67	-	5,824,871.48	0.2	0.8
8181	SP ED ENTITL PER UDC	1,691,026.27	-	-	-	1,691,026.27	-	1.0
8182	SP ED DISCRETNARY GRANTS	166,366.14	-	-	-	166,366.14	-	1.0
8285	INTAGENCY CONTR BETW LEAS	16,553.50	-	0.03	-	16,553.47	0.0	1.0
8290	ALL OTHER FEDERAL REVENUE	1,516,334.01	591,568.25	591,568.25	-	924,765.76	0.4	0.6
8319	OTHER ST APPORTNMNT-PR YR	-	-	21,734.00	-	(21,734.00)	-	-
8550	MANDATED COST REIMBURSE	358,276.45	-	-	-	358,276.45	-	1.0
8560	STATE LOTTERY REVENUE	1,824,929.00	613,040.94	613,040.94	-	1,211,888.06	0.3	0.7
8587	P-THU REV FROM ST SOURCES	-	151,721.50	151,721.50	-	(151,721.50)	-	-
8590	ALL OTHER STATE REVENUES	12,067,447.76	1,327,654.62	2,115,665.18	-	9,951,782.58	0.2	0.8
8625	COM REDEVEL FUND NOT SUBJ	3,000,000.00	-	-	-	3,000,000.00	-	1.0
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	-	-	4,375.00	-	1.0
8650	LEASES AND RENTALS	956,550.29	102,151.65	229,462.13	-	727,088.16	0.2	0.8
8660	INTEREST/FY21 INTEREST INCOME	944,075.60	-	-	-	944,075.60	-	1.0
8699	ALL OTHER LOCAL REVENUE	67,882.00	77,225.31	77,299.78	-	(9,417.78)	1.1	(0.1)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		150,287,380.46	3,639,663.17	8,263,193.88	-	142,024,186.58		
Total Fund 01 GENERAL FUND		150,287,380.46	3,639,663.17	8,263,193.88	-	142,024,186.58		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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	200,210.00	-	60,746.00	-	139,464.00	0.3	0.7
8590	ALL OTHER STATE REVENUES	1,241,310.00	223,886.00	223,886.00	-	1,017,424.00	0.2	0.8
8631	SALE OF EQUIP & SUPPLIES	300.00	-	-	-	300.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	33,889.25	-	-	-	33,889.25	-	1.0
8671	ADULT EDUCATION FEES	29,959.00	-	-	-	29,959.00	-	1.0
8699	ALL OTHER LOCAL REVENUE	100.00	-	-	-	100.00	-	1.0
Total Revenue		1,505,768.25	223,886.00	284,632.00	-	1,221,136.25		
Total Fund 11 ADULT EDUCATION FUND		1,505,768.25	223,886.00	284,632.00	-	1,221,136.25		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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	384,775.00	80,112.31	122,820.31	-	261,954.69	0.3	0.7
8590	ALL OTHER STATE REVENUES	1,594,372.00	484,831.95	930,437.95	-	663,934.05	0.6	0.4
8660	INTEREST/FY21 INTEREST INCOME	16,450.22	-	-	-	16,450.22	-	1.0
8689	ALL OTHR FEES & CONTRACTS	546,357.43	(670.00)	(1,130.00)	-	547,487.43	(0.0)	1.0
8699	ALL OTHER LOCAL REVENUE	2,021,455.82	-	-	-	2,021,455.82	-	1.0
Total Revenue		4,563,410.47	564,274.26	1,052,128.26	-	3,511,282.21		
Total Fund 12 CHILD DEVELOPMENT FUND		4,563,410.47	564,274.26	1,052,128.26	-	3,511,282.21		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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								
8220	CHILD NUTRITION PROGRAMS	-	-	247,489.53	-	(247,489.53)	-	-
8222	FED REIM-BKF/FY21-FED REIM ALL	1,900,000.00	-	-	-	1,900,000.00	-	1.0
8227	FED.REIMB.-CHILD CARE	43,576.00	-	-	-	43,576.00	-	1.0
8290	ALL OTHER FEDERAL REVENUE	3,063.00	3,063.00	3,063.00	-	-	1.0	-
8522	ST REIMB-LNCH/FY21 STATE REIMB	2,500,000.00	9,506.80	9,506.80	-	2,490,493.20	0.0	1.0
8523	STATE REIMB.-CHILD CARE	3,000.00	-	-	-	3,000.00	-	1.0
8634	FS SALES/DAILY SALES	81,667.00	(350.90)	(411.85)	-	82,078.85	(0.0)	1.0
8637	STUD LCH/FY21 STUDENT CATERING	154,582.00	15,400.00	15,400.00	-	139,182.00	0.1	0.9
8638	ADLT LNCH/FY21 ADULT CATERING	297.00	-	-	-	297.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	6,042.10	-	-	-	6,042.10	-	1.0
Total Revenue		4,692,227.10	27,618.90	275,047.48	-	4,417,179.62		
Total Fund 13 CAFETERIA FUND		4,692,227.10	27,618.90	275,047.48	-	4,417,179.62		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 14 DEFERRED MAINTENANCE FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	250,000.00	-	-	-	250,000.00	-	1.0
Total Revenue		250,000.00	-	-	-	250,000.00		
Total Fund 14 DEFERRED MAINTENANCE FUND		250,000.00	-	-	-	250,000.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	350,000.00	-	-	-	350,000.00	-	1.0
Total Revenue		350,000.00	-	-	-	350,000.00		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		350,000.00	-	-	-	350,000.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	240,000.00	-	-	-	240,000.00	-	1.0
Total Revenue		240,000.00	-	-	-	240,000.00		
Total Fund 21 BUILDING FUND		240,000.00	-	-	-	240,000.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	175,000.00	-	-	-	175,000.00	-	1.0
8681	MITIGATION/DEVELOPER FEES	300,000.00	-	9,490.16	-	290,509.84	0.0	1.0
Total Revenue		475,000.00	-	9,490.16	-	465,509.84		
Total Fund 25 CAPITAL FACILITIES FUND		475,000.00	-	9,490.16	-	465,509.84		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	500.00	-	-	-	500.00	-	1.0
Total Revenue		500.00	-	-	-	500.00		
Total Fund 35 CO SCHOOL FACILITIES FUND		500.00	-	-	-	500.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	60,000.00	-	-	-	60,000.00	-	1.0
8912	BTW GENERAL & SP RESERVE	3,000,000.00	-	-	-	3,000,000.00	-	1.0
Total Revenue		3,060,000.00	-	-	-	3,060,000.00		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,060,000.00	-	-	-	3,060,000.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 9/1/2023 To: 9/30/2023)
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	9,600.00	-	-	-	9,600.00	-	1.0
8699	ALL OTHER LOCAL REVENUE	-	101,000.00	101,000.00	-	(101,000.00)	-	-
Total Revenue		9,600.00	101,000.00	101,000.00	-	(91,400.00)		
Total Fund 73 FOUNDATION TRUST FUND		9,600.00	101,000.00	101,000.00	-	(91,400.00)		

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: November 16, 2023

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 two hundred fifty-eight (258) 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 two hundred fifty-eight (258) 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
33742-1	6/24/2014	1	DELL LAPTOP	CKD5612	JUNIPERO SERRA ES
33891	11/1/2016	1	DELL LAPTOP	92PNG22	JUNIPERO SERRA ES
46554	11/1/2016	1	DELL CHROMEBOOK	8NJ3WTZ	JUNIPERO SERRA ES
46552	11/1/2016	1	DELL CHROMEBOOK	H58FQV2	JUNIPERO SERRA ES
46553	11/1/2016	1	DELL CHROMEBOOK	HXGQPV2	JUNIPERO SERRA ES
32231	2/27/2013	1	DELL LAPTOP	6KT67J1	JUNIPERO SERRA ES
33874	11/1/2016	1	DELL LAPTOP	J3PNG22	JUNIPERO SERRA ES
33882	11/1/2016	1	DELL LAPTOP	45PNG22	JUNIPERO SERRA ES
33871-1	11/1/2016	1	DELL LAPTOP	13PNG22	JUNIPERO SERRA ES
23966	11/1/2016	1	AVERMEDIA	5402611080P	JUNIPERO SERRA ES
43284	4/18/2018	1	ACER C731 CB	NXGM8AA001751016797600	EL CAMINO HS
40632	11/1/2016	1	ACER C738T CB	647099C67600	EL CAMINO HS
40670	11/1/2016	1	ACER C738T CB	5647099647600	EL CAMINO HS
40605	11/1/2016	1	ACER C738T CB	5646181487600	EL CAMINO HS
41971	11/1/2016	1	ACER C738T CB	7080BCZB7600	EL CAMINO HS
40875	11/1/2016	1	ACER C738T CB	5647099C77600	EL CAMINO HS
N/A	11/1/2016	1	ACER C720 CB	1241313BA97600	EL CAMINO HS
41876	11/1/2016	1	ACER C731 CB	1652133C47600	EL CAMINO HS
40679	11/1/2016	1	ACER C738T CB	646181DD7600	EL CAMINO HS
40655	11/1/2016	1	ACER C738T CB	5647099867600	EL CAMINO HS
40589	11/1/2016	1	ACER C738T CB	5646183667600	EL CAMINO HS
40598	11/1/2016	1	ACER C738T CB	5646181B37600	EL CAMINO HS
34105	10/1/2014	1	DELL 3340 PC LAPTOP	7977C12	EL CAMINO HS
33260	3/17/2014	1	DELL LATITUDE 3330	9NDJ3Z1	EL CAMINO HS
26102	9/18/2009	1	DELL OPTIPLEX 760	H9P1CK1	EL CAMINO HS
27136 / 30110	1/25/2011	1	DELL OPTIPLEX 780	1DW48P1	EL CAMINO HS
42640	11/1/2016	1	ACER C738T CB	70728D747600	EL CAMINO HS
40681	11/1/2016	1	ACER C738T CB	646180W17600	EL CAMINO HS
40667	11/1/2016	1	ACER C738T CB	0056470997C7600	EL CAMINO HS
40420	11/1/2016	1	ACER C738T CB	5647098F57600	EL CAMINO HS
40855	11/1/2016	1	ACER C738T CB	5646160DE7600	EL CAMINO HS
40607	11/1/2016	1	ACER C738T CB	564618D67600	EL CAMINO HS
40662	11/1/2016	1	ACER C738T CB	564709A107600	EL CAMINO HS
N/A	11/1/2016	1	DELL 1708FPB MONITOR	7426195Q434L	EL CAMINO HS
N/A	11/1/2016	1	DELL 1708FPB MONITOR	745619621NDS	EL CAMINO HS

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
26077	9/18/2009	1	DELL OPTIPLEX 760	HX20WH1	EL CAMINO HS
26091	9/18/2009	1	DELL OPTIPLEX 760	HX21CK1	EL CAMINO HS
42160	11/1/2016	1	ACER C738T CB	011780BCAA7600	EL CAMINO HS
42219	11/1/2016	1	ACER C738T CB	117080BC377600	EL CAMINO HS
42024	11/1/2016	1	ACER C738T CB	7080BB7D7600	EL CAMINO HS
40665	11/1/2016	1	ACER C738T CB	0056470997E7600	EL CAMINO HS
42293	11/1/2016	1	ACER C738T CB	7080BB4E7600	EL CAMINO HS
40588	11/1/2016	1	ACER C738T CB	56422AAZF7600	EL CAMINO HS
40686	11/1/2016	1	ACER C738T CB	005646181E47600	EL CAMINO HS
40676	11/1/2016	1	ACER C738T CB	5646181B87600	EL CAMINO HS
40597	11/1/2016	1	ACER C738T CB	56422AA4F7600	EL CAMINO HS
40619	11/1/2016	1	ACER C738T CB	5646181B07600	EL CAMINO HS
40677	11/1/2016	1	ACER C738T CB	5646180FD7600	EL CAMINO HS
40867	11/1/2016	1	ACER C738T CB	5647099637600	EL CAMINO HS
40630	11/1/2016	1	ACER C738T CB	5647099CB7600	EL CAMINO HS
42194	11/1/2016	1	ACER C738T CB	7080BC997600	EL CAMINO HS
23824	2/8/2008	1	EPSON POWERLITE 83C	JXJF7Z4493L	EL CAMINO HS
42153	11/1/2016	1	ACER C738T CB	117080BBE57600	EL CAMINO HS
24863	7/31/2008	1	DELL OPTIPLEX 755	2FR8TG1	EL CAMINO HS
33513-1	9/2/2014	1	HP P1606DN PRINTER	VND3G25291	EL CAMINO HS
33548-1	9/2/2014	1	HP P1606DN PRINTER	VND3H06731	EL CAMINO HS
30023	11/1/2016	1	GO VIDEO VHS/DVD	42410300002499	EL CAMINO HS
10277	9/19/2011	1	EPSON POWERLITE 93 PROJ.	P94F141444L	EL CAMINO HS
10278	9/19/2011	1	EPSON POWERLITE 93 PROJ.	P94F141438L	EL CAMINO HS
40840	11/1/2016	1	ACER C738T CB	56470995F7600	EL CAMINO HS
40887	11/1/2016	1	ACER C738T CB	56470999C7600	EL CAMINO HS
40626	11/1/2016	1	ACER C738T CB	5646181DE7600	EL CAMINO HS
40841	11/1/2016	1	ACER C738T CB	5647099967600	EL CAMINO HS
40687	11/1/2016	1	ACER C738T CB	5646181D27600	EL CAMINO HS
40863	11/1/2016	1	ACER C738T CB	56461613A7600	EL CAMINO HS
40653	11/1/2016	1	ACER C738T CB	5647099527600	EL CAMINO HS
32151	12/20/2012	1	EPSON POWERLITE 93+	R4EK2Y00165	EL CAMINO HS
41890	11/1/2016	1	ACER C731 CB	7055ZC87600	EL CAMINO HS
N/A	11/1/2016	1	ACER C738T	5647099697600	EL CAMINO HS
27712	6/18/2011	1	APPLE IMAC	YM1250D4HS7	EL CAMINO HS

