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, September 21, 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 September 21)

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

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

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Conference with Legal Counsel - Existing Litigation (Gov't. Code section 54956.9(d)(1)) Name of case: In Re: Juul Labs, Inc., Marketing, Sales Practices, and Products Liability Litigation – Case No. 3:19-md-02913-WHO
2. Superintendent evaluation.

RECONVENE INTO OPEN SESSION - 7:00 p.m.

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Monte Verde ES 5th grade student Christopher Arcilla.

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

a. College Board Recognition

b. Strategic Plan Update

c. TBD

L. STUDENT TRUSTEE REPORTS

1. Ira Sergio, Fall Student Trustee and ASB President SSFHS
2. Jeremiah David, ASB Vice President ECHS (substituting for ASB President Jamie Wong)

M. PUBLIC COMMENTS

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

To comment prior to the meeting:
Public comments may be submitted in advance of the meeting through the following link: https://bit.ly/BoardMeeting09212023 beginning at 3:00 p.m. on Monday, September 18, until 3:00 p.m. on Thursday, September 21. These comments will be read by all Board members and posted on the District website's 2023-24 Board meetings at: https://www.ssfusd.org/apps/pages/meetings

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

Special Meeting Comments:
In accordance with the law, the Brown Act, during special meetings, public comments are limited to only those items on the agenda.

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

N. INFORMATION ONLY PRESENTATION

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

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation:
Monte Verde Elementary School

Principal Debby Mirt will share, with the Board, educational priorities and programs at Monte Verde Elementary School.

O. PRESENTATION WITH POTENTIAL ACTION - None

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

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1. ADMINISTRATION		
a.	San Mateo Co. 2023-24 CSPP preschool contract.	1 - 7
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a.	Staff member to attend the Worlds of Flavor Conference in Napa, CA, on November 8 to 10, 2023.	8 - 9
b.	Staff members to attend the ACSA Every Child Counts Symposium in Palm Desert, CA, on January 10 to 12, 2024.	10 - 11
c.	SSFUSD agreement with Aperture Media & Design for video and photography services for the 2023-24 school year.	12 - 15
d.	Agreement with the SMCOE for the Center for Learning Data Sharing for the 2023-24 school year.	16 - 20
e.	Funds for elementary math teachers to receive training and materials to pilot the Kendall Hunt Illustrative Math curriculum.	21 - 23
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a.	Purchase Order Listing, July 1 - 31, 2023.	26 - 41
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e.	Gifts to the District, September 2023.	89 - 91
f.	Fundraising events for the 2023-24 school year.	92 - 97
g.	Professional services agreements under $25,000.	98 - 99

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INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Update on District Enrollment 100 - 101

Assistant Superintendent J. Marwan Hannon will present information on the enrollment numbers of SSFUSD students for the 2023-24 school year and an eight-year enrollment trend.

ACTION

1. ADMINISTRATION

a. Resolution No. 23-53 for Filipino American History Month 102

Staff recommends the adoption of Resolution #23-53: Honoring Filipino American History Month.

b. Approval of 2023-24 SSFUSD Governance Calendar 103 - 105

Staff recommends the approval of the SSFUSD 2023-24 Governance Calendar, which highlights when certain items come before the Board, categorized by department and month, as presented to the Board.

c. Approval of District's New or Updated Board Bylaws and Policies 106 - 181

Staff recommends the approval of the following new or updated District's Board Bylaws and Policies, as presented to the Board.

1. BP 3280 - Sale or Lease of District-owned Real Property
2. BP 3530 - Risk Management/Insurance
3. BP 4113.5, 4213.5, 4313.5 - Working Remotely
4. BP 4119.11, 4219.11, 4319.11 - Sexual Harassment
5. BP 4157, 4257, 4357 - Employee Safety
6. BP 5113.1 - Chronic Absence and Truancy
7. BP 5145.7 - Sexual Harassment
8. BP 6157 - Distance Learning
9. BP 6161.1 - Selection and Evaluation of Instructional Materials

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2. EDUCATIONAL SERVICES

a. Approval of the SMCOE Teacher Induction (BTSA) Program Agreement for the 2023-24 School Year 182 - 185

Staff recommends the approval of the SMCOE Teacher Induction (BTSA) Program agreement with the District for 2023-24, as presented to the Board.

b. Approval of a Special Education Independent Contractor Agreement 186 - 194

Staff recommends the approval of an independent contractor agreement with Susan Cossette in order to fulfill the Individuals with Disabilities Education Act (IDEA) requirements for the 2023-24 school year, as presented to the Board.

c. Approval to Continue Non-Public Agencies (NPAs) Contracts for the 2023-24 School Year 195 - 197

Staff recommends the approval to allow the Assistant Superintendent of Business Services to sign all Professional Service Agreements and the Director of Special Education to sign off on all Independent Service Agreements in order to fulfill Individualized Education Plan service agreements for the 2023-24 school year, as presented to the Board.

3. HUMAN RESOURCES

a. Resolution No. 23-54 Week of the School Administrator 198 - 199

Staff recommends the adoption of Resolution #23-54: To honor the contributions of the District's school leaders during the week of October 8 - 14, 2023.

4. BUSINESS SERVICES

a. Approval of Measure T Bond Pool of Qualified Architects 200 - 201

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

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b. Approval of an Agreement with School Services of California (SSC) for a Study of the Special Education Program 202 - 211

Staff recommends the approval of an agreement with SSC to perform a study of the District's Special Education program, as presented to the Board.

c. Approval of Award of Contract to CIS, Inc. for the HVAC Project Package A 212 - 214

Staff recommends the approval of the award of contract to CIS, Inc., in the amount of $35,200, for the HVAC Project Package A inspection services as required by the Division of State Architect (DSA), as presented to the Board.

d. Approval of Award of Contract to Ninyo & Moore for the HVAC Project Package A 215 - 242

Staff recommends the approval of the award of contract to Ninyo & Moore, in the amount of $48,316, for the HVAC Project Package A materials testing and inspection services, as presented to the Board.

e. Approval of an Agreement with Kathleen Moore and Associates for the Measure T Bond Program 243 - 246

Staff recommends the approval of an agreement with Kathleen Moore and Associates for the development of Educational Specifications for the Measure T Bond Program, as presented to the Board.

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

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

October 5, 2023

- Teaching and learning presentation - Spruce ES
- Presentation on Fiscal Services
- Williams report for 3rd quarter ending 9/30/23
- Update on OpTerra Energy solar savings
- Resolution honoring Native American and Alaska Native Heritage Month (November)

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

- Strategic Plan

November 16, 2023

- Teaching and learning presentation - Martin ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Trustee Richardson's Report on the CLSBA Unity Conference
- 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
- 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

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: Eric Claybon, Child Development Program Coordinator

DATE: September 21, 2023

RE: Approval of the San Mateo County Superintendent of Schools' California State Preschool Program (CSPP) Contract for the 2023-24 School Year

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BACKGROUND:

The Child Development Program requests approval to operate the District's subsidized Pre-school Program. The California State Preschool Program (CSPP) is an annual agreement between the San Mateo County Office of Education and SSFUSD. The CSPP-California State Preschool Program funding is provided by the California Department of Education (CDE), Child Development Division for the District to operate the State Preschool Program at Children's Center for the 2023-24 school year.

FISCAL IMPLICATIONS:

The agreement is in the amount of $899,709.99. The Child Development Program will enroll the number of students based on the contract awarded.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the CSPP contract for the Fiscal Year 2023-24.

Agreement Between
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
and
South San Francisco Unified School District
Pursuant to a
California State Preschool Program (CSPP) Grant

1. PARTIES

This contract is made and entered into, in the State of California, by and between the San Mateo County Superintendent of Schools ("County Superintendent") as LEA under a California State Preschool Program grant (CSPP) and South San Francisco Unified School District ("Delegate Agency").

2. TERM

This Agreement will be effective July 1, 2023 through June 30, 2024.

3. FUNDING CONTINGENCY

Funding for this Agreement is contingent upon the appropriation and availability of funds from the State. Consequently, this Agreement is not effective until the current application that approves the spending of the funds is signed by the State.

4. FUNDING TERMS AND CONDITIONS

If funded, the Delegate Agency agrees to provide services in accordance with the budget, submitted calendar, and the Funding Terms and Conditions (FT&C) attached and incorporated by this reference into this Agreement. The FT&C specify the contractual responsibilities of the Delegate Agency relating to the provision of preschool services, personnel and expenditures. The Delegate Agency is subject to all applicable laws and regulations including the same audit and/or audit review requirements as the County Superintendent based on California Department of Education Audit Guidelines. Costs of the audit shall be borne by the Delegate Agency and are reimbursable under this Agreement.

5. COUNTY SUPERINTENDENT'S RESPONSIBILITIES

A. The County Superintendent shall:
1. Act as an intermediate agent between the California Department of Education and the Delegate Agency.
2. Monitor contract operations and reports relating to ensure compliance with FT&C and the standards contained in the Program Self-Evaluation (PSE) and Federal Program Monitoring processes (FPM)/ Contract Monitoring Review (CMR) incorporated by this reference into this Agreement.
3. Provide technical assistance and require the Delegate Agency participation to meet SMCOE's Annual Agency goals and SMCOE's FPM review.
4. Provide program assistance to the State Preschool Directors of the Delegate Agency.
5. Provide technical budget assistance on behalf of the Delegate Agency.

6. Provide a NoHo Care and DRDP Online™ Databases for Delegate Agency use to electronic transmission of program documentation of eligibility, attendance, assessment data and back-up documentation as requested.
7. Send all required subcontractor information to California Department of Education regarding program compliance and other requested information.
8. Reimburse the Delegate Agency in accordance with the FT&C from allocations provided by the California Department of Education minus ten percent (10%) for the administrative cost of the program to the County Superintendent.
9. Ensure that a Release and Exchange of Information between Delegate Agency and SMCOE is signed allowing exchange and sharing of information relating to any services performed.

B. The County Superintendent reserves the right to reduce the Delegate Agency's allocation, when in her opinion, the agency fails to submit required reports including the audit report or the agency fails to conduct its operations in accordance with Title 22 California Code of Regulations, the FT&C, Title 5, California Department of Education regulations and the standards contained in the PSE and FPM processes.

C. The County Superintendent reserves the right to reduce the performance requirements of the Agreement when it is evident that the Delegate Agency will not earn the amount of the Agreement.

D. The County Superintendent shall notify the Delegate Agency in writing of changes in laws or regulations affecting this contract prior to their effective date or as soon as possible after enactment.

E. The County Superintendent shall limit reimbursement to the least of the following **or otherwise directed by CDE in its Management Bulletin in the current year**:

1. The Maximum Reimbursable Amount (MRA) or contract amount
2. The Net Reimbursable Cost for subsidized children
3. The Service Earnings (Daily Rate x Total Attendance)

6. DELEGATE AGENCY RESPONSIBILITIES

A. The Delegate Agency shall:

1. Conduct a Preschool part-day or full-day program for eligible three and four year-old children defined in Education Code 8205 and children enrolled in transitional kindergarten (TK) or kindergarten program pursuant to EC section 48000(I) if the families meet the requirements of Section 8208.
   Comply with the enrollment criteria:
   a. Enroll three and four-year-old children who will have their 3rd or 4th birthday, respectively, on or before December 1st of the fiscal year in a state preschool program at the beginning of the fiscal year
   b. Children enrolled between December 2 through June 30th must have had their 3rd birthday on or before their date of enrollment.
   c. Pursuant to EC section 48000(l), children enrolled in transitional kindergarten (TK) or kindergarten enrolling in the CSPP for extended learning and care during the hours outside of the TK or kindergarten program if their families meet the requirements of Section 8208.

2. The Delegate agency will participate in providing family literacy activities to Title V families based on the annual Program Self-Evaluation plan approved by the California Department of Education, Early Learning and Care Division.
3. Maintain records for program review, evaluation, audit and/or other purposes and make them available to persons authorized by the State, including the County Superintendent. Such records will be maintained for a minimum of five (5) years or as otherwise required by law and be available for review and/or copying to County Superintendent within 24-hour notice should they be requested. Should the contractual relationship terminate, all records shall be provided immediately to the County Superintendent for copying and all original records for the previous five (5) years shall be delivered to the County Superintendent within thirty (30) days of the termination.
4. Send Department of Social Services, Child Care licensing annual reports and any violations issued during a CCLD visit within three days of receiving the report to the SMCOE for reporting to California Department of Education.
5. Determine the eligibility of families for child development services and keep eligibility documentation based on California State Preschool Program FT&C.
6. Inform parents of the right to appeal adverse eligibility determinations to the Delegate Agency's Board.
7. Be liable for any audit exceptions or overpayments made in this or prior years. In addition to any other remedy or source of funds, the County Superintendent may recover any audit exceptions or overpayments from claims for reimbursement under this Agreement or any subsequent agreement to the extent of claimed reimbursements.
8. Adhere to the Fair Employment Practices and Nondiscrimination Clause outlined by the FT&C.
9. Adhere to the Federal Certifications regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements, as set forth in the "Federal Certifications" attached hereto and incorporated by this reference into this Agreement.
10. Include County Superintendent Uniform Complaint Procedure (UCP) in Delegate Agency's parent handbook.
11. Include in your agency's parent handbook the County Superintendent's boiler template language regarding religious worship and/or instruction is strictly prohibited, unlawful harassment and non-discrimination with the necessary elements and protected classes are identified and notification of these disclosures and rights occur.
12. Participate in activities of the California Department of Education Federal Program Monitoring and Annual Agency goals.
13. Submit an annual budget, calendar and program assurances with your signed Agreement.
14. Delegate Agency will adhere to the submitted calendar at the beginning of the school year. Delegate Agency will contact SMCOE State Preschool Manager prior to changing approved operational days.
15. Implement program assurances as outlined in the addendum of this Agreement.
16. Meet the enrollment requirement for children with Exceptional Needs to ensure the set aside funds are earned by the end of the fiscal year.

B. San Mateo County Office of Education participates in the San Mateo County Child Care Subsidy Plan. The Subsidy Plan allows for the development of local policies related to family eligibility, family fees, and reimbursement rates. Through this agreement, the Subcontractor will also participate in the Subsidy Plan.

C. Title to any equipment or supplies purchased with State funds rests with the Delegate Agency only as long as the Agreement is in effect. Upon termination of this Agreement, title and possession of all equipment and remaining supplies shall revert to the County Superintendent.

D. Any unit of equipment costing over five thousand dollars ($5,000) and/or having a useful life expectancy of two (2) years or more and purchased with California State Preschool Program funds must have prior written authorization both from the County Superintendent and the State. A written inventory record for all items of $500 or over in value must be kept by the Delegate Agency.

E. Any alterations or amendments to this Agreement are subject to review by the California Department of Education.

F. Travel and per diem are reimbursable at rates not exceeding those established by the California Department of Education.

G. Administrative and indirect charges shall not exceed five percent (5%) of the total funds.

7. **INDEMNIFICATION**

The Delegate Agency agrees to indemnify, defend, save and hold harmless the County Superintendent, her officers, agents and employees, as well as the State of California, Department of Education, from any and all claims and losses accruing or resulting to any and all of the Delegate Agency's contractors, subcontractors, laborers and any person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Subcontractor in the performance of this contract. The duty of the Delegate Agency to indemnify and hold harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. **INSURANCE**

The Delegate Agency shall furnish to the County Superintendent evidence of sufficient insurance coverage as will protect it while performing the services required by this contract. Delegate Agency shall maintain a Certificate of Insurance to be made available upon request.

9. **INDEPENDENT CONTRACTOR**

The Delegate Agency and its agents and employees, in the performance of this contract, are acting in an independent capacity and not as officers, employees or agents of the State of California or the County Superintendent or the County Board of Education.

10. **ASSIGNABILITY**

Without the prior written consent of the County Superintendent, this Agreement is not assignable by the Delegate Agency either in whole or in part.

11. **FINAL AGREEMENT**

No modification of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

12. **TERMINATION**

A. The County Superintendent may terminate this Agreement and be relieved of the payment of any consideration to the Delegate Agency when, in her opinion, the agency fails to perform the covenants herein contained in the time and in the manner herein provided. In the event of such termination, the County Superintendent may proceed with the work in any manner deemed proper by the County Superintendent. The cost to the County Superintendent shall be deducted from any sum due the Delegate Agency. County Superintendent shall provide thirty (30) days written notice to Delegate Agency of termination.

B. If any of the conditions contained in the FT&C arise which warrant termination of funding by either the County Superintendent or the Delegate Agency, then this Agreement shall automatically be canceled as of the date funding is terminated.

C. If the Agreement is canceled, the Delegate Agency shall cooperate with the County Superintendent to effectuate the termination, including copying any records and moving any and all furniture deemed necessary by the County Superintendent. The Delegate Agency shall be paid according to the FT&C for actual services rendered through the date of cancellation.

D. The County Superintendent or the Delegate Agency shall notify the other by certified mail of the termination, with the reason for the action specified.

13. **NONDISCRIMINATION CLAUSE**

A. During the performance of this contract, the Delegate Agency and its subcontractors shall not deny the contract's benefits to any person on the basis of religion, race, color, ethnic group identification, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition, marital status, or age (over 40), nor shall they discriminate unlawfully against any employee or applicant for employment because of religion, race, color, ethnic group identification, national origin, ancestry, sex, sexual orientation, physical, or mental disability, medical condition, marital status, or age (over 40). Delegate Agency shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

B. Delegate Agency shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5) and the regulations or standards adopted by the awarding State agency to implement such article.

C. Delegate Agency shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than twenty-four (24) hour notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

D. Delegate Agency and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

E. Delegate Agency shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

14. **COMMUNICATIONS**

A. This Agreement is of no force or effect unless or until authorized signatures from the County Superintendent and the Delegate Agency appear on this document.

B. For any communication regarding this Agreement contact the San Mateo County Office of Education, 101 Twin Dolphin Drive, Redwood City, CA 94065-1064.
Telephone: (650) 802-5616.

15. **SERVICE REQUIREMENTS AND REIMBURSEMENT**

Delegate Agency by signing this Agreement, agrees to the following service requirements and levels of reimbursement based on the Standard Reimbursement Rate (SRR) with Adjustment Factors:

A.	Minimum days of operation shall be:	Full-day	246
B.	Daily rate for attendance shall be:	Full-day	$ 73.87
C.	Exceptional Needs Set Aside amount:		$ 230,115.33
D.	Maximum reimbursable amount shall be:		$ 899,709.99

San Mateo County Superintendent of Schools	South San Francisco Unified School District
_____	_____
Signature	Signature
Kevin Bultema	
Print Name	Print Name
Deputy Superintendent, Business Services Division	
Title	Title
_____	_____
Date	Date

S.C.
2023-09-01
September 21, 2023

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: September 21, 2023

RE: Approval for a Culinary Art Teacher to attend the Worlds of Flavor Conference in Napa, CA, on November 8 to 10, 2023

BACKGROUND:

Each year, the Culinary Institute of America's Worlds of Flavor International Conference and Festival welcomes distinguished chefs and experts from around the world. Attendance for the Worlds of Flavor Conference is limited to senior-level chefs, supermarket foodservice operators, educators, and world cuisine experts.

This conference and festival is acknowledged as the most influential professional forum on world cuisines, food cultures, and trends. This year's conference will be designed in collaboration with a program advisory committee to be held in Napa, CA, on November 8 to 10, 2023. Ms. Gabriela Ledford, Culinary Arts Teacher at SSFHS, requests to attend the conference.

FISCAL IMPLICATIONS:

The estimated total cost for one staff member to attend the Worlds of Flavor Conference is:

- Registration = $1,495
- Hotel accommodations $135 (w/resort fees), per night x 2 nights = $310 + tax
- Food = $140 (approx.)
- Mileage = 100 r/t (approx.) x $0.68 = $68.00

TOTAL: $2,013. (approx.)

The cost of the conference which will be paid with CTE grant funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Ledford, Culinary Arts Teacher at SSFHS, to attend the Worlds of Flavor Conference in Napa, CA, on November 8 to 10, 2023.

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

Sabrina Yacoub, Director of Special Education

DATE: September 21, 2023

RE: Approval for Special Education Leadership Team to attend ACSA Every Child Counts Symposium in Palm Desert on January 10 to 12, 2024.

BACKGROUND:

ACSA Every Child Counts Symposium is an annual conference specially designed for the Special Education administrator. It takes place Wednesday, January 10 - January 12, 2024 in Palm Desert, CA. More information can be found at https://www.acsa.org/Professional-Learning/Conferences/every-child-counts-symposium.

The SSFUSD Special Education Leadership Team has not been to a training especially designed for them since before 2019. This year, the Special Education department would like to send our leadership team to this symposium. This team will consist of:

- 2 Special Education Teachers on Special Assignment
- 1 School Psychologist on Special Assignment
- 3 Special Education Program Specialists
- 1 Special Education Coordinator of Mental Health, Behavior and Assessment
- 1 Special Education Transition Coordinator
- 1 Assistant Director of Special Education (*currently vacant*)
- 1 Director of Special Education & Pupil Personnel
- Total = **10** SSFUSD Special Education District Office staff (*if all positions are filled before the symposium*)

FISCAL IMPLICATIONS:

The estimated total cost for ten staff members to attend the conference is:

- Registration Fees: $599 (ACSA member) or $799 (non-member)
- + Airfare, Hotel, Daily Travel Expenses, and Meal Allowances $75/person/day

TOTAL: up to $2,000 per person or $20,000. (approx.)

The cost of the conference would be covered by the Educator Effectiveness Grant.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for ten members of the Special Education Leadership Team to attend the ACSA Every Child Counts Symposium in Palm Desert, CA, on January 10 to 12, 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

DATE: September 21, 2023

RE: Approval of the Agreement with Aperture Media and Design for Video Production

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BACKGROUND:

In 2022, K12 SWP funding was used to create videos that highlighted CTE pathways of all districts involved in the San Mateo County Office of Education consortium. The CTE courses featured in those videos were Culinary Arts (ECHS), Biotechnology (SSFHS), and Ballet Folklórico (SSFHS), which are on the District website. In an effort to highlight all CTE courses in SSFUSD, we would like to utilize the services of Aperture Media and Design LL, the company which created the first videos, for Photography (SSFHS and ECHS), Video Arts (SSFHS and ECHS), and Building and Construction Trades (SSFHS). These videos will be used as educational and recruitment tools to increase awareness of the CTE opportunities provided to SSFUSD students.

FISCAL IMPLICATIONS:

K12 SWP funding will be used to cover all costs as noted. Aperture Media will produce Video Arts and Photography. The total cost for services is $22,950.00.

	COST	Video Arts/ Photography	
Project Mgmt./Travel/Equipment Fee/ Post Production Budget	$8,700		
ECHS		$5,700	
SSFHS		$5,700	
Video Building Construct/SSFHS	$2,850		
TOTAL			**$22,950**

RECOMMENDATION:

It is recommended that the South San Francisco Board of Trustees approve the agreement between SSFUSD and Aperture Media & Design in the amount of $22,950.00 for the video and photography services for the 2023-24 school year.

Aperture Media and Design, LLC
421 Walnut St Ste 100
Napa, CA 94559
(707)287-7760

Estimate

ADDRESS
South San Francisco Unified

ESTIMATE # 1434
DATE 09/05/2023

DATE	ACTIVITY	ACTIVITY	QT.	RATE	AMOUNT
	Project Management		12	100.00	1,200.00
	Video Production	Video Arts El Camino HS Interviews + B-Roll	6	475.00	2,850.00
	Video Production	Photography El Camino HS Interviews + B-Roll	6	475.00	2,850.00
	Video Production	Video Arts South San Francisco HS Interview + B-Roll	6	475.00	2,850.00
	Video Production	Photography South San Francisco HS Interviews + B-Roll	6	475.00	2,850.00
	Video Production	Building Constructiuon South San Francisco HS Interviews + B-Roll	6	475.00	2,850.00
	Editing	Edit Long Version of X3 Videos; Video Arts, Photography, Building Construction.	40	75.00	3,000.00
	Editing	Edit Short Version of X3 Videos; Video Arts, Photography, Building Construction.	20	75.00	1,500.00
	Travel	Travel and Meals 6 Days	6	250.00	1,500.00
	Equipment Fee		6	250.00	1,500.00

TOTAL **$22,950.00**

Accepted By	Accepted Date

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: September 21, 2023

RE: Approval of the San Mateo County Office of Education (SMCOE) Math Learner Research Services Data Sharing Agreement

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BACKGROUND:

During the math adoption process, the SSFUSD Educational Services (EDS) math team established a partnership with the SMCOE to facilitate the identification and piloting of math educational materials at no cost. As a collaborative partner, SMCOE will play a vital role in collecting and analyzing mathematics-related data. This data will be instrumental in supporting the EDS math team in crafting a comprehensive mathematics implementation plan once a curriculum is selected. Attached is a data-sharing agreement between SSFUSD and the SMCOE.

FISCAL IMPLICATIONS:

There are no fiscal implications.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Math Learner Research Services Data Sharing agreement between SSFUSD and the SMCOE.

AGREEMENT
BETWEEN THE
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
AND THE
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REGARDING DATA SHARING SERVICES

1. **PARTIES:**
The parties to this Agreement are the San Mateo County Superintendent of Schools (Center for Learning Analytics), hereinafter referred to as "Superintendent" OR "CLA" and the South San Francisco Unified School District, to be referred to as "District".

2. **EFFECTIVE DATES:**
This Agreement is effective September 1, 2023 through June 30, 2024.

3. **PURPOSE:**
The CLA aims to provide high quality services to the districts and schools of San Mateo County that improve the use and analysis of analytics with the ultimate goal of improving the educational outcomes of students in mathematics, and in particular traditionally underserved students. To achieve this goal, the CLA shall provide services to assist the District with data collection, integration, governance, reporting, and analysis of staff and pupil records, which include any information related to staff or students maintained by the District or by an authorized third party on behalf of the District, hereafter referred to as "Data". Services rendered under this MOU shall be referred to as "Math Learner Research Services".

The District may request in writing to participate in Math Learner Research Services. The Superintendent reserves the right to accept or deny any request for services. Any fees associated with Math Learner Research Services are the responsibility of the District.

4. **SUPERINTENDENT AND DISTRICT RESPONSIBILITIES:**

4.1. **SUPERINTENDENT:** The Superintendent will provide Math Learner Research Services in a timely and professional manner.

4.1.1. The Superintendent will ensure associated systems with Data have appropriate levels of security and legal compliance.
4.1.2. The Superintendent will ensure Data can only be viewed or accessed by agencies legally allowed to do so and as agreed upon by the District and SMCOE.
4.1.3. The Superintendent will provide and/or facilitate secure protocols for the transfer and sharing of data.

4.2. **DISTRICT**:

4.2.1. The District shall provide system access and/or Data extracts from the District's student information system at the end of each school year. Additional reports and/or extracts

may be requested through mutual agreement between the parties.

4.2.2. The District shall provide information, and when appropriate assist in the facilitation, for the distribution and execution of learner surveys.

4.2.3. Data extracts will be provided through secure protocols.

4.2.4. The District will be responsible for providing additional information as needed to integrate the Data into the SMCOE repositories.

4.2.5. The District will be responsible for determining who will fulfill the following roles. Multiple roles may be fulfilled by the same person. The names of personnel fulfilling these roles needs to be communicated to SMCOE in writing:

4.2.5.1. Data Manager – Responsible for Data extracts and information requests.

4.2.5.2. Project Lead – Responsible for executing District responsibilities, designating access, revoking access, and maintaining District resources.