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
14882	6/21/2007	1	APPLE IMAC	QP7230RYVUW	EL CAMINO HS
14879	6/21/2007	1	APPLE IMAC	QP72302LVUW	EL CAMINO HS
14880	6/21/2007	1	APPLE IMAC	QP72302CVUW	EL CAMINO HS
14883	6/21/2007	1	APPLE IMAC	QP723058VUW	EL CAMINO HS
14897	1/7/2009	1	APPLE IMAC	QP8241LRZE6 / QP8260YRZE6	EL CAMINO HS
27713	6/18/2011	1	APPLE IMAC	YM1250D3HS7	EL CAMINO HS
27704	6/30/2011	1	APPLE IMAC	YM1250D0HS7	EL CAMINO HS
14899	1/7/2009	1	APPLE IMAC	QP8241LJZE6	EL CAMINO HS
27708	6/18/2011	1	APPLE IMAC	YM1250CZHS7	EL CAMINO HS
14900	1/7/2009	1	APPLE IMAC	QP8211EPZE6	EL CAMINO HS
14881	6/21/2007	1	APPLE IMAC	QP7221T5VUW	EL CAMINO HS
N/A	11/1/2016	1	DELL MONITOR	CN0F019J7426195Q437L	EL CAMINO HS
N/A	11/1/2016	1	DELL MONITOR	CN0TJKG17426115V224L	EL CAMINO HS
10261	11/1/2016	1	PANASONIC PROJECTOR	CA1150583	EL CAMINO HS
N/A	11/1/2016	1	EPSON EX31 PROJECTOR	M4KF031281L	EL CAMINO HS
47482	11/1/2016	1	MAVIC 2 DRONE	N/A	EL CAMINO HS
N/A	11/1/2016	1	BROCADE SWITCH	CPW0422J05R	EL CAMINO HS
27199	1/10/2011	1	HP J4450 PRINTER	CN99RD630B052T	EL CAMINO HS
9408	11/1/2016	1	HP LJ4100N	USBDC05035	EL CAMINO HS
N/A	11/1/2016	1	XEROX 6027	890E 46820	EL CAMINO HS
26562	6/11/2007	1	DELL 745 PC	2FGM2D1	EL CAMINO HS
7614	11/1/2016	1	ZENITH VCR	N66002654	EL CAMINO HS
28638	11/1/2016	1	TOSHIBA DVD PLAYER	96CM608518	EL CAMINO HS
9399	11/1/2016	1	GATEWAY PC	23708487	EL CAMINO HS
N/A	11/1/2016	1	POWER MAC G5	RCI 317549	EL CAMINO HS
28631	11/1/2016	1	POWER MAC G5	RCI 317551	EL CAMINO HS
28645	11/1/2016	1	CANON ZR800 CAM	602412000164	EL CAMINO HS
28651	11/1/2016	1	CANON ZR800 CAM	602432010734	EL CAMINO HS
28655	11/1/2016	1	CANON ZR800 CAM	602432010118	EL CAMINO HS
28653	11/1/2016	1	CANON ZR800 CAM	602412002111	EL CAMINO HS
28652	11/1/2016	1	CANON ZR800 CAM	602432011427	EL CAMINO HS
28654	11/1/2016	1	CANON ZR960 CAM	52040002545	EL CAMINO HS
N/A	11/1/2016	1	JVC SUPER VHS CAM	096K1088	EL CAMINO HS
25019	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
25017	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
25015	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
25016	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
25018	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
25024	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
25023	11/1/2016	1	SONY TCM-200DV CASSETTE	N/A	EL CAMINO HS
13573	11/1/2016	1	APOLLO OVERHEAD PROJ	6060054443	EL CAMINO HS
7935	11/1/2016	1	HP LJ4100N	USEK078377	EL CAMINO HS
7934	11/1/2016	1	HP LJ4100N	USEK078252	EL CAMINO HS
43483	11/1/2016	1	HP LJ4000	USQX005594	EL CAMINO HS
33538-1	9/2/2014	1	HP P1606DN PRINTER	VND3F54341	EL CAMINO HS
33534-1	9/2/2014	1	HP P1606DN PRINTER	VND3G46526	EL CAMINO HS
33536	9/2/2014	1	HP P1606DN PRINTER	VND3G46519	EL CAMINO HS
33519	9/2/2014	1	HP P1606DN PRINTER	VND3G46030	EL CAMINO HS
33566	9/2/2014	1	HP P1606DN PRINTER	VND3H06718	EL CAMINO HS
33530	9/2/2014	1	HP P1606DN PRINTER	VND3G46532	EL CAMINO HS
33517	9/2/2014	1	HP P1606DN PRINTER	VND3G46040	EL CAMINO HS
33523	9/2/2014	1	HP P1606DN PRINTER	VND3G46035	EL CAMINO HS
33515	9/2/2014	1	HP P1606DN PRINTER	VND3H06735	EL CAMINO HS
33504	9/2/2014	1	HP P1606DN PRINTER	VND3G46502	EL CAMINO HS
33507	9/2/2014	1	HP P1606DN PRINTER	VND3H06714	EL CAMINO HS
33549	9/2/2014	1	HP P1606DN PRINTER	VND3F61354	EL CAMINO HS
33563	9/2/2014	1	HP P1606DN PRINTER	VND3F62475	EL CAMINO HS
33557	9/2/2014	1	HP P1606DN PRINTER	VND3H06724	EL CAMINO HS
33528	9/2/2014	1	HP P1606DN PRINTER	VND3G46529	EL CAMINO HS
33551	9/2/2014	1	HP P1606DN PRINTER	VND3G46039	EL CAMINO HS
10282	9/23/2011	1	HP P1606DN PRINTER	VNB3D99095	EL CAMINO HS
33511	9/2/2014	1	HP P1606DN PRINTER	VND3F54330	EL CAMINO HS
33514	9/2/2014	1	HP P1606DN PRINTER	VND3G46044	EL CAMINO HS
33532	9/2/2014	1	HP P1606DN PRINTER	VND3G46533	EL CAMINO HS
33554	9/2/2014	1	HP P1606DN PRINTER	VND3G46524	EL CAMINO HS
33502	9/2/2014	1	HP P1606DN PRINTER	VND3H06723	EL CAMINO HS
33516	9/2/2014	1	HP P1606DN PRINTER	VND3H06045	EL CAMINO HS
33518	9/2/2014	1	HP P1606DN PRINTER	VND3F54339	EL CAMINO HS
33510	9/2/2014	1	HP P1606DN PRINTER	VND3G46043	EL CAMINO HS
33521	9/2/2014	1	HP P1606DN PRINTER	VND3F54338	EL CAMINO HS

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
33560	9/2/2014	1	HP P1606DN PRINTER	VND3G46520	EL CAMINO HS
33526	9/2/2014	1	HP P1606DN PRINTER	VND3G46042	EL CAMINO HS
33509	9/2/2014	1	HP P1606DN PRINTER	VND3H06732	EL CAMINO HS
33541	9/2/2014	1	HP P1606DN PRINTER	VND3H06710	EL CAMINO HS
33508	9/2/2014	1	HP P1606DN PRINTER	VND3H06737	EL CAMINO HS
33561	9/2/2014	1	HP P1606DN PRINTER	VND3G46027	EL CAMINO HS
33527	9/2/2014	1	HP P1606DN PRINTER	VND3G46534	EL CAMINO HS
33525	9/2/2014	1	HP P1606DN PRINTER	VND3F62474	EL CAMINO HS
33533	9/2/2014	1	HP P1606DN PRINTER	VND3H06716	EL CAMINO HS
10281	9/23/2011	1	HP P1606DN PRINTER	VNB3D99088	EL CAMINO HS
33524	9/2/2014	1	HP P1606DN PRINTER	VND3F54295	EL CAMINO HS
33506	9/2/2014	1	HP P1606DN PRINTER	VND3G46536	EL CAMINO HS
33543	9/2/2014	1	HP P1606DN PRINTER	VND3F54333	EL CAMINO HS
33544	9/2/2014	1	HP P1606DN PRINTER	VND3H06037	EL CAMINO HS
33547	9/2/2014	1	HP P1606DN PRINTER	VND3G46037	EL CAMINO HS
33540	9/2/2014	1	HP P1606DN PRINTER	VND3G25290	EL CAMINO HS
33539	9/2/2014	1	HP P1606DN PRINTER	VND3G46046	EL CAMINO HS
33545	9/2/2014	1	HP P1606DN PRINTER	VND3G46029	EL CAMINO HS
22316	11/1/2016	1	DELL OPTIPLEX	BXXB7X4WXC776VWXMG6WT4KD	ALTA LOMA MS
N/A	11/1/2016	9	DELL MONITOR	N/A	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF CORDS	N/A	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF KEYBOARDS	N/A	ALTA LOMA MS
N/A	11/1/2016	1	DELL MONITOR	N/A	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF HEADPHONES	N/A	ALTA LOMA MS
29184	11/1/2016	1	HP CHROMEBOOK	5CD55255D7	ALTA LOMA MS
29175	11/1/2016	1	HP CHROMEBOOK	5CD55255LK	ALTA LOMA MS
29180	11/1/2016	1	HP CHROMEBOOK	5CD55255LP	ALTA LOMA MS
4151	11/1/2016	1	ELKI	6093003	ALTA LOMA MS
29171	11/1/2016	1	HP CHROMEBOOK	5CD55255L6	ALTA LOMA MS
29174	11/1/2016	1	HP CHROMEBOOK	5CD55253V2	ALTA LOMA MS
29176	11/1/2016	1	HP CHROMEBOOK	5CD5525599	ALTA LOMA MS
29179	11/1/2016	1	HP CHROMEBOOK	5CD55255CL	ALTA LOMA MS
29178	11/1/2016	1	HP CHROMEBOOK	5CD55255LR	ALTA LOMA MS
N/A	11/1/2016	1	HP CHROMEBOOK	8CG638089F	ALTA LOMA MS
N/A	11/1/2016	1	HP CHROMEBOOK	8CG6380083W	ALTA LOMA MS

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
29173	11/1/2016	1	HP CHROMEBOOK	5CD6132H9G	ALTA LOMA MS
N/A	11/1/2016	1	HP CHROMEBOOK	8CG638086H	ALTA LOMA MS
21970	11/1/2016	1	HP CHROMEBOOK	5CD55255C4	ALTA LOMA MS
25118	9/9/2010	1	RM EPAD	X6BEPDRME00050 / 100601273	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF HEADPHONES	N/A	ALTA LOMA MS
N/A	11/1/2016	1	ACER CHROMEBOOK	NXMQNAA0035242144F7600	ALTA LOMA MS
N/A	11/1/2016	1	ACER CHROMEBOOK	NXMQNAA003524213F97600	ALTA LOMA MS
N/A	11/1/2016	1	ACER CHROMEBOOK	NXMQNAA0035242141C7600	ALTA LOMA MS
N/A	11/1/2016	1	ACER CHROMEBOOK	NXMQNAA003524213E07600	ALTA LOMA MS
N/A	11/1/2016	1	ACER CHROMEBOOK	NXMQNAA00352420F907600	ALTA LOMA MS
N/A	11/1/2016	1	CHROME ERGOTRON CART	N/A	ALTA LOMA MS
N/A	11/1/2016	1	HP CHROMEBOOK	8CG630896	ALTA LOMA MS
N/A	11/1/2016	1	HP CHROMEBOOK	8CG630817	ALTA LOMA MS
N/A	11/1/2016	1	NEC MONITOR	N/A	ALTA LOMA MS
N/A	11/1/2016	1	DELL MONITOR	N/A	ALTA LOMA MS
N/A	11/1/2016	1	DELL MONITOR	N/A	ALTA LOMA MS
N/A	11/1/2016	3	MONITOR BASES	N/A	ALTA LOMA MS
N/A	11/1/2016	1	DELL MONITOR	N/A	ALTA LOMA MS
28267	7/7/2011	1	DELL MOTHERBOARD	255GKQ1	ALTA LOMA MS
23632	11/1/2016	1	EPSON PROJECTOR	GY8G641436F	ALTA LOMA MS
22488	2/8/2008	1	EPSON PROJECTOR	JXJF7Y2689L	ALTA LOMA MS
22485	2/8/2008	1	EPSON PROJECTOR	JXJF7Z4479L	ALTA LOMA MS
N/A	11/1/2016	1	SMARTBOARD PAD	N/A	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF NETGEAR PORTS	N/A	ALTA LOMA MS
N/A	11/1/2016	2	BOXES LOGITECH KEYBOARD	N/A	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF MISC CORDS	N/A	ALTA LOMA MS
N/A	11/1/2016	1	LABSONIC HEADPHONES	N/A	ALTA LOMA MS
25079	8/7/2008	1	EPSON PROJECTOR	KM3F855888L	ALTA LOMA MS
26613	7/23/2007	1	EPSON PROJECTOR	JXJF764365L	ALTA LOMA MS
N/A	11/1/2016	1	FRONT PRO MICROPHONE	55129684	ALTA LOMA MS
N/A	11/1/2016	1	BOX OF MISC LAPTOP BATTERIES	N/A	ALTA LOMA MS
N/A	11/1/2016	1	EPSON BULB	JY5F00266487	ALTA LOMA MS
33423	4/17/2014	1	DELL COMPUTER & MONITOR + MOUSE	1F6ZFC1	BURI BURI ES
N/A	11/1/2016	1	ACCELSCAN INTELLIGENT MARK RECOGNITION	N/A	BURI BURI ES
26015	4/21/2010	1	AVERMEDIA ELMO CP135	5140010030P	BURI BURI ES

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
36899	7/26/2015	1	DELL COMPUTER LAPTOP	3XPLV32	BURI BURI ES
36494	5/14/2015	1	DELL COMPUTER LAPTOP	HB81832	BURI BURI ES
27015	8/12/2010	1	EPSON PROJECTOR	KM3F062445L	BURI BURI ES
45895	11/1/2016	1	DocuMate 152i XEROX	88SU7B0348	BURI BURI ES
26340	9/3/2010	1	AVERMEDIA DOC CAM	72291-10040P	BURI BURI ES
N/A	11/1/2016	1	DELL DESKTOP W/CHARGER	MX-0C9536-46634-76K-1CGS	BURI BURI ES
32898	1/7/2014	1	DELL LAPTOP W/CHARGER	1XBMYN1	BURI BURI ES
28315	2/1/2012	1	DESKTOP	HQCKHS1	BURI BURI ES
N/A	11/1/2016	1	MONITOR	CN-0VHPX3-74445-2BQ-AKZL	BURI BURI ES
N/A	11/1/2016	1	DELL W/KEYBOARD	CN-0KC031-12963-590-0HHE CN-0W7658-37172-5AC-0L0N	BURI BURI ES
N/A	11/1/2016	1	DELL DESKTOP	CN-0WH318-72872-74V-3OHV	BURI BURI ES
N/A	11/1/2016	1	WINDOW XP PROFESSIONAL DELL	50045-424-225-593	BURI BURI ES
26015	4/21/2010	1	AVERMEDIA DOC CAM	51400 10030P	BURI BURI ES
N/A	11/1/2016	1	DELL MONITOR	CN-0V4299-71618-8578	BURI BURI ES
N/A	11/1/2016	1	BIGEFRAME	BIG-2010-10752	BURI BURI ES
26451	6/11/2017	1	DELL OPTIPLEX 745	1SGM2D1	BURI BURI ES
26450	6/11/2014	1	DELL OPTIPLEX 745	2TGM2D1	BURI BURI ES
N10562	11/1/2016	1	DELL CHROMEBOOK 3100	4GTJW33	D.O. / TECHNOLOGY
N17224	11/1/2016	1	DELL CHROMEBOOK 3100	4J9TK73	D.O. / TECHNOLOGY
N20502	11/1/2016	1	DELL CHROMEBOOK 3100	7F35L73	D.O. / TECHNOLOGY
N12941	11/1/2016	1	DELL CHROMEBOOK 3100	BHVY943	D.O. / TECHNOLOGY
N10592	11/1/2016	1	DELL CHROMEBOOK 3100	T02QM33	D.O. / TECHNOLOGY
N11573	11/1/2016	1	DELL CHROMEBOOK 3100	C2C2B43	D.O. / TECHNOLOGY
N10987	11/1/2016	1	DELL CHROMEBOOK 3100	9MW5X33	D.O. / TECHNOLOGY
47195	11/1/2016	1	DELL CHROMEBOOK 3100	N/A	D.O. / TECHNOLOGY
N21133	11/1/2016	1	DELL CHROMEBOOK 3100	JTP4L73	D.O. / TECHNOLOGY
N21902	11/1/2016	1	DELL 3100	BR2JXF3	D.O. / TECHNOLOGY
SSFUSDMiFi2976	11/1/2016	1	T MOBILE T9 FRANKLING	89012601927768394 83F	ATP - ROOM 50
SSFUSDMiFi3000	11/1/2016	1	T MOBILE T9 FRANKLING	8901260192776869340F	ATP - ROOM 50
44769	1/11/2018	1	DELL LAPTOP	15164926418 / 6YST042	ATP - ROOM 50
38944	9/19/2016	1	DELL LAPTOP	19002127394 / 8Q9DJC2	ATP - ROOM 50
44770	1/11/2018	1	DELL INSPIRON LAPTOP	10750895570 / 4XST042	ATP - ROOM 50
37995	1/5/2016	1	DELL LAPTOP	41892815342 / J8TWF72	ATP - ROOM 50
26952	5/23/2011	1	DELL LAPTOP	12135979513 / 5KPG5Q1	ATP - ROOM 50

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
33614-1	9/15/2014	1	HP PRINTER	CN3ASEVJBZ	ATP - ROOM 50
39592	11/1/2016	1	EPSON PRINTER	V2VP411531	ATP - ROOM 50
29371	11/1/2016	1	HP PRINTER	VND3C27230	ATP - ROOM 50
	Total Items:	**258**			

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: November 16, 2023

RE: Acceptance of Gifts

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of October 2023.

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 OCTOBER 2023.

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

$300 from Dayna Tang of Kilroy Realty, L.P to Junipero Serra Elementary School in support of academic excellence, for use under the principal's discretion.

$100,000 from Herman L. Alcalde and Sharon E. Alcalde to South San Francisco High School in support of the Alcalde Family Scholarship.

$5,000 from Matteo Rizzo of the South San Francisco Rotary Foundation to the South San Francisco High School in support of academic excellence.

$5 from Mr. and Mrs. Ernesto Benevides to El Camino High School in support of academic excellence.

$400 – Non-monetary donation of 1 (one) clarinet valued roughly at $400 from an anonymous donor to SSFUSD in support of the music program (to give to a student who needs it most and is passionate about music).

$441.43 from Laura Hagerty of Dorian to Ponderosa Elementary School in support of student and school needs.

$200 – Non-monetary donation of about 15 workbooks for ESL valued roughly at $200 from Mr. David Pollack to SSFUSD in support of student needs.

$126 from Maria Livelo-Tunque to El Camino High School to help support the class of 2025.

$500 from AAA, represented by Casey Brennan, to Martin Elementary School in support of staffing needs.

$1,500 from the Excelsior Running Club to El Camino High School to support the Cross Country Team.

$1,200 – Non-monetary donation of 16 computer monitors and stands/mounts valued roughly at $1,200 from Genome Medical to the SSFUSD IT Department in support of student and staff needs.

$3,686.91 – Non-monetary donation of 380 Ruby Bridges' t-shirts valued at $3,686.91 from AAA, represented by Nicole Brandt, to Martin Elementary School in support of student needs.

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: November 16, 2023

RE: Acceptance of 2023-24 Fundraisers

BACKGROUND:

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

The following fund-raisers are being submitted for approval:

Alta Loma Middle School

7th Grade	Day-on-the-Green Sale – Selling Mr. Softee Ice Cream during the Day-on-the-Green event. Commencing May 17, 2024.
	Day-on-the-Green - Selling Mr. Softee Ice Cream to raise money for the Day-on-the-Green event. Commencing October 14, 2023.
	Day-on-the-Green - Selling Mr. Softee Ice Cream to raise money for the Day-on-the-Green event. Commencing October 31, 2023.
Culture Club	Halloween Carnival Sale – Selling pan dulce and churros at the Halloween Carnival event. Commencing October 31, 2023.
	Halloween Fundraiser – Selling Otter-pops to raise money for the ALMS Halloween Event. Commencing August 2023.

Leadership	Spirit Gear Sale/Custom Ink – Leadership-designed spirit gear sold online. Commencing October 2023.
LGBTQ+ and Allies Club	Halloween Event Fundraiser – Selling Takis chips. Commencing October 31, 2023.
NYC & DC Trip Club	Starbread Sale – Commencing August 2023.
Volleyball Club	Halloween Carnival Sale – Selling pizza at the Halloween Carnival event. Commencing October 31, 2023.
	Round Table Pizza Takeover – Restaurant located at the Serra Shopping Center in Colma. Commencing November 7, 2023.
	Round Table Pizza Takeover – Restaurant located at the Serra Shopping Center in Colma. Commencing September 2023.

Westborough Middle School

Class of 2026	6th Grade Bowling Extravaganza – Event to raise money for 6th grade class. Commencing September 2023.
Leadership	Color Run Concessions – Selling chips and drinks during the PTSA Color Run. Commencing October 13, 2023.
	Anti-Bully Shirts Sale – Commencing September 2023.
	Doughnut Social – Selling donuts and other snacks/treats to raise money for the 7th and 8th grade class. Commencing September 2023.
Yearbook	Yearbook Sale – Commencing throughout the remainder of the 2023-24 school year.

El Camino High School

ASB	Fall Festival Fundraiser – Selling game/play tickets for the Fall Festival Event. Commencing October 28, 2023.

Asian Media Club	Spam Musubi Fundraiser – Selling spam musubi from Ono Hawaiian afterschool in front of the ECHS Red Stage. Commencing November 29, 2023.
Baking Club	Krispy Kreme Fundraiser – Selling donuts afterschool in front of the ECHS Red Stage. Commencing November 20, 2023.
Class of 2025	Krispy Kreme Fundraiser – Selling donuts to raise money for Junior Office and to provide treats for the upcoming ECHS Festival. Commencing October 2023.
	STIX Fundraiser – Selling corndogs afterschool in front of the ECHS Red Stage. Commencing October 2023.
	Pit Stop Boba Fundraiser – Selling Boba Red Stage. Commencing November 8, 2023.
Class of 2026	Chipotle Restaurant Takeover – Commencing February 7, 2024.
Filipino Culture Club	Starbread and Milo Fundraiser – Selling bread and hot chocolate to raise money for Pinoy-themed workshops.
Fostering the Future	Fall Festival Pumpkin Painting – Pumpkins for painting will be sold for $10 each during the ECHS' Fall Festival. Commencing October 28, 2023.
QSA Club	Fall Festival Fundraisers – Selling chips and water bottles to raise money for the Fall Festival. Commencing October 2023.
Robotics Club	Onigilly Fundraiser – Selling onigiri (rice balls) afterschool in front of the ECHS Red Stage. Commencing December 8, 2023.
Youth Outreach	T-Pumps Fundraiser – Selling boba drinks afterschool in front of the ECHS Red Stage. Commencing December 6, 2023.