4.2.5.3. Instructional Lead – Responsible for supporting the purpose of the work.

4.2.5.4. Project Support – Accessing data and participating in the project.

4.2.6. The District will be responsible for providing SMCOE with any changes to personnel, third-parties, or subcontractors in writing.

5. **DATA SHARING AND CONFIDENTIALITY OF STUDENT DATA:**
Education Code section 49076(a)(2)(E) provides that a school district may release information from pupil records to "organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if the studies are conducted in a manner that will not permit the personal identification of pupils or their parents by persons other than representatives of the organizations, the information will be destroyed when no longer needed for the purpose for which it is obtained, and the organization enters into a written agreement with the educational agency or institution that complies with Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations."

5.1. The parties acknowledge and agree that the data provided by the District may include certain Personally Identifiable Information, as such term is defined in the Family Education Rights and Privacy Act of 1974 at 20 U.S.C. 12.34(g) and regulations at 34 C.F.R. 99.3, and pupil records, as that term is defined in Cal. Education Code section 49061(b) ("Confidential Student Information").

5.2. The Superintendent agrees to protect Confidential Student Information from unauthorized disclosure and comply with all applicable confidentiality laws which may include but is not limited to the California Education Code and the Federal Family Education Rights and Privacy Act (FERPA) as set forth in this MOU. The Superintendent is responsible for complying with all District, Local, State and Federal applicable confidentiality laws and regulations. As such, the Superintendent will use the following protocols to protect the Confidential Student Information to be utilized in the delivery of services outlined in this Agreement:

5.2.1. The Superintendent shall protect Confidential Student Information by using the same degree of care, but not less than a reasonable degree of care, to prevent the unauthorized access to or use, dissemination, or disclosure of Confidential Student Information as it uses to protect its own confidential student information.

5.2.2. The Superintendent will ask the District to submit data files using a secure platform (such as ShareFile), so that only District staff and authorized SMCOE staff can see the contents of the files.

5.2.3. At no time will the Superintendent share or display to any unauthorized third party any Confidential Student Information, nor data at a level that could identify a student (for instance, data on “Indonesian” students when it is known that there are only two in the District).

5.2.4. The Confidential Student Information provided by the District pursuant to this Agreement shall be destroyed when no longer needed in support of Math Learner Research Services.

5.2.5. The Superintendent shall use Confidential Student Information only in support of Math Learner Research Services and shall not use such information for any other purposes without the prior written consent of the District.

6. **Third-Party Agencies and Contractors:**
Both parties may enter into separate data sharing agreements with public agencies, vendors, or outside professionals as needed to support Math Learner Research Services. These agreements will define the specific purposes of the data sharing and establish all appropriate and legally required security protocols for the transmission and use of these data. Both parties will ensure that all staff and third parties that receive confidential student information obtained under this Agreement, agree to the same restrictions and conditions that apply to Superintendent in this Agreement as well as all state and federal law governing such access.

7. **PARTICIPATING DISTRICTS:**
The District agrees to share Confidential Student Information with other Districts participating in Math Learner Research Services under the following conditions:

7.1. The student was at one point enrolled in the receiving District in the past or the student is pre-enrolled in a District to attend in the future.

7.2. The District maintains shared Data in compliance with all provisions of this MOU.

7.3. Notwithstanding the foregoing, in no event is information Confidential Student Information if it (a) was lawfully in the possession of the Superintendent or the CLA before receipt from the District; (b) is or becomes publicly available through no fault of the Superintendent or the CLA; (c) is received by the Superintendent or the CLA, without restriction as to further disclosure, from a third party having an apparent bona fide right to disclose the information to the Superintendent or the CLA; or (d) is independently developed by the Superintendent or the CLA without use of the Confidential Student Information.

8. **RENEWAL OF AGREEMENT:**
If not updated prior to July 1 of each year, this agreement will continue to remain in force and govern all services for that fiscal year until and unless terminated per Paragraph 9 of this agreement.

9. **TERMINATION:**
Either party may terminate this Agreement upon ninety (90) days’ written notice.

All correspondence, notices, claims, etc. will be sent to the following persons and addresses:

FOR THE County Superintendent	Jared Prolo, Executive Director Research and Systems Planning / Center for Learning Analytics San Mateo County Office of Education 101 Twin Dolphin Drive Redwood City, CA 94065-1064 (650) 802-5356 jprolo@smcoe.org
FOR THE Delegate Agency	_____ Name _____ Title _____ Street Address _____ City, State, Zip _____ Phone Number _____ Email Address

IN WITNESS WHEREOF, the parties agree to this Agreement to be executed by their duly authorized officers.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS	SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
_____ Signature Kevin Bultema, Deputy Superintendent	_____ Signature Ted O, Assistant Superintendent of Business Services
_____ Date	_____ Date

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: September 21, 2023

RE: Approval of a Kendall Hunt Illustrative Mathematics Elementary Pilot

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BACKGROUND:

Elementary teachers are scheduled to pilot Illustrative Mathematics (IM) when the current i-Ready pilot concludes. Secondary math teachers are currently piloting IM, and the cost for these materials for our elementary staff is $16,143.97.

Educational Services requests approval to purchase the training and curriculum from Kendall Hunt for a twelve-week elementary math pilot of the IM curriculum. Training will be held on November 1, 2023. The elementary pilot will run from November 6, 2023 to February 16, 2024.

FISCAL IMPLICATIONS:

The cost of the training and pilot curriculum will be no more than $ 16,143.97. It will be paid out of LCFF Supplemental funds.

EVIDENCE - RESEARCH - FFME:

Currently, math curricula in all grade levels are due for replacement. In preparation for the math adoption process, the Elementary and Secondary TOSAs partnered with Student Achievement Partners and the SMCOE in creating a Landscape Analysis to understand our unique challenges and strengths. This led to an updated District math vision and established priorities for our math curriculum adoptions. Those priorities included training and

supporting teachers in the CCSS Standards and the instructional shifts required for teaching and learning the CCSS Math Standards, as well as ensuring future curricula are supportive of and accessible to all learners.

Based on our adoption priorities and District math vision, we identified IM as one of the curricula for all grades to pilot. IM is highly rated by Ed Reports, meeting expectations in all gateways, across grades K-high school. Piloting the same curriculum across all grade spans allows for the possibility of articulation and coherence across all of our schools. IM was developed by one of the lead authors of the CCSS Math Standards, as an innovative way of teaching mathematics concepts and skills defined by the Common Core Math Standards. The IM curriculum is rigorous, problem-based, and incorporates supports for multi-language learners and students with disabilities.

Elementary teachers are scheduled to pilot IM when the current i-Ready pilot concludes.

Action Item	Sources and/or Supporting Research	Quote/MOU	Data (if available)	Experiences from other Districts	FFME approved (if applicable)
	• Ed Reports • Landscape Analysis • Trends Analysis	Kendall Hunt quote IM training cost		IM is the current curriculum in San Mateo/Foster City & Millbrae. It is being piloted in several other districts within the County.	

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the funds for elementary math pilot teachers to receive the necessary training and materials to pilot the IM curriculum.

Based on the information provided we have come to understand that you are requesting:

- A professional development session by an IM certified trainer
- Kendall Hunt IM curriculum for all K-5 math pilot teachers (17 teachers)

Kendall Hunt Illustrative Mathematics Professional Learning & Curriculum

Elementary Pilot teachers will be trained by an IM certified trainer on November 1st, 2023. They will receive teachers' guides, student workbooks and access to Kendall Hunt's IM online platform for the duration of the 12-week pilot session.

The elementary mathematics curriculum pilot of Kendall Hunt Illustrative Mathematics will run from Nov 6, 2023- February 15, 2024.

Kendall Hunt Illustrative Mathematics pilot - up to $ 16,143.97

Category	Item	Description	Total Cost
Professional Learning Workshops -virtual	Virtual Professional Learning	2 hour virtual training with certified Illustrative Mathematics trainer	$1,500
curriculum	Consumable textbooks & teachers' guides	Kendall Hunt editions of Illustrative Mathematics curriculum for 17 pilot teachers (grades K-5)	$14,643.97

For more information contact:

Don Burks
Kendall Hunt Senior Sales Consultant
dburks@kendallhunt.com

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

ASSIGNMENT ADJUSTMENT 2023-2024

Ringseis, Marlis, a teacher at El Camino High School, from 1.0 FTE to 1.2 FTE effective August 9, 2023, through May 31, 2024

Hahn, Barbara, a teacher at Alta Loma Middle School, from 1.0 FTE to 1.2 FTE effective August 9, 2023, through May 31, 2024

McDonald, Rachel, a teacher at El Camino High School, from 1.0 FTE to 1.2 FTE effective August 9, 2023, through May 31, 2024

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

TEMPORARY INCREASE IN HOURS

Nazzal, Judy, Senior Office Assistant, Children's Center, 5.5 to 7.0 hours per day, Range 37A, Step 5, effective July 3, 2023 through June 28, 2024.

Cabanas, Jacqueline, Early Child Development Coach, Children's Center, 6.5 to 7.5 hours per day, Range 41A, Step 5, effective July 3, 2023 through June 28, 2024.

Barcelata Long, Maria, School Community Liaison – Child Development Program, Children's Center, 6.5 to 7.5 hours per day, Range 32A, Step 5, effective July 3, 2023 through June 28, 2024.

Lee, Jonathan, Paraprofessional II – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29, Step 5, effective August 14, 2023 through May 30, 2024.

Maltby, Zachary, Paraprofessional II – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29, Step 2, effective August 15, 2023 through May 30, 2024.

Solorzano Guevara, Selin, Paraprofessional II – Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 29, Step 4, effective August 14, 2023 through May 30, 2024.

Catu, Cole Dominic, Paraprofessional II – Special Education, Sunshine Gardens Elementary School, 6.0 to 6.5 hours per day, Range 29, Step 2, effective August 9, 2023 through May 30, 2024.

Pan, Yong Ling, Paraprofessional II – Special Education, Sunshine Gardens Elementary School, 6.0 to 6.5 hours per day, Range 29, Step 4, effective August 9, 2023 through May 31, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 21, 2023

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

BACKGROUND:

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240131	1-WORLD GLOBES & MAPS	School Supplies	01-0000-0-1110-1000-4320-010-070	318.04
240009	ACHIEVE 3000	Smarty Ants (Achieve3000)	01-0801-0-1110-1000-5813-010-123	2,621.00
240363	ADAFRUIT INDUSTRIES LLC	PLTW WMS #4	01-6387-0-3800-1000-4320-090-CIG	811.04
240287	ADI	Open P. O. - Misc. Electrical Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240388	ADVANCED INTEGRATED PEST MGMT	Open P.O. Pest Control Service	01-0000-0-0000-8200-5807-090-760	25,000.00
240094	AG PARTS WORLDWIDE INC	Chromebook - Repair Parts	01-0000-0-0000-2424-4320-090-735	14,000.00
240396	AIRGAS USA LLC	Open P.O. - Oxygen, Acetylene	01-8150-0-0000-8110-4320-090-741	15,000.00
240161	ALBERTSONS/SAFEWAY INC.	Supplies for Culinary Arts	01-0000-0-1110-1000-4320-032-070	3,000.00
240073	ALL CITY MANAGEMENT SVCS INC.	Crossing Guard Services	01-0000-0-0000-7300-5899-090-717	135,360.00
240429	ALL STAR GLASS	Open P.O. Vehicle Maintenance Services/Supplies	01-8150-0-0000-8110-5600-090-741	1,000.00
240290	ALPHA ENTERPRISE CORP.	Open P.O. for Custodial Machine Repairs	01-8150-0-0000-8110-5600-090-741	3,000.00
240342	AMAZON.COM	Admin Retreat Supplies	01-0000-0-0000-2100-4320-090-762	49.41
240262	AMAZON.COM	Amazon Admin Retreat Items	01-0000-0-0000-2100-4320-090-762	231.49
240324	AMAZON.COM	Tech Battery/Tools	01-0000-0-0000-2424-4320-090-735	267.66
240050	AMAZON.COM	Office Supplies- iPad Charging Station	01-0000-0-0000-2424-4320-090-735	285.92
240339	AMAZON.COM	Cisco 2911 Routers	01-0000-0-0000-2424-4320-090-735	320.12
240323	AMAZON.COM	Apple Cables	01-0000-0-0000-2424-4320-090-735	329.35
240049	AMAZON.COM	UPS- Back Up Battery	01-0000-0-0000-2424-4320-090-735	348.87
240043	AMAZON.COM	Office Supplies	01-0000-0-0000-7150-4320-090-714	97.80
240121	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	269.80
240041	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	149.01
240321	AMAZON.COM	Supplies for World Language and General Office	01-0000-0-1110-1000-4320-032-070	90.68
240523	AMAZON.COM	Supplies for the General Office	01-0000-0-1110-1000-4320-032-070	101.10
240537	AMAZON.COM	Supplies for Classroom	01-0000-0-1110-1000-4320-032-070	166.96
240125	AMAZON.COM	Supplies for Math	01-0000-0-1110-1000-4320-032-070	331.10
240123	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-032-070	1,110.29
240030	AMAZON.COM	Contraception Supplies	01-0000-0-1110-1000-4320-033-070	37.22
240509	AMAZON.COM	Name Plate & Certificates	01-0000-0-1110-1000-4320-033-070	41.15
240034	AMAZON.COM	Social Science Supplies	01-0000-0-1110-1000-4320-033-070	78.19
240045	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-033-070	1,057.51
240031	AMAZON.COM	CTE Supplies	01-0000-0-1110-1000-4320-033-070	1,488.31
240033	AMAZON.COM	English Supplies	01-0000-0-1110-1000-4320-033-070	2,116.36
240032	AMAZON.COM	Cell Phone Storage	01-0000-0-1110-1000-4320-033-070	4,606.93
240263	AMAZON.COM	Intervention Materials	01-0000-0-1110-1000-4320-090-214	85.63
240053	AMAZON.COM	Materials/ Supplies	01-0000-0-1110-1000-4320-090-762	296.54
240524	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-090-762	349.43
240128	AMAZON.COM	World Language Supplies	01-0000-0-1216-1000-4200-033-070	80.15
240128	AMAZON.COM	World Language Supplies	01-0000-0-1216-1000-4320-033-070	971.03
240035	AMAZON.COM	Biotech Supplies	01-0000-0-1235-1000-4320-033-070	230.15
240261	AMAZON.COM	Supplies	01-0000-0-1235-1000-4320-033-070	257.73
240038	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4200-033-070	18.23

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240039	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4200-033-070	551.98
240039	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4320-033-070	191.53
240038	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4320-033-070	563.88
240037	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4320-033-070	565.48
240040	AMAZON.COM	SpEd Supplies	01-0000-0-1237-1000-4320-033-070	759.06
240070	AMAZON.COM	PLTW Engineering 1 WMS	01-6387-0-3800-1000-4320-090-CIG	43.90
240064	AMAZON.COM	PLTW App Creators ALMS	01-6387-0-3800-1000-4320-090-CIG	68.11
240065	AMAZON.COM	PLTW App Creators PHMS	01-6387-0-3800-1000-4320-090-CIG	68.11
240066	AMAZON.COM	PLTW App Creators WMS	01-6387-0-3800-1000-4320-090-CIG	68.11
240061	AMAZON.COM	PLTW-Parkway Heights Design & Modeling Amazon	01-6387-0-3800-1000-4320-090-CIG	201.82
240062	AMAZON.COM	PLTW-Alta Loma Design & Modeling Amazon	01-6387-0-3800-1000-4320-090-CIG	201.82
240063	AMAZON.COM	PLTW-Westborough Design & Modeling Amazon	01-6387-0-3800-1000-4320-090-CIG	201.82
240060	AMAZON.COM	PLTW Engineering 1 WMS #2	01-6387-0-3800-1000-4320-090-CIG	296.87
240124	AMAZON.COM	Computer Science for Innovators & Makers PLTW Westborough	01-6387-0-3800-1000-4320-090-CIG	358.39
240068	AMAZON.COM	PLTW Medical Detective WMS	01-6387-0-3800-1000-4320-090-CIG	455.28
240069	AMAZON.COM	PLTW Medical Detective ALMS	01-6387-0-3800-1000-4320-090-CIG	455.28
240067	AMAZON.COM	PLTW Envir/Energy WMS	01-6387-0-3800-1000-4320-090-CIG	783.36
240126	AMAZON.COM	PLTW Science of Technology WMS	01-6387-0-3800-1000-4320-090-CIG	1,091.25
240048	AMAZON.COM	PLTW Engineering 1 WMS #1	01-6387-0-3800-1000-4320-090-CIG	1,213.47
240018	AMAZON.COM	Supplies for CTE	01-6388-0-3800-1000-4320-090-318	22.95
240375	AMAZON.COM	Supplies	01-6500-0-5760-1190-4320-090-245	95.99
240374	AMAZON.COM	Supplies	01-6500-0-5760-1190-4320-090-245	276.78
240046	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	68.45
240127	AMAZON.COM	TOSA Resource	01-9010-0-1110-1000-4200-090-DNA	244.82
240336	AMAZON.COM	Support Materials	01-9010-0-5001-3150-4200-090-350	286.37
240332	AMAZON.COM	Classroom Supplies	01-9010-0-5001-3150-4320-090-350	240.26
240336	AMAZON.COM	Support Materials	01-9010-0-5001-3150-4320-090-350	644.77
240468	AMAZON.COM	Buri Buri Support Materials for the Classroom	01-9010-0-5001-3900-4200-090-350	17.57
240335	AMAZON.COM	Pencils Grips	01-9010-0-5001-3900-4320-090-350	28.82
240340	AMAZON.COM	Speech Folders for BB	01-9010-0-5001-3900-4320-090-350	32.94
240333	AMAZON.COM	Ball Chair for WB Mod/Severe Classroom	01-9010-0-5001-3900-4320-090-350	74.72
240338	AMAZON.COM	Headphones for Students Noise Reduction	01-9010-0-5001-3900-4320-090-350	79.09
240337	AMAZON.COM	Adjustable Desk for OT	01-9010-0-5001-3900-4320-090-350	142.83
240334	AMAZON.COM	Monte Verde Speech Cards	01-9010-0-5001-3900-4320-090-350	166.79
240468	AMAZON.COM	Buri Buri Support Materials for the Classroom	01-9010-0-5001-3900-4320-090-350	260.17
240371	AMAZON.COM	Classroom Materials	01-9010-0-5001-3900-4320-090-350	351.82
240474	AMAZON.COM	Spruce Classroom Support Materials	01-9010-0-5001-3900-4320-090-350	479.54
240370	AMAZON.COM	Ponderosa Classroom Supplies	01-9010-0-5001-3900-4320-090-350	1,553.07
240327	AMAZON.COM	Amazon for Hillside Office Furniture	01-9010-0-5001-3900-4320-090-350	4,122.60
240351	AMERICAN FIDELITY	Time & Eligibility Svc	01-0000-0-0000-7350-5899-090-717	15,414.00
240397	AMERICAN TIME	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00

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P.O.	Vendor	Description	Account	Amount
240533	AMS.NET INC	Barracuda Email Virus Protection 1yr Sub. '23-'24 YR	01-0000-0-0000-2424-5813-090-735	104,448.00
240532	AMS.NET INC	Cisco Phone MVaaS Managed Service -'23-'24	01-0000-0-0000-2424-5899-090-735	39,900.00
240357	AMS.NET INC	Cisco Smartnet Installment	01-0000-0-0000-2424-5899-090-735	54,374.40
240158	AP EXAMS	AP Exams from College Board	01-9218-0-1110-1000-4320-032-356	40,000.00
240366	APPLE COMPUTER INC	MacBook Pro for Ed Svc Tech TOSA	01-0000-0-0000-2110-4420-090-762	3,683.95
240299	APPLE COMPUTER INC	MacBook Air Chargers	01-0000-0-0000-2424-4320-090-735	637.27
240325	APPLE COMPUTER INC	Apple USB Power Adapters	01-0000-0-0000-2424-4320-090-735	2,087.63
240319	APPLE COMPUTER INC	Chargers	01-0000-0-1110-1000-4320-032-070	191.18
240489	APPLE COMPUTER INC	Apple Pencil Tips	01-0801-0-1110-1000-4320-025-180	167.01
240346	APPLE COMPUTER INC	Apple TVs, iPads & Pencils (2)	01-0801-0-1110-1000-4320-025-180	1,741.51
240152	APPLE COMPUTER INC	MacBook Repair	01-9010-0-5760-1110-5600-090-350	99.00
240059	APPLE INC	AirPods	01-6387-0-3800-1000-4320-090-CIG	185.69
240059	APPLE INC	AirPods	01-6387-0-3800-1000-4420-090-CIG	603.21
240490	ARMOUR PETROLEUM SVC AND EQUIP	Open P.O. Monitoring Fuel Tank	01-8150-0-0000-8110-5600-090-741	15,000.00
240350	AT&T	CALNET 3 Charges Only	01-0000-0-0000-7200-5910-090-760	170,165.00
240350	AT&T	CALNET 3 Charges Only	01-6500-0-5760-2700-5910-090-245	820.00
240460	AUTO EXPRESS TOWING & RECOVERY	Open P.O. - Towing Services	01-0000-0-0000-8200-5600-090-760	2,500.00
240460	AUTO EXPRESS TOWING & RECOVERY	Open P.O. - Towing Services	01-8150-0-0000-8110-5600-090-741	0.00
240465	AUTOMATIC RESPONSE SYSTEMS	Open PO for Trash Compactor Repairs	01-8150-0-0000-8110-5600-090-741	5,000.00
240444	AUTREY SUPPLY CO. INC	Open P.O. - Field Paint	01-8150-0-0000-8110-4320-090-741	1,000.00
240265	AVID TRANSLATION	Translation Services	01-0000-0-4760-3900-5899-090-503	2,500.00
240343	AVID TRANSLATION	Open PO - Translation Services	01-0801-0-4760-1000-5899-025-123	1,535.00
240353	BANC OF AMERICA PUBLIC CAPITAL	Repayment of Loan	01-0000-0-0000-9100-7438-090-739	60,600.25
240353	BANC OF AMERICA PUBLIC CAPITAL	Repayment of Loan	01-0000-0-0000-9100-7439-090-739	210,000.00
240289	BATTERY SYSTEMS INC	Open P.O. - Battery Supplies	01-8150-0-0000-8110-4320-090-741	3,000.00
240461	BAVCO BACKFLOW APPARATUS & VAL	Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	3,000.00
240228	BAY AREA COMPUTER REPAIRS	Student Chromebook Repair Services	01-0000-0-0000-2424-5899-090-735	1,500.00
240466	BAY AREA NEWS GROUP	Advertising	01-0000-0-0000-8200-5811-090-760	5,000.00
240382	BAY AREA UPHOLSTERY	Open P.O. - Vehicle Upholstery Repair	01-8150-0-0000-8110-5600-090-741	2,000.00
240380	BAYSHORE METALS INC	Open P.O. - Maintenance Metal Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
240389	BEARING AGENCIES INC	Open P.O. Mechanical Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240239	BEGLAD LLC	BeGlad - Online License	01-6266-0-1110-1000-5813-090-341	80,000.00
240434	BENCHMARK HOME ELEVATOR	Open P.O. Maintenance Service, Repairs for Wheelchair lifts	01-8150-0-0000-8110-5600-090-741	5,000.00
240231	BERNICE DARE	Volleyball Officials	01-9219-0-1202-1000-5899-032-356	4,000.00
240219	BJOREM SPEECH PUBLICATIONS	Games for Speech Pathologist	01-9010-0-5001-3900-4320-090-350	471.11
240171	BLICK ART MATRLS - DICK BLICK	Supplies for Art	01-0000-0-1110-1000-4320-032-070	194.27
240146	BLICK ART MATRLS - DICK BLICK	Art Supplies	01-0000-0-1110-1000-4320-032-070	4,000.00
240134	BLICK ART MATRLS - DICK BLICK	Open P.O. - Art Materials	01-0000-0-1201-1000-4320-033-070	2,000.00
240408	BLUE LINE TRANSFER	Open P. O. - Dump Fees	01-0000-0-0000-8200-5540-090-760	65,000.00
240316	BLUUM HOLDINGS LLC	Diversitrack Systems for TV	01-0000-0-0000-2424-4420-090-735	2,764.46
240443	BOB JR'S TOWING INC	Open P.O. - Towing Services	01-8150-0-0000-8110-5600-090-741	3,000.00

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240377	BR FUNSTON - TOM DUFFY CO	Open P.O. - Maintenance Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240407	BROADMOOR LANDSCAPE SUPPLY	Open P. O. - Misc. Lumber and Supplies	01-0000-0-0000-8200-4320-090-760	8,000.00
240407	BROADMOOR LANDSCAPE SUPPLY	Open P. O. - Misc. Lumber and Supplies	01-8150-0-0000-8110-4320-090-741	12,000.00
240308	BRONSTEIN MUSIC	Open PO - Band	01-0000-0-1110-1000-5600-022-070	1,500.00
240301	BRONSTEIN MUSIC	Open PO - Repairs	01-0000-0-1227-1000-4320-025-070	1,000.00
240139	BRONSTEIN MUSIC	Open P.O. - Instrument Supplies & Repairs	01-0000-0-1227-1000-4320-033-070	250.00
240301	BRONSTEIN MUSIC	Open PO - Repairs	01-0000-0-1227-1000-5600-025-070	2,500.00
240139	BRONSTEIN MUSIC	Open P.O. - Instrument Supplies & Repairs	01-0000-0-1227-1000-5600-033-070	750.00
240153	BRONSTEIN MUSIC	Open P.O. - Repair , Maintenance and Parts	01-0000-0-9744-8400-4320-032-322	100.00
240153	BRONSTEIN MUSIC	Open P.O. - Repair , Maintenance and Parts	01-0000-0-9744-8400-5600-032-322	400.00
240308	BRONSTEIN MUSIC	Open PO - Band	01-3010-0-1110-1000-4320-022-301	2,000.00
240522	BSN SPORTS LLC	Banners	01-0000-0-1207-1000-4320-033-322	0.00
240522	BSN SPORTS LLC	Banners	01-0000-0-1207-1000-5810-033-322	341.64
240409	BURLINGAME HEATING & VENTILAT	Open P. O. - HVAC Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240445	C & L SPORTING GOODS	Open P.O. Sporting Equipment/Grounds Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240406	C.H. BULL COMPANY	Open P. O. - Misc. Tools	01-8150-0-0000-8110-4320-090-741	2,500.00
240203	CADA & CASL	CADA/CSL Renew 25100	01-0000-0-1110-1000-5300-022-070	300.00
240175	CALIFORNIA SCHOOL BOARDS ASSOC	CSBA Workshop	01-0000-0-0000-7150-5210-090-714	3,264.06
240519	CALIFORNIA SCHOOL BOARDS ASSOC	Annual Membership Dues for CSBA	01-0000-0-0000-7150-5300-090-714	18,726.00
240520	CALIFORNIA SCHOOL BOARDS ASSOC	GAMUT Policy Renewal	01-0000-0-0000-7150-5899-090-714	7,420.00
240510	CALIFORNIA SPORT DESIGN	T-Shirts	01-0000-0-1110-1000-5810-033-070	1,241.60
240148	CALIFORNIA SPORT DESIGN	Open P.O. - PE Uniforms	01-9219-0-1230-1000-4320-032-356	9,000.00
240376	CAL-LINE EQUIPMENT INC	Open P.O. Equipment Parts	01-8150-0-0000-8110-4320-090-741	500.00
240410	CAL-STEAM	Open P. O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	12,000.00
240313	CANON SOLUTIONS AMERICA INC	Canon Managed Printer Services	01-0000-0-0000-2424-5899-090-735	16,000.00
240258	CARNEGIE LEARNING INC	WKBKS Spanish/French SSFHS	01-6300-0-1110-1000-4100-090-307	4,833.83
240257	CARNEGIE LEARNING INC	WKBKS Spanish/French ECHS	01-6300-0-1110-1000-4100-090-307	8,552.66
240295	CAROLINA BIOLOGICAL SUPPLY CO	Supplies	01-0000-0-1235-1000-4320-033-070	2,895.88
240217	CBF INC.	Data/Electrical Cabling -Installs & Repairs	01-0000-0-0000-2424-5600-090-735	49,000.00
240315	CBF INC.	TV Install Project -ECHS	01-0000-0-0000-2424-5899-090-735	15,005.00
240216	CDW GOVERNMENT INC	Misc Tech Supplies	01-0000-0-0000-2424-4320-090-735	20,000.00
240512	CDW GOVERNMENT INC	CDW Amplified 23-24 Membership	01-0000-0-0000-3900-5813-090-305	2,100.00
240530	CDW GOVERNMENT INC	Amplified IT 23-24 Support Services	01-0000-0-0000-3900-5813-090-305	6,570.00
240491	CDW GOVERNMENT INC	Google Education Plus 3-yr Subscription	01-0000-0-0000-3900-5813-090-405	47,698.50
240238	CENGAGE LEARNING	Cengage (Nat Geo) Newcomer Materials	01-0801-0-4760-1000-4200-090-123	24,022.98
240497	CENGAGE LEARNING	AVT Wkbk, Gr 4 PON	01-4203-0-1110-1000-4320-090-330	2,589.30
240492	CENGAGE LEARNING	AVT Wkbk, 6-8 ALMS 23-24	01-4203-0-1110-1000-4320-090-330	2,787.10
240500	CENGAGE LEARNING	AVT Wkbk, Gr 5 SPR	01-4203-0-1110-1000-4320-090-330	3,187.18
240496	CENGAGE LEARNING	AVT Wkbk, Gr 3 & 5 MAR	01-4203-0-1110-1000-4320-090-330	4,714.09
240499	CENGAGE LEARNING	AVT Wkbk, Gr 3 BB	01-4203-0-1110-1000-4320-090-330	4,714.09
240501	CENGAGE LEARNING	AVT Wkbk, Gr 3-5 LC	01-4203-0-1110-1000-4320-090-330	6,426.85