South San Francisco High School

ASB	Powder Puff Event – Selling concessions such as chips and drinks during the Powder Puff Event

	located at the SSFHS football field. Commencing November 17, 2023.
	Christmas Grams – Selling Christmas grams which contains a custom message and a candy cane. Commencing November through December 2023.
	Food Drive – A competition between the 2 (two) SSFUSD high schools to see who can donate the most boxes of food to the Crossroads. Commencing November through December 2023.
AVID Council	Fall Taco Feed – All you can eat event at SSFHS cafeteria. Commencing December 1, 2023 from 4 p.m. – 7 p.m.
Culture & Community	Candy Bags Fundraiser – Selling a variety of bagged candies afterschool. Commencing November 20, through December 8, 2023.
Club de Futbol	Car Wash Fundraiser – Located at the school parking lot. Commencing Saturday, May 18, 2024.
	Pie-Your-Bestie Fundraiser – Students and staff will get an opportunity to pie a friend. Commencing December 6, 2023 and May 22, 2024.
	Pastries Sale – Selling a variety of pastries plus and hot cocoa before school starts. Commencing throughout 2023 Fall Season.
	Pastries Sale – Selling a variety of pastries plus and hot cocoa before school starts. Commencing throughout 2024 Spring Season.
Cross Country Team	Letterman Jacket Sale – The team will be processing orders for letterman jackets. Commencing November through December 2023.
Latinos con poder	Cup-of-Noodles Fundraiser – Selling cup-of-noodles afterschool at the student parking lot. Commencing November 24, 2023.
Positive Planet Project	Mini Pancakes Fundraisers – Selling pancakes afterschool at the student parking lot. Commencing November 17, 2023.

SSF Boys Soccer	Boys and Girls Soccer Games Concessions – A variety of pastries, drinks, and more to be sold at the boys and girls soccer games. Commencing November through February 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: November 16, 2023

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

$16,000	Eide Bailly – To provide the Performance Audit services to ensure that SSFUSD meets the Proposition 51 requirement for the Non-Financial Hardship Project for Monte Verde ES and SSFHS, proceeds to ensure compliance with Section 8 of Article II of the California Constitution. Commencing October 2023.
$4,733.65	Armour Petroleum Service & Equipment Corp. – To remove and replace main system board to Incon TS-1001 tank monitor. Services also include programming to the tank monitor and to perform internal monitor certification to verify functionality of all probes and sensors. Commencing October 2023.
$2,200	Lutron Services – Providing LED light fixtures for all of the Frog buildings at Ponderosa ES. Commencing October 2023.
$17,177	HY Architects, Inc. – Providing additional construction administration services for the existing HVAC Upgrade Project (B). Services include architectural, mechanical, electrical, and plumbing services to the

following sites: Martin ES, Spruce ES, Hillside, and PHMS. Commencing October 2023.

Not to Exceed $25,000 — School Facility Consultants - Assist the District to determine and maximize eligibility for State funding for school facilities under the School Facilities Program. Work includes preparing and submitting State applications required for eligible projects, monitoring State meetings on issues affecting the District's applications and assisting the District with planning services as requested by the District during FY 2023-24.

District Office – Ed Services

$3,000 — Birch Staffing Agency – To provide recruiting services for vacancies within the Special Education Department. Birch Staffing Agency agrees to provide one appropriately credentialed preschool SpEd teacher for ESY (Extended School Year). Commencing July 2023.

Not to Exceed $10,000 — Maxim Healthcare Staffing Services, Inc. – To provide staffing services for vacancies within the Special Education Department. Maxim Healthcare has contracted Susan Warda, a licensed Educational Psychologist as a Clinical Supervisor for the remaining 2023-24 school year. Her contract will expire June 30, 2024.

$7,904.72 — Follett School Solutions, LLC – Providing library and textbook circulation database for all sites. Commencing January through June 2024.

Junipero Serra Elementary School

$6,250 — Science from Scientists, Inc. – A STEM literacy program designed to provide regular scheduled hands-on Science, Technology, Engineering, and Math lessons for grades 4-5. Commencing January 15 through May 30, 2024.

Los Cerritos Elementary School

$6,500 — Soul Shoppe – Two online/digital workshops for under the Student Programs – Respect Differences offered

by Soul Shoppe. Commencing November 1 through May 30, 2023.

Martin Elementary School

$16,000 — Young Audiences of Northern California – Providing various back-to-back performance arts in education for all grades. Commencing throughout the 2023-24 school year.

$8,900 — Soul Shoppe Programs – Providing four (4) Tools of the Heart Student Program digital course with on-site lessons. Commencing throughout the 2023-24 school year.

El Camino High School

$7,500 — Minga Solutions, Inc. – Providing email and live-chat support to help correct problems with software and internet-based support system on Digital ID, Hall Pass, and Check-in Modules. Support includes ticketing, communication, and PBIS. Commencing throughout the 2023-24 school year.

Baden High School

$11,550 — Bay Area Writing Project (BAWP) – A professional development series to support staff's year-long inquiry process into what it takes to motivate and advance student writing across disciplines. Staff will work towards establishing common principals of practice identified from implementation of new or revised techniques that increase student performance toward completing graduation requirements. Commencing October through April 18, 2024.

$2,500 — TeachWell, LLC – TeachWell facilitators will focus on mindfulness practices, self-awareness, and healthy relationships in content delivered during staff meetings. Circle prompts and journal reflections aligned with content will be offered to staff to provide continuity throughout the year. Commencing August 2023 through August 2024.

FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreements 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

Ryan Sebers, Director Student Services

DATE: November 16, 2023

RE: 2023-24 Safe School Plans

BACKGROUND:

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

Each school site has completed a Safe School and Emergency Management Plan, which is submitted to the Office of Student Services by September of each year. Each plan includes updated Safe School Environment Guides and Emergency Management Action Plans, which require annual approval by PTA or School Site Council within each school.

School sites were also asked to include within their plans a copy of the District's revised Emergency Management Handbook, which includes the County-wide "Big Five" emergency response protocols developed by the San Mateo County Coalition for Safe Schools and Communities. "The Big Five" has been adopted by the San Mateo County Office of Education, as well as police and fire departments within San Mateo County.

All District schools' plans have been updated and submitted to the District Office. The plans are being reviewed to be sure all requirements have been met.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information/Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: November 16, 2023

RE: Updated Board Bylaw and Policies - 1st Reading/Approval

BACKGROUND:

The following Board Bylaw and Policies have been reviewed by the Board Policies and Board Bylaws Committee and are being updated to keep the District in compliance with Education Code and State laws.

1. BB 9100 - Organization
2. BP 3350 - Travel Expenses
3. BP 4118 - Dismissal/Suspension/Disciplinary Action
4. BP 4119.1, 4219.1, 4319.1 - Civil and Legal Rights
5. BP 6158 - Independent Study
6. BP 6164.2 - Guidance/Counseling Services
7. BP 6178 - Career Technical Education
8. BP 6200 - Adult Education
9. BP 7110 - Facilities Master Plan
10. BP 7150 - Site Selection and Development

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees discuss, consider any possible changes, and approve these updated Board Bylaw and Policies with the second reading waived.

PRPOSED
First Reading
11/16/2023

BB 9100
Board Bylaws

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

Annual Organizational Meeting

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period.

During any year in which a regular election is conducted, the Board shall select the day and time of the organizational meeting, which shall land before the regular December Board meeting. At this meeting, any new members shall be seated and officers elected. During non-election years, the organizational meeting shall be held at the same time as the regular December Board meeting.

On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members

2. Appoint the Superintendent as secretary to the Board

3. Authorize signatures

4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters

5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

PRPOSED
First Reading
11/16/2023

(cf. 9140 - Board Representatives)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9230 - Orientation)
(cf. 9240 - Board Training)
(cf. 9320 - Meetings and Notices)
(cf. 9323 - Meeting Conduct)

Election of Officers

The Board shall each year elect its entire slate of officers.

After serving at least one year as vice president, at any time during one's cadence, a Board member is eligible to serve as President of the Board. Selection of President will take into consideration Board member attendance at Board workshops and Board self-evaluations, completion of the Masters in Governance course, if practicable and available, and attendance of 90% or better at regular Board meetings in the prior 12 months. The Trustee must also have attended the CSBA Board President's workshop prior to assuming the role of President. Board President is not a rotational role.

After selection of the president, the board will select the clerk. This will usually go to a Member who is not newly elected, but previously has not served in the role, unless all the Board's members have previously served or are newly elected. Following the selection of the clerk will be the election of the vice president. This will usually go to a Member who has served as clerk, is not newly elected, but previously has not served in the role, unless all the Board's members have previously served or are newly elected.

No Board member shall serve more than 2 consecutive year(s) in the same office.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

PRPOSED
First Reading
11/16/2023

When the president resigns or is absent or disabled, the vice president shall temporarily perform the president's duties until such time as the Board elects its next president. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties until such time as the Board elects its next president and clerk.

CURRENT

Bylaw 9100: Organization **Status:** ADOPTED

Original Adopted Date: 09/27/2012 | **Last Revised Date:** 01/28/2021 | **Last Reviewed Date:** 01/28/2021

BB 9100

Board Bylaws

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County
Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and memberselect of the date and time selected for the meeting. (Education Code 35143)

Annual Organizational Meeting

The Governing Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time whenthe Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other publicagencies, or organizations with which the district partners or collaborates

(cf. 9140 - Board Representatives)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles andresponsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9230 - Orientation)
(cf. 9240 - Board Training)
(cf. 9320 - Meetings and Notices)
(cf. 9323 - Meeting Conduct)

Election of Officers

CURRENT

The Board shall each year elect its entire slate of officers.

No Board member shall serve more than 2 consecutive year(s) in the same office.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting. When the president resigns or is absent or disabled, the vice president shall temporarily perform the president's duties until such time as the Board elects its next president. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties until such time as the Board elects its next president and clerk. The SSFUSD Board of Trustees believe that the role of President should go to someone only if they have successfully completed the CSBA master's in governance (MIG) Program, if practicable and available and that the trustee must have attended the CSBA Board President's workshop prior to assuming the role of President.

When the president resigns or is absent or disabled, the vice president shall temporarily perform the president's duties until such time as the Board elects its next president. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties until such time as the Board elects its next president and clerk. The SSFUSD Board of Trustees believe that the role of President should go to someone only if they have successfully completed the CSBA master's in governance (MIG) Program, if practicable and available and that the trustee must have attended the CSBA Board President's workshop prior to assuming the role of President.

Legal Reference:
EDUCATION CODE
5017 Term of office
35143 Annual organizational meeting date, and notice
35145 Public meetings
GOVERNMENT CODE
54953 Meetings to be open and public; attendance
ATTORNEY GENERAL OPINIONS
68 Ops.Cal.Atty.Gen. 65 (1985)
59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

PROPOSED
First Reading
11/16/2023

Policy 3350: Travel Expenses

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an

overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses. Every effort will be made to minimize the cost of travel and accommodation, while still maintaining safety and comfort, when overnight stays are necessary.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

PROPOSED
First Reading
11/16/2023

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation.

He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

CURRENT

Status: ADOPTED

Policy 3350: Travel Expenses

Original Adopted Date: 09/25/2014

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

CURRENT

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Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

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Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-ofpocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation.

He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Policy 4118: Dismissal/Suspension/Disciplinary Action **Status:** ADOPTED

Original Adopted Date: 07/01/2000 | **Last Revised Date:** ~~12~~09/01/~~2014~~2022 | **Last Reviewed Date:** ~~12~~09/01/~~2014~~2022

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A certificated employee may be disciplined for conduct or performance in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation.

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

Suspension/Dismissal Procedures

The Superintendent shall notify the Board whenever there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of the Board's intention to suspend or dismiss the employee at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

PROPOSED

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665.- The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year.- (Education Code 44938)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct the faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice.- (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed~~,~~ and may be served personally or by registered mail to the employee's last known address.- (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from assigned duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the
Board may file a written response before or at the time of the hearing.- (Education Code 44939, 44939.1, 44940)

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944.- (Education Code 44944)

CURRENT

Policy 4118: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 11/18/2010 | **Last Reviewed Date:** 11/18/2010

The Governing Board expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. An employee may be suspended or disciplined for unprofessional or inappropriate conduct in accordance with law, the district's collective bargaining agreement, Board policy, and administrative regulation.

(cf. 4000 - Concepts and Roles)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4117.4 - Dismissal)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

The Superintendent or designee shall ensure that, consistent with law, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Complaints Concerning Discrimination in Employment)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.1/4219.4319.1 - Civil and Legal Rights)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

(cf. 4117.7 - Employment Status Reports)

Policy 4119.1: Civil And Legal Rights **Status:** ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** ~~07~~09/01/~~2012~~2022 | **Last Reviewed Date:** ~~07~~09/01/~~2012~~2022

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the
County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

PROPOSED

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

Protection Against Liability

No employee shall be liable for harm caused by the employee's act or omission when acting within the scope of employment or district responsibilities, the employee's act or omission is in conformity with federal ~~or~~, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.

2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.

3. The employee was not properly licensed, if required, by state law for such activities.

4. The employee was found by a court to have violated a federal or state civil rights law.

5. The employee was under the influence of alcohol or any drug at the time of the misconduct.

6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.

7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

CURRENT

Policy 4119.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/28/2013

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district, provided that these activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number

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of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or district responsibilities. For the protection against liability to apply, the act or omission must be in conformity with federal, state, and local laws and must be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

(cf. 3320 - Claims and Actions Against the District)

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrantindifference to the harmed person's right to safety.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

Policy 4219.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** ~~07~~09/01/~~2012~~2022 | **Last Reviewed Date:** ~~07~~09/01/~~2012~~2022

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the
County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

PROPOSED

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

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No employee shall be liable for harm caused by the employee's act or omission when acting within the scope of employment or district responsibilities, the employee's act or omission is in conformity with federal, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.

2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.

3. The employee was not properly licensed, if required, by state law for such activities.

4. The employee was found by a court to have violated a federal or state civil rights law.

5. The employee was under the influence of alcohol or any drug at the time of the misconduct.

6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.

7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

CURRENT

Policy 4219.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/28/2013

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district, provided that these activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

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(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

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of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or district responsibilities. For the protection against liability to apply, the act or omission must be in conformity with federal, state, and local laws and must be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

(cf. 3320 - Claims and Actions Against the District)

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrantindifference to the harmed person's right to safety.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

Policy 4319.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** ~~07~~09/01/~~2012~~2022 | **Last Reviewed Date:** ~~07~~09/01/~~2012~~2022

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the
County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

PROPOSED

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

Protection Against Liability

No employee shall be liable for harm caused by the employee's act or omission when ~~he/she is~~ acting within the scope of employment or district responsibilities the employee's act or omission is in conformity with federal ~~or~~, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.

2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.

3. The employee was not properly licensed, if required, by state law for such activities.

4. The employee was found by a court to have violated a federal or state civil rights law.

5. The employee was under the influence of alcohol or any drug at the time of the misconduct.

6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.

7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

CURRENT

Status: ADOPTED

Policy 4319.1: Civil And Legal Rights

Original Adopted Date: 03/28/2013

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district, provided that these activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number

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of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or district responsibilities. For the protection against liability to apply, the act or omission must be in conformity with federal, state, and local laws and must be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

(cf. 3320 - Claims and Actions Against the District)

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrantindifference to the harmed person's right to safety.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

Policy 6158: Independent Study **Status:** ADOPTED

Original Adopted Date: 03/01/2005 | **Last Revised Date:** ~~12~~09/01/~~2021~~2022 | **Last Reviewed Date:** ~~12~~09/01/~~2021~~2022

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Student participation in independent study shall be voluntary~~.~~ and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300)

General Independent Study Requirements

Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date ~~of~~ specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments.

PROPOSED

Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments

3. Learning of required concepts, as determined by the supervising teacher

4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction

2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who~~:~~ are:
(Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar

2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span

3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include~~,~~ local programs intended to address chronic absenteeism, as applicable, including but ~~are~~ not limited to the following:
(Education Code 51747)

PROPOSED

1. Verification of current contact information for each enrolled student

2. Notification to parents/guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation

3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days of more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later~~,~~ than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee.
(Education Code 51747)

The Superintendent or designee shall ensure that a written ~~master~~ agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place ~~and manner~~ for submitting the student's assignments

reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

1. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

2. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

8. A statement that independent study is an optional educational alternative in which no student may be required to participate

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under ~~age~~ 18 years of age, the certificated employee responsible for the general supervision of independent study, and students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

PROPOSED

Course-Based Independent Study

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6

2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to inperson, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. **The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.** The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.

5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by ~~their~~the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in ~~an~~one or more independent study ~~class~~courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. **The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program.** A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

PROPOSED

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled studenta plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor~~.~~

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroombased courses.

8. A student shall not be required to enroll in courses included in the course-based independent study program~~.~~

9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6

10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208~~.~~

11. Courses required for high school graduation or for admission CSU shall not be offered exclusively through independent study~~.~~

12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011~~.~~

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course~~.~~

14. A student with disabilities, as defined in Education Code 56026, ~~shall not~~may participate in course-based independent study~~, unless~~ if the student's individualized education program specifically provides for that participation~~.~~

15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study~~.~~

16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following:
(Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the CourseBased Independent Study section above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years

4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program

5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled~~, or~~ student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.

8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.

9. The objectives and methods of study for the student's work, and the methods used to evaluate that

work.

10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.

11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by ~~the~~ CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parenteducator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

2. A list of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the

course credits attempted by and awarded to students in grades 9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher

4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained ~~on~~as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroombased instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

CURRENT

Policy 6158: Independent Study **Status:** ADOPTED

Original Adopted Date: 02/24/2016 | **Last Revised Date:** 08/12/2021 | **Last Reviewed Date:** 08/12/2021

Instruction

INDEPENDENT STUDY

Note: Education Code 51745-51749.6 authorize districts to establish independent study programs to meet the educational needs of students. **Pursuant to Education Code 51745, as amended by AB 130 (Ch. 44, Statutes of 2021), for the 2021-22 school year, all districts are required to offer independent study to meet the educational needs of students.**

Education Code 51747**, as amended by AB 130, mandates** that the Governing Board adopt a policy with specified **requirements** as a condition of receiving state apportionments for independent study students. **In addition to meeting the requirements specified by Education Code 51747, board policies must comply with rules and regulations adopted by the Superintendent of Public Instruction (SPI). Boards are encouraged to review independent study policies as the SPI adopts revised rules to reflect the new requirements of AB 130.**

Commencing with the 2021-22 fiscal year Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, the State Controller is required to incorporate verification of the adoption of the policies, including loss of apportionment for independent study for districts found to be noncompliant.

Education Code 51749.5 **mandates** that the Board adopt policy with specified components as a condition of offering a program of course-based independent study. The mandated components are reflected throughout this policy and the accompanying administrative regulation.

When developing policy on independent study, 5 CCR 11701 requires the Board to consider, in a public hearing, (1) the scope of its existing or prospective use of independent study as an instructional strategy, (2) its purposes in authorizing independent study, and (3) factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult students.

In the event of a school closure necessitated by an emergency condition pursuant to Education Code 46392, districts must develop a plan for offering independent study to affected students pursuant to Education Code 46393, as added by AB 130. See BP 3516.5 - Emergency Schedules.

Independent study may be offered as a program within a school, as a charter school, or as an alternative school of choice pursuant to Education Code 58500-58512; see AR 0420.4 - Charter School Authorization, BP 6146.11 - Alternative Credits Toward Graduation, and BP/AR 6181 - Alternative Schools/Programs of Choice.

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

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The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. **(Education Code 51747, 51749.5)**

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

Note: Pursuant to Education Code 46300, **as amended by AB 130,** the attendance of students participating in independent study for **three** or more consecutive school days will be included in computing average daily attendance for apportionment purposes. The following **optional** paragraph is for use by districts that wish to limit independent study to periods of **three** or more consecutive school days.

The minimum period of time for any independent study option shall be **three** consecutive school days.

General Independent Study Requirements

Note: Education Code 51745, as amended by AB 130, requires districts to offer independent study for the 2021-22 school year only. Districts may meet the requirement for the 2021-22 school year by contracting with a county office of education or by entering into an interdistrict transfer agreement with another district pursuant to Education Code 46600. In addition, the requirement to offer independent study for the 2021–22 school year may be waived for districts by the county superintendent of schools in the county in which the district is located if the district demonstrates that (1) offering independent study would create an unreasonable fiscal burden on the district or county office of education due to low numbers of students participating or other extenuating circumstances; and (2) the Board does not have the option to enter into an interdistrict transfer agreement with another district or to contract with a county office of education to provide an independent study option.

For single-district counties, the waiver must be granted by the SPI.

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee **may continue to offer and** approve independent study for an individual student ~~only~~ upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than **the student** would in the regular classroom setting.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

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(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

Note: Education Code 51747 **mandates** that the Board, in a public hearing, adopt a policy on the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment. 5 CCR 11700 defines "type of program" as the statutory program category for purposes of attendance accounting, such as adult education or continuation high school. In addition, 5 CCR 11701 **mandates** that Board policy reflect an awareness that excessive leniency in the duration of independent study assignments can result in a student falling so far behind peers as to increase, rather than decrease, the risk of dropping out of school.

The following paragraph sets one week for all grade levels and types of programs as the maximum length of time an independent study assignment should be completed, and **should be revised to reflect the length of time determined by the Board.** In order to ensure that apportionments are received, th length of time determined by the Board in its policy should be reflected in the district's written agreement. See the section "**Master Agreement**" below.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments **shall be completed no more than one week after** assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

Note: Education Code 51747 **mandates** that the Board, in a public hearing, adopt a policy which specifies **the level of satisfactory educational progress and** the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. **The following paragraph specifies a maximum of three assignments and should be revised to reflect the Board's determination of the number of missed assignments that will trigger an evaluation.**

The number of missed assignments that will trigger an evaluation must be included in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student **fails to make satisfactory educational progress and/or** misses three assignments. **Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)**

1. **The student's achievement and engagement in the independent study program, as indicated by the student'sperformance on applicable student-level measures of student achievement and engagement specified in Education Code 52060**

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2. The completion of assignments, assessments, or other indicators that evidence that the student is workingon assignments

3. Learning required concepts, as determined by the supervising teacher

4. Progress towards successful completion of the course of study or individual course, as determined by thesupervising teacher

Note: Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes the provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this requirement includes access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria. See BP/AR 6143 - Courses of Study.

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to inperson instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria. (Education Code 51747)

Note: Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes plans, by grade level, to provide students with specified levels of live interaction and/or synchronous instruction as described below and defined in the accompanying administrative regulation. This requirement only applies to students participating in an independent study program for 15 school days or more.

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for dailysynchronous instruction

2. For students in grades 4-8, opportunities for both daily live interaction and weekly synchronous instruction

3. For students in grades 9-12, opportunities for weekly synchronous instruction

Note: Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes procedures for tiered reengagement strategies for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week. This requirement only applies to students participating in an independent study program for 15 school days or more.

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student

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2. **Notification to parents/guardians of lack of participation within one school day of the absence or lack ofparticipation**

3. **A plan for outreach from the school to determine student needs, including connection with health and socialservices as necessary**

Note: Education Code 51747 requires districts to hold a student-parent-educator conference as defined by Education Code 51745.5, at specified times, as reflected below and in the accompanying regulation.

4. **A clear standard for requiring a student-parent-educator conference to review a student's writtenagreement and reconsider the independent study program's impact on the student's achievement and well-being**

Note: Education Code 51747, as amended by AB 130, mandates the Board to adopt policy that includes a plan to expeditiously, and not longer than five instructional days, transition students whose families wish to return to in-person instruction from independent study. This requirement only applies to students participating in an independent study program for 15 school days or more.

The Superintendent or designee shall develop a plan to transition students whose families wish to return to inperson instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

Note: Education Code 51747, **as amended by AB 130, mandates** the Board to adopt policy providing that a current written agreement (i.e., the "master agreement") will be maintained for each student who participates in independent study **and** for **whom apportionment is claimed.** Education Code 51747 provides that no independent study agreement can be valid for longer than one school year. **For the 2021–22 school year only, the district is required to obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.**

In addition, Education Code 51749.5 **mandates** the Board **to** adopt ~~a~~ policy providing that a "learning agreement" be maintained for each student participating in course-based independent study.

See the **section "Master Agreement" below** for required content of these agreements.

The Superintendent or designee shall ensure that a written master agreement **exists** for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Note: For the 2021-22 school year only, the district must provide notice with specified components of the independent study option available through Education Code 51747. Education Code 51747, as amended by AB 130, requires that the written information, in addition to being written in English, be written in the primary language if 15 percent or more of the students enrolled in a district that provides instruction in transitional kindergarten, kindergarten, or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the California Department of Education.

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The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's website, and shall include, at a minimum, information about the right to request a studentparent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Note: Education Code 51747, as amended by AB 130, requires districts to hold a student-parent-educator conference upon the request of a parent/guardian prior to enrollment or disenrollment in independent study. The term student-parent-educator conference is defined in Education 51745.5, and as reflected in the accompanying regulation.