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P.O.	Vendor	Description	Account	Amount
240495	CENGAGE LEARNING	AVT Wkbk, Gr 3-5 JS	01-4203-0-1110-1000-4320-090-330	6,931.76
240498	CENGAGE LEARNING	AVT Wkbk, Gr 3-5 SKY	01-4203-0-1110-1000-4320-090-330	9,011.30
240494	CENGAGE LEARNING	AVT Workbook 6-8 Westborough 23-24	01-4203-0-1110-1000-4320-090-330	21,254.44
240493	CENGAGE LEARNING	AVT Wkbk, 6-8 PHMS 23-24	01-4203-0-1110-1000-4320-090-330	31,926.01
240505	CENGAGE LEARNING	Approved Textbook Intro to Stats	01-6300-0-1110-1000-4100-090-307	2,794.94
240505	CENGAGE LEARNING	Approved Textbook Intro to Stats	01-6300-0-1110-1000-5813-090-307	1,100.00
240504	CENGAGE LEARNING	Approved Textbook Intro to Stats	01-6300-0-1110-1000-5813-090-307	1,850.00
240240	CENTER FOR THE COLLABORATIVE	SIPPS Phonic Materials	01-0801-0-1110-1000-4320-090-172	83,526.98
240090	CENTER FOR THE COLLABORATIVE	SIPPS Phonics Training	01-0801-0-1110-1000-5801-090-172	6,480.00
240344	CHARACTER STRONG	Character Strong - Leadership	01-0801-0-1110-1000-5813-025-180	99.00
240008	CHARACTER STRONG	Character Strong SEL	01-3010-0-1110-1000-5813-022-301	1,098.00
240082	CHAVEZ GROUP	Closed Captioning for Board Meetings	01-0000-0-0000-7110-5899-090-713	13,000.00
240464	CHEMTROL	Open P.O. For Pool Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240288	CITY AUTO SUPPLY	Open P.O. - Misc. Vehicle Supplies	01-8150-0-0000-8110-4320-090-741	10,000.00
240135	CLAY PLANET	Open P.O. - Ceramic Supplies	01-0000-0-1207-1000-4320-033-070	6,000.00
240457	CLEANSMART SOLUTIONS INC	Open P.O. Custodial Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240349	CODESP	CODESP	01-0000-0-0000-7400-5899-090-715	1,250.00
240349	CODESP	CODESP	01-0000-0-0000-7490-5899-090-716	1,250.00
240234	COLUMBIA-INLAND CORPORATION	Pumper Car for Students	01-9010-0-5001-3150-4420-090-350	1,644.83
240467	COMPACTOR MANAGEMENT COMPANY	Trash Compactor Service Repair	01-0000-0-0000-8200-5600-090-760	1,000.00
240535	COMPUTYPE	Textbook Barcodes	01-0000-0-1110-1000-4100-090-317	2,245.40
240381	COMTEL SERVICE COMPANY	Open P.O Supplies & Service for Alarm System Intercom	01-8150-0-0000-8110-4320-090-741	2,500.00
240381	COMTEL SERVICE COMPANY	Open P.O Supplies & Service for Alarm System Intercom	01-8150-0-0000-8110-5899-090-741	500.00
240529	CONTRACT ELECTRICAL	Open P.O. for Electrical Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240454	CORE & MAIN LP	Open P.O. Fire Protection Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240167	CORODATA SHREDDING INC.	Shredding	01-0000-0-1110-1000-5899-033-070	529.55
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-2700-5889-090-762	2,500.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-3130-5889-090-503	500.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-7110-5889-090-713	12,000.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-7150-5889-090-714	13,000.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-7300-5889-090-717	5,000.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-7400-5889-090-715	5,000.00
240085	COUNTY COUNSEL	Legal Services	01-0000-0-0000-7490-5889-090-716	2,500.00
240085	COUNTY COUNSEL	Legal Services	01-6500-0-5760-1190-5889-090-245	62,000.00
240143	CRYSTAL COMMUNICATIONS	Open P.O. - Battery Replacement	01-0000-0-0000-8300-4320-033-070	800.00
240143	CRYSTAL COMMUNICATIONS	Open P.O. - Battery Replacement	01-0000-0-0000-8300-5600-033-070	200.00
240302	CRYSTAL COMMUNICATIONS	Open PO - Radio Equipment	01-0000-0-1110-1000-4320-025-070	1,000.00
240320	CRYSTAL COMMUNICATIONS	Portable Radio, Parts and Labor	01-0000-0-1110-1000-4320-032-070	750.00
240320	CRYSTAL COMMUNICATIONS	Portable Radio, Parts and Labor	01-0000-0-1110-1000-5600-032-070	250.00
240145	CURRICULUM ASSOCIATES LLC	ELLevation 3-yr Renewal	01-0000-0-0000-0000-9330-000	42,000.00
240145	CURRICULUM ASSOCIATES LLC	ELLevation 3-yr Renewal	01-0000-0-0000-3900-5813-090-305	21,000.00

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240130	CURRICULUM ASSOCIATES LLC	QUICK-WORD Handbooks	01-0000-0-1110-1000-4320-010-070	290.55
240503	CURRICULUM ASSOCIATES LLC	PD iReady Math K-5 Pilot	01-0000-0-1110-1000-5210-090-177	16,000.00
240044	CUSTOM INK	T-shirts for Link Crew	01-9215-0-1110-1000-4320-032-356	2,000.00
240386	CUSTOM TRUCK	Open P.O. Truck Accessories	01-8150-0-0000-8110-4320-090-741	5,000.00
240051	DAILY JOURNAL CORPORATION	Legal Advertising	01-0000-0-0000-7300-5811-090-717	451.77
240086	DANNIS WOLIVER KELLEY	Legal Services	01-0000-0-0000-7300-5889-090-717	7,500.00
240477	DELL MARKETING LP	Dell AIO Computers - Bond Staff	01-0000-0-0000-2424-4420-090-735	2,997.61
240056	DELL MARKETING LP	Dell Laptop	01-0000-0-1110-1000-4420-033-070	1,180.24
240383	DELTA BLUE GRASS	Open P.O. - Grounds Supplies	01-0000-0-0000-8200-4320-090-760	0.00
240383	DELTA BLUE GRASS	Open P.O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	7,500.00
240455	DF SUPPLY INC	Open P.O. - Maintenance Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240232	DISTRICT 1 SAN FRANCISCO	Soccer Officials	01-9219-0-1202-1000-5899-032-356	5,500.00
240412	DUNN-EDWARDS CORPORATION	Open P. O. - Paint Supplies	01-8150-0-0000-8110-4320-090-741	35,000.00
240223	E3 DIAGNOSTICS INC.	Maintenance Audiometer AC	01-9010-0-5760-1110-5600-090-350	548.08
240112	EDGENUITY	23-26 3-yr Edgenuity Digital Library 9-12	01-0000-0-0000-3900-5899-090-305	209,800.00
240470	EDLIO LLC	Website Content Mgmt System - Yearly Renewal	01-0000-0-0000-2424-5813-090-735	14,200.00
240150	EFOODHANDLERS	Food Handler Program	01-3550-0-3800-1000-5899-033-333	1,600.00
240072	EIDE BAILLY LLP	Financial Audit for Measure T	01-0000-0-0000-7190-5887-090-717	27,000.00
240101	EMERGENCYKITS.COM	Classroom Safety Kit	01-0000-0-0000-8200-4320-033-759	2,971.52
240267	ENOME INC	Goal Book Toolkit 2023-2024	01-6500-0-5760-1190-5899-090-245	81,931.50
240105	ESGI LLC	ESGi - TK/K Assessment	01-0000-0-0000-3900-5813-090-305	7,770.00
240471	EVERDRIVEN TECHNOLOGIES LLC	Transportation for Special Ed	01-0000-0-5760-3600-5820-090-781	1,630,000.00
240395	EWING IRRIGATION PRODUCTION	Open P. O. - Irrigation Supplies	01-8150-0-0000-8110-4320-090-741	41,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-3130-5889-090-503	5,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7110-5889-090-713	2,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7120-5889-090-715	5,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7120-5889-090-716	1,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7120-5891-090-715	10,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7120-5891-090-716	5,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7150-5889-090-714	4,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7300-5889-090-717	2,100.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7400-5889-090-715	10,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-7490-5889-090-716	6,000.00
240352	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-6500-0-5760-1190-5889-090-245	35,000.00
240442	FASTENAL INDUSTRIAL SUPPLIES	Open P.O Electrical Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240163	FLINN SCIENTIFIC INC.	Science Supplies	01-0000-0-1235-1000-4320-033-070	643.54
240385	FLYERS ENERGY LLC	Open P.O. Fuel & Lubricant Supplies	01-0000-0-0000-8200-4320-090-760	0.00
240385	FLYERS ENERGY LLC	Open P.O. Fuel & Lubricant Supplies	01-8150-0-0000-8110-4320-090-741	80,000.00
240160	FOLLETT SCHOOL SOLUTIONS INC	Open P.O. - Library Books	01-0000-0-1110-2421-4200-032-451	1,000.00
240225	FOOTHILL COMMUNITY COLLEGE	2023 Tenerowicz Scholarship	01-9214-0-1110-1000-5880-032-356	1,000.00
240224	FRANK AND GROSSMAN	Landscape Contractors	01-8150-0-0000-8110-5899-012-741	24,700.00

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240473	FRONTLINE TECHNOLOGIES INC	Professional Growth Solution (Frontline Technologies)	01-0000-0-0000-7400-5813-090-715	20,994.71
240469	FRONTLINE TECHNOLOGIES INC	Time & Attendance & Absence Management	01-0000-0-0000-7400-5813-090-715	23,545.45
240473	FRONTLINE TECHNOLOGIES INC	Professional Growth Solution (Frontline Technologies)	01-0000-0-0000-7490-5813-090-716	20,994.72
240469	FRONTLINE TECHNOLOGIES INC	Time & Attendance & Absence Management	01-0000-0-0000-7490-5813-090-716	23,545.46
240220	FUN AND FUNCTION	Support Materials for the Classroom PO	01-9010-0-5001-3900-4320-090-350	63.64
240113	GOODHEART-WILLCOX	Approved Health Textbook Adoption Baden HS	01-6300-0-1110-1000-4100-090-307	6,923.37
240114	GOODHEART-WILLCOX	Approved Health Textbook Adoption ECHS	01-6300-0-1110-1000-4100-090-307	33,183.22
240115	GOODHEART-WILLCOX	Approved Health Textbook Adoption SSFHS	01-6300-0-1110-1000-4100-090-307	48,503.67
240154	GOPHER SPORTS	Open P.O. - PE Supplies	01-0000-0-1110-1000-4320-032-070	2,200.00
240311	GOTO TECHNOLOGIES USA INC.	Service to Allow Remote Connection-'23-'24 yr.	01-0000-0-0000-2424-5813-090-735	20,254.00
240446	GOW SUPPLY COMPANY	Open P.O. Sheet Metal Supplies	01-8150-0-0000-8110-4320-090-741	2,000.00
240405	GRAINGER	Open P. O. - Industrial Supplies	01-8150-0-0000-8110-4320-090-741	30,000.00
240103	GREEN NINJA	MS Science Adoption IMC	01-6300-0-1110-1000-4100-090-307	3,005.18
240102	GREEN NINJA	MS Science Adoption WMS	01-6300-0-1110-1000-4100-090-307	83,260.04
240080	GREEN NINJA	MS Science Adoption PHMS	01-6300-0-1110-1000-4100-090-307	104,183.04
240079	GREEN NINJA	MS Science Adoption ALMS	01-6300-0-1110-1000-4100-090-307	123,572.64
240306	GUITAR CENTER INC	Portable PA Speaker	01-0000-0-1110-1000-4320-025-070	226.68
240322	GYM CLOSET	PE Supplies	01-9219-0-1230-1000-4320-032-356	607.86
240207	HALF-PINT KIDS INC.	Half Pint Kids - Instructional Readers for Kinder Class	01-0801-0-1110-1000-4200-007-123	1,035.72
240208	HAND2MIND	Hand2Mind - Instructional Materials for Kinder	01-3010-0-1110-1000-4320-007-301	387.49
240362	HARBOR FREIGHT TOOLS	PLTW WMS #3	01-6387-0-3800-1000-4320-090-CIG	291.16
240378	HDS WHITE CAP CONST SUPPLY	Open P.O. - Misc. Supplies & Tools	01-8150-0-0000-8110-4320-090-741	3,000.00
240242	HEALTH CONNECTED	23-24 Health Connected Contract	01-4127-0-1110-1000-5899-090-342	54,000.00
240147	HERFF JONES	Diplomas and Graduation Supplies	01-0000-0-1110-1000-4320-032-070	6,000.00
240142	HERFF JONES	Graduation Supplies	01-0000-0-1110-1000-4320-033-070	4,800.00
240074	HILLYARD INC	Custodial Supplies	01-0000-0-0000-8200-4320-010-759	6,000.00
240176	HILLYARD INC	Open PO - Custodial Supplies	01-0000-0-0000-8200-4320-022-759	10,000.00
240303	HILLYARD INC	Open PO - Custodial Supplies	01-0000-0-0000-8200-4320-025-759	7,900.00
240212	HILLYARD INC	Custodial Supplies	01-0000-0-0000-8200-4320-031-759	2,400.00
240091	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-032-759	25,000.00
240212	HILLYARD INC	Custodial Supplies	01-6500-0-5760-1190-4320-041-212	1,600.00
240087	HILLYARD/SAN FRANCISCO	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-033-759	25,750.00
240286	HILLYARD/SAN FRANCISCO	Open P. O. - Custodial Supplies	01-0000-0-0000-8200-4320-090-760	25,000.00
240169	HODGE PRODUCTS INC	Locks for Lockers	01-9219-0-1230-1000-4320-032-356	3,000.00
240394	HOME DEPOT CREDIT SERVICES	Open P. O. - Misc. Supplies and Tools	01-0000-0-0000-8200-4320-090-760	2,000.00
240394	HOME DEPOT CREDIT SERVICES	Open P. O. - Misc. Supplies and Tools	01-8150-0-0000-8110-4320-090-741	43,000.00
240368	HOME DEPOT PRO, THE	Science of Technology WMS	01-6387-0-3800-1000-4320-090-CIG	327.36
240058	HOWIES HOCKEY INC	Athletic Trainer Supplies	01-0000-0-1110-1000-4320-033-070	1,098.31
240055	INFINITE CAMPUS INC.	Infinite Campus Student Information System	01-0000-0-0000-3900-5813-090-305	124,822.00
240507	INFINITE CAMPUS INC.	Infinite Campus - Open PO for Case Work	01-0000-0-0000-3900-5899-090-305	5,000.00
240309	INFINITY COMMUNICATIONS INC	Erate Consulting Services '23-'24	01-0000-0-0000-2424-5803-090-735	21,500.00

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240433	INTERSTATE PLASTICS	Open P.O. Maintenance Supplies, Plastic	01-8150-0-0000-8110-4320-090-741	2,000.00
240404	INTERSTATE TRAFFIC CONTROL PRO	Open P. O. - Safety Signs and Products	01-8150-0-0000-8110-4320-090-741	10,000.00
240310	INTRADO INTERACTIVE SERVICES	School Messenger - Annual Renewal '23-'24	01-0000-0-0000-2424-5813-090-735	11,000.40
240243	IXL LEARNING	IXL Learning ELA/Math	01-7435-0-1110-1000-5813-090-349	168,200.00
240092	J.W. PEPPER & SON INC	Music Supplies	01-0000-0-1110-1000-4320-032-322	1,000.00
240304	J.W. PEPPER & SON INC	Open PO - Music Supplies	01-0000-0-1227-1000-4320-025-070	1,000.00
240138	J.W. PEPPER & SON INC	Open P.O. - Band Instructional	01-0000-0-1227-1000-4320-033-070	1,000.00
240138	J.W. PEPPER & SON INC	Open P.O. - Band Instructional	01-0000-0-1227-1000-5813-033-070	400.00
240314	JAMF LLC	JAMF-Apple Device Enrollment	01-0000-0-0000-2424-5813-090-735	31,035.00
240417	JOHNSTONE SUPPLY	Open P. O. - Plumbing/HVAC Sup	01-8150-0-0000-8110-4320-090-741	10,000.00
240292	JUNGLE JUMPAROO	Classroom Equipment	01-9010-0-5001-3900-4320-090-350	176.16
240448	KAMAN INDUSTRIAL TECHNOLOGIES	Open P.O. - Mechanical Supplies	01-8150-0-0000-8110-4320-090-741	500.00
240170	KAUFMANN'S CAMERAS	Photo Supplies	01-0000-0-1110-1000-4320-032-070	1,000.00
240453	KELLER SUPPLY COMPANY	Open P.O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240076	KELLY PAPER	Paper	01-0000-0-1110-1000-4320-010-070	2,507.90
240159	KELLY PAPER	Open P.O. - Copy Paper	01-0000-0-1110-1000-4320-032-070	7,000.00
240137	KELLY PAPER	Open P.O. - Copier Paper	01-0000-0-1110-1000-4320-033-070	12,600.00
240007	KELLY PAPER	OPEN PO Paper	01-3010-0-1110-1000-4320-022-301	10,000.00
240463	KELLY SPICERS FACILITIES	Custodial Supplies	01-8150-0-0000-8110-4320-090-741	25,000.00
240305	KELLY SPICERS INC.	Open PO - Copy Paper	01-0000-0-1110-1000-4320-025-070	5,925.00
240165	KELLY SPICERS INC.	Paper	01-0000-0-1110-1000-4320-032-070	2,443.98
240214	KELLY SPICERS INC.	Copy Paper	01-0801-0-1110-1000-4320-031-180	1,605.78
240214	KELLY SPICERS INC.	Copy Paper	01-6500-0-5760-1190-4320-041-212	802.89
240511	LAB-AIDS INC	Biotech Supplies	01-9044-0-1110-1000-4320-090-064	721.55
240206	LAKESHORE	Lakeshore - Instructional Materials and Supplies	01-3010-0-1110-1000-4320-007-301	740.42
240403	LAWSON PRODUCTS INC	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	7,000.00
240358	LEGARZA SPORTS	Legarza PE Program	01-7435-0-1110-1000-5899-090-349	755,000.00
240398	LINCOLN AQUATICS	Open P. O. - Pool Supplies	01-8150-0-0000-8110-4320-090-741	25,000.00
240307	LOUDAN, ROSELLE MARIE	Big Lift Coordinator - Independent Contractor	01-0801-0-0000-2700-5801-090-LIFT	33,182.68
240393	LOWE'S BUSINESS ACCOUNT	Open P.O. - Misc. Supplies for Facilities	01-0000-0-0000-8200-4320-090-760	250.00
240393	LOWE'S BUSINESS ACCOUNT	Open P.O. - Misc. Supplies for Facilities	01-8150-0-0000-8110-4320-090-741	44,750.00
240218	LY, LE MY	Litigation Payments	01-0000-0-0000-7602-5888-090-726	37,334.00
240458	LYNGSO GARDEN MATERIALS INC.	Open P.O. - Garden Materials	01-8150-0-0000-8110-4320-090-741	5,000.00
240119	MAGID GLOVE & SAFETY	Cut Proof Shirts	01-8150-0-0000-8110-4320-090-741	1,707.62
240227	MANNING ACHIEVEMENT	Graduation Supplies	01-9215-0-1110-1000-4320-032-356	1,200.00
240235	MAXIMUM ADVANTAGE	Maximum Advantage Communication Style	01-9010-0-5001-3900-5210-090-350	590.00
240360	MCGRAW-HILL COMPANIES, THE	Wonders /Wonderworks	01-6300-0-1110-1000-4100-090-307	409.95
240359	MCGRAW-HILL COMPANIES, THE	Wonders /Wonderworks	01-6300-0-1110-1000-4100-090-307	527.07
240361	MCGRAW-HILL COMPANIES, THE	Geography HS ECHS	01-6300-0-1110-1000-4100-090-307	2,922.46
240108	MCGRAW-HILL COMPANIES, THE	Wonders ELA	01-6300-0-1110-1000-4100-090-307	15,260.79
240107	MCGRAW-HILL COMPANIES, THE	Adopted ELA 6-12 Digital	01-6300-0-1110-1000-5813-090-307	158,339.94

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240057	MEDCO SUPPLY COMPANY	Athletic Trainer Supplies	01-0000-0-1110-1000-4320-033-070	398.30
240005	MOTIVATING SYSTEMS LLC	PBIS Subscription	01-3010-0-1110-1000-5813-022-301	2,330.00
240419	MOUSER ELECTRONICS	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	500.00
240364	MPS	Approved Textbook AP European	01-6300-0-1110-1000-4100-090-307	654.79
240365	MPS	Approved Textbooks, AP Exam Prep	01-6300-0-1110-1000-4100-090-307	1,212.17
240168	MUSIC THEATRE INTERNATIONAL	Musicals for Drama	01-9219-0-1208-1000-5899-032-356	5,000.00
240003	MYSTERY SCIENCE INC.	Mystery Science Packs	01-0801-0-1110-1000-4320-010-180	3,537.99
240002	MYSTERY SCIENCE INC.	Mystery Science Membership	01-0801-0-1110-1000-5813-010-180	1,695.00
240133	NASCO MODESTO	Open P.O. - Art Supplies	01-0000-0-1201-1000-4320-033-070	5,000.00
240506	NATIONAL STUDENT CLEARINGHOUSE	National Student Clearinghouse	01-7412-0-1110-1000-5899-090-362	1,190.00
240233	NCBOA	Basketball Officials	01-9219-0-1202-1000-5899-032-356	9,500.00
240356	NETWORK CRAZE TECHNOLOGIES INC	Cisco Certified Phones & Parts	01-0000-0-0000-2424-4320-090-735	1,000.00
240478	NETWORK CRAZE TECHNOLOGIES INC	Cisco VOIP Office Phones - Bond Ofc.	01-0000-0-0000-2424-4320-090-735	2,407.67
240459	NOR CAL PRESSURE WASHER	Open P.O. Pressure Washer Equipment	01-8150-0-0000-8110-4320-090-741	500.00
240020	NORMAN S.H. KUM	Misc. Printer Repair Costs	01-0000-0-0000-2424-5600-090-735	2,500.00
240047	NORTHERN CALIFORNIA -	Annual Dues	01-0000-0-0000-7150-5300-090-714	500.00
240298	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-3130-4320-090-503	227.67
240042	OFFICE DEPOT INC	Office Supplies and Board Meeting Supplies	01-0000-0-0000-7110-4320-090-713	53.72
240042	OFFICE DEPOT INC	Office Supplies and Board Meeting Supplies	01-0000-0-0000-7150-4320-090-714	163.24
240036	OFFICE DEPOT INC	Business Services Office Supplies	01-0000-0-0000-7300-4320-090-717	278.67
240525	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	107.98
240122	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	358.33
240054	OFFICE DEPOT INC	School Supplies Preorder	01-0000-0-1110-1000-4320-014-070	630.05
240025	OFFICE DEPOT INC	Supplies for World Language	01-0000-0-1110-1000-4320-032-070	184.00
240517	OFFICE DEPOT INC	Supplies for Science, English and Counseling	01-0000-0-1110-1000-4320-032-070	263.83
240026	OFFICE DEPOT INC	Supplies for the Attendance Office	01-0000-0-1110-1000-4320-032-070	301.96
240024	OFFICE DEPOT INC	Supplies for English	01-0000-0-1110-1000-4320-032-070	528.90
240029	OFFICE DEPOT INC	Supplies for Social Science and General Office	01-0000-0-1110-1000-4320-032-070	552.57
240028	OFFICE DEPOT INC	Supplies for Counseling Office	01-0000-0-1110-1000-4320-032-070	631.10
240023	OFFICE DEPOT INC	Supplies for Science	01-0000-0-1110-1000-4320-032-070	674.33
240508	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-033-070	67.43
240536	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-033-070	886.96
240027	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-033-070	1,577.23
240021	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-033-070	2,547.20
240536	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-5920-033-070	24.00
240014	OFFICE DEPOT INC	Supplies	01-0801-0-1110-1000-4320-009-180	2,291.72
240011	OFFICE DEPOT INC	School/Office Supplies	01-0801-0-1110-1000-4320-010-180	9,616.00
240476	OFFICE DEPOT INC	Office Supplies	01-6520-0-5001-3900-4320-090-352	1,177.38
240215	OFFICE DEPOT/BUSINESS SERVICE	IT Office/Supplies	01-0000-0-0000-2424-4320-090-735	5,000.00
240518	OFFICE DEPOT/BUSINESS SERVICE	File Cabinets	01-0000-0-0000-7400-4320-090-715	224.63
240372	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4320-090-715	1,007.86