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

Note: Education Code 51747 **mandates** that, in order to receive apportionments for independent study, the district must adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Because apportionments are only provided for independent study of five **three** or more consecutive school days pursuant to Education Code 46300**, as amended by AB 130,** written agreements are required only in such instances.

Education Code 46300.7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. Since all these components are included in the written agreement which the parent/guardian must sign before the commencement of independent study **pursuant to Education Code 51747**, the parent/guardian's signature on the agreement satisfies the requirement to obtain the parent/guardian's ~~his/her~~ written permission.

However, for the 2021-22 school year the district must obtain a signed written agreement for independent study no later than 30 days after the first day of instruction, pursuant to Education Code 51747, as amended by AB 130.

For the 2021–22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in independent study for **three** or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

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1. The frequency, time, place and manner for submitting the student's assignments, **reporting the student's academic progress,** and **communicating with a student's parent/guardian regarding the student's academic** progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources that will be made available to the student, including materials and personnel, and**access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work**

Note: **As described in the section "General Independent Study Requirements" above, pursuant** to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. **As amended by AB 130, Education Code 51747 also requires that the written agreement contain a statement of the Board's policy regarding the level of satisfactory educational progress for students participating in independent study.**

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment andits completion**, the level of satisfactory educational progress,** and the number of missed assignments, which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student'sparticipation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for **the** elementary **grades**, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

7. **A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.**

8. A statement that independent study is an optional educational alternative in which no student may berequired to participate

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or programpursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

10. **Before the commencement of independent study, the agreement shall be signed and dated by** the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

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However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

Note: **This section is for districts that provide independent study courses to its students.** Education Code 51749.5-51749.6, **as amended by AB 130,** establish a course-based independent study option that may be offered if certain requirements are met, as described below. Education Code 51749.5 **mandates** that **boards in districts** adopt **policies** that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

The **district's** ~~a~~ course-based independent study program for students in grades K-12 **shall be** subject to the following requirements: (Education Code 51749.5)

1. **A signed learning agreement shall be completed and on file for each par cipa ng student pursuant to Education Code 51749.6**

2. Courses shall be taught under the general supervision of certificated employees who hold the appropriatesubject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality **and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction,** and shall be aligned to all relevant local and state content standards. **For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The** certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroombased courses. **The certification shall also include plans to provide opportunities for students in grades transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.**

4. Students enrolled in **independent study** courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, **47612, and 47612.1,** and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, **47612,** 48204, and 51747.3.

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5. **For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.**

If satisfactory educational progress **in an independent study class** is not being made, the teacher shall notify the student and, if the student is under age 18 years, **the student's** parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether **the student** should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

(cf. 5125 - Student Records)

6. Examinations shall be administered by a proctor.

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled andshall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

8. A student shall not be required to enroll in courses included in **the course-based independent study** program.

9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code51745.6.

10. For each student, the combined equivalent daily instructional minutes for courses in this program and allother courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar) (cf. 6112 - School Day)

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11. Courses required for high school graduation or for admission to the University of California or California StateUniversity shall not be offered exclusively through independent study.

12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code49011.

(cf. 3260 - Fees and Charges)

13. A student shall not be prohibited from participating in independent study solely on the basis that **the student** does not have the materials, equipment, or access **to** Internet **connectivity** necessary to participate in the course.

14. **A student with disabilities, as defined in Education Code 56026, shall not participate in course-basedindependent study, unless the student's individualized education program specifically provides for that participation.**

15. **A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.**

16. **The district shall maintain a plan to transition any student whose family wishes to return to in-personinstruction from course-based independent study expeditiously, and, in no case, later than five instructional days.**

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, **the student's** parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to **course-based independent study pursuant to Education Code 51749.5**

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistentwith the Board certifications made pursuant to item #2 above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years

4. The learning objectives and expectations for each course, including, but not limited to, a description of howsatisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program

5. The specific resources that will be made available to the student**, including materials and personnel,** and **access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work**

6. **A statement detailing the academic and other supports that will be provided to address the needs ofstudents who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.**

7. **A statement that enrollment is an optional educational alternative in which no student may be required toparticipate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the**

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agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.

8. **The manner, time, frequency, and place for submitting a student's assignments, for reporting the student'sacademic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.**

9. **The objectives and methods of study for the student's work, and the methods used to evaluate that work.**

10. **A statement of the adopted policies regarding the maximum length of time allowed between the assignmentand the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in coursebased independent study.**

11. **A statement of the number of course credits or, for the elementary grades, other measures of academicaccomplishment appropriate to the learning agreement, to be earned by the student upon completion.**

12. **Before the commencement of an independent study course, the learning agreement shall be signed anddated by the student, the student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 65506552.**

However, for the 2021–22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment in or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records for Audit Purposes

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

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1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

2. A listing of the students, by grade level, program, and school, who have participated in independent study,along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervisingteacher's notations indicating that **the teacher** ~~he/she~~ has personally evaluated the work or ~~that he/she has~~ personally reviewed the evaluations made by another certificated teacher

4. As appropriate to the program in which the students are participating, a daily or hourly attendance registerthat is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

5. **Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)**

6. **Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 toensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)**

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a **written or computer-based** record **such as a grade book or summary document of student engagement, for each class,** of **all** grades**, assignments,** and **assessments for** each student for independent study assignments. **(Education Code 51747.5)**

(cf. 3580 - District Records)

Note: Education Code 51747 authorizes specified records to be maintained in an electronic file, as provided in the following paragraph. Pursuant to Education Code 51747, an electronic file includes a computer or electronically stored image of an original document, including, but not limited to, a PDF, JPEG, or other digital file type, that may be sent via fax machine, email, or other electronic means.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Program Evaluation

Note: The following **optional** section may be revised to reflect district practice.

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-

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based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

Legal Reference:
EDUCATION CODE
17289 Exemption for facilities
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California Digital Learning Integration and Standards Guidance, April 2021
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Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
WEB SITES
California Consortium for Independent Study: http://www.ccis.org
California Department of Education, Independent Study: http://www.cde.ca.gov/sp/eo/is
Education Audit Appeals Panel: http://www.eaap.ca.gov

(7/10 12/14) 7/21

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Policy 6164.2: Guidance/Counseling Services

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** ~~03~~09/01/~~2016~~2022 | **Last Reviewed Date:** ~~03~~09/01/~~2016~~2022

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of ~~all~~ district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, ~~and/or~~ school social work services to students, and/or implement equitable school programs and services that support students' academic and social emotional development and college and career readiness shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of such positions shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services and indirect services, including but not limited to, positive school climate strategies, teacher and parent consultations, and referrals to public and private community services

2. Planning, implementing, and evaluating school counseling programs

3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement

4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies

5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services, and by developing a variety of intervention strategies, and using those strategies, to meet individual, group, and school community needs before, during, and after a crisis

6. Intervening to ameliorate school-related problems, including ~~issues~~problems related to chronic absences and retention

PROPOSED

7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment ~~and~~, including mistreatment related to any form of conflict or bullying

8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services

9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of highquality educational programs

10. Providing counseling services for unduplicated students who are classified as English learners, or foster youth, homeless children, and students eligible for free ~~or~~and reduced-priced meals, including interventions and support services that enhance equity and access to ~~the~~appropriate education systems and public and private services

11. Engaging in continued development as a professional school counselor

Educational And Career Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

The educational counseling program shall include academic counseling and postsecondary services, in the following areas~~:~~ (Education Code 49600~~)~~):

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans

2. Optimizing progress towards achievement of proficiency standards and competencies

3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes

4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to ~~public~~ colleges and universities, standardized admissions tests, and financial aid

PROPOSED

~~,~~5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:

a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition

b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success

c. Developing ~~realistic perceptions of~~ work~~,~~ self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the ~~effect~~effects of work on ~~lifestyle~~ quality of life

d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options

e. Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational and centers, the federal program administered by the United States Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities

f. Understanding the need to develop essential employable skills and work habits

g. Understanding entrance requirements to the Armed Forces of the United States, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with ~~the rest of~~ their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements~~.~~ to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

PROPOSED

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

In addition, counselors shall affirmatively explore with a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by the student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

PROPOSED

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Teacher-Based Advisory Program

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

CURRENT

Policy 6164.2: Guidance/Counseling Services

Status: ADOPTED

Original Adopted Date: 06/23/2016

The Governing Board recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and serves the diverse needs of all district students. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

(cf. 4112.2 - Certification)

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement
2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and socialdevelopment of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities
3. Using multiple sources of information to monitor and improve student behavior and achievement
4. Collaborating and coordinating with school and community resources
5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices,positive behavior interventions, and support services

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

6. Intervention on school-related problems, including issues related to chronic absences

(cf. 5113.1 - Chronic Absence and Truancy)

7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying
8. Improving school climate and student well-being

(cf. 5137 - Positive School Climate)

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9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy, andcommitment to lifelong learning and the pursuit of high-quality educational programs

(cf. 6142.4 - Service Learning/Community Service Classes)

10. Providing counseling interventions and support services for students classified as English learners, eligible forfree or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

11. Engaging in continued development as a professional school counselor

(cf. 4131 - Staff Development)

Educational Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5) (cf. 5145.6 - Parental Notifications)

The educational counseling program at the secondary level shall include academic counseling in the following areas: (Education Code 49600)

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-rangeeducational plans

2. Optimizing progress towards achievement of proficiency standards

3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes

4. Academic planning for access and success in higher education programs, including advisement on courses neededfor admission to public colleges and universities, standardized admissions tests, and financial aid

5. Career and vocational counseling, in which students are assisted in doing all of the following:

a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, careerplanning, course selection, and career transition

b. Becoming aware of personal preferences and interests that influence educational and occupational exploration,career choice, and career success

c. Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle

d. Understanding the relationship between academic achievement and career success, and the importance ofmaximizing career options

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e. Understanding the value of participating in career technical education and work-based learning activities andprograms, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

f. Understanding the need to develop essential employable skills and work habits

g. Understanding the variety of four-year colleges and universities and community college vocational and technicalpreparation programs, as well as admission criteria and enrollment procedures

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their class, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails to meet graduation requirements.

6. Additional specialized counseling services for students identified as at risk of not graduating with their class

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

(cf. 6184 - Continuation Education)

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

(cf. 5125.1 - Release of Directory Information)

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student's

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social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance. (cf. 1020 - Youth Services)

(cf. 5113 - Absences and Excuses)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.6 - School Health Services)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5147 - Dropout Prevention)

(cf. 6164.5 - Student Success Teams)

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602) (cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

(cf. 5136 - Gangs)

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(cf. 5141.52 - Suicide Prevention) Teacher-

Based Advisory Program

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

(cf. 4131 - Staff Development)

Policy 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 03/01/2008 | **Last Revised Date:** ~~10~~09/01/~~2018~~2022 | **Last Reviewed Date:** ~~10~~09/01/~~2018~~2022

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy.

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations by providing a rigorous academic component and practical experience in all aspects of an industry. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. CTE courses approved for these purposes shall be equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. The Superintendent or designee shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

PROPOSED

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. The Superintendent or designee shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

PROPOSED

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rates. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

CURRENT

Policy 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 02/24/2016

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with a strong experience and understanding of all aspects of an industry.

(cf. 6143 - Courses of Study)

(cf. 6200 - Adult Education)

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

(cf. 0420.4 - Charter School Authorization)

(cf. 6178.2 - Regional Occupational Center/Program)

The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

CURRENT

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she also shall work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

(cf. 6172.1 - Concurrent Enrollment in College Classes)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized career guidance and academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit

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participation of CTE teachers, administrators, and other personnel from private schools in the district's in-service and preservice professional development programs funded through the Perkins Act. (20 USC 2397)

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

(cf. 7110 - Facilities Master Plan)

Nondiscrimination

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 100.B, 104.8, 106.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B)

School and Community Involvement

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

(cf. 1220 - Citizen Advisory Committees)

The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC 2354)

Program Evaluation

CURRENT

The Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Policy 6200: Adult Education

Status: ADOPTED

Original Adopted Date: 06/01/1997 | **Last Revised Date:** ~~05~~09/01/~~2016~~2022 | **Last Reviewed Date:** ~~05~~09/01/~~2016~~2022

The Governing Board believes that education is a lifelong ~~process~~endeavor and that it is important for individuals to continuously develop new skills necessary to participate effectively as citizens, workers, parents/guardians, and family and community members. Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to highquality professional development to continuously enhance their knowledge and skills.