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P.O.	Vendor	Description	Account	Amount
240372	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4322-090-715	32.98
240425	O'NEILL GLASS INC	Open P.O. for Glass Supplies	01-8150-0-0000-8110-4320-090-741	3,000.00
240425	O'NEILL GLASS INC	Open P.O. for Glass Supplies	01-8150-0-0000-8110-5600-090-741	2,000.00
240077	ORANGE COUNTY	MTSS Conference	01-6266-0-1110-1000-5210-090-341	599.00
240328	ORANGE COUNTY SUPT. OF SCHOOLS	APSI Seminar	01-0000-0-1110-1000-5210-032-070	750.00
240447	P & F DISTRIBUTORS	Open P.O. Mechanical - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240399	PACIFIC NURSERIES	Open P. O. - Grounds Supplies	01-0000-0-0000-8200-4320-090-760	0.00
240399	PACIFIC NURSERIES	Open P. O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
240449	PAPE MATERIAL HANDLING	Open P.O. - Industrial Supplies	01-8150-0-0000-8110-4320-090-741	500.00
240156	PAPER & INK	Office Letterhead, Business Cards	01-0000-0-1110-1000-5810-032-070	1,500.00
240450	PATTERSON LIFT TRUCKS INC.	Open P.O. - Forklift Parts	01-8150-0-0000-8110-4320-090-741	1,000.00
240172	PBUA	Baseball Umpire Fees	01-9219-0-1202-1000-5899-032-356	4,500.00
240317	PEARSON CLINICAL ASSESSMENT	Pearson Protocols Preschool	01-9010-0-5001-3900-4320-090-350	5,383.65
240095	PENINSULA ATHLETIC LEAGUE	2023-2024 PAL/Peninsula Athletic League Membership Fees	01-0000-0-0000-3900-5300-090-323	29,551.71
240300	PERSONNEL CONCEPTS	Laminated Labor Law Posters	01-0000-0-0000-7490-4320-090-716	888.84
240291	PHONOCOMP PUBLISHING	Phonological Test CD for Apple Computer	01-9010-0-5001-3900-4320-090-350	151.58
240438	PLUMBMASTER INC.	Open P.O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240229	PLURALSIGHT LLC	I.T. Online Training Subscription	01-0000-0-0000-2424-5899-090-735	833.00
240254	PRINTED SOLID INC.	PLTW 3D Printers and Supplies	01-6387-0-3800-1000-4320-090-CIG	1,891.57
240254	PRINTED SOLID INC.	PLTW 3D Printers and Supplies	01-6387-0-3800-1000-4420-090-CIG	9,420.62
240221	PRO-ED INC.	Career Exploration Program	01-9010-0-5001-3900-4320-090-350	122.27
240367	PROJECT LEAD THE WAY INC.	PLTW Energy/Environment WMS	01-6387-0-3800-1000-4320-090-CIG	142.84
240428	PROTECH	Open P. O. - Ahera Walks	01-0000-0-0000-8200-5899-090-760	5,000.00
240210	PSAT/NMSQT	PSAT & NMSQT	01-9114-0-1110-1000-4320-033-356	2,700.00
240157	PSAT/NMSQT	Open P.O. - PSAT/NMSQT Test Fees	01-9218-0-1110-1000-4320-032-356	1,500.00
240264	QUADIENT LEASING USA INC	Postage Machine Ink	01-0000-0-0000-7550-4320-090-718	1,000.00
240244	QUALTRICS LLC	Qualtircs/CESA 6	01-7435-0-1110-1000-5801-090-349	4,800.00
240244	QUALTRICS LLC	Qualtircs/CESA 6	01-7435-0-1110-1000-5813-090-349	33,757.52
240141	QUON, ARNOLD	Open P.O. - Camera Repairs	01-0000-0-1110-1000-5600-033-070	100.00
240415	R & B COMPANY	Open P. O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240437	R & H WHOLESALE SUPPLY INC	Open P.O. Locksmith Supplies	01-8150-0-0000-8110-4320-090-741	50,000.00
240416	R S D - REFRIGERATION SUPPLIES	Open P. O. - Plumbing/HVAC Sup	01-8150-0-0000-8110-4320-090-741	5,000.00
240402	R.A. METAL PRODUCTS INC.	Open P. O. - Maintenance Fabricator for Various Repairs	01-0000-0-0000-8200-4320-090-760	500.00
240402	R.A. METAL PRODUCTS INC.	Open P. O. - Maintenance Fabricator for Various Repairs	01-8150-0-0000-8110-4320-090-741	1,500.00
240256	RAMSEY SOLUTIONS	HS Financial Literacy SSFHS	01-6300-0-1110-1000-4100-090-307	239.51
240255	RAMSEY SOLUTIONS	HS Financial Literacy ECHS	01-6300-0-1110-1000-4100-090-307	538.90
240451	RAY GASKIN SERVICE	Open P.O. - Vehicle Parts	01-8150-0-0000-8110-4320-090-741	1,000.00
240004	READ NATURALLY INC	Read Live Subscription	01-0801-0-1110-1000-5813-010-123	1,150.00
240155	READY REFRESH BY NESTLE	Water Supply for the General Office	01-0000-0-1110-1000-4322-032-070	3,500.00
240136	READY REFRESH BY NESTLE	Open P.O. - Water Bottles	01-9010-0-1110-1000-4322-033-356	1,400.00
240013	REGENTS OF THE UNIVERSITY, THE	CRLP Summer Conference	01-6266-0-1110-1000-5210-090-341	7,600.00

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P.O.	Vendor	Description	Account	Amount
240502	REMIND101 INC.	3 yr. Remind Platform	01-0000-0-0000-3900-5813-090-305	99,360.00
240502	REMIND101 INC.	3 yr. Remind Platform	01-0000-0-0000-3900-5899-090-305	0.00
240456	RESOURCE SOLUTIONS OF SF GROUP	Open P. O. - Custodial Supplies	01-8150-0-0000-8110-4320-090-741	3,500.00
240379	RICE TRUCKING - SOIL FARM	Open P.O. Field Maintenance, Supplies	01-0000-0-0000-8200-4320-090-760	0.00
240379	RICE TRUCKING - SOIL FARM	Open P.O. Field Maintenance, Supplies	01-8150-0-0000-8110-4320-090-741	2,000.00
240140	RIDDELL/ALL AMERICAN SPORTS	Open P.O. - Football Equipment	01-0000-0-1202-1000-5600-033-322	10,000.00
240236	RIDDELL/ALL AMERICAN SPORTS	Reconditioning of Athletic Equipment	01-0000-0-9744-8400-5600-032-322	10,000.00
240436	ROOFLINE SUPPLY	Open P.O Roofing Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240120	ROYAL PIN DONUTS	Open PO for Board Meeting Meals	01-0000-0-0000-7110-4322-090-713	1,000.00
240075	ROYAL PIN DONUTS	Royal Pin Open PO 23-24	01-0000-0-1110-1000-4322-090-762	3,000.00
240204	ROYAL PIN DONUTS	Open PO for Meetings	01-9010-0-1110-1000-4322-022-356	1,500.00
240411	ROYAL WHOLESALE ELECTRIC	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240422	SAFETY-KLEEN CORP	Open P. O., Solvent Tank Service, Maintenance	01-0000-0-0000-8200-5860-090-760	4,000.00
240432	SAN FRANCISCO WINDOW & DOOR CO	Open P.O. - Doors & Supplies	01-8150-0-0000-8110-4320-090-741	15,000.00
240093	SAN MATEO COUNTY COMM. COLLEGE	2023-24 Skyline Middle College	01-0801-0-1110-1000-5899-090-167	492,660.00
240400	SAN MATEO LAWN MOWER SHOP	Open P. O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	6,000.00
240285	SAN MATEO LAWN MOWER SHOP	Facilities Equipment	01-8150-0-0000-8110-4420-090-741	13,579.17
240149	SAN MATEO UNION HIGH DISTRICT	SMUHSD Buses for Educational Field Trips	01-3010-0-1110-1000-5821-007-301	4,163.90
240110	SAVVAS LEARNING COMPANY LLC	Math Consumables 6-8 AL	01-6300-0-1110-1000-4100-090-307	784.58
240259	SAVVAS LEARNING COMPANY LLC	Textbook Building Java SSFHS	01-6300-0-1110-1000-4100-090-307	1,545.26
240248	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk PON	01-6300-0-1110-1000-4100-090-307	1,928.75
240111	SAVVAS LEARNING COMPANY LLC	Math Consumables 6-8 WMS	01-6300-0-1110-1000-4100-090-307	3,007.55
240249	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk MAR	01-6300-0-1110-1000-4100-090-307	3,455.11
240250	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk LC	01-6300-0-1110-1000-4100-090-307	5,780.89
240247	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk SKY	01-6300-0-1110-1000-4100-090-307	6,847.81
240246	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk SG	01-6300-0-1110-1000-4100-090-307	6,900.69
240251	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk JS	01-6300-0-1110-1000-4100-090-307	7,453.48
240252	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk BB	01-6300-0-1110-1000-4100-090-307	7,884.99
240253	SAVVAS LEARNING COMPANY LLC	Social Studies Wkbk MV	01-6300-0-1110-1000-4100-090-307	10,305.28
240104	SAVVAS LEARNING COMPANY LLC	AP Biology - ECHS	01-6300-0-1110-1000-4100-090-307	23,353.94
240109	SAVVAS LEARNING COMPANY LLC	Adopted Mathematics Digital Extension 6-12 1YR	01-6300-0-1110-1000-5813-090-307	93,571.00
240010	SCHOLASTIC CLASSROOM MAGAZINE	Scholastic Classroom Magazines	01-0801-0-1110-1000-4320-010-123	1,227.95
240347	SCHOLASTIC INC	Scholastic Classroom Magazines	01-0801-0-1110-1000-4320-025-180	1,073.88
240205	SCHOLASTIC INC	Scholastic - Instructional Materials	01-3010-0-1110-1000-4320-007-301	158.13
240088	SCHOOL DATEBOOKS	Student Planners	01-0000-0-1110-1000-4320-033-070	1,256.62
240015	SCHOOL DATEBOOKS	Datebook Planners	01-0801-0-1110-1000-4320-009-180	931.38
240345	SCHOOL DATEBOOKS	Planners 2023-2024	01-0801-0-1110-1000-4320-025-180	902.05
240006	SCHOOL DATEBOOKS	2023-24 Student Planners	01-3010-0-1110-1000-4320-022-301	3,948.33
240226	SCHOOL DATEBOOKS	Student Datebooks	01-9206-0-1110-1000-4320-032-356	4,000.00
240538	SCHOOL HOUSE GROCERY	Open PO For Lunch Orders/Meetings	01-0000-0-0000-7150-4322-090-714	1,000.00
240083	SCHOOL HOUSE GROCERY	Food for Meetings	01-0000-0-0000-7400-4322-090-715	700.00

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240462	SCHOOL SAFETY SOLUTIONS LLC	Open P.O. Hazardous Waste Removal	01-0000-0-0000-8200-5860-090-760	45,000.00
240354	SCHOOL SERVICES OF CALIFORNIA,	Consultant Services	01-0000-0-0000-7350-5899-090-717	4,500.00
240164	SCHOOL SPECIALTY LLC	Supplies for Art and Social Science	01-0000-0-1110-1000-4320-032-070	191.83
240012	SCHOOL SPECIALTY LLC	School Supplies	01-0801-0-1110-1000-4320-010-180	504.10
240245	SCREENCASTIFY LLC	Screencastify 23-24 SY Renewal	01-0000-0-0000-3900-5813-090-305	13,750.00
240089	SEESAW	Seesaw 23-24 SY	01-0000-0-0000-3900-5813-090-305	9,405.50
240132	SEHI COMPUTER PRODUCTS INC	Office Supplies	01-0000-0-1110-1000-4320-010-070	757.85
240017	SERVICE PRESS INC.	Business Cards	01-0000-0-0000-7400-5810-090-715	71.82
240440	SHERWIN-WILLIAMS COMPANY	Open P.O Painting Supplies	01-8150-0-0000-8110-4320-090-741	2,000.00
240312	SHI INTERNATIONAL CORP	Adobe Software-2023-2024 yr.	01-0000-0-0000-2424-5813-090-735	25,390.00
240330	SIEMENS INDUSTRY INC.	Open P. O. - Supplies for Fire Alarm Systems	01-8150-0-0000-8110-4320-090-741	5,000.00
240401	SIERRA PACIFIC TURF SUPPLY INC	Open P. O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	13,000.00
240414	SIGILLO SUPPLY	Open P. O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
240173	SILICON VALLEY	Football Officials Fee	01-9219-0-1202-1000-5899-032-356	4,500.00
240266	SILICON VALLEY MATHEMATICS	SVMI Dues /Membership	01-0000-0-1110-1000-5899-090-762	6,750.00
240418	SLAKEY BROTHERS	Open P. O. - HVAC Supplies	01-8150-0-0000-8110-4320-090-741	7,500.00
240100	SMARTPASS INC.	Smart Pass	01-0000-0-1110-1000-5813-033-070	4,410.32
240439	SONITROL/PACIFIC WEST SECURITY	Open P.O. - Cost of Repairing Alarm Systems	01-8150-0-0000-8300-5600-090-129	5,000.00
240426	SOUTH CITY FIRE PROTECTION	Open P. O. - Fire Extinguisher Service	01-8150-0-0000-8110-5600-090-741	10,000.00
240392	SOUTH CITY LUMBER & SUPPLY	Open P. O. - Misc. Maintenance Supplies	01-0000-0-0000-8200-4320-090-760	5,000.00
240392	SOUTH CITY LUMBER & SUPPLY	Open P. O. - Misc. Maintenance Supplies	01-8150-0-0000-8110-4320-090-741	25,000.00
240521	SOUTH SAN FRANCISCO ROTARY CLU	South San Francisco Rotary Club Dues 2023-2024	01-0000-0-0000-7150-5300-090-714	250.00
240230	SOUTH SAN FRANCISCO SCAVENGER	Compost Bin for Culinary Art	01-6388-0-3800-1000-5899-032-318	1,506.48
240390	SOUTH SAN FRANCISCO TIRE	Open P.O - Vehicle Maintenance Parts	01-8150-0-0000-8110-4320-090-741	10,000.00
240348	SPORTSNET INC.	Athlete Management System	01-0000-0-0000-7400-5899-090-715	1,775.00
240348	SPORTSNET INC.	Athlete Management System	01-0000-0-1110-1000-5899-032-070	887.50
240348	SPORTSNET INC.	Athlete Management System	01-0000-0-1110-1000-5899-033-070	887.50
240431	STANDARD PLUMBING SUPPLY	Open P.O.-Plumbing, HVAC & Maintenance Supplies	01-8150-0-0000-8110-4320-090-741	30,000.00
240452	STEVEN'S BAY AREA DIESEL	Open P.O. - Truck Repair	01-8150-0-0000-8110-5600-090-741	1,500.00
240420	STEWART CHEVROLET	Open P. O. - Vehicle Maintenance & Supplies	01-8150-0-0000-8110-4320-090-741	7,500.00
240420	STEWART CHEVROLET	Open P. O. - Vehicle Maintenance & Supplies	01-8150-0-0000-8110-5600-090-741	7,500.00
240129	STUDIES WEEKLY	Studies Weekly Subscription	01-0000-0-1110-1000-4320-010-070	2,357.61
240222	SUPER DUPER PUBLICATIONS	Hard of Hearing Tools	01-9010-0-5001-3900-4320-090-350	285.35
240293	SUPER DUPER PUBLICATIONS	Super Duper Testing Protocols	01-9010-0-5001-3900-4320-090-350	1,286.65
240391	TEC OF CALIFORNIA INC.	Open P. O. - Auto Repair	01-8150-0-0000-8110-5600-090-741	3,000.00
240071	TESOL TRAINERS	TESOL Virtual Workshop	01-6266-0-1110-1000-5210-090-341	3,600.00
240341	TIME TO SIGN INC.	Curriculum	01-3308-0-5730-1110-5899-005-205	3,500.00
240081	T-MOBILE USA INC	2023-2024 T-Mobile Phone Service	01-0000-0-0000-7200-5910-090-714	1,300.00
240423	T-MOBILE USA INC	Open P. O., Cell Phones for Facilities	01-0000-0-0000-7200-5910-090-760	3,500.00
240421	TOTAL FILTRATION SERVICES INC	Open P. O., Filters, Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
240534	TPX COMMUNICATIONS CO.	Voice Conversion Upgrade	01-0000-0-0000-2424-5899-090-735	46,000.00

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240430	TURF & INDUSTRIAL EQUIPMENT CO	Open P.O. - Lawn Mower Equipment & Supplies	01-8150-0-0000-8110-4320-090-741	10,000.00
240106	TURNITIN LLC	Turnitin - HS 23/24 SY	01-0000-0-0000-3900-5813-090-305	14,112.60
240441	TYCO FIRE & SECURITY	Open P.O. - Annual Sprinkler Testing	01-8150-0-0000-8110-5899-090-741	5,000.00
240424	U.S. AIR CONDITIONING DIST	Open P.O. Electrical Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240296	ULINE	Office Supplies - Tote Boxes	01-0000-0-0000-2424-4320-090-735	422.35
240117	UNITED COACH TOURS	Transportation	01-0000-0-0000-3900-5821-032-322	35,000.00
240144	UNITED COACH TOURS	Band Transportation	01-0000-0-0000-3900-5821-033-322	15,200.00
240384	UNITED RENTALS INC	Open P.O. Equipment Rentals	01-8150-0-0000-8110-5600-090-741	7,000.00
240084	UNITED STATES POSTAL SERVICE	U.S. Mail Postage	01-0000-0-0000-7550-5920-090-718	44,000.00
240413	UNITED TEXTILE	Open P. O. - Paint Rags	01-8150-0-0000-8110-4320-090-741	1,500.00
240052	UNIVERSITY OF HOUSTON	APSI AP English Literature Seminar	01-0000-0-1110-1000-5210-032-070	575.00
240435	VERIZON CONNECT NWF INC.	Open P.O. GPS Vehicle Tracking System	01-8150-0-0000-8110-5813-090-741	10,000.00
240016	VERTIV CORPORATON	Data Center Annual Maintenance	01-0000-0-0000-2424-5899-090-735	6,448.40
240209	VIA HEART PROJECT	Annual AED Maintenance	01-0000-0-0000-8300-5899-090-129	12,000.00
240237	VISTA HIGHER LEARNING INC.	VISTA (Get Ready!) - Newcomer Pilot Materials	01-0801-0-4760-1000-4200-090-123	23,420.60
240513	VWR INTERNATIONAL	Biotech Supplies GR 9	01-9010-0-1110-1000-4320-090-360	3,386.51
240355	WAVE BUSINESS	District-wide Internet Service	01-0000-0-0000-2424-5850-090-735	25,000.00
240387	WEST COAST SAND & GRAVEL INC	Open P.O. - Grounds Supplies	01-0000-0-0000-8200-4320-090-760	0.00
240387	WEST COAST SAND & GRAVEL INC	Open P.O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	8,000.00
240369	WEST ED	CA Healthy Kids Modules	01-0000-0-1110-1000-5899-090-762	2,436.60
240427	WESTCO PARKING TECHNOLOGIES	Open P. O. for Parking Supplies	01-8150-0-0000-8110-4320-090-741	3,000.00
240331	WESTERN PSYCHOLOGICAL SERVICES	WPS Texting Materials	01-9010-0-5001-3150-4320-090-350	2,769.64
240166	WOODWIND & BRASSWIND	Supplies for Band	01-0000-0-1110-1000-4320-032-070	2,414.46
240116	WOODWIND & BRASSWIND	Musical Instruments & Supplies	01-0000-0-1110-1000-4320-032-322	1,500.00
240472	YAMAHA GOLF CARS OF CA INC	Open P.O. Vehicle Parts for Custodial Cart	01-0000-0-0000-8200-4320-090-760	0.00
240472	YAMAHA GOLF CARS OF CA INC	Open P.O. Vehicle Parts for Custodial Cart	01-8150-0-0000-8110-4320-090-741	5,000.00
240019	ZOOM VIDEO COMMUNICATIONS INC	Zoom Renewal -'23-'24	01-0000-0-0000-2424-5899-090-735	36,097.00
	TOTAL FUND 01			**8,176,352.18**
240211	ADMININISTRATIVE SOFTWARE	Software Maintenance	11-6391-0-4110-2490-5813-041-481	10,249.76
240350	AT&T	CALNET 3 Charges Only	11-0000-0-4110-2700-5910-041-480	1,200.00
240212	HILLYARD INC	Custodial Supplies	11-0000-0-0000-8200-4320-041-760	4,000.00
240213	JEFFERSON UNION	Transportation	11-6391-0-4110-2490-5821-041-481	1,000.00
240214	KELLY SPICERS INC.	Copy Paper	11-0000-0-4110-2700-4320-041-480	1,605.78
240297	OFFICE DEPOT INC	Office Supplies	11-3913-0-4110-1000-4320-041-389	346.62
240241	PSI SERVICES LLC	HiSet Tests Scoring	11-0000-0-4152-1000-5817-041-152	2,000.00
	TOTAL FUND 11			**20,402.16**
240531	AMAZON.COM	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	219.45
240527	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4200-045-833	59.73
240527	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	25.26
240528	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	387.19
240350	AT&T	CALNET 3 Charges Only	12-6105-0-8510-2700-5910-045-830	1,600.00

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240174	DEPARTMENT OF SOCIAL SERVICES	Licensing-Fees for Children's Center	12-6105-0-8535-1000-5899-045-835	484.00
240174	DEPARTMENT OF SOCIAL SERVICES	Licensing-Fees for Children's Center	12-9010-0-8533-1000-5899-045-833	484.00
240151	HILLYARD INC	Custodial Supplies	12-6105-0-8510-8200-4320-045-830	2,500.00
240151	HILLYARD INC	Custodial Supplies	12-6105-0-8535-8200-4320-045-835	2,500.00
240151	HILLYARD INC	Custodial Supplies	12-9010-0-8533-8200-4320-045-833	2,500.00
240162	KELLY SPICERS INC.	Copy Paper for Children Center	12-6105-0-8535-1000-4320-045-835	607.42
240307	LOUDAN, ROSELLE MARIE	Big Lift Coordinator - Independent Contractor	12-9302-0-8510-2700-5801-005-LIFT	61,624.97
240515	OFFICE DEPOT INC	Office Supplies	12-6105-0-8510-1000-4320-045-830	196.78
240022	OFFICE DEPOT INC	Office Supplies	12-6105-0-8510-1000-4320-045-830	667.73
240318	OFFICE DEPOT INC	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	165.76
240515	OFFICE DEPOT INC	Office Supplies	12-6105-0-8535-1000-4320-045-835	196.78
240022	OFFICE DEPOT INC	Office Supplies	12-6105-0-8535-1000-4320-045-835	667.73
240318	OFFICE DEPOT INC	Classroom Supplies	12-6105-0-8535-1000-4420-045-835	392.24
240318	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	55.24
240515	OFFICE DEPOT INC	Office Supplies	12-9010-0-8533-1000-4320-045-833	202.75
240475	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	227.91
240022	OFFICE DEPOT INC	Office Supplies	12-9010-0-8533-1000-4320-045-833	687.96
240318	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8533-1000-4420-045-833	130.75
240260	TEACHING STRATEGIES LLC	Creative Curriculum - Cloud	12-9010-0-8533-1000-5813-005-833	5,970.00
	TOTAL FUND 12			**82,553.65**
240096	ADVANCED INTEGRATED PEST MGMT	Pest Control Services	13-5310-0-0000-3700-5807-090-820	6,000.00
240098	AT&T	Phone Service	13-5310-0-0000-3700-5910-090-820	500.00
240099	BAY AREA NEWS GROUP	Miscellaneous Services- Newspaper Ads	13-5310-0-0000-3700-5811-090-820	1,566.00
240097	BONAMI BAKING COMPANY, THE	Bread Products	13-5310-0-0000-3700-4700-090-820	10,000.00
240273	CSNA (CA SCHOOL NUTRI. ASSOC.)	Membership Dues	13-5310-0-0000-3700-5300-090-820	211.00
240270	DANIELSEN COMPANY	Food Products	13-5310-0-0000-3700-4700-090-820	240,773.00
240281	DAYLIGHT FOODS INC	Food Products	13-5310-0-0000-3700-4700-090-820	29,311.44
240278	EMS LINQ INC	TITAN Annual Subscription	13-5310-0-0000-3700-5813-090-820	30,003.48
240271	GOLD STAR FOODS	Food Products	13-5310-0-0000-3700-4700-090-820	733,912.81
240516	IDENTISYS INCORPORATED	Cards & Supplies - Elementary	13-5310-0-0000-3700-4320-090-820	2,169.00
240284	IMAGE ONE CORPORATION	Meal Applications - Paper	13-5310-0-0000-3700-5810-090-820	2,934.76
240279	IMAGE ONE CORPORATION	Meal Applications / Rocketscan	13-5310-0-0000-3700-5813-090-820	2,000.00
240282	INDIVIDUAL FOODSERVICE	Food Service Paper /Plastic Products	13-5310-0-0000-3700-4340-090-820	32,107.70
240268	OFFICE DEPOT/BUSINESS SERVICE	Food Service Support Supplies	13-5310-0-0000-3700-4320-090-820	6,000.00
240275	P & R PAPER SUPPLY CO	Food Service Paper Products	13-5310-0-0000-3700-4340-090-820	19,826.65
240276	PRODUCERS DAIRY	Food Products	13-5310-0-0000-3700-4700-090-820	186,708.56
240269	SAN MATEO COUNTY ENVIRONMENTAL	Misc. Services	13-5310-0-0000-3700-5899-090-820	11,100.00
240283	SAN MATEO-FOSTER CITY SCHOOL D	2022-23 Super Co-Op Membership	13-5310-0-0000-3700-5899-090-820	704.82
240272	SEAL PACK EQUIPMENT COMPANY	Equipment Repair	13-5310-0-0000-3700-5600-090-820	10,000.00
240277	SERVICE PRESS INC.	Window Envelopes #10	13-5310-0-0000-3700-5810-090-820	2,500.00
240274	SNA	Membership Dues	13-5310-0-0000-3700-5300-090-820	200.00

PURCHASE ORDER LISTING - July 1, 2023 to July 31, 2023

P.O.	Vendor	Description	Account	Amount
240514	SYSCO FOOD SERVICES OF SAN FRA	Food and supplies	13-5310-0-0000-3700-4340-090-820	1,000.00
240514	SYSCO FOOD SERVICES OF SAN FRA	Food and Supplies	13-5310-0-0000-3700-4700-090-820	11,087.00
240280	TRANSCENDIA INC	Wrapping Plastic	13-5310-0-0000-3700-4340-090-820	20,000.00
240373	ULINE	Wheels for Kitchen Trucks	13-5310-0-0000-3700-4320-090-820	642.61
	TOTAL FUND 13			**1,361,258.83**
240118	CONGLOBAL INDUSTRIES LLC	Storage Container	14-0000-0-0000-8110-4420-090-741	3,132.06
240294	RAPOSO ENGINEERING INC	Hillside Parking and Drop-Off Project	14-0000-0-0000-8500-6270-005-925	748,000.00
	TOTAL FUND 14			**751,132.06**
240078	DANNIS WOLIVER KELLEY	Legal Services	21-0000-0-0000-8200-5889-098-902	750,000.00
	TOTAL FUND 21			**750,000.00**
240329	CONEXWEST	Refrigerated Storage Container Rental	40-9010-0-0000-8200-5600-032-926	12,367.56
	TOTAL FUND 40			**12,367.56**
	TOTAL # OF PURCHASE ORDERS:	**499**	**TOTAL P.O. AMOUNT**	**11,154,066.44**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 8,176,352.18		
11	ADULT EDUCATION FUND	$ 20,402.16		
12	CHILD DEVELOPMENT FUND	$ 82,553.65		
13	FOOD SERVICE	$ 1,361,258.83		
14	DEFERRED MAINTENANCE	$ 751,132.06		
21	BOND	$ 750,000.00		
25	CAPITAL FACILITIES			
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 12,367.56		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 11,154,066.44**		
CHANGE ORDERS:				
	TOTAL CHANGE ORDERS			**0.00**

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: September 21, 2023

RE: Warrant Register – July 1 - 31, 2023

BACKGROUND:

The attached report lists all the Warrants issued by the District from July 1 - 31, 2023. For the period listed above the Warrants total $4,070,609.41 across all funds.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

BOARD WARRANT REGISTER
JULY 1 TO JULY 31, 2023

Vendor Name	Date	Warrant/E FT #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
360 DEGREE CUSTOMER INC	07/18/2023	869426	CL230202	01	6500	0	0000	0000	9510	000		14587	13,832.00
360 DEGREE CUSTOMER INC	07/25/2023	870627	CM240010	01	6500	0	5760	1190	5899	090	245	15246	(22,040.00)
360 DEGREE CUSTOMER INC	07/25/2023	870627	CL230288	01	6500	0	0000	0000	9510	000		12306	4,368.00
360 DEGREE CUSTOMER INC	07/25/2023	870627	CL230289	01	6500	0	0000	0000	9510	000		12280	4,892.50
360 DEGREE CUSTOMER INC	07/25/2023	870627	CL230291	01	6500	0	0000	0000	9510	000		12841	6,552.00
360 DEGREE CUSTOMER INC	07/25/2023	870627	CL230292	01	6500	0	0000	0000	9510	000		13786	5,096.00
360 DEGREE CUSTOMER INC	07/25/2023	870627	CL230293	01	6500	0	0000	0000	9510	000		13960	7,143.50
360 DEGREE CUSTOMER INC	07/27/2023	871593	CL230290	01	6500	0	0000	0000	9510	000		12345	4,186.00
360 DEGREE CUSTOMER INC Total													24,030.00
A+ LIVE SCAN SERVICES	07/13/2023	868563	CL230017	01	0000	0	0000	0000	9510	000		14941A	84.00
A+ LIVE SCAN SERVICES	07/13/2023	868563	CL230018	01	0000	0	0000	0000	9510	000		15193A	672.00
A+ LIVE SCAN SERVICES Total													756.00
ABING, AURA	07/13/2023	868572	CL230136	01	6500	0	0000	0000	9510	000		MAY23 SUPPLIES	135.81
ABING, AURA Total													135.81
ACHIEVE KIDS	07/25/2023	870617	CL230247	01	6500	0	0000	0000	9510	000		32149	4,284.00
ACHIEVE KIDS	07/25/2023	870617	CL230247	01	6500	0	0000	0000	9510	000		32149	1,320.00
ACHIEVE KIDS	07/25/2023	870617	CL230247	01	6500	0	0000	0000	9510	000		32149	1,540.50
ACHIEVE KIDS	07/25/2023	870617	CL230247	01	6500	0	0000	0000	9510	000		32149	108.00
ACHIEVE KIDS	07/25/2023	870617	CL230251	01	6500	0	0000	0000	9510	000		32150	1,071.00
ACHIEVE KIDS	07/25/2023	870617	CL230251	01	6500	0	0000	0000	9510	000		32150	330.00
ACHIEVE KIDS	07/25/2023	870617	CL230251	01	6500	0	0000	0000	9510	000		32150	321.50
ACHIEVE KIDS	07/25/2023	870617	CL230251	01	6500	0	0000	0000	9510	000		32150	27.00
ACHIEVE KIDS	07/25/2023	870617	CL230252	01	6500	0	0000	0000	9510	000		32148	6,069.00
ACHIEVE KIDS	07/25/2023	870617	CL230252	01	6500	0	0000	0000	9510	000		32148	1,870.00
ACHIEVE KIDS	07/25/2023	870617	CL230252	01	6500	0	0000	0000	9510	000		32148	2,236.00
ACHIEVE KIDS	07/25/2023	870617	CL230252	01	6500	0	0000	0000	9510	000		32148	153.00
ACHIEVE KIDS Total													19,330.00
ADAM, RAMAN	07/25/2023	870662	PV240015	01	0000	0	0000	7600	3702	090	810	CLASSIFIED 1ST QTR FY 23-24	177.00
ADAM, RAMAN Total													177.00
ADAM-HILL COMPANY, THE	07/07/2023	867447	CL230041	01	8150	0	0000	0000	9510	000		30086107	77.69
ADAM-HILL COMPANY, THE	07/18/2023	869381	CL230168	01	8150	0	0000	0000	9510	000		30086237	226.50
ADAM-HILL COMPANY, THE Total													304.19
ADEMCO INC	07/20/2023	869910	CL230235	01	8150	0	0000	0000	9510	000		KK9PBM01	158.13
ADEMCO INC Total													158.13
ADROIT ADVANCED	07/25/2023	870614	CL230236	01	0000	0	0000	0000	9510	000		47419	31,678.10
ADROIT ADVANCED Total													31,678.10
ADVANCED INTEGRATED PEST MGMT	07/11/2023	867966	CL230081	01	0000	0	0000	0000	9510	000		156978 JUNE23	2,498.00
ADVANCED INTEGRATED PEST MGMT Total													2,498.00
AG PARTS WORLDWIDE INC	07/25/2023	870628	PO240094	01	0000	0	0000	2424	4320	090	735	060315	1,029.25
AG PARTS WORLDWIDE INC Total													1,029.25

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AIR TUTORS LLC	07/20/2023	869900	CL230212	01	3305	0	0000	0000	9510	000		SSF 0604-6	26,950.00
AIR TUTORS LLC Total													26,950.00
AIRGAS USA LLC	07/18/2023	869415	CL230165	01	8150	0	0000	0000	9510	000		9139344946	324.88
AIRGAS USA LLC	07/18/2023	869422	CL230180	01	8150	0	0000	0000	9510	000		9139531839	56.12
AIRGAS USA LLC	07/27/2023	871586	PO240396	01	8150	0	0000	8110	4320	090	741	9139954496	157.34
AIRGAS USA LLC	07/27/2023	871586	PO240396	01	8150	0	0000	8110	4320	090	741	9139718435	253.08
AIRGAS USA LLC	07/27/2023	871586	PO240396	01	8150	0	0000	8110	4320	090	741	9139682191	213.10
AIRGAS USA LLC Total													1,004.52
ALAMEDA COUNTY OFFICE OF EDUCA	07/18/2023	862307	PO231301	01	0000	0	1110	1000	5210	021	070		(175.00)
ALAMEDA COUNTY OFFICE OF EDUCA	07/25/2023	870634	CL230269	01	0000	0	0000	0000	9510	000		INV23-00333-1	175.00
ALAMEDA COUNTY OFFICE OF EDUCA Total													-
ALAMEDA ELECTRIC SUPPLY	07/07/2023	867448	CL230006	01	8150	0	0000	0000	9510	000		S5586445.001	491.80
ALAMEDA ELECTRIC SUPPLY Total													491.80
ALAMEDA ELECTRICAL	07/13/2023	868570	CL230096	01	8150	0	0000	0000	9510	000		S5606344.003	41.53
ALAMEDA ELECTRICAL	07/13/2023	868570	CL230097	01	8150	0	0000	0000	9510	000		S5606344.002	103.83
ALAMEDA ELECTRICAL	07/13/2023	868570	CL230098	01	8150	0	0000	0000	9510	000		S5606344.001	62.30
ALAMEDA ELECTRICAL Total													207.66
ALBERTSONS/SAFEWAY INC.	07/11/2023	867976	CL230100	01	0000	0	0000	0000	9510	000		666289-050223-0909	34.56
ALBERTSONS/SAFEWAY INC.	07/11/2023	867976	CL230100	01	0000	0	0000	0000	9510	000		800064-051823-0785	92.00
ALBERTSONS/SAFEWAY INC.	07/11/2023	867976	CL230100	01	0000	0	0000	0000	9510	000		801091-052323-0777	28.54
ALBERTSONS/SAFEWAY INC. Total													155.10
ALPHA ENTERPRISE CORP.	07/20/2023	869911	PO240290	01	8150	0	0000	8110	5600	090	741	56553	461.69
ALPHA ENTERPRISE CORP. Total													461.69
AMAZON CAPITAL SERVICES	07/11/2023	867970	CM240005	01	3010	0	1110	1000	4320	008	301	1K1V-76FP-K439	(31.85)
AMAZON CAPITAL SERVICES	07/11/2023	867970	CL230085	01	3010	0	0000	0000	9510	000		1PLK-Y6GG-DX7P	39.53
AMAZON CAPITAL SERVICES	07/18/2023	869405	CM240006	01	3216	0	1110	1000	4320	022	600	139M-PT7P-WPWL	(53.83)
AMAZON CAPITAL SERVICES	07/18/2023	869405	CM240007	01	3216	0	1110	1000	4320	022	600	13H6-XYT7-VKQQ	(53.83)
AMAZON CAPITAL SERVICES	07/18/2023	869405	CM240008	01	3216	0	1110	1000	4320	022	600	1JCD-DN3G-KH4J	(53.83)
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240018	01	6388	0	3800	1000	4320	090	318	141P-GXNF-TJRF	22.95
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240043	01	0000	0	0000	7150	4320	090	714	111T-R7R6-T9H7	97.80
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240046	01	8150	0	0000	8110	4320	090	741	16W6-MGKY-RPVJ	68.45
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240049	01	0000	0	0000	2424	4320	090	735	1Y6P-K4K6-VXTM	348.89
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240050	01	0000	0	0000	2424	4320	090	735	1WYG-DWHV-TY4X	274.68
AMAZON CAPITAL SERVICES	07/18/2023	869405	PO240053	01	0000	0	1110	1000	4320	090	762	1NKD-KQ6K-V9XR	296.54
AMAZON CAPITAL SERVICES	07/18/2023	869428	CL230210	01	6500	0	0000	0000	9510	000		1WHD-T64Q-4LMJ	16.43
AMAZON CAPITAL SERVICES	07/18/2023	869428	CL230211	01	6500	0	0000	0000	9510	000		1Q4W-GF3K-4VC4	51.19
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240038	01	0000	0	1237	1000	4200	033	070	1P9K-W4XD-VPVD	18.23
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240030	01	0000	0	1110	1000	4320	033	070	1W3R-WQVX-VDPT	37.22
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240034	01	0000	0	1110	1000	4320	033	070	19NK-TJ1P-TJTL	78.19
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240035	01	0000	0	1235	1000	4320	033	070	1TN7-HYP7-T6R6	230.18

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AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240037	01	0000	0	1237	1000	4320	033	070	1PND-1NK3-VDGD	565.46
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240038	01	0000	0	1237	1000	4320	033	070	1P9K-W4XD-VPVD	563.91
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240045	01	0000	0	1110	1000	4320	033	070	1PXQ-7CFL-TH7M	1,046.62
AMAZON CAPITAL SERVICES	07/25/2023	870597	PO240045	01	0000	0	1110	1000	4320	033	070	1HXT-P47M-3KVC	10.92
AMAZON CAPITAL SERVICES	07/25/2023	870598	PO240121	01	0000	0	0000	7350	4320	090	717	1JLH-LVCM-TLMM	127.70
AMAZON CAPITAL SERVICES	07/25/2023	870598	PO240121	01	0000	0	0000	7350	4320	090	717	1JNT-GR64-31WR	142.10
AMAZON CAPITAL SERVICES	07/25/2023	870598	PO240125	01	0000	0	1110	1000	4320	032	070	1YDJ-WVWX-39CW	383.85
AMAZON CAPITAL SERVICES	07/25/2023	870598	PO240263	01	0000	0	1110	1000	4320	090	214	163M-PJ4D-1QDN	85.63
AMAZON CAPITAL SERVICES	07/25/2023	870635	PO240125	01	0000	0	1110	1000	4320	032	070	16MW-HC64-1W3H	46.80
AMAZON CAPITAL SERVICES	07/27/2023	871605	PO240323	01	0000	0	0000	2424	4320	090	735	13P9-3FNP-HKNG	329.25
AMAZON CAPITAL SERVICES	07/27/2023	871605	PO240324	01	0000	0	0000	2424	4320	090	735	141Q-DXH7-FTCR	267.66
AMAZON CAPITAL SERVICES	07/27/2023	871605	PO240339	01	0000	0	0000	2424	4320	090	735	1RVY-DDPP-FW16	320.10
AMAZON CAPITAL SERVICES Total													5,276.94
AMERICAN FIDELITY	07/18/2023	869374	CL230149	01	0000	0	0000	0000	9510	000		64370	898.80
AMERICAN FIDELITY	07/27/2023	871576	PO240351	01	0000	0	0000	7350	5899	090	717	65289	898.80
AMERICAN FIDELITY Total													1,797.60
AMPLIFY EDUCATION, INC.	07/18/2023	869407	CL230132	01	0000	0	0000	0000	9510	000		INV-137900	68,391.00
AMPLIFY EDUCATION, INC. Total													68,391.00
AMS.NET INC	07/18/2023	869408	CL230133	01	0000	0	0000	0000	9510	000		0062247	2,620.08
AMS.NET INC	07/18/2023	869416	CL230171	01	0000	0	0000	0000	9510	000		INVOICE-0062247	2,620.08
AMS.NET INC Total													5,240.16
APPLE INC	07/07/2023	867449	CL230009	01	0000	0	0000	0000	9510	000		MA00671417	99.00
APPLE INC	07/13/2023	868557	CL230115	01	3010	0	0000	0000	9510	000		AL24939768	1,927.14
APPLE INC	07/18/2023	869436	PO240059	01	6387	0	3800	1000	4320	090	CIG	MA06109834	185.69
APPLE INC Total													2,211.83
ARINES, HEIDI	07/18/2023	869432	CL230191	01	9010	0	0000	0000	9510	000		BEST PRACT FEB23	25.00
ARINES, HEIDI Total													25.00
ARISE EDUCATIONAL CENTER	07/25/2023	870618	CL230239	01	6500	0	0000	0000	9510	000		858	1,529.15
ARISE EDUCATIONAL CENTER	07/25/2023	870618	CL230239	01	6500	0	0000	0000	9510	000		858	1,572.90
ARISE EDUCATIONAL CENTER Total													3,102.05
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230246	01	6500	0	0000	0000	9510	000		857	882.45
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230248	01	6500	0	0000	0000	9510	000		875	349.80
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230249	01	6500	0	0000	0000	9510	000		859	763.20
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230250	01	6500	0	0000	0000	9510	000		856	3,836.00
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230250	01	6500	0	0000	0000	9510	000		856	2,814.00
ARISE INSTITUTE/RESEARCH	07/20/2023	869921	CL230250	01	6500	0	0000	0000	9510	000		856	4,587.95
ARISE INSTITUTE/RESEARCH Total													13,233.40
AT&T	07/11/2023	867967	CL230019	01	0000	0	0000	0000	9510	000		34701763 JUNE23	14,714.83
AT&T	07/11/2023	867967	CL230019	01	6500	0	0000	0000	9510	000		34701763 JUNE23	69.78
AT&T Total													14,784.61

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ATX LEARNING LLC	07/25/2023	870615	CL230237	01	3213	0	0000	0000	9510	000		202306029-4292	2,655.00
ATX LEARNING LLC Total													2,655.00
AVALON ACADEMY, THE	07/20/2023	869893	CL230199	01	6500	0	0000	0000	9510	000		5651	5,173.00
AVALON ACADEMY, THE	07/20/2023	869893	CL230199	01	6500	0	0000	0000	9510	000		5651	4,782.00
AVALON ACADEMY, THE	07/20/2023	869893	CL230200	01	6500	0	0000	0000	9510	000		5652	5,173.00
AVALON ACADEMY, THE	07/20/2023	869893	CL230200	01	6500	0	0000	0000	9510	000		5652	3,586.25
AVALON ACADEMY, THE Total													18,714.25
AVID TRANSLATION	07/07/2023	867476	CL230063	01	0000	0	0000	0000	9510	000		5213	240.00
AVID TRANSLATION	07/20/2023	869894	CL230203	01	6500	0	0000	0000	9510	000		5396	11,367.06
AVID TRANSLATION	07/20/2023	869894	CL230204	01	6500	0	0000	0000	9510	000		5401	27,773.42
AVID TRANSLATION	07/20/2023	869894	CL230205	01	6500	0	0000	0000	9510	000		5400	2,585.43
AVID TRANSLATION	07/20/2023	869922	CL230238	01	6500	0	0000	0000	9510	000		5410	1,620.00
AVID TRANSLATION Total													43,585.91
BAKER, MICHAEL	07/25/2023	870620	PV240008	01	0000	0	8100	0000	8650	033	802	PERMIT#3356053	602.58
BAKER, MICHAEL Total													602.58
BATTERY SYSTEMS INC	07/18/2023	869382	CL230166	01	8150	0	0000	0000	9510	000		32512307101319	139.51
BATTERY SYSTEMS INC	07/18/2023	869382	CL230167	01	8150	0	0000	0000	9510	000		32512306281334	230.95
BATTERY SYSTEMS INC	07/25/2023	870648	PO240289	01	8150	0	0000	8110	4320	090	741	32510714231548	168.67
BATTERY SYSTEMS INC Total													539.13
BAVCO BACKFLOW APPARATUS	07/18/2023	869395	CL230182	01	8150	0	0000	0000	9510	000		221221	78.79
BAVCO BACKFLOW APPARATUS Total													78.79
BENEDETTI, CYNTHIA	07/25/2023	870663	PV240016	01	0000	0	0000	7600	3702	090	810	CLASSIFIED 1ST QTR FY 23-24	177.00
BENEDETTI, CYNTHIA Total													177.00
BIRCH AGENCY	07/18/2023	869427	CL230206	01	6500	0	0000	0000	9510	000		3950007335	1,408.00
BIRCH AGENCY	07/25/2023	870616	CL230244	01	6500	0	0000	0000	9510	000		3950007349	1,408.00
BIRCH AGENCY Total													2,816.00
BLICK ART MATERIALS	07/25/2023	870649	CL230299	01	0000	0	0000	0000	9510	000		715898	1,681.83
BLICK ART MATERIALS	07/27/2023	871599	PO240171	01	0000	0	1110	1000	4320	032	070	1096590	206.55
BLICK ART MATERIALS Total													1,888.38
BLUE LINE TRANSFER	07/18/2023	869396	CL230187	01	0000	0	0000	0000	9510	000		0001335556	3,294.60
BLUE LINE TRANSFER Total													3,294.60
BROADMOOR LANDSCAPE SUPPLY	07/07/2023	867442	CL230002	01	8150	0	0000	0000	9510	000		62929	115.92
BROADMOOR LANDSCAPE SUPPLY Total													115.92
BROCKMEYER, JASON	07/20/2023	869928	CL230260	01	0000	0	0000	0000	9510	000		TLT MEETNG MAY23	189.00
BROCKMEYER, JASON Total													189.00
BUTCHART, ELIZABETH	07/07/2023	867424	CL230034	01	0000	0	0000	0000	9510	000		JUN23 MATH CONF	19.00
BUTCHART, ELIZABETH Total													19.00
CALIFORNIA DEPARTMENT OF TAX	07/25/2023	870642	CL230283	01	0000	0	0000	0000	9510	000		020-300028 JUN23	6,561.06
CALIFORNIA DEPARTMENT OF TAX Total													6,561.06
CALIFORNIA DEPT OF EDUCATION	07/07/2023	867443	CL230001	01	3410	0	0000	0000	9510	000		C-069654	9,908.46

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CALIFORNIA DEPT OF EDUCATION Total													9,908.46
CALIFORNIA SCHOOL BOARDS ASSOC	07/18/2023	869398	CL230213	01	0000	0	0000	0000	9510	000		INV-68163-H4N4K0	3,264.06
CALIFORNIA SCHOOL BOARDS ASSOC Total													3,264.06
CALIFORNIA WATER SERVICE	07/11/2023	867971	CL230087	01	0000	0	0000	0000	9510	000		6907544444 JUN23	47,409.10
CALIFORNIA WATER SERVICE Total													47,409.10
CALPERS	07/20/2023	869913	PV240005	01	0000	0	0000	7600	3701	090	810	AUG23 PREMIUMS -BOT	566.50
CALPERS	07/20/2023	869913	PV240005	01	0000	0	0000	7600	5899	090	810	AUG23 PREMIUMS -BOT	1.81
CALPERS	07/25/2023	870609	PV240006	01	0000	0	0000	7600	3701	090	810	AUG23 1354490268	23,562.00
CALPERS	07/25/2023	870609	PV240006	01	0000	0	0000	7600	3702	090	810	AUG23 1354490268	37,278.25
CALPERS	07/25/2023	870609	PV240006	01	0000	0	0000	7340	5899	090	717	AUG23 1354490268	2,789.60
CALPERS	07/25/2023	870609	PV240006	01	0000	0	0000	7600	5899	090	810	AUG23 1354490268	485.15
CALPERS	07/25/2023	870609	PV240006	01	0000	0	0000	0000	9564	000		AUG23 1354490268	871,750.28
CALPERS Total													936,433.59
CAL-STEAM	07/07/2023	867444	CL230003	01	8150	0	0000	8110	4320	090	741	4536003	0.23
CAL-STEAM	07/07/2023	867444	CL230003	01	8150	0	0000	0000	9510	000		4536003	226.00
CAL-STEAM	07/07/2023	867444	CL230004	01	8150	0	0000	0000	9510	000		4538241	106.64
CAL-STEAM	07/07/2023	867450	CL230042	01	8150	0	0000	0000	9510	000		4547961	634.16
CAL-STEAM	07/18/2023	869412	CL230161	01	8150	0	0000	0000	9510	000		4549317	21.09
CAL-STEAM	07/18/2023	869412	CL230162	01	8150	0	0000	0000	9510	000		4548933	72.32
CAL-STEAM	07/18/2023	869412	CL230163	01	8150	0	0000	0000	9510	000		4546810	287.83
CAL-STEAM	07/18/2023	869412	CL230164	01	8150	0	0000	0000	9510	000		4542722	266.52
CAL-STEAM	07/25/2023	870650	PO240410	01	8150	0	0000	8110	4320	090	741	4553282	161.11
CAL-STEAM	07/25/2023	870650	PO240410	01	8150	0	0000	8110	4320	090	741	4548152	739.13
CAL-STEAM	07/25/2023	870650	PO240410	01	8150	0	0000	8110	4320	090	741	4555412	51.19
CAL-STEAM Total													2,566.22
CARDONA, JOANNE	07/20/2023	869903	CL230223	01	6500	0	0000	0000	9510	000		MAY23 MILEAGE	52.29
CARDONA, JOANNE Total													52.29
CARTER, STEVEN	07/07/2023	867425	CL230024	01	8150	0	0000	0000	9510	000		BOOTS JUN23	54.92
CARTER, STEVEN Total													54.92
CBF INC.	07/07/2023	867473	CL230015	01	0000	0	0000	0000	9510	000		44261	2,290.00
CBF INC.	07/18/2023	869366	CL230103	01	0000	0	0000	0000	9510	000		44299	552.00
CBF INC.	07/18/2023	869366	CL230104	01	0000	0	0000	0000	9510	000		44300	552.00
CBF INC.	07/18/2023	869366	CL230105	01	0000	0	0000	0000	9510	000		44301	3,312.00
CBF INC. Total													6,706.00
CDW GOVERNMENT INC	07/13/2023	868571	CL230121	01	0000	0	0000	0000	9510	000		JW58253	116.60
CDW GOVERNMENT INC	07/13/2023	868571	CL230122	01	0000	0	0000	0000	9510	000		JX04771	119.06
CDW GOVERNMENT INC	07/18/2023	869367	CL230116	01	3213	0	0000	0000	9510	000		KB62218	11,470.95
CDW GOVERNMENT INC	07/18/2023	869367	CL230117	01	3213	0	0000	0000	9510	000		KB49275	22,681.24
CDW GOVERNMENT INC	07/18/2023	869367	CL230118	01	0000	0	0000	0000	9510	000		JZ25651	32.41
CDW GOVERNMENT INC	07/18/2023	869377	CL230150	01	0000	0	0000	0000	9510	000		JG98617	649.98

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CDW GOVERNMENT INC	07/18/2023	869383	CL230172	01	0000	0	0000	0000	9510	000		KK67558	57.10
CDW GOVERNMENT INC	07/25/2023	870651	PO240216	01	0000	0	0000	2424	4320	090	735	KP37514	288.81
CDW GOVERNMENT INC Total													35,416.15
CERTIFIED LANGUAGES	07/20/2023	869923	CL230241	01	6500	0	0000	0000	9510	000		578210063023	95.40
CERTIFIED LANGUAGES	07/20/2023	869923	CL230242	01	6500	0	0000	0000	9510	000		868007063023	6.60
CERTIFIED LANGUAGES	07/20/2023	869923	CL230243	01	6500	0	0000	0000	9510	000		817056063023	19.80
CERTIFIED LANGUAGES Total													121.80
CHAN, MARILYN	07/07/2023	867426	CL230025	01	3213	0	0000	0000	9510	000		JUN23 WRITNG CONF	59.20
CHAN, MARILYN Total													59.20
CHARACTER STRONG	07/18/2023	869363	PO240008	01	3010	0	1110	1000	5813	022	301	21577	999.00
CHARACTER STRONG Total													999.00
CHAVEZ GROUP	07/13/2023	868558	CL230106	01	0000	0	0000	0000	9510	000		813	1,123.75
CHAVEZ GROUP Total													1,123.75
CHIN, KIMBERLY	07/07/2023	867427	CL230027	01	0801	0	0000	0000	9510	000		HISTOR CONF JUN23	9,329.24
CHIN, KIMBERLY Total													9,329.24
CHRISTIAN, TARA	07/20/2023	869929	CL230267	01	9302	0	0000	0000	9510	000		JUN23 MTG	28.86
CHRISTIAN, TARA Total													28.86
CITY AUTO SUPPLY	07/20/2023	869898	CL230214	01	8150	0	0000	0000	9510	000		3-961389	504.92
CITY AUTO SUPPLY	07/20/2023	869898	CL230216	01	8150	0	0000	0000	9510	000		3-960850	385.41
CITY AUTO SUPPLY	07/25/2023	870612	PO240288	01	8150	0	0000	8110	4320	090	741	3-963632	46.00
CITY AUTO SUPPLY	07/25/2023	870612	PO240288	01	8150	0	0000	8110	4320	090	741	3-962904	27.73
CITY AUTO SUPPLY	07/25/2023	870612	CL230234	01	8150	0	0000	0000	9510	000		3-960681	40.41
CITY AUTO SUPPLY	07/27/2023	871606	PO240288	01	8150	0	0000	8110	4320	090	741	3-965298	329.11
CITY AUTO SUPPLY	07/27/2023	871606	PO240288	01	8150	0	0000	8110	4320	090	741	3-964631	40.17
CITY AUTO SUPPLY Total													1,373.75
CITY OF DALY CITY	07/25/2023	870600	CL230270	01	0000	0	0000	0000	9510	000		18113860-10 NAY/JUN23	2,227.95
CITY OF DALY CITY	07/25/2023	870600	CL230271	01	0000	0	0000	0000	9510	000		17314060-13 MAY/JUN23	1,835.57
CITY OF DALY CITY Total													4,063.52
CITY OF SAN BRUNO	07/18/2023	869397	CL230185	01	0000	0	0000	0000	9510	000		630420 JUN23	462.60
CITY OF SAN BRUNO	07/18/2023	869397	CL230186	01	0000	0	0000	0000	9510	000		630440 JUN23	85.27
CITY OF SAN BRUNO Total													547.87
CITY OF SOUTH SAN FRANCISCO	07/07/2023	867460	CL230028	01	0000	0	0000	0000	9510	000		519383	408.00
CITY OF SOUTH SAN FRANCISCO Total													408.00
CODESP	07/27/2023	871577	PO240349	01	0000	0	0000	7490	5899	090	716	5927	1,250.00
CODESP	07/27/2023	871577	PO240349	01	0000	0	0000	7400	5899	090	715	5927	1,250.00
CODESP Total													2,500.00
CORODATA SHREDDING INC.	07/18/2023	869423	CL230181	01	0000	0	0000	0000	9510	000		DN 1420747	768.98
CORODATA SHREDDING INC. Total													768.98
COUNTY COUNSEL	07/18/2023	869364	CL230143	01	0000	0	0000	0000	9510	000		3980	24.20
COUNTY COUNSEL	07/18/2023	869364	CL230143	01	0000	0	0000	0000	9510	000		3980	24.20

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COUNTY COUNSEL	07/18/2023	869364	CL230143	01	0000	0	0000	0000	9510	000		3980	1,161.60
COUNTY COUNSEL	07/27/2023	871589	PO240085	01	0000	0	0000	7150	5889	090	714	4008	193.60
COUNTY COUNSEL	07/27/2023	871589	PO240085	01	0000	0	0000	3130	5889	090	503	4008	387.20
COUNTY COUNSEL	07/27/2023	871589	PO240085	01	0000	0	0000	2700	5889	090	762	4008	96.80
COUNTY COUNSEL Total													1,887.60
CROWN CASTLE FIBER LLC	07/18/2023	869409	CL230144	01	0000	0	0000	0000	9510	000		1357265	96,681.10
CROWN CASTLE FIBER LLC Total													96,681.10
CURRICULUM ASSOCIATES LLC.	07/20/2023	869901	PO240145	01	0000	0	0000	3900	5813	090	305	10005394	21,000.00
CURRICULUM ASSOCIATES LLC.	07/20/2023	869901	PO240145	01	0000	0	0000	0000	9330	000		10005394	42,000.00
CURRICULUM ASSOCIATES LLC. Total													63,000.00
CUSTOM INK	07/25/2023	870659	PO240044	01	9215	0	1110	1000	4320	032	356	66514952	1,090.51
CUSTOM INK Total													1,090.51
DAILY JOURNAL CORPORATION	07/18/2023	869429	PO240051	01	0000	0	0000	7300	5811	090	717	B3682736	451.77
DAILY JOURNAL CORPORATION Total													451.77
DANNIS WOLIVER KELLEY	07/25/2023	870623	PO240086	01	0000	0	0000	7300	5889	090	717	293256	100.50
DANNIS WOLIVER KELLEY Total													100.50
DELL MARKETING L.P.	07/18/2023	869413	CL230151	01	0000	0	0000	0000	9510	000		10682767943	179.82
DELL MARKETING L.P.	07/25/2023	870631	PO240056	01	0000	0	1110	1000	4420	033	070	10685926327	1,180.24
DELL MARKETING L.P. Total													1,360.06
DEMARTINI, DANIELLE	07/18/2023	869401	CL230192	01	9010	0	0000	0000	9510	000		APR23 MEMBERSHIP	200.00
DEMARTINI, DANIELLE Total													200.00
DUNN-EDWARDS CORPORATION	07/07/2023	867452	CL230064	01	8150	0	0000	0000	9510	000		2020184242	1,206.60
DUNN-EDWARDS CORPORATION	07/27/2023	871587	PO240412	01	8150	0	0000	8110	4320	090	741	2020184719	279.02
DUNN-EDWARDS CORPORATION Total													1,485.62
E3 DIAGNOSTICS INC.	07/20/2023	869899	PO240223	01	9010	0	5760	1110	5600	090	350	SRV-54003	548.08
E3 DIAGNOSTICS INC. Total													548.08
EDLIO LLC	07/27/2023	871600	PO240470	01	0000	0	0000	2424	5813	090	735	INV4611.1	14,200.00
EDLIO LLC Total													14,200.00
EDUCATION TEAM, THE	07/07/2023	867472	CL230007	01	0000	0	0000	0000	9510	000		615741	2,059.26
EDUCATION TEAM, THE Total													2,059.26
EMERGENCYKITS.COM	07/18/2023	869430	PO240101	01	0000	0	0000	8200	4320	033	759	103331	2,971.52
EMERGENCYKITS.COM Total													2,971.52
EMPLOYMENT DEVELOPMENT DEPT	07/25/2023	870653	PV240014	01	0000	0	0000	0000	9565	000		SUI Q2-2023	93,077.50
EMPLOYMENT DEVELOPMENT DEPT Total													93,077.50
ENOME INC	07/25/2023	870625	PO240267	01	6500	0	5760	1190	5899	090	245	1001-49506	75,505.50
ENOME INC Total													75,505.50
ESGI LLC	07/18/2023	869400	PO240105	01	0000	0	0000	3900	5813	090	305	ESGI44517	7,770.00
ESGI LLC Total													7,770.00
EVANGELISTA, ARCHIVIR	07/18/2023	869437	CL230222	01	6500	0	0000	0000	9510	000		JUN23 MILEAGE	36.24
EVANGELISTA, ARCHIVIR	07/27/2023	871579	PV240011	01	6500	0	5760	2490	5820	090	245	JUL23 MILEAGE	21.14

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EVANGELISTA, ARCHIVIR Total													57.38
EVERDRIVEN TECHNOLOGIES LLC	07/20/2023	869895	CL230201	01	0000	0	0000	0000	9510	000		41593	18,725.33
EVERDRIVEN TECHNOLOGIES LLC	07/20/2023	869924	CL230245	01	0000	0	0000	0000	9510	000		1334 06/2023 FUEL	1,671.27
EVERDRIVEN TECHNOLOGIES LLC	07/27/2023	871601	PO240471	01	0000	0	5760	3600	5820	090	781	41924	16,142.80
EVERDRIVEN TECHNOLOGIES LLC Total													36,539.40
EVERYDAY LABS INC	07/07/2023	867478	PO240001	01	0801	0	0000	3130	5899	090	503	1476	77,840.70
EVERYDAY LABS INC Total													77,840.70
EWING IRRIGATION PRODUCTS INC	07/18/2023	869424	CL230184	01	8150	0	0000	0000	9510	000		19876141	303.01
EWING IRRIGATION PRODUCTS INC Total													303.01
EXPERIENCE JANITORIAL INC.	07/07/2023	867479	CL230062	01	0000	0	0000	0000	9510	000		9577	6,107.40
EXPERIENCE JANITORIAL INC.	07/07/2023	867479	CL230062	01	0000	0	0000	0000	9510	000		9577	7,488.00
EXPERIENCE JANITORIAL INC.	07/07/2023	867479	CL230062	01	0000	0	0000	0000	9510	000		9577	6,552.00
EXPERIENCE JANITORIAL INC.	07/27/2023	871602	CL230295	01	0000	0	0000	0000	9510	000		9621	6,240.00
EXPERIENCE JANITORIAL INC.	07/27/2023	871602	CL230295	01	0000	0	0000	0000	9510	000		9621	6,552.00
EXPERIENCE JANITORIAL INC.	07/27/2023	871602	CL230295	01	0000	0	0000	0000	9510	000		9621	5,616.00
EXPERIENCE JANITORIAL INC. Total													38,555.40
FAGEN FRIEDMAN & FULFROST LLP	07/07/2023	867474	CL230008	01	6500	0	0000	0000	9510	000		212407	3,468.00
FAGEN FRIEDMAN & FULFROST LLP	07/07/2023	867474	CL230008	01	0000	0	0000	0000	9510	000		212407	2,958.00
FAGEN FRIEDMAN & FULFROST LLP Total													6,426.00
FASTRAK VIOLATION PROCESSING	07/13/2023	868564	CL230077	01	0000	0	0000	0000	9510	000		I712390094655	7.00
FASTRAK VIOLATION PROCESSING Total													7.00
FEBRES, PRECIOSA	07/25/2023	870621	CL230261	01	6500	0	0000	0000	9510	000		JUN23 SUPPLIES	101.03
FEBRES, PRECIOSA	07/25/2023	870621	CL230262	01	6500	0	0000	0000	9510	000		SUPPLIES JUN23	16.48
FEBRES, PRECIOSA Total													117.51
FEDERAL EXPRESS	07/18/2023	869375	CL230148	01	8150	0	0000	0000	9510	000		8-185-75846	178.98
FEDERAL EXPRESS Total													178.98
FLYERS ENERGY LLC	07/18/2023	869417	CL230169	01	0000	0	0000	0000	9510	000		23-834264	9,357.34
FLYERS ENERGY LLC Total													9,357.34
FOLLETT CONTENT SOLUTIONS	07/25/2023	870660	CL230125	01	0801	0	0000	0000	9510	000		699784F	1,216.00
FOLLETT CONTENT SOLUTIONS	07/25/2023	870660	CL230126	01	0801	0	0000	0000	9510	000		699784	1,109.85
FOLLETT CONTENT SOLUTIONS Total													2,325.85
FOOTHILL COMMUNITY COLLEGE	07/18/2023	869431	PO240225	01	9214	0	1110	1000	5880	032	356	ECHS-GARCIA-20571112	1,000.00
FOOTHILL COMMUNITY COLLEGE Total													1,000.00
FOX, LAUREN	07/07/2023	867428	CL230029	01	0000	0	0000	0000	9510	000		MATH CONF JUN23	5.76
FOX, LAUREN Total													5.76
FRANK AND GROSSMAN	07/25/2023	870639	PO240224	01	8150	0	0000	8110	5899	012	741	31558	24,700.00
FRANK AND GROSSMAN Total													24,700.00
FRONTLINE TECHNOLOGIES INC	07/27/2023	871603	PO240469	01	0000	0	0000	7400	5813	090	715	#INVUS185903	23,545.45
FRONTLINE TECHNOLOGIES INC	07/27/2023	871603	PO240469	01	0000	0	0000	7490	5813	090	716	#INVUS185903	23,545.46
FRONTLINE TECHNOLOGIES INC	07/27/2023	871603	PO240473	01	0000	0	0000	7400	5813	090	715	#INVUS180661	20,994.71

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FRONTLINE TECHNOLOGIES INC	07/27/2023	871603	PO240473	01	0000	0	0000	7490	5813	090	716	#INVUS180661	20,994.72
FRONTLINE TECHNOLOGIES INC Total													89,080.34
GALLAGHER, KEVINA	07/18/2023	869402	CL230193	01	9010	0	0000	0000	9510	000		FEB23 KITS	122.27
GALLAGHER, KEVINA Total													122.27
GEORGE, SHERYL	07/18/2023	869433	CL230194	01	9010	0	0000	0000	9510	000		MAY23 SUPPLIES	306.76
GEORGE, SHERYL Total													306.76
GLOWFORGE INC.	07/20/2023	869912	CL230232	01	0801	0	0000	0000	9510	000		IN-743687	545.10
GLOWFORGE INC. Total													545.10
GOLDEN GATE OFFICE SOLUTIONS	07/18/2023	869376	CL230147	01	0000	0	0000	0000	9510	000		193442	472.46
GOLDEN GATE OFFICE SOLUTIONS	07/18/2023	869376	CL230147	01	0000	0	0000	0000	9510	000		193442	450.00
GOLDEN GATE OFFICE SOLUTIONS	07/18/2023	869410	CL230146	01	0000	0	0000	0000	9510	000		193444	4,724.63
GOLDEN GATE OFFICE SOLUTIONS Total													5,647.09
GRAINGER (BRANCH 729)	07/18/2023	869425	CL230190	01	8150	0	0000	0000	9510	000		7111932302	829.44
GRAINGER (BRANCH 729) Total													829.44
GREEN CAB PENINSULA	07/20/2023	869896	CL230207	01	0000	0	0000	0000	9510	000		2217	5,400.00
GREEN CAB PENINSULA Total													5,400.00
HAHN, MIRANDA	07/13/2023	868573	CL230137	01	3216	0	0000	0000	9510	000		SUPPLIES JUN23	497.96
HAHN, MIRANDA Total													497.96
HEMMERLA, KARL	07/18/2023	869384	CL230138	01	9010	0	0000	0000	9510	000		OCT23 SUPPLIES	188.19
HEMMERLA, KARL	07/18/2023	869384	CL230138	01	9010	0	0000	0000	9510	000		APR23 SUPPLIES	126.20
HEMMERLA, KARL Total													314.39
HERFF JONES LLC	07/07/2023	867475	CL230005	01	9215	0	0000	0000	9510	000		1185762	56.88
HERFF JONES LLC	07/11/2023	867968	CL230022	01	0000	0	0000	0000	9510	000		1179457	74.18
HERFF JONES LLC	07/11/2023	867977	CL230101	01	0000	0	0000	0000	9510	000		1184235	23.46
HERFF JONES LLC	07/11/2023	867977	CL230102	01	0000	0	0000	0000	9510	000		1185638	64.99
HERFF JONES LLC	07/18/2023	869373	CL230119	01	9215	0	0000	0000	9510	000		1183283	18.65
HERFF JONES LLC Total													238.16
HILLYARD	07/18/2023	869378	CL230152	01	0000	0	0000	0000	9510	000		605120875	400.42
HILLYARD	07/18/2023	869378	CL230153	01	0000	0	0000	0000	9510	000		605115240	28.60
HILLYARD	07/18/2023	869378	CL230154	01	0000	0	0000	0000	9510	000		605113690	2,544.02
HILLYARD	07/18/2023	869411	CL230145	01	0000	0	0000	0000	9510	000		605094384	133.86
HILLYARD	07/18/2023	869411	CL230145	01	6500	0	0000	0000	9510	000		605094384	89.24
HILLYARD	07/27/2023	871588	CL230298	01	0000	0	0000	0000	9510	000		605091498	559.23
HILLYARD Total													3,755.37
HOME DEPOT CREDIT SERVICES	07/27/2023	871598	CL230303	01	8150	0	0000	0000	9510	000		6035322502554250 JUL23	1,465.29
HOME DEPOT CREDIT SERVICES Total													1,465.29
HUEY, NATHAN	07/25/2023	870613	PV240004	01	0000	0	0000	0000	9589	000		REISSUE CK #242853	158.00
HUEY, NATHAN Total													158.00
IMAGINE LEARNING INC.	07/25/2023	870632	PO240112	01	0000	0	0000	3900	5899	090	305	941947	209,800.00
IMAGINE LEARNING INC. Total													209,800.00

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INFINITE CAMPUS INC.	07/18/2023	869418	PO240055	01	0000	0	0000	3900	5813	090	305	ANNUAL042154	124,822.00
INFINITE CAMPUS INC. Total													124,822.00
INFINITY COMMUNICATIONS &	07/25/2023	870626	PO240309	01	0000	0	0000	2424	5803	090	735	15931	21,500.00
INFINITY COMMUNICATIONS & Total													21,500.00
INSTITUTE FOR DISABILITIES	07/11/2023	867969	CL230043	01	6500	0	0000	0000	9510	000		1000002033	144.00
INSTITUTE FOR DISABILITIES Total													144.00
JAMF LLC	07/27/2023	871604	PO240314	01	0000	0	0000	2424	5813	090	735	INV334574	31,035.00
JAMF LLC Total													31,035.00
JOHNSTONE SUPPLY	07/27/2023	871607	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100919294.001	4,528.08
JOHNSTONE SUPPLY Total													4,528.08
JUSTO, ANA	07/07/2023	867429	CL230036	01	0000	0	0000	0000	9510	000		CASBO CONF APR23	460.74
JUSTO, ANA Total													460.74
K12 MANAGEMENT	07/18/2023	869368	CL230114	01	3213	0	0000	0000	9510	000		41485	11,550.00
K12 MANAGEMENT Total													11,550.00
KELLY SPICERS FACILITIES	07/18/2023	869379	CL230160	01	8150	0	0000	0000	9510	000		31164	2,762.53
KELLY SPICERS FACILITIES	07/25/2023	870652	PO240463	01	8150	0	0000	8110	4320	090	741	70000303	2,181.44
KELLY SPICERS FACILITIES Total													4,943.97
KELLY SPICERS STORES	07/20/2023	869902	PO240165	01	0000	0	1110	1000	4320	032	070	11354926	2,532.07
KELLY SPICERS STORES Total													2,532.07
KRUG, FRANCES S	07/25/2023	870664	PV240018	01	0000	0	0000	7600	3701	090	810	CERTIFICATED 4TH QTR FY 23	1,700.19
KRUG, FRANCES S Total													1,700.19
LAKESHORE LEARNING	07/07/2023	867436	CL230049	01	6053	0	0000	0000	9510	000		730761062123	62.62
LAKESHORE LEARNING	07/07/2023	867436	CL230050	01	6053	0	0000	0000	9510	000		777265062123	62.62
LAKESHORE LEARNING Total													125.24
LAWSON PRODUCTS INC	07/07/2023	867437	CL230051	01	8150	0	0000	0000	9510	000		9310706100	417.62
LAWSON PRODUCTS INC	07/18/2023	869389	CL230174	01	8150	0	0000	8110	4320	090	741	9310709540-1	1.55
LAWSON PRODUCTS INC	07/18/2023	869389	CL230174	01	8150	0	0000	0000	9510	000		9310728206	184.39
LAWSON PRODUCTS INC	07/18/2023	869389	CL230174	01	8150	0	0000	0000	9510	000		9310728206-1	15.69
LAWSON PRODUCTS INC	07/18/2023	869389	CL230174	01	8150	0	0000	0000	9510	000		9310709540	1,512.29
LAWSON PRODUCTS INC	07/18/2023	869389	CL230174	01	8150	0	0000	0000	9510	000		9310709540-1	85.85
LAWSON PRODUCTS INC Total													2,217.39
LEADER SERVICES	07/13/2023	868568	CL230088	01	9010	0	0000	0000	9510	000		CDS 6341	499.60
LEADER SERVICES Total													499.60
LOUDAN, ROSELLE MARIE	07/27/2023	871581	PO240307	01	0801	0	0000	2700	5801	090	LIFT	23-24-01	709.79
LOUDAN, ROSELLE MARIE Total													709.79
LOUIE, JENNIFER	07/25/2023	870643	PV240012	01	6500	0	5760	2490	5820	090	245	JUL23 MILEAGE	40.32
LOUIE, JENNIFER Total													40.32
LOWE'S BUSINESS ACCOUNT/SYNCB	07/18/2023	869365	CL230095	01	8150	0	0000	0000	9510	000		821 3105 920566 1 JUN23	5,147.92
LOWE'S BUSINESS ACCOUNT/SYNCB Total													5,147.92
MAGID GLOVE & SAFETY	07/20/2023	869925	PO240119	01	8150	0	0000	8110	4320	090	741	4635197	1,707.70

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MAGID GLOVE & SAFETY Total													1,707.70
MAXIM HEALTHCARE STAFFING	07/20/2023	869904	CL230221	01	6500	0	0000	0000	9510	000		E9965930132	17,467.65
MAXIM HEALTHCARE STAFFING	07/20/2023	869904	CL230221	01	6500	0	0000	0000	9510	000		E10016340132	18,906.00
MAXIM HEALTHCARE STAFFING	07/25/2023	870603	CL230255	01	6500	0	0000	0000	9510	000		E10103920132	20,550.10
MAXIM HEALTHCARE STAFFING Total													56,923.75
MCCARRON, JULIE	07/20/2023	869930	CL230263	01	9302	0	0000	0000	9510	000		JUN23 BLIS SUPPLIES	197.25
MCCARRON, JULIE Total													197.25
MCCLOSKEY, LIAM	07/20/2023	869931	PV240009	01	8150	0	0000	8110	4320	090	741	SEA SALT JUL23	33.57
MCCLOSKEY, LIAM Total													33.57
METCALFE, WENDY	07/13/2023	868574	CL230139	01	6500	0	0000	0000	9510	000		REPAIR MAR23	454.95
METCALFE, WENDY	07/20/2023	869932	CL230264	01	6500	0	0000	0000	9510	000		HS BBQ MAY23	38.75
METCALFE, WENDY Total													493.70
METLIFE INSURANCE COMPANY	07/20/2023	869920	PV240007	01	0000	0	0000	7600	3701	090	810	AUG23 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	07/20/2023	869920	PV240007	01	0000	0	0000	0000	9573	000		AUG23 PREMIUMS	3,768.07
METLIFE INSURANCE COMPANY	07/20/2023	869920	PV240007	01	0000	0	0000	0000	9573	000		AUG23 PREMIUMS	5,260.58
METLIFE INSURANCE COMPANY Total													9,042.44
MILLER, MEGAN	07/18/2023	869371	CL230110	01	9302	0	0000	0000	9510	000		STAFF MTG MAY23	225.01
MILLER, MEGAN Total													225.01
MRC	07/07/2023	867438	CL230052	01	0000	0	0000	0000	9510	000		IN3532478	37.17
MRC	07/07/2023	867438	CL230052	01	0000	0	0000	0000	9510	000		IN3532478	137.37
MRC Total													174.54
MURRAY, PATRICIA	07/07/2023	867461	CL230037	01	0000	0	0000	0000	9510	000		CSBA CONF. MAY23	259.07
MURRAY, PATRICIA Total													259.07
MUSALLAM, MARY LINDA	07/07/2023	867430	CL230038	01	0000	0	0000	0000	9510	000		MATH CONF JUN23	50.32
MUSALLAM, MARY LINDA Total													50.32
NEW HAVEN	07/27/2023	871594	CL230300	01	0000	0	0000	0000	9510	000		INV071306	20,620.00
NEW HAVEN Total													20,620.00
NGUYEN, NATASSJA	07/07/2023	867463	CL230039	01	3213	0	0000	0000	9510	000		JUN23 WRITNG CONF	69.13
NGUYEN, NATASSJA Total													69.13
NORTHERN CALIFORNIA -	07/13/2023	868560	PO240047	01	0000	0	0000	7150	5300	090	714	FY 2023-2024	500.00
NORTHERN CALIFORNIA - Total													500.00
NUMWORKS INC	07/13/2023	868575	CL230134	01	0801	0	0000	0000	9510	000		US23061200020	4,049.60
NUMWORKS INC Total													4,049.60
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CM240001	01	0000	0	0000	7350	4320	090	717	314579923001	(21.96)
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CM240002	01	0000	0	0000	7350	4320	090	717	318696316001	(10.98)
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CM240003	01	0000	0	0000	7350	4320	090	717	318696315001	(1.62)
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230065	01	0000	0	0000	0000	9510	000		315375290001	66.43
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230066	01	3010	0	0000	0000	9510	000		311670751001	21.18
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230067	01	0000	0	0000	0000	9510	000		317706314001	6.15
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230071	01	9302	0	0000	0000	9510	000		316760460001	150.62

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ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230071	01	9302	0	0000	0000	9510	000		316743218001	136.22
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230074	01	0000	0	0000	0000	9510	000		319880056001	81.95
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867455	CL230074	01	0000	0	0000	0000	9510	000		319880056001	396.68
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867483	CL230067	01	0000	0	0000	0000	9510	000		317706313001	6.22
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	CM240011	01	0000	0	0000	7350	4320	090	717	320644578001	(36.25)
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	CM240012	01	0000	0	0000	7350	4320	090	717	319876898001	(51.63)
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240023	01	0000	0	1110	1000	4320	032	070	316687149001	61.49
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240023	01	0000	0	1110	1000	4320	032	070	317352033001	612.85
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240024	01	0000	0	1110	1000	4320	032	070	317942193001	21.96
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240024	01	0000	0	1110	1000	4320	032	070	317904273001	506.94
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240028	01	0000	0	1110	1000	4320	032	070	319543872001	35.12
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240028	01	0000	0	1110	1000	4320	032	070	316956464001	5.15
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240028	01	0000	0	1110	1000	4320	032	070	316956429001	520.59
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240028	01	0000	0	1110	1000	4320	032	070	316956264001	35.12
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240028	01	0000	0	1110	1000	4320	032	070	316947713001	35.12
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240029	01	0000	0	1110	1000	4320	032	070	319641471001	552.57
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240036	01	0000	0	0000	7300	4320	090	717	320019034001	8.23
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240036	01	0000	0	0000	7300	4320	090	717	319932426002	15.45
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240036	01	0000	0	0000	7300	4320	090	717	319932426001	244.03
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240042	01	0000	0	0000	7150	4320	090	714	317464580001	163.24
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240042	01	0000	0	0000	7110	4320	090	713	317464580001	49.43
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PO240122	01	0000	0	0000	7350	4320	090	717	322234342001	358.31
ODP BUSINESS SOLUTIONS LLC	07/25/2023	870647	PV240013	01	0000	0	0000	7350	4320	090	717	317706311001	36.25
ODP BUSINESS SOLUTIONS LLC Total													4,004.86
OJO TECHNOLOGY	07/25/2023	870644	CL230273	01	0000	0	0000	0000	9510	000		10009	3,149.13
OJO TECHNOLOGY Total													3,149.13
OLDS, BARBARA	07/25/2023	870665	PV240019	01	0000	0	0000	7600	3701	090	810	CERTIFICATED 1ST QTR FY 23	1,724.31
OLDS, BARBARA Total													1,724.31
ORTIZ, LINDA	07/07/2023	867431	CL230040	01	0000	0	0000	0000	9510	000		FEB/MAR23 SUPPLIES	50.79
ORTIZ, LINDA Total													50.79
OUTDOOR SUPPLY HARDWARE	07/11/2023	867972	CL230094	01	8150	0	0000	0000	9510	000		1649722945	883.41
OUTDOOR SUPPLY HARDWARE Total													883.41
P G & E	07/11/2023	867973	CL230089	01	0000	0	0000	0000	9510	000		7314282172-4 JUN23	48,980.37
P G & E Total													48,980.37
PENINSULA ATHLETIC LEAGUE	07/11/2023	867980	PO240095	01	0000	0	0000	3900	5300	090	323	BASIC FEE FY 23-24	17,550.00
PENINSULA ATHLETIC LEAGUE	07/11/2023	867980	PO240095	01	0000	0	0000	3900	5300	090	323	SSFHS PAL FEE FY23-24	5,611.69
PENINSULA ATHLETIC LEAGUE	07/11/2023	867980	PO240095	01	0000	0	0000	3900	5300	090	323	ECHS PAL FEE FY 23-24	6,390.02
PENINSULA ATHLETIC LEAGUE Total													29,551.71
PLURALSIGHT LLC	07/20/2023	869914	PO240229	01	0000	0	0000	2424	5899	090	735	INV12030083	833.00
PLURALSIGHT LLC Total													833.00