Upon recommendation of the administrator of the student's adult school or noncredit program of attendance, the Board may authorize an adult education student pursuing a high school diploma or a high school equivalency certificate to attend a community college during any session or term as a special parttime student. (Education Code 52620)

The Board may award diplomas or certificates to adults and eligible minors enrolled in adult schools upon satisfactory completion of a prescribed course of study in an elementary school program. (Education Code 52508, 52509)

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

If the district has an adult school or classes for adults but is unable to maintain such school or classes because of an inability to secure a teacher(s) or because of a lack of facilities, the district may, with the approval of the County Superintendent of Schools and the Superintendent of Public Instruction, contract with another district for the instruction of such students. (Education Code 52511)

To ensure efficient and coordinated adult education services, the district may join a regional adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of

strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the regional adult education consortium shall be designated by the Board. (Education Code 84905)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

CURRENT

Status: ADOPTED

Policy 6200: Adult Education

Original Adopted Date: 09/08/2016

The Governing Board believes that education is a lifelong process and that it is important for individuals to continuously develop new skills. Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.

To ensure efficient and coordinated adult education services, the district shall collaborate with other local educational agencies and the community college district in the region's adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the region's adult education consortium shall be designated by the Board. (Education Code 84905)

(cf. 9140 - Board Representatives)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of both of the following:

1. At least one term in the adult elementary program

2. Overall eighth-grade placement on a recognized standardized achievement test

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course

CURRENT

or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

(cf. 0500 - Accountability)

Policy 7110: Facilities Master Plan

Status: ADOPTED

Original Adopted Date: 02/01/1996 | **Last Revised Date:** ~~03~~09/01/~~2012~~2022 | **Last Reviewed Date:** ~~03~~09/01/~~2012~~2022

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and ~~in~~ the district's educational program. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance.
(Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

The facilities master plan shall include:

PROPOSED

1. A statement of purpose, including district goals, philosophy, and related policies

2. A description of the planning process

3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs

4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications

5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds

6. Site selection criteria and process

7. Development of a capital planning budget and identification of potential funding sources

8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives

2. Provide for maximum site enrollment at school facilities

3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010

4. Are designed for the environmental comfort and work efficiency of the occupants

5. Are designed to require a practical minimum of maintenance

6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety

7. Are designed and engineered with flexibility to accommodate future need

Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

PROPOSED

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

CURRENT

Status: ADOPTED

Policy 7110: Facilities Master Plan

Original Adopted Date: 11/18/2010

The Governing Board recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent or designee to develop and maintain a master plan for district facilities.

The plan shall describe the district's anticipated short- and long-term facilities needs and priorities and shall be aligned with the district's educational goals.

(cf. 0000 - Vision)

(cf. 7000 - Concepts and Roles)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7131 - Relations with Local Agencies)

(cf. 7210 - Facilities Financing)

The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.

(cf. 1220 - Citizen Advisory Committees)

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

Policy 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 02/01/1999 | **Last Revised Date:** ~~03~~09/01/~~2002~~2022 | **Last Reviewed Date:** ~~03~~09/01/~~2002~~2022

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan, as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the Board, at a public hearing, shall either evaluate the property using state site selection standards specified in 5 CCR 14010 or, if a district advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards. (Education Code 17211, 17251)

Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act, including any web site posting requirements. When evaluating district projects, the CEQA guidelines shall be used.

Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the district's web site. (Public Resources Code 21082.1, 21092, 21092.2)

Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located

PROPOSED

2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land

3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

CURRENT

Policy 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 11/18/2010

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan as well as show potential for contributing to other community needs.

(cf. 7110 - Facilities Master Plan)

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9320 - Meetings and Notices)

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

(cf. 7140 - Architectural and Engineering Services)

(cf. 7210 - Facilities Financing)

Before acquiring property for a new school or an addition to an existing school site, the Board shall evaluate the property at a public hearing using state site selection standards. (Education Code 17211)

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: November 16, 2023

RE: Adoption of Tentative Agreement dated October 17, 2023, Between the South San Francisco Unified School District (SSFUSD) and the South San Francisco Classroom Teachers Association (SSFCTA) Regarding Article 18 - Children's Center

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BACKGROUND:

On October 17, 2023, representatives of the SSFUSD and the SSFCTA negotiated a tentative agreement regarding Article 18 - Children's Center. Attached is the signed tentative agreement.

FISCAL IMPLICATIONS:

Pursuant to Assembly Bill (AB) 1200, Government Code (GC) 3547.5, and California Code of Regulations (CCR), Title V, Section 15449, there are no fiscal implications to the General Fund (Fund 01) since the District will use one-time Child Development (Fund 12) State/federal funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the tentative agreement dated October 17, 2023 between the SSFUSD and the SSFCTA regarding Article 18 - Children's Center.

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TENTATIVE AGREEMENT BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SSFUSD) AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION (SSFCTA)
RESOLVING ALL CHILDREN'S CENTER REOPENER NEGOTIATIONS
ON ARTICLES 7 AND 18 FOR 2023-2024 AND 2024-2025

OCTOBER 17, 2023

Article 18 - Children's Center

A. Salary

In addition to the general salary schedule increases previously negotiated and implemented for the 2023-2024 and the 2024-2025 school year, the Children's Center **Permit and Credentialed unit members** shall, in each of the 2023-2024 and 2024-2025 school years only, receive an annual stipend equivalent to 5% of their base salary, paid in equal monthly installments **consistent with their regular pay schedule**. ~~the Children's Center salary schedules shall be increased by an additional 10% over 2 years.~~

B. Teaching Hours

2. The Children's Center full-time teacher of record (lead teacher) for each classroom ~~full-time Children's Center Permit and Credentialed unit members~~ shall be entitled to a non-inclusive duty-free and uninterrupted preparation period of thirty (30) minutes ~~in lieu of a meal period~~. Time of this duty-free period shall be determined by the Children's Center Administrator.

G. Lead Teacher

1. The position of Site Supervisor at Martin Child Development Program shall be provided with a monthly stipend of $300.

SSFCTA Bargaining Representatives:

DocuSigned by: Shari Giusti A05BC7E1AEEA47F... 11/1/2023
Shari Giusti Date
Interim President

DocuSigned by: Halimah Mekki 2D99A53491394E1... 10/31/2023
Halimah Mekki Date
CTA Staff

DocuSigned by: kyle killeen B75973437D40437... 11/1/2023
Kyle Killeen Date
Teacher

DocuSigned by: 1D9262ECB46B478... 10/31/2023
Liliana Morales Date
Children's Center Teacher

DocuSigned by: Lisa Ferrari 53D442C30CCC475... 11/1/2023
Lisa Ferrari Date
Children's Center Teacher

SSFUSD Bargaining Representatives:

DocuSigned by: J. Marwan Hannon AB3F6437EAD24E5... 10/31/2023
J. Marwan Hannon Date
Assistant Superintendent of Human Resources

DocuSigned by: 1B5E59AF2BDD4D3... 10/31/2023
Lisa Mori Date
Labor Counsel

DocuSigned by: Eric Claybon 7F49201D29C64BA... 11/1/2023
Eric Claybon Date
Children's Center Coordinator

DocuSigned by: Shamshad Khalil B1C14CDA0F0F4F9... 10/31/2023
Shamshad Khalil Date
Children's Center Program Supervisor

DocuSigned by: Rajpal Bal FB3894F841D4489... 10/31/2023
Rajpal Bal Date
Director of Business Services

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: November 16, 2023

RE: Approval of the GeoVisions, a J-1 Visa Exchange Visitor Program

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BACKGROUND:

GeoVisions is a J-1 Visa Exchange Visitor Program that partners with schools/districts to place international teacher and intern/trainee candidates. Their partnership will bolster and enhance our recruitment and hiring strategy for Special Education teachers and paraeducators aligned to the Board Priorities for Talent Management in 2023-24. The San Mateo County Office of Education endorses GeoVisions, who currently partners with several other San Mateo County K-12 public school districts.

FISCAL IMPLICATIONS:

The host school/district has the option to pay GeoVisions or the designated third-party agency all or partial program fees for “Teach Participants” and “Intern and Trainee Participants” placed with the host school/district. The annual cost per “Teach Participant” equals $3,500 and the annual cost per “Intern and Trainee Participants” equals $4,700.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the host school/district agreement J-1 Visa Exchange Visitor Program between the South San Francisco Unified School District and GeoVisions.

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: November 16, 2023

RE: Approval of Variable Term Waivers for Shela Marie Agadang, Dia Almonte, Preciosa Febres, Marian Rose T. Nielo, and Reina Mari B. Ungos for the 2023-24 School Year.

BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

VTW #1 – Shela Marie Agadang
Shela Marie Agadang is an employee at Parkway Heights MS. Ms. Agadang requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Ms. Agadang will have this authorization upon passage of the BSR in September 2024.

VTW #2 – Dia Almonte
Dia Almonte is an employee at Alta Loma MS. Ms. Almonte requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Ms. Almonte will have this authorization upon passage of the BSR in September 2024.

VTW #3 – Preciosa Febres
Preciosa Febres is an employee at Westborough MS. Ms. Febres requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for

Credential, Ms. Febres will have this authorization upon passage of the BSR in September 2024.

VTW #4 – Marian Rose T. Nielo
Marian Rose T. Nielo is an employee at Los Cerritos ES. Ms. Almonte requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Ms. Almonte will have this authorization upon passage of the BSR in September 2024.

VTW #5 – Reina Mari B. Ungos
Reina Mari B. Ungos is an employee at Junipero Serra ES. Ms. Ungos requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Ms. Ungos will have this authorization upon passage of the BSR in September 2024.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. 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 Variable Term Waivers for Shela Marie Agadang, Dia Almonte, Preciosa Febres, Marian Rose T. Nielo, and Reina Mari B. Ungos, retroactive to October 1, 2023.

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: November 16, 2023

RE: Approval of First Projects for the Measure T Bond Program

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BACKGROUND:

On October 5, 2023, the Board of Trustee approved the creation of a Facilities Sub-committee and appointed two Board members to this sub-committee. At the first Facilities Sub-committee meeting on November 2, 2023, staff shared the proposed first five projects for the Measure T Bond Program. These are just the first projects to start. They are not all of them. The first Measure T Bond Program projects include:

- Los Cerritos ES Modernization
- Sunshine Gardens ES Modernization
- Westborough MS Field and Drop-off Project
- ECHS Central Kitchen and Cafeteria Redesign
- HVAC Package A for locations/areas with the most need

During the meeting, District staff explained the reasons why these projects were selected and responded to questions from the Board members, as well as those in attendance. The members of the sub-committee were in agreement with these first projects for the bond program.

FISCAL IMPLICATIONS:

By this action, these first five projects will be paid from the Measure T Bond Funds (Fund 21)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the first five projects for 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: November 16, 2023

RE: Approval of Surveying and Topographic Services Firm Pool for Measure T Bond Program.

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 surveying and topographic services firms to provide specialty 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 August 28, 2023 and September 5, 2023. Seven (7) firms responded by submitting their qualifications. These firms were evaluated and selected by their experience in school surveyor work and the qualifications of key personnel.

The selected firms will provide surveying and topographic services for the bond program. The District's Bond Program staff will assign projects with firms that have the appropriate experience for a given site. Staff selected all seven (7) firms for this pool: Hohbach-Lewin, Inc., Ruggeri-Jensen-Azar, Sandis, Wilsey Ham, BKF Engineers, Kier & Wright, and Underwood & Rosenblum, 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 a surveying and topographic services pool for 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: November 16, 2023

RE: Approval of Hazardous Materials Testing Services Firm Pool for Measure T Bond Program

---

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 hazardous materials testing services firms to provide specialty 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 September 11, 2023 and September 18, 2023. Six (6) firms responded by submitting their qualifications. These firms were evaluated and selected by their experience in school site work and the qualifications of key personnel.

The selected firms will provide hazardous materials testing services for the bond program. The District's Bond Program staff will assign projects with firms that have the appropriate experience for a given site. Staff selected four (4) firms for this pool: ACC Environmental Services, Millennium Consulting Associates, ProTech Consulting and Engineering, and Sensible Environmental Solutions, 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 a hazardous materials testing 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: November 16, 2023

RE: Approval of Geotechnical and Geologic Hazard Evaluation 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 geotechnical and geologic hazard evaluation services firms to provide specialty 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 September 5, 2023 and September 11, 2023. Eight (8) firms responded by submitting their qualifications. These firms were evaluated and selected by their experience in school site work and the qualifications of key personnel.

The selected firms will provide full geotechnical and geologic hazard evaluation services for the bond program. The District's Bond Program staff will assign projects with firms that have the appropriate experience for a given site. Staff selected five (5) firms for this pool: Achievement Engineering Corporation, Atlas Technical Consultants LLC, Cornerstone Earth Group, ENGEO, and Ninyo & Moore.