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PRECIADO-RODRIGUEZ, ROSA	07/11/2023	867981	CL230123	01	6500	0	0000	0000	9510	000		JUN23 MILEAGE	6.94
PRECIADO-RODRIGUEZ, ROSA Total													6.94
PROCARE THERAPY	07/20/2023	869926	CL230256	01	6500	0	0000	0000	9510	000		20722517	400.00
PROCARE THERAPY Total													400.00
PROFESSIONAL TUTORS OF AMERICA	07/18/2023	869438	CL230220	01	6500	0	0000	0000	9510	000		92739	1,995.00
PROFESSIONAL TUTORS OF AMERICA Total													1,995.00
QBS LLC	07/25/2023	870645	CL230284	01	6500	0	0000	0000	9510	000		135747	85.00
QBS LLC Total													85.00
QUADIENT LEASING USA INC	07/18/2023	869390	CL230175	01	0000	0	0000	0000	9510	000		60205158	1,836.58
QUADIENT LEASING USA INC Total													1,836.58
R & H WHOLESALE SUPPLY INC	07/18/2023	869420	CL230176	01	8150	0	0000	0000	9510	000		591550-00	120.21
R & H WHOLESALE SUPPLY INC	07/18/2023	869420	CL230176	01	8150	0	0000	0000	9510	000		591645-00	1,137.72
R & H WHOLESALE SUPPLY INC	07/25/2023	870661	PO240437	01	8150	0	0000	8110	4320	090	741	590733-00	222.86
R & H WHOLESALE SUPPLY INC	07/25/2023	870661	PO240437	01	8150	0	0000	8110	4320	090	741	590288-00	3,674.69
R & H WHOLESALE SUPPLY INC Total													5,155.48
RAMOS, MARIA	07/13/2023	868576	PV240001	01	3216	0	1110	1000	4322	033	600	JUL23 MTG	113.87
RAMOS, MARIA	07/13/2023	868576	CL230140	01	3216	0	0000	0000	9510	000		SUM. SCH MTG JUN23	379.94
RAMOS, MARIA Total													493.81
READY REFRESH	07/07/2023	867439	CL230053	01	0000	0	0000	0000	9510	000		03F0033464884	24.09
READY REFRESH	07/20/2023	869933	PO240136	01	9010	0	1110	1000	4322	033	356	23G3707625400	24.96
READY REFRESH Total													49.05
RENAUD, ELIZABETH	07/18/2023	869385	CL230141	01	9010	0	0000	0000	9510	000		RENEWAL AUG22	122.00
RENAUD, ELIZABETH Total													122.00
RHEE, GRACE	07/07/2023	867432	CL230031	01	0000	0	0000	0000	9510	000		JUN23 MATH CONF	19.00
RHEE, GRACE Total													19.00
RIGG, RICHARD J	07/27/2023	871591	PV240020	01	0000	0	0000	7600	3701	090	810	CERTIFICATED 1ST QTR FY 23	454.59
RIGG, RICHARD J Total													454.59
RO HEALTH	07/20/2023	869905	CL230219	01	6500	0	0000	0000	9510	000		140844	1,013.40
RO HEALTH	07/20/2023	869927	CL230257	01	6500	0	0000	0000	9510	000		141432	2,732.80
RO HEALTH	07/20/2023	869927	CL230257	01	6500	0	0000	0000	9510	000		141951	3,253.60
RO HEALTH Total													6,999.80
ROBERT HALF	07/07/2023	867469	CL230054	01	0000	0	0000	0000	9510	000		62212428	3,047.19
ROBERT HALF	07/07/2023	867469	CL230055	01	0000	0	0000	0000	9510	000		62217414	1,350.00
ROBERT HALF	07/07/2023	867469	CL230056	01	0000	0	0000	0000	9510	000		62150334	1,661.40
ROBERT HALF	07/07/2023	867469	CL230056	01	0000	0	0000	0000	9510	000		62150284	1,658.63
ROBERT HALF	07/11/2023	867974	CL230090	01	0000	0	0000	0000	9510	000		62181234	1,658.63
ROBERT HALF	07/11/2023	867974	CL230090	01	0000	0	0000	0000	9510	000		62181316	1,687.50
ROBERT HALF	07/11/2023	867974	CL230090	01	0000	0	0000	0000	9510	000		62207572	1,012.50
ROBERT HALF	07/11/2023	867974	CL230090	01	0000	0	0000	0000	9510	000		62207462	1,326.90
ROBERT HALF	07/11/2023	867978	CL230130	01	0000	0	0000	0000	9510	000		62238743	1,658.63

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ROBERT HALF	07/11/2023	867978	CL230130	01	0000	0	0000	0000	9510	000		62238832	1,687.50
ROBERT HALF	07/18/2023	869386	CL230135	01	0000	0	0000	0000	9510	000		62245849	1,357.65
ROBERT HALF	07/20/2023	869906	CL230225	01	0000	0	0000	0000	9510	000		62177478	949.05
ROBERT HALF Total													19,055.58
RYMARZ, CAROLINE	07/18/2023	869403	CL230195	01	9010	0	0000	0000	9510	000		MAY23 CREDENTIAL	100.00
RYMARZ, CAROLINE Total													100.00
SAELAW, ANGELA	07/07/2023	867465	CL230030	01	0000	0	0000	0000	9510	000		JUN23 MATH CONF	19.00
SAELAW, ANGELA Total													19.00
SAN MATEO COUNTY	07/25/2023	870605	CL230258	01	6546	0	0000	0000	9510	000		SSFUSD0523	5,569.27
SAN MATEO COUNTY	07/25/2023	870605	CL230258	01	3327	0	0000	0000	9510	000		SSFUSD0523	1,695.00
SAN MATEO COUNTY	07/25/2023	870605	CL230258	01	6500	0	0000	0000	9510	000		SSFUSD0523	16,949.95
SAN MATEO COUNTY Total													24,214.22
SAN MATEO COUNTY SCHOOLS	07/18/2023	869391	CL230177	01	0000	0	0000	0000	9510	000		CLAIM# 2023-01047	240.00
SAN MATEO COUNTY SCHOOLS Total													240.00
SCANTRON CORPORATION	07/11/2023	867975	CL230091	01	0801	0	0000	0000	9510	000		27607	614.89
SCANTRON CORPORATION Total													614.89
SCHNEBLY, BRITTANY	07/18/2023	869404	CL230196	01	9010	0	0000	0000	9510	000		MAY23 EXEC COURSE	299.00
SCHNEBLY, BRITTANY Total													299.00
SCHOOL SERVICES OF CALIFORNIA,	07/27/2023	871595	PO240354	01	0000	0	0000	7350	5899	090	717	0138132-IN	375.00
SCHOOL SERVICES OF CALIFORNIA, Total													375.00
SEBERS, RYAN	07/18/2023	869434	PV240002	01	0000	0	0000	0000	9131	000		FY 23-24 PETTY CASH	100.00
SEBERS, RYAN Total													100.00
SEESAW	07/18/2023	869387	PO240089	01	0000	0	0000	3900	5813	090	305	2021-53732	9,405.50
SEESAW Total													9,405.50
SENECA FAMILY OF AGENCIES	07/20/2023	869907	CL230208	01	6500	0	0000	0000	9510	000		7017004-IN	4,400.00
SENECA FAMILY OF AGENCIES	07/20/2023	869907	CL230208	01	6500	0	0000	0000	9510	000		7017112-IN	6,270.00
SENECA FAMILY OF AGENCIES	07/25/2023	870646	CL230285	01	6500	0	0000	0000	9510	000		7020423-IN	3,200.00
SENECA FAMILY OF AGENCIES	07/25/2023	870646	CL230285	01	6500	0	0000	0000	9510	000		7020513-IN	4,560.00
SENECA FAMILY OF AGENCIES Total													18,430.00
SHIHADEH, SAHAR	07/27/2023	871592	PV240017	01	0000	0	0000	7600	3702	090	810	CLASSIFIED 1ST QTR FY 23-24	177.00
SHIHADEH, SAHAR Total													177.00
SILICON VALLEY MATHEMATICS	07/25/2023	870610	PO240266	01	0000	0	1110	1000	5899	090	762	SSFUSD2324	6,750.00
SILICON VALLEY MATHEMATICS Total													6,750.00
SLATTERY, FAITH	07/18/2023	869372	CL230111	01	0000	0	1110	1000	4320	033	070	SUPPLIES MAY23	0.02
SLATTERY, FAITH	07/18/2023	869372	CL230111	01	0000	0	0000	0000	9510	000		SUPPLIES MAY23	76.54
SLATTERY, FAITH Total													76.56
SMARTPASS INC.	07/18/2023	869392	PO240100	01	0000	0	1110	1000	5813	033	070	2450	4,410.32
SMARTPASS INC. Total													4,410.32
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555226	389.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555227	322.00

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SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555229	905.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555230	231.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555231	420.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555232	62.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555233	462.00
SOUTH CITY FIRE PROTECTION	07/25/2023	870654	PO240426	01	8150	0	0000	8110	5600	090	741	5555234	1,172.00
SOUTH CITY FIRE PROTECTION Total													3,963.00
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69337	4.40
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69369	4.68
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69400	20.82
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69380	54.66
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69431	236.22
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69476	59.31
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69554	29.73
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69568	6.59
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69575	34.26
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69727	32.79
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69738	3.82
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69950	197.76
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		69980	221.05
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		70201	137.75
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		70204	14.82
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869380	CL230112	01	8150	0	0000	0000	9510	000		70207	13.50
SOUTH CITY LUMBER & SUPPLY	07/18/2023	869414	CL230112	01	8150	0	0000	0000	9510	000		70190	41.71
SOUTH CITY LUMBER & SUPPLY Total													1,113.87
SOUTH SAN FRANCISCO ROTARY CLU	07/20/2023	869934	PV240010	01	0000	0	0000	7110	5899	090	713	JUL23 FUNDRAISER	150.00
SOUTH SAN FRANCISCO ROTARY CLU Total													150.00
SOUTH SAN FRANCISCO SCAVENGER	07/18/2023	869393	CL230127	01	0000	0	0000	0000	9510	000		1335905	4,321.24
SOUTH SAN FRANCISCO SCAVENGER	07/18/2023	869393	CL230128	01	6388	0	0000	0000	9510	000		1335905-1	120.83
SOUTH SAN FRANCISCO SCAVENGER Total													4,442.07
SOUTH SAN FRANCISCO TIRE	07/27/2023	871596	PO240390	01	8150	0	0000	8110	4320	090	741	105977	675.40
SOUTH SAN FRANCISCO TIRE Total													675.40
SPECTRUM CENTER INC.	07/25/2023	870606	CL230259	01	6500	0	0000	0000	9510	000		JUN23 1-16	21,571.00
SPECTRUM CENTER INC.	07/25/2023	870606	CL230259	01	6500	0	0000	0000	9510	000		JUN23 1-16	10,391.70
SPECTRUM CENTER INC.	07/25/2023	870606	CL230259	01	6500	0	0000	0000	9510	000		JUN23 1-16	6,485.23
SPECTRUM CENTER INC.	07/25/2023	870606	CL230259	01	6500	0	0000	0000	9510	000		JUN23 1-16	972.00
SPECTRUM CENTER INC. Total													39,419.93
SPORTSNET INC.	07/25/2023	870655	PO240348	01	0000	0	0000	7400	5899	090	715	452324	1,775.00
SPORTSNET INC.	07/25/2023	870655	PO240348	01	0000	0	1110	1000	5899	032	070	452324	887.50
SPORTSNET INC.	07/25/2023	870655	PO240348	01	0000	0	1110	1000	5899	033	070	452324	887.50

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Vendor Name	Date	Warrant/EFT #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
SPORTSNET INC. Total													3,550.00
STANDARD PLUMBING SUPPLY CO.	07/07/2023	867440	CL230057	01	8150	0	0000	0000	9510	000		UDHZ35	21.86
STANDARD PLUMBING SUPPLY CO.	07/07/2023	867440	CL230057	01	8150	0	0000	0000	9510	000		UDKZ47	41.43
STANDARD PLUMBING SUPPLY CO.	07/18/2023	869394	CL230179	01	8150	0	0000	0000	9510	000		UDCR26	6.26
STANDARD PLUMBING SUPPLY CO.	07/18/2023	869394	CL230179	01	8150	0	0000	0000	9510	000		UDDTN10	119.35
STANDARD PLUMBING SUPPLY CO.	07/27/2023	871590	PO240431	01	8150	0	0000	8110	4320	090	741	UFX029	21.00
STANDARD PLUMBING SUPPLY CO. Total													209.90
STATE OF CA DEPT OF JUSTICE	07/20/2023	869915	CL230230	01	0000	0	0000	0000	9510	000		666139	472.00
STATE OF CA DEPT OF JUSTICE	07/20/2023	869915	CL230230	01	0000	0	0000	0000	9510	000		666139	823.00
STATE OF CA DEPT OF JUSTICE Total													1,295.00
TAM, CINDY	07/07/2023	867433	CL230032	01	3213	0	0000	0000	9510	000		JUN23 WRITNG CONF	91.10
TAM, CINDY Total													91.10
THE BAY AREA	07/25/2023	870629	CL230281	01	3213	0	0000	0000	9510	000		#2023-OPEN01	2,100.00
THE BAY AREA Total													2,100.00
TIME TO SIGN INC.	07/27/2023	871583	PO240341	01	3308	0	5730	1110	5899	005	205	2688	2,875.00
TIME TO SIGN INC. Total													2,875.00
TOTAL COMPENSATION SYSTEM INC	07/25/2023	870611	CL230227	01	0000	0	0000	0000	9510	000		12150	2,092.50
TOTAL COMPENSATION SYSTEM INC Total													2,092.50
U.S POSTAL SERVICE	07/11/2023	867982	PO240084	01	0000	0	0000	7550	5920	090	718	32865623 JUL23	22,000.00
U.S POSTAL SERVICE Total													22,000.00
UNITED RENTALS	07/18/2023	869421	CL230178	01	8150	0	0000	0000	9510	000		212607124-009	29.67
UNITED RENTALS Total													29.67
UNITED SITE SERVICES	07/18/2023	869439	CL230224	01	0000	0	0000	0000	9510	000		INV-01820700	797.80
UNITED SITE SERVICES Total													797.80
UNIVERSITY OF CA. -BERKELEY	07/13/2023	868562	PO240013	01	6266	0	1110	1000	5210	090	341	230609RFSSSFUSD	7,600.00
UNIVERSITY OF CA. -BERKELEY Total													7,600.00
UNIVERSITY OF HOUSTON	07/11/2023	867979	PO240052	01	0000	0	1110	1000	5210	032	070	FY23-545 APSI	575.00
UNIVERSITY OF HOUSTON	07/13/2023	867979	PO240052	01	0000	0	1110	1000	5210	032	070	FY23-545 APSI	(575.00)
UNIVERSITY OF HOUSTON Total													-
UPS STORE	07/20/2023	869916	CL230231	01	0000	0	0000	0000	9510	000		JUN23 SVC	349.90
UPS STORE	07/20/2023	869916	CL230231	01	0000	0	0000	0000	9510	000		JUN23 SVC	174.95
UPS STORE Total													524.85
VERIZON	07/25/2023	870656	PO240435	01	8150	0	0000	8110	5813	090	741	330000050000	776.95
VERIZON Total													776.95
VERTIV CORPORATON	07/20/2023	869917	PO240016	01	0000	0	0000	2424	5899	090	735	13230215	6,448.40
VERTIV CORPORATON Total													6,448.40
VIA HEART PROJECT	07/27/2023	871584	PO240209	01	0000	0	0000	8300	5899	090	129	4523	12,000.00
VIA HEART PROJECT Total													12,000.00
VWR INTERNATIONAL	07/20/2023	869918	CL230228	01	9010	0	0000	0000	9510	000		8812854550	541.59
VWR INTERNATIONAL	07/20/2023	869918	CL230228	01	9010	0	0000	0000	9510	000		8812870950	785.87

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VWR INTERNATIONAL	07/20/2023	869918	CL230228	01	9010	0	0000	0000	9510	000		8812884685	36.20
VWR INTERNATIONAL	07/20/2023	869918	CL230228	01	9010	0	0000	0000	9510	000		8813103796	315.93
VWR INTERNATIONAL	07/20/2023	869918	CL230228	01	9010	0	0000	0000	9510	000		8812854550-1	9.81
VWR INTERNATIONAL	07/20/2023	869918	CL230229	01	9010	0	0000	0000	9510	000		8813155311	302.22
VWR INTERNATIONAL	07/20/2023	869918	CL230229	01	9010	0	0000	0000	9510	000		8812976657	352.69
VWR INTERNATIONAL	07/20/2023	869918	CL230229	01	9010	0	0000	0000	9510	000		8812935345	92.22
VWR INTERNATIONAL Total													2,436.53
WEINGARTEN CHILDREN'S CENTER	07/18/2023	869440	CL230218	01	6500	0	0000	0000	9510	000		118110	1,785.00
WEINGARTEN CHILDREN'S CENTER	07/18/2023	869440	CL230218	01	6500	0	0000	0000	9510	000		118110	616.00
WEINGARTEN CHILDREN'S CENTER Total													2,401.00
WELLS FARGO	07/20/2023	869909	PV240003	01	6387	0	3800	1000	5210	090	CIG	4484 6100 0318 1180 -1 JUN23	475.00
WELLS FARGO	07/20/2023	869909	PV240003	01	6387	0	3800	1000	5210	090	CIG	4484 6100 0318 1180 -1 JUN23	427.88
WELLS FARGO	07/20/2023	869909	PV240003	01	6266	0	1110	1000	5210	090	341	4484 6100 0318 1180 -1 JUN23	1,421.07
WELLS FARGO	07/20/2023	869909	PV240003	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 -1 JUN23	1,250.00
WELLS FARGO	07/20/2023	869909	PV240003	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 -1 JUN23	4,470.00
WELLS FARGO	07/20/2023	869909	PV240003	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 -1 JUN23	750.00
WELLS FARGO	07/20/2023	869909	PV240003	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 -1 JUN23	750.00
WELLS FARGO	07/20/2023	869909	CM240009	01	0000	0	0000	2424	5899	090	735	4484610003181800 -2 JUN23	(224.00)
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	284.19
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	915.00
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	224.00
WELLS FARGO	07/20/2023	869909	CL230226	01	6500	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	28.11
WELLS FARGO	07/20/2023	869909	CL230226	01	6500	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	169.54
WELLS FARGO	07/20/2023	869909	CL230226	01	0801	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	549.00
WELLS FARGO	07/20/2023	869909	CL230226	01	8150	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	4,450.60
WELLS FARGO	07/20/2023	869909	CL230226	01	6500	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	187.19
WELLS FARGO	07/20/2023	869909	CL230226	01	9129	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	10.00
WELLS FARGO	07/20/2023	869909	CL230226	01	9129	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	30.52
WELLS FARGO	07/20/2023	869909	CL230226	01	9129	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	512.69
WELLS FARGO	07/20/2023	869909	CL230226	01	8150	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	329.63
WELLS FARGO	07/20/2023	869909	CL230226	01	8150	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	991.94
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	284.19
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	107.34
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	145.14
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	42.25
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	158.55
WELLS FARGO	07/20/2023	869909	CL230226	01	6053	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	141.40
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	744.79
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	634.62
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	86.41

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WELLS FARGO	07/20/2023	869909	CL230226	01	9010	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	38.18
WELLS FARGO	07/20/2023	869909	CL230226	01	3216	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	265.36
WELLS FARGO	07/20/2023	869909	CL230226	01	0000	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	9.57
WELLS FARGO	07/20/2023	869909	CL230226	01	6500	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	87.85
WELLS FARGO	07/20/2023	869909	CL230226	01	3216	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	43.92
WELLS FARGO	07/20/2023	869909	CL230226	01	6500	0	0000	0000	9510	000		4484 6100 0318 1180 JUN23	55.99
WELLS FARGO Total													20,847.92
WEST ED	07/27/2023	871597	PO240369	01	0000	0	1110	1000	5899	090	762	23-2690	2,436.60
WEST ED Total													2,436.60
WESTBOROUGH WATER DISTRICT	07/20/2023	869919	CL230233	01	0000	0	0000	0000	9510	000		240-1250 MAY/JUN23	1,043.13
WESTBOROUGH WATER DISTRICT	07/20/2023	869919	CL230233	01	0000	0	0000	0000	9510	000		240-0470 MAY/JUN23	2,355.87
WESTBOROUGH WATER DISTRICT Total													3,399.00
WICKES, ANNALIES	07/07/2023	867434	CL230033	01	0801	0	0000	0000	9510	000		APSI CONF. JUN23	1,100.00
WICKES, ANNALIES Total													1,100.00
WOODWIND & BRASSWIND	07/25/2023	870608	CL230254	01	3010	0	0000	0000	9510	000		ARINV67320835	7,300.10
WOODWIND & BRASSWIND	07/25/2023	870657	PO240166	01	0000	0	1110	1000	4320	032	070	ARINV67951800	222.06
WOODWIND & BRASSWIND Total													7,522.16
YACOUB, SABRINA	07/07/2023	867467	CL230035	01	0000	0	0000	0000	9510	000		SUPPLIES MAY23	148.56
YACOUB, SABRINA	07/13/2023	868577	CL230142	01	6500	0	0000	0000	9510	000		SUPPLY APR23	21.71
YACOUB, SABRINA	07/25/2023	870622	CL230265	01	6500	0	0000	0000	9510	000		RETREAT JUN23	132.69
YACOUB, SABRINA Total													302.96
YOUNG AUDIENCES OF THE BAY ARE	07/07/2023	867470	CL230058	01	3216	0	0000	0000	9510	000		SUMMER23_5	94,650.00
YOUNG AUDIENCES OF THE BAY ARE Total													94,650.00
YOUTH SERVICES BUREAUS	07/13/2023	868569	CL230092	01	0801	0	0000	0000	9510	000		APR-JUN23 ALTERNATIVES	12,164.50
YOUTH SERVICES BUREAUS	07/13/2023	868569	CL230093	01	0000	0	0000	0000	9510	000		APR-JUN23 SVCS.	1,503.98
YOUTH SERVICES BUREAUS	07/13/2023	868569	CL230093	01	0801	0	0000	0000	9510	000		APR-JUN23 SVCS.	43,615.49
YOUTH SERVICES BUREAUS	07/13/2023	868569	CL230093	01	3217	0	0000	0000	9510	000		APR-JUN23 SVCS.	105,278.78
YOUTH SERVICES BUREAUS Total													162,562.75
ZOOM VIDEO COMMUNICATIONS INC	07/20/2023	869908	PO240019	01	0000	0	0000	2424	5899	090	735	INV210434132	36,097.00
ZOOM VIDEO COMMUNICATIONS INC Total													36,097.00
			FUND 01							**SUBTOTAL**			**3,189,040.39**
ADMININISTRATIVE SOFTWARE	07/20/2023	869897	PO240211	11	6391	0	4110	2490	5813	041	481	INV00111974	10,249.76
ADMININISTRATIVE SOFTWARE Total													10,249.76
AT&T	07/11/2023	867967	CL230019	11	0000	0	0000	0000	9510	000		34701763 JUNE23	47.04
AT&T Total													47.04
CALIFORNIA DEPARTMENT OF TAX	07/25/2023	870642	CL230283	11	0000	0	0000	0000	9510	000		020-300028 JUN23	15.68
CALIFORNIA DEPARTMENT OF TAX Total													15.68
CALIFORNIA WATER SERVICE	07/11/2023	867971	CL230087	11	0000	0	0000	0000	9510	000		6907544444 JUN23	1,419.50
CALIFORNIA WATER SERVICE Total													1,419.50
CHEONG, SUSAN	07/07/2023	867459	CL230026	11	3913	0	0000	0000	9510	000		CASAS CONF JUN23	1,391.44

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CHEONG, SUSAN Total													1,391.44
HILLYARD	07/18/2023	869411	CL230145	11	0000	0	0000	8200	4320	041	760	605094384	74.37
HILLYARD	07/18/2023	869411	CL230145	11	0000	0	0000	0000	9510	000		605094384	148.73
HILLYARD Total													223.10
JACKSON, CLARE	07/07/2023	867462	CL230045	11	3913	0	0000	0000	9510	000		CASAS CONF JUN23	1,423.20
JACKSON, CLARE Total													1,423.20
P G & E	07/11/2023	867973	CL230089	11	0000	0	0000	0000	9510	000		7314282172-4 JUN23	48.08
P G & E Total													48.08
PRASAD, SEEMAA	07/07/2023	867464	CL230046	11	3913	0	0000	0000	9510	000		CASAS CONF JUN23	1,701.50
PRASAD, SEEMAA Total													1,701.50
PSI SERVICES LLC	07/13/2023	868561	CL230113	11	0000	0	0000	0000	9510	000		04-22512404	136.00
PSI SERVICES LLC Total													136.00
XIAO, JIAN YUN	07/07/2023	867466	CL230044	11	3913	0	0000	0000	9510	000		CASAS CONF JUN23	1,576.05
XIAO, JIAN YUN Total													1,576.05
			FUND 11							**SUBTOTAL**			**18,231.35**
AT&T	07/11/2023	867967	CL230019	12	6105	0	0000	0000	9510	000		34701763 JUNE23	47.07
AT&T Total													47.07
CALIFORNIA DEPARTMENT OF TAX	07/25/2023	870642	CL230283	12	0000	0	0000	0000	9510	000		020-300028 JUN23	13.04
CALIFORNIA DEPARTMENT OF TAX Total													13.04
CALIFORNIA SCHOOL- AGE CONSORT	07/07/2023	867453	CL230076	12	9010	0	0000	0000	9510	000		4948-1	350.00
CALIFORNIA SCHOOL- AGE CONSORT Total													350.00
CALIFORNIA WATER SERVICE	07/11/2023	867971	CL230087	12	6105	0	0000	0000	9510	000		6907544444 JUN23	65.46
CALIFORNIA WATER SERVICE	07/11/2023	867971	CL230087	12	6105	0	0000	0000	9510	000		6907544444 JUN23	93.92
CALIFORNIA WATER SERVICE	07/11/2023	867971	CL230087	12	9010	0	0000	0000	9510	000		6907544444 JUN23	93.91
CALIFORNIA WATER SERVICE Total													253.29
CHILDCARE CAREERS	07/07/2023	867445	CL230011	12	9010	0	0000	0000	9510	000		627787	637.40
CHILDCARE CAREERS	07/07/2023	867445	CL230011	12	6105	0	0000	0000	9510	000		627787	637.40
CHILDCARE CAREERS	07/07/2023	867451	CL230060	12	9010	0	0000	0000	9510	000		630277	221.70
CHILDCARE CAREERS	07/07/2023	867471	CL230010	12	9010	0	0000	0000	9510	000		627788	601.31
CHILDCARE CAREERS	07/07/2023	867471	CL230012	12	9010	0	0000	0000	9510	000		608565	888.58
CHILDCARE CAREERS	07/07/2023	867471	CL230012	12	6105	0	0000	0000	9510	000		608565	888.58
CHILDCARE CAREERS	07/07/2023	867471	CL230014	12	9010	0	0000	0000	9510	000		606710	1,377.83
CHILDCARE CAREERS	07/07/2023	867477	CL230061	12	9010	0	0000	0000	9510	000		630276	489.59
CHILDCARE CAREERS	07/07/2023	867477	CL230061	12	6105	0	0000	0000	9510	000		630276	489.60
CHILDCARE CAREERS	07/13/2023	868566	CL230082	12	9010	0	0000	0000	9510	000		629370	699.81
CHILDCARE CAREERS	07/13/2023	868566	CL230082	12	6105	0	0000	0000	9510	000		629370	699.82
CHILDCARE CAREERS	07/13/2023	868566	CL230083	12	9010	0	0000	0000	9510	000		617183	1,633.11
CHILDCARE CAREERS	07/18/2023	869406	CL230197	12	9010	0	0000	0000	9510	000		632021	734.39
CHILDCARE CAREERS	07/18/2023	869406	CL230197	12	6105	0	0000	0000	9510	000		632021	734.40
CHILDCARE CAREERS Total													10,733.52

BOARD WARRANT REGISTER

JULY 1 TO JULY 31, 2023

Vendor Name	Date	Warrant/E FT #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
CLAYBON, ERIC	07/13/2023	868559	CL230108	12	9010	0	0000	0000	9510	000		STAFF MTG MAY23	791.14
CLAYBON, ERIC	07/18/2023	869369	CL230107	12	6105	0	0000	0000	9510	000		ZOO ADMISS JUN23	723.00
CLAYBON, ERIC Total													1,514.14
DEPARTMENT OF SOCIAL SERVICES	07/18/2023	869399	PO240174	12	9010	0	8533	1000	5899	045	833	414000469 JUN23	484.00
DEPARTMENT OF SOCIAL SERVICES	07/18/2023	869399	PO240174	12	6105	0	8535	1000	5899	045	835	414000469 JUN23	484.00
DEPARTMENT OF SOCIAL SERVICES Total													968.00
EDUCATION TEAM, THE	07/07/2023	867446	CL230013	12	9010	0	0000	0000	9510	000		606708	1,348.50
EDUCATION TEAM, THE Total													1,348.50
KELLY SPICERS STORES	07/25/2023	870619	PO240162	12	6105	0	8535	1000	4320	045	835	11354934	608.16
KELLY SPICERS STORES Total													608.16
LOPEZ, ANTOINETTE	07/18/2023	869370	CL230109	12	6105	0	0000	0000	9510	000		F.TRIP JUN23	546.00
LOPEZ, ANTOINETTE Total													546.00
LOUDAN, ROSELLE MARIE	07/27/2023	871581	PO240307	12	9302	0	8510	2700	5801	005	LIFT	23-24-01	1,318.17
LOUDAN, ROSELLE MARIE Total													1,318.17
ODP BUSINESS SOLUTIONS LLC	07/27/2023	871585	PO240022	12	6105	0	8535	1000	4320	045	835	317591284001	667.72
ODP BUSINESS SOLUTIONS LLC	07/27/2023	871585	PO240022	12	6105	0	8510	1000	4320	045	830	317591284001	667.72
ODP BUSINESS SOLUTIONS LLC	07/27/2023	871585	PO240022	12	9010	0	8533	1000	4320	045	833	317591284001	687.96
ODP BUSINESS SOLUTIONS LLC Total													2,023.40
P G & E	07/11/2023	867973	CL230089	12	6105	0	0000	0000	9510	000		7314282172-4 JUN23	529.96
P G & E	07/11/2023	867973	CL230089	12	9010	0	0000	0000	9510	000		7314282172-4 JUN23	728.95
P G & E	07/11/2023	867973	CL230089	12	6105	0	0000	0000	9510	000		7314282172-4 JUN23	728.95
P G & E	07/11/2023	867973	CL230089	12	9302	0	0000	0000	9510	000		7314282172-4 JUN23	682.75
P G & E Total													2,670.61
STARVISTA	07/07/2023	867441	CL230059	12	9010	0	0000	0000	9510	000		6923	5,000.00
STARVISTA	07/07/2023	867441	CL230059	12	6105	0	0000	0000	9510	000		6923	5,000.00
STARVISTA Total													10,000.00
			FUND 12									**SUBTOTAL**	**32,393.90**
ADVANCED INTEGRATED PEST MGMT	07/25/2023	870601	PO240096	13	5310	0	0000	3700	5807	090	820	2141349	83.00
ADVANCED INTEGRATED PEST MGMT	07/25/2023	870601	PO240096	13	5310	0	0000	3700	5807	090	820	2141350	83.00
ADVANCED INTEGRATED PEST MGMT	07/25/2023	870601	PO240096	13	5310	0	0000	3700	5807	090	820	2141351	83.00
ADVANCED INTEGRATED PEST MGMT Total													249.00
AT&T	07/11/2023	867967	CL230020	13	5310	0	0000	0000	9510	000		34701763-NS-JUNE23	8.17
AT&T Total													8.17
CALIFORNIA DEPARTMENT OF TAX	07/25/2023	870642	CL230283	13	0000	0	0000	0000	9510	000		020-300028 JUN23	1.22
CALIFORNIA DEPARTMENT OF TAX Total													1.22
CALIFORNIA DEPT. OF TAX AND	07/25/2023	870624	CL230282	13	5310	0	0000	0000	9510	000		020-602564 JUN23	296.00
CALIFORNIA DEPT. OF TAX AND Total													296.00
DANIELSEN COMPANY	07/07/2023	867454	CL230068	13	5310	0	0000	0000	9510	000		306271	1,762.02
DANIELSEN COMPANY	07/07/2023	867454	CL230069	13	5310	0	0000	0000	9510	000		305939	2,854.22
DANIELSEN COMPANY	07/25/2023	870633	PO240270	13	5310	0	0000	3700	4700	090	820	306514	2,749.03

Vendor Name	Date	Warrant/EFT #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
DANIELSEN COMPANY	07/25/2023	870633	PO240270	13	5310	0	0000	3700	4700	090	820	306680	2,173.44
DANIELSEN COMPANY Total													9,538.71
DAYLIGHT FOODS INC	07/07/2023	867480	CL230070	13	5310	0	0000	0000	9510	000		M91143	921.63
DAYLIGHT FOODS INC	07/25/2023	870599	PO240281	13	5310	0	0000	3700	4700	090	820	M94371	652.36
DAYLIGHT FOODS INC	07/25/2023	870599	PO240281	13	5310	0	0000	3700	4700	090	820	M96917	116.61
DAYLIGHT FOODS INC	07/25/2023	870636	PO240281	13	5310	0	0000	3700	4700	090	820	M93661	304.52
DAYLIGHT FOODS INC Total													1,995.12
GOLD STAR FOODS	07/07/2023	867481	CL230072	13	5310	0	0000	0000	9510	000		6310458	3,462.33
GOLD STAR FOODS	07/07/2023	867481	CL230073	13	5310	0	0000	0000	9510	000		63000883	458.15
GOLD STAR FOODS	07/25/2023	870637	PO240271	13	5310	0	0000	3700	4700	090	820	6303653	423.46
GOLD STAR FOODS	07/25/2023	870637	PO240271	13	5310	0	0000	3700	4700	090	820	6322622	977.92
GOLD STAR FOODS	07/25/2023	870637	PO240271	13	5310	0	0000	3700	4700	090	820	6329849	10,751.35
GOLD STAR FOODS Total													16,073.21
INDIVIDUAL FOODSERVICE	07/07/2023	867482	CL230075	13	5310	0	0000	0000	9510	000		529924-00	11,648.00
INDIVIDUAL FOODSERVICE Total													11,648.00
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867456	CL230078	13	5310	0	0000	0000	9510	000		317129383001	6.23
ODP BUSINESS SOLUTIONS LLC	07/07/2023	867456	CL230078	13	5310	0	0000	0000	9510	000		316847844001	370.49
ODP BUSINESS SOLUTIONS LLC Total													376.72
PRODUCERS DAIRY FOODS INC.	07/07/2023	867457	CL230079	13	5310	0	0000	0000	9510	000		48085264471	1,356.05
PRODUCERS DAIRY FOODS INC.	07/07/2023	867484	CL230079	13	5310	0	0000	0000	9510	000		48085263462	1,536.05
PRODUCERS DAIRY FOODS INC.	07/25/2023	870602	PO240276	13	5310	0	0000	3700	4700	090	820	48085267060	577.22
PRODUCERS DAIRY FOODS INC.	07/25/2023	870602	PO240276	13	5310	0	0000	3700	4700	090	820	48085267494	729.48
PRODUCERS DAIRY FOODS INC.	07/25/2023	870640	PO240276	13	5310	0	0000	3700	4700	090	820	48085265853	722.23
PRODUCERS DAIRY FOODS INC. Total													4,921.03
SAN MATEO COUNTY ENVIRONMENTAL	07/25/2023	870641	PO240269	13	5310	0	0000	3700	5899	090	820	382905	747.00
SAN MATEO COUNTY ENVIRONMENTAL	07/25/2023	870641	PO240269	13	5310	0	0000	3700	5899	090	820	382906	747.00
SAN MATEO COUNTY ENVIRONMENTAL Total													1,494.00
SYSCO FD SVCS OF SAN FRANCISCO	07/07/2023	867458	CM240004	13	5310	0	0000	3700	4700	090	820	550817011	(90.92)
SYSCO FD SVCS OF SAN FRANCISCO	07/07/2023	867458	CL230080	13	5310	0	0000	0000	9510	000		550812117	1,555.66
SYSCO FD SVCS OF SAN FRANCISCO Total													1,464.74
			FUND 13							**SUBTOTAL**			**48,065.92**
CONGLOBAL INDUSTRIES LLC	07/25/2023	870630	PO240118	14	0000	0	0000	8110	4420	090	741	IVCGI1057707	3,132.07
CONGLOBAL INDUSTRIES LLC Total													3,132.07
RAPOSO ENGINEERING INC	07/25/2023	870604	PO240294	14	0000	0	0000	8500	6270	005	925	273	69,500.00
RAPOSO ENGINEERING INC Total													69,500.00
			FUND 14							**SUBTOTAL**			**72,632.07**
DANNIS WOLIVER KELLEY	07/25/2023	870638	PO240078	21	0000	0	0000	8200	5889	098	902	293728	51,854.50
DANNIS WOLIVER KELLEY	07/25/2023	870638	PO240078	21	0000	0	0000	8200	5889	098	902	293728-1	1,095.48
DANNIS WOLIVER KELLEY Total													52,949.98
			FUND 21							**SUBTOTAL**			**52,949.98**

BOARD WARRANT REGISTER

JULY 1 TO JULY 31, 2023

Vendor Name	Date	Warrant/E FT #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
19SIX ARCHITECTS	07/18/2023	869388	CL230155	40	9010	0	0000	0000	9510	000		22290.01	1,584.00
19SIX ARCHITECTS Total													1,584.00
AMERICAN SAFE SECURITY INC.	07/13/2023	868565	CL230084	40	9010	0	0000	0000	9510	000		2023-03	19,440.00
AMERICAN SAFE SECURITY INC. Total													19,440.00
ARBORTECH TREE CARE INC	07/13/2023	868567	CL230086	40	9010	0	0000	0000	9510	000		2983	32,700.00
ARBORTECH TREE CARE INC Total													32,700.00
CAW ARCHITECTS INC	07/27/2023	871578	CL230286	40	9010	0	0000	0000	9510	000		0723.23009	4,520.71
CAW ARCHITECTS INC Total													4,520.71
CIS INC.	07/07/2023	867435	CL230048	40	9010	0	0000	0000	9510	000		EL CAMINO ADA PATH 002	2,205.00
CIS INC. Total													2,205.00
CONEXWEST	07/25/2023	870658	PO240329	40	9010	0	0000	8200	5600	032	926	INV-230819	1,030.63
CONEXWEST Total													1,030.63
CUMISKEY CONSTRUCTION	07/07/2023	867468	CL230047	40	9010	0	0000	0000	9510	000		PAY APP#2	87,484.00
CUMISKEY CONSTRUCTION	07/07/2023	867468	CL230047	40	9010	0	0000	0000	9510	000		PAY APP#2	87,484.00
CUMISKEY CONSTRUCTION	07/07/2023	867468	CL230047	40	9010	0	0000	0000	9510	000		PAY APP#2	87,484.00
CUMISKEY CONSTRUCTION Total													262,452.00
FRANK AND GROSSMAN	07/18/2023	869419	CL230173	40	9010	0	0000	0000	9510	000		31569	68,422.60
FRANK AND GROSSMAN Total													68,422.60
HCI SYSTEMS INC.	07/27/2023	871580	CL230287	40	9010	0	0000	0000	9510	000		229870	19,012.40
HCI SYSTEMS INC. Total													19,012.40
R&S CONSTRUCTION	07/27/2023	871582	CL230272	40	9010	0	0000	0000	9510	000		PAY APP# 2	203,568.76
R&S CONSTRUCTION Total													203,568.76
SOUTHWEST CONSTRUCTION &	07/18/2023	869435	CL230209	40	9010	0	0000	0000	9510	000		PAY APP#7	32,984.70
SOUTHWEST CONSTRUCTION & Total													32,984.70
STUDIO PEREZ	07/25/2023	870607	CL230266	40	9010	0	0000	0000	9510	000		01	9,375.00
STUDIO PEREZ Total													9,375.00
			FUND 40							**SUBTOTAL**			**657,295.80**
Grand Total													**4,070,609.41**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	3,189,040.39
11	ADULT EDUCATION FUND	18,231.35
12	CHILD DEVELOPMENT FUND	32,393.90
13	NUTRITION SERVICES FUND	48,065.92
14	DEFERRED MAINTENANCE	72,632.07
21	BUILIDING FUND (BOND)	52,949.98
25	CAPITAL FACILITES FUND	-
40	SPECIAL RESERVE FUND	657,295.80
73	FOUNDATION TRUST FUND	-
TOTAL WARRANT REGISTER		**4,070,609.41**

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: September 21, 2023

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

BACKGROUND:

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	4,273,553.00	167,831.00	167,831.00	-	4,105,722.00	0.0	1.0
8012	EPA ENTITLEMENT	1,520,912.00	391,910.00	391,910.00	-	1,129,002.00	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	-	-	-	24,500,000.00	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,987,477.15	-	-	-	6,987,477.15	-	1.0
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	-	-	-	16,553.50	-	1.0
8290	ALL OTHER FEDERAL REVENUE	1,516,334.01	-	-	-	1,516,334.01	-	1.0
8550	MANDATED COST REIMBURSE	358,276.45	-	-	-	358,276.45	-	1.0
8560	STATE LOTTERY REVENUE	1,824,929.00	-	-	-	1,824,929.00	-	1.0
8590	ALL OTHER STATE REVENUES	12,067,447.76	251,613.00	251,613.00	-	11,815,834.76	0.0	1.0
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	(602.58)	(602.58)	-	957,152.87	(0.0)	1.0
8660	INTEREST/FY21 INTEREST INCOME	944,075.60	488,624.29	488,624.29	-	455,451.31	0.5	0.5
8699	ALL OTHER LOCAL REVENUE	67,882.00	(310.65)	(310.65)	-	68,192.65	(0.0)	1.0
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		150,287,380.46	1,299,065.06	1,299,065.06	-	148,988,315.40		
Total Fund 01 GENERAL FUND		150,287,380.46	1,299,065.06	1,299,065.06	-	148,988,315.40		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 11 ADULT EDUCATION FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	200,210.00	60,746.00	60,746.00	-	139,464.00	0.3	0.7
8590	ALL OTHER STATE REVENUES	1,241,310.00	-	-	-	1,241,310.00	-	1.0
8631	SALE OF EQUIP & SUPPLIES	300.00	-	-	-	300.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	33,889.25	13,422.45	13,422.45	-	20,466.80	0.4	0.6
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	74,168.45	74,168.45	-	1,431,599.80		
Total Fund 11 ADULT EDUCATION FUND		1,505,768.25	74,168.45	74,168.45	-	1,431,599.80		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	384,775.00	-	-	-	384,775.00	-	1.0
8590	ALL OTHER STATE REVENUES	1,594,372.00	-	-	-	1,594,372.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	16,450.22	5,508.80	5,508.80	-	10,941.42	0.3	0.7
8689	ALL OTHR FEES & CONTRACTS	546,357.43	-	-	-	546,357.43	-	1.0
8699	ALL OTHER LOCAL REVENUE	2,021,455.82	-	-	-	2,021,455.82	-	1.0
Total Revenue		4,563,410.47	5,508.80	5,508.80	-	4,557,901.67		
Total Fund 12 CHILD DEVELOPMENT FUND		4,563,410.47	5,508.80	5,508.80	-	4,557,901.67		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8220	CHILD NUTRITION PROGRAMS	-	247,489.53	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	-	1.0
8522	ST REIMB-LNCH/FY21 STATE REIMB	2,500,000.00	-	-	-	2,500,000.00	-	1.0
8523	STATE REIMB.-CHILD CARE	3,000.00	-	-	-	3,000.00	-	1.0
8634	FS SALES/DAILY SALES	81,667.00	-	-	-	81,667.00	-	1.0
8637	STUD LCH/FY21 STUDENT CATERING	154,582.00	-	-	-	154,582.00	-	1.0
8638	ADLT LNCH/FY21 ADULT CATERING	297.00	-	-	-	297.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	6,042.10	2,161.95	2,161.95	-	3,880.15	0.4	0.6
Total Revenue		4,692,227.10	249,651.48	249,651.48	-	4,442,575.62		
Total Fund 13 CAFETERIA FUND		4,692,227.10	249,651.48	249,651.48	-	4,442,575.62		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	250,000.00	88,553.05	88,553.05	-	161,446.95	0.4	0.6
Total Revenue		250,000.00	88,553.05	88,553.05	-	161,446.95		
Total Fund 14 DEFERRED MAINTENANCE FUND		250,000.00	88,553.05	88,553.05	-	161,446.95		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	350,000.00	127,132.36	127,132.36	-	222,867.64	0.4	0.6
Total Revenue		350,000.00	127,132.36	127,132.36	-	222,867.64		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		350,000.00	127,132.36	127,132.36	-	222,867.64		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	240,000.00	921,106.60	921,106.60	-	(681,106.60)	3.8	(2.8)
Total Revenue		240,000.00	921,106.60	921,106.60	-	(681,106.60)		
Total Fund 21 BUILDING FUND		240,000.00	921,106.60	921,106.60	-	(681,106.60)		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	175,000.00	61,734.43	61,734.43	-	113,265.57	0.4	0.6
8681	MITIGATION/DEVELOPER FEES	300,000.00	-	-	-	300,000.00	-	1.0
Total Revenue		475,000.00	61,734.43	61,734.43	-	413,265.57		
Total Fund 25 CAPITAL FACILITIES FUND		475,000.00	61,734.43	61,734.43	-	413,265.57		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	500.00	2,218.38	2,218.38	-	(1,718.38)	4.4	(3.4)
Total Revenue		500.00	2,218.38	2,218.38	-	(1,718.38)		
Total Fund 35 CO SCHOOL FACILITIES FUND		500.00	2,218.38	2,218.38	-	(1,718.38)		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	60,000.00	16,117.13	16,117.13	-	43,882.87	0.3	0.7
8912	BTW GENERAL & SP RESERVE	3,000,000.00	-	-	-	3,000,000.00	-	1.0
Total Revenue		3,060,000.00	16,117.13	16,117.13	-	3,043,882.87		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,060,000.00	16,117.13	16,117.13	-	3,043,882.87		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 7/1/2023 To: 7/31/2023)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	9,600.00	3,690.61	3,690.61	-	5,909.39	0.4	0.6
Total Revenue		9,600.00	3,690.61	3,690.61	-	5,909.39		
Total Fund 73 FOUNDATION TRUST FUND		9,600.00	3,690.61	3,690.61	-	5,909.39		

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: September 21, 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 three hundred fifty-two (352) 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 three hundred fifty-two (352) 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
39612	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q4S	D.O. / TECHNOLOGY
39599	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7B	D.O. / TECHNOLOGY
39800	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293TJ8	D.O. / TECHNOLOGY
39605	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q94	D.O. / TECHNOLOGY
39784	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SL9	D.O. / TECHNOLOGY
39616	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q6K	D.O. / TECHNOLOGY
39611	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q2C	D.O. / TECHNOLOGY
39788	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SK2	D.O. / TECHNOLOGY
33225	3/12/2014	1	DELL LATITUDE 3330	5RDJ3Z1	D.O. / TECHNOLOGY
33236	3/12/2014	1	DELL LATITUDE 3330	F3FJ3Z1	D.O. / TECHNOLOGY
33228	3/12/2014	1	DELL LATITUDE 3330	7QDJ3Z1	D.O. / TECHNOLOGY
33244	3/12/2014	1	DELL LATITUDE 3330	4ZDJ3Z1	D.O. / TECHNOLOGY
33229	3/12/2014	1	DELL LATITUDE 3330	6VDJ3Z1	D.O. / TECHNOLOGY
33220	3/12/2014	1	DELL LATITUDE 3330	78FJ3Z1	D.O. / TECHNOLOGY
33240	3/12/2014	1	DELL LATITUDE 3330	8BFJ3Z1	D.O. / TECHNOLOGY
33160	3/12/2014	1	DELL LATITUDE 3330	6BFJ3Z1	D.O. / TECHNOLOGY
33166	3/12/2014	1	DELL LATITUDE 3330	9BFJ3Z1	D.O. / TECHNOLOGY
33243	3/12/2014	1	DELL LATITUDE 3330	J3FJ3Z1	D.O. / TECHNOLOGY
33245	3/12/2014	1	DELL LATITUDE 3330	HWDJ3Z1	D.O. / TECHNOLOGY
33161	3/12/2014	1	DELL LATITUDE 3330	27FJ3Z1	D.O. / TECHNOLOGY
33163	3/12/2014	1	DELL LATITUDE 3330	FPDJ3Z1	D.O. / TECHNOLOGY
33237	3/12/2014	1	DELL LATITUDE 3330	FVDJ3Z1	D.O. / TECHNOLOGY
33247	3/12/2014	1	DELL LATITUDE 3330	GBFJ3Z1	D.O. / TECHNOLOGY
33239	3/12/2014	1	DELL LATITUDE 3330	DTDJ3Z1	D.O. / TECHNOLOGY
33248	3/12/2014	1	DELL LATITUDE 3330	JPDJ3Z1	D.O. / TECHNOLOGY
33231	3/12/2014	1	DELL LATITUDE 3330	89FJ3Z1	D.O. / TECHNOLOGY
33230	3/12/2014	1	DELL LATITUDE 3330	B3FJ3Z1	D.O. / TECHNOLOGY
33224	3/12/2014	1	DELL LATITUDE 3330	H9FJ3Z1	D.O. / TECHNOLOGY
33234	3/12/2014	1	DELL LATITUDE 3330	95FJ3Z1	D.O. / TECHNOLOGY
33226	3/12/2014	1	DELL LATITUDE 3330	38FJ3Z1	D.O. / TECHNOLOGY
33162	3/12/2014	1	DELL LATITUDE 3330	70FJ3Z1	D.O. / TECHNOLOGY
33241	3/12/2014	1	DELL LATITUDE 3330	F4FJ3Z1	D.O. / TECHNOLOGY
33249	3/12/2014	1	DELL LATITUDE 3330	91FJ3Z1	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
33194	3/12/2014	1	DELL LATITUDE 3330	CYDJ3Z1	D.O. / TECHNOLOGY
33246	3/12/2014	1	DELL LATITUDE 3330	83FJ3Z1	D.O. / TECHNOLOGY
33165	3/12/2014	1	DELL LATITUDE 3330	J3FJ3Z1	D.O. / TECHNOLOGY
33233	3/12/2014	1	DELL LATITUDE 3330	5ZDJ3Z1	D.O. / TECHNOLOGY
44805	9/1/2016	1	DELL LATITUDE 3330	6BR66Q8	D.O. / TECHNOLOGY
39609	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q6G	D.O. / TECHNOLOGY
39610	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7G	D.O. / TECHNOLOGY
39613	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q9G	D.O. / TECHNOLOGY
39614	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q4X	D.O. / TECHNOLOGY
39787	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SL7	D.O. / TECHNOLOGY
39603	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q0P	D.O. / TECHNOLOGY
39607	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q8B	D.O. / TECHNOLOGY
39606	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q1Y	D.O. / TECHNOLOGY
39600	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7Y	D.O. / TECHNOLOGY
39604	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q5L	D.O. / TECHNOLOGY
39594	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q89	D.O. / TECHNOLOGY
39595	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7Z	D.O. / TECHNOLOGY
39596	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292QCY	D.O. / TECHNOLOGY
39597	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7M	D.O. / TECHNOLOGY
39710	9/27/2016	1	HP STREAM 11 PRO G2	5CD61813B7	D.O. / TECHNOLOGY
39731	9/27/2016	1	HP STREAM 11 PRO G2	5CD618138H	D.O. / TECHNOLOGY
39708	9/27/2016	1	HP STREAM 11 PRO G2	5CD61813PG	D.O. / TECHNOLOGY
39706	9/27/2016	1	HP STREAM 11 PRO G2	5CD618139D	D.O. / TECHNOLOGY
39789	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SK4	D.O. / TECHNOLOGY
28645	9/1/2016	1	HP STREAM 11 PRO G2	5CDG041JL2	D.O. / TECHNOLOGY
40077	9/1/2016	1	HP STREAM 11 PRO G2	5CD62408PV	D.O. / TECHNOLOGY
39707	9/27/2016	1	HP STREAM 11 PRO G2	5CD61813CF	D.O. / TECHNOLOGY
39615	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292QQD	D.O. / TECHNOLOGY
39593	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q5G	D.O. / TECHNOLOGY
39598	9/27/2016	1	HP STREAM 11 PRO G2	5CD6292Q7N	D.O. / TECHNOLOGY
39785	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SKN	D.O. / TECHNOLOGY
39791	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SKZ	D.O. / TECHNOLOGY
39781	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SZV	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
39782	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SKW	D.O. / TECHNOLOGY
39783	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293SJW	D.O. / TECHNOLOGY
43281	4/18/2018	1	ACER C731	NXGM8AA001751016947600	D.O. / TECHNOLOGY
42220	9/1/2016	1	ACER C738T	NXG55AA0117080BA9E7600	D.O. / TECHNOLOGY
41932	9/1/2016	1	ACER C738T	70804814576	D.O. / TECHNOLOGY
42225	9/1/2016	1	ACER C738T	70804828976	D.O. / TECHNOLOGY
42206	9/1/2016	1	ACER C738T	70804830176	D.O. / TECHNOLOGY
42209	9/1/2016	1	ACER C738T	70804822676	D.O. / TECHNOLOGY
26066	10/30/2009	1	HP LJ P2055DN	SJPBF913765	D.O. / TECHNOLOGY
23674	9/1/2016	1	HP LJ 132ON	CNLKU62700	D.O. / TECHNOLOGY
31340	9/1/2016	1	HP LJ 1012	CNFB582732	D.O. / TECHNOLOGY
43135	9/1/2016	1	ACER C738T	7080433876	D.O. / TECHNOLOGY
42300	9/1/2016	1	ACER C738T	70804796476	D.O. / TECHNOLOGY
43160	9/1/2016	1	ACER C738T	7080436776	D.O. / TECHNOLOGY
N12595	9/1/2016	1	DELL 3100 CHROMEBOOK	D3H0B43	D.O. / TECHNOLOGY
N20101	9/1/2016	1	DELL 3100 CHROMEBOOK	96X3L73	D.O. / TECHNOLOGY
46505	9/1/2016	1	DELL 3100 CHROMEBOOK	1MG26Y2	D.O. / TECHNOLOGY
N12925	9/1/2016	1	DELL 3100 CHROMEBOOK	G6GK1Z33	D.O. / TECHNOLOGY
N12953	9/1/2016	1	DELL 3100 CHROMEBOOK	4RL5B43	D.O. / TECHNOLOGY
N13400	9/1/2016	1	DELL 3100 CHROMEBOOK	B4H3B43	D.O. / TECHNOLOGY
N13031	9/1/2016	1	DELL 3100 CHROMEBOOK	JK1ZGU3	D.O. / TECHNOLOGY
N12808	9/1/2016	1	DELL 3100 CHROMEBOOK	GM64BU3	D.O. / TECHNOLOGY
N22536	9/1/2016	1	DELL 3100 CHROMEBOOK	D8K8RF3	D.O. / TECHNOLOGY
N13416	9/1/2016	1	DELL 3100 CHROMEBOOK	561ZGU3	D.O. / TECHNOLOGY
27116	8/12/2010	1	EPSON PROJECTOR EPSON83H	KM3F061461L	D.O. / TECHNOLOGY
24301	2/8/2008	1	EPSON PROJECTOR EPSON83H	JXJF7Z4470L	D.O. / TECHNOLOGY
39849	9/27/2016	1	HP STREAM 11 PRO G2	5CD6293TGK	D.O. / TECHNOLOGY
N/A	9/1/2016	1	HP STREAM 11 PRO G2	8CG938K501	D.O. / TECHNOLOGY
41365	3/16/2017	1	HP STREAM 11 PRO G2	5CD7121TV6	D.O. / TECHNOLOGY
45592	9/1/2016	1	ACER CHROMEBOOK	NXGNZAA00283013BDA7600	D.O. / TECHNOLOGY
28291	7/7/2011	1	DELL LATITUDE E6520	25FGKQ1	D.O. / TECHNOLOGY