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 geotechnical and geologic hazard evaluation services pool for 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: November 16, 2023

RE: Approval of Professional Services Agreement with BKF Engineers, Inc. for Land Surveying-Boundary Services for Los Cerritos ES Modernization Project Under the Measure T Bond Program

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BACKGROUND:

The South San Francisco Unified School District is acquiring the services of BKF Engineers to provide land surveying-boundary services for the modernization project at Los Cerrito ES under the Measure T Bond Program.

The Bond Management Team requested proposals from several land surveying firms. Two proposals were received and reviewed for completeness and understanding of the project scope. Staff determined that the proposal from BKF Engineers, Inc. was more appropriate to support this effort.

The scope of services includes performing a boundary and easement analysis, a boundary survey to define the subject parcel area, and preparing a Record of Survey Map.

FISCAL IMPLICATIONS:

The cost of the services is $34,000. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with BKF Engineers, Inc. for land surveying-boundary services for the Los Cerrito ES Modernization Project in the amount of $34,000.

October 20, 2023 Revised
BKF No: P20231865-01

Mr. Kent Brown
Kitchell CEM
C: 408.315.6610
E-mail: kbrown@kitchell.com
Transmitted Via Email

Subject: Los Cerritos Elementary School
Proposal for Land Surveying Services

Dear Mr. Brown:

BKF Engineers welcomes the opportunity to submit this proposal for land surveying services associated with the above project located in the City of South San Francisco, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

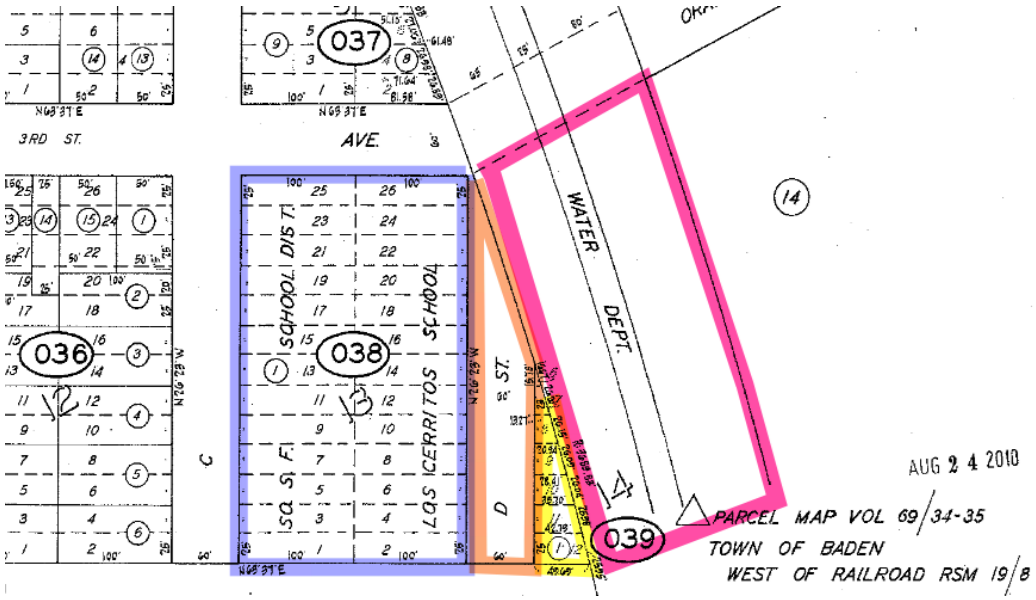
Based on our meeting with Jason Simmons (BKF) on October 03, 2023 and our meeting on October 13, 2023, we understand the project requires multiple processes to produce a boundary. The list below is a summary of each task associated with the survey:

- BKF will conduct a boundary survey to establish the ownership boundaries of the project site, serving as a foundation for future design and planning. Upon completion of this survey, BKF will produce a Record of Survey (ROS) map, which will complement the Record of Survey filed by BKF in 2009 for the SFPUC corridor adjacent to the project area. This survey and map will encompass all areas depicted in the attached color exhibit.

- BKF will initiate the process of obtaining a title report for all properties within the exhibit area. The title report will be essential for evaluating any easements, agreements, or other property rights that might be in place. Furthermore, there's a likelihood that the title company holds relevant documentation concerning the abandonment of that section of D Street, as indicated in the provided exhibit.

- BKF will review the title reports to ascertain if there are any existing documents that grant the SSFUSD permission to access and develop on SFPUC property. In the event that such information is not disclosed in the title documents, a comprehensive search by the city of city records will be necessary to locate any pertinent agreements. BKF will collaborate with city departments during this process to examine any uncovered documentation resulting from the city's research efforts.

BKF ENGINEERS
255 Shoreline Drive, Suite 200, Redwood City, CA 94065 | 650.482.6300



II. SCOPE OF SERVICES

Task 1: Boundary and Easement Analysis - BKF will perform a boundary and easement analysis based on examination of the assembled title report, chain of title and any other documentation described above. BKF will plot locatable record title encumbrances such as easements, agreements or appurtenant parcels on or adjacent to the property based on said information.

BKF will require the following to assist in this effort:

a. Title Report – BKF will order a Preliminary Title Report or Condition of Title hyperlinked to all record documents and supply the current Vesting Deed(s) for the property. BKF shall have access to the title company at the owner's expense with respect to research fees, chains of title, etc.

b. A Chain of Title report may be necessary for determination of ownership of the abandoned portion of "D" Street adjacent to the site.

Reimbursable expenses are anticipated for title requests, reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

Please note that Task 1 can be performed separately from Tasks 2 and 3. No field work is required for this task and a resolved boundary will not be produced.

Task 2: Boundary Resolution - BKF will perform a Boundary Survey that will define the subject parcel area. As part of the resolution process BKF will conduct field research for primary monumentation to establish boundary resolution. Once the research and reconnaissance has been completed, BKF will perform a boundary determination, which includes an analysis of the assembled evidence compiled in Task 1 above.

Please note that Task 2 can only be performed in conjunction with Tasks 1 and 3. If Task 2 is performed then Task 3 will be required per state law.

Task 3: Record of Survey Map - BKF will prepare a Record of Survey Map in conformance with the requirements of the Professional Land Surveyors' Act. (CA Business & Professions Code Chapter 15 – Article 1).

A Record of Survey is necessary as the subject parcel is configured of parcels or portions of parcels created by deed conveyance and or not shown on a map in its current configuration.

City and County map check, recording and reimbursable fees (printing, postage and delivery) are not included in this proposal. These fees will be included in the Reimbursable budget.

Please note that Task 3 can only be performed in conjunction with Tasks 1 and 2.

III. SCHEDULE AND DELIVERABLE

BKF will deliver the survey in PDF and CAD format within 30 business days of completion of the field work and receipt of required title report, deed documents or other title information. BKF can begin the field survey within 5 business days of notice to proceed.

Task 1 deliverable - The deliverable for this task will be a PDF exhibit based on record information only.
Task 2 deliverable – A Resolved boundary provided in PDF format signed and stamped by a Professional Land Surveyor, along with a CAD file in 2018 or 2021 AutoCAD format.
Task 3 deliverable – A PDF version of the recorded Record of Survey map filed with the County.

IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

- Mapping: We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, topographic surveys, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.
- Drawings: All drawings will be prepared in 2018 or 2021 AutoCAD format. We will submit a digital version of all drawings in PDF format.
- Meetings: We have not included attendance at regularly scheduled meetings as part of the scope of services.
- Topographic Survey: BKF has not included a fee for topographic surveying, but one can provide upon request.

COMPENSATION

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1	Boundary and Easement Analysis	$5,000
2	Boundary Resolution	$20,000
3	Record of Survey Map	$3,000
RE	Reimbursable budget for title reports, printing, map checking and recording (Fee is approximate)	$6,000
	Total Labor Fee	**$34,000**

Reimbursable expenses are anticipated for title requests, reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

Thank you again for providing the opportunity to reply to this Request for Proposal.

Please do not hesitate to call me if you have any questions, or need any additional information.

Respectfully,
BKF Engineers, a California corporation



David Jungmann, PLS 9267
Associate Principal
Email: djungmann@bkf.com
Direct: 650.482.6365

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: November 16, 2023

RE: Approval of Award of Contract with Roofing Constructors, Inc. for South San Francisco High School Library Roof Repairs

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BACKGROUND:

The roof of the SSFHS Library, which is over 20 years old, is in distressed condition. Staff in the Facilities Department have been making periodic repairs and patches to it over the past few years. The weather has taken a toll on the roof. It is time for an extensive repair and the metal flashings require fixing.

The District solicited bids from four roofing contractors. They are as follows:

Roofing Constructors Inc. (dba Western Roofing Service)	$ 198,982.00
Best Contracting Services	$ 216,735.00
Dubois Roofing	$ 228,361.00
Pioneer Contractors	non-responsive

The responsive and responsible bidder is Roofing Contractors, Inc. (dba Western Roofing Service) at $198,982. They are located in San Leandro, CA.

FISCAL IMPLICATIONS:

By this action: **$198,982** will be paid from Fund 14 (Deferred Maintenance)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a contract to the lowest responsive, responsible bidder, Roofing Constructors, Inc. (dba Western Roofing Service), for the SSFHS roof repairs, in the amount of $198,982.00**.**

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: November 16, 2023

RE: Approval of Award of Contract with DSK Architects for Architectural Design Services on Heat Mitigation for Parkway Heights Middle School, Building D

BACKGROUND:

The two-story modular Building D at Parkway Heights MS is experiencing excessive heat gain inside classrooms. The District does not have the means to provide all of its buildings with air-conditioning quickly.

This contract, with DSK Architects, will deliver a sustainable design for Parkway Heights MS, Building D, as a model, that looks at a passive means to mitigate the heat gain in the classrooms. Implementing such a design can only help as it will not add to the current energy loads and will not increase any additional work on the District's maintenance crew. If this design works well, it will allow the District to replicate this in other buildings in the district that are having similar issues.

The scope of work includes: Initial Assessment, Building Modeling, Design and Planning, Construction Document, DSA Review and Approval, Bidding Assistance and Construction Administration.

FISCAL IMPLICATIONS:

By this action: **$46,000.00** will be paid from Fund 14 (Deferred Maintenance).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a contract to DSK Architects for architectural services on heat mitigation at Parkway Heights MS, Building D.

fee proposal

October 20, 2023

South San Francisco Unified School District
Facilities/Safety
398 B Street | South San Francisco | CA-94080

Attention: Wazi Chowdhury, Director of Facilities/Safety

Regards: Building D's Overheating Issues in Parkway Heights Middle School

Dear Wazi:

Per the site visits on October 10, 2023, we are pleased to present our proposal for the Architectural Services required to address the overheating issues in Building D on Parkway Heights Middle School campus.

Scope of work:
Review existing drawing sets along with the assessment of existing mechanical system in building D to propose effective design solutions resolving classrooms overheating issues.

Scope of Services:
Our proposal outlines the following key components:

- **Initial Assessment**: Review existing heating and ventilation systems, building design, and building orientation to identify the root causes of the overheating issues.
- **Building Modeling**: a simplified model will be created to perform a solar study that analyzes existing solar gain. This model will also be used to inform and validate the effectiveness of proposed shading strategies
- **Design and Planning**: Based on the assessment, we will develop a customized architectural and engineering design plan, including structural and mechanical consultancy, aimed at resolving the overheating problems effectively. This design will prioritize occupants' comfort, specifically students' thermal comfort within south-west facing classroom as follows:

    a) Design exterior shading devices on the building envelope to minimize solar gain in hot seasons.
    b) Design additional operable window sashes to introduce more airflow into the classrooms by converting the fixed window sashes on the existing window system.
    c) Design linear transfer grills between classrooms and corridors for stack and cross ventilation opportunities.
    d) Design operable clerestory windows to enhance stack and cross ventilation opportunities by converting the fixed clerestory windows in the corridor.

- **Construction Document**
- **DSA Review and Approval**:
- **Bidding assistance**
- **Construction Administration**:

Exclusions:
hazardous material investigation

Compensation:

Architectural Services:	$38,000
Structural Allowance:	$4,000
Electrical Allowance:	$4,000
Total:	$46,000

Compensation shall be a lump sum of forty six thousand dollars ($46,000).
All reimbursable costs are included in this fee.

Sincerely,

Amir Kakavand, AIA, LEED AP
dsk LLP
t: 415-244-6953
email amir@dskarch.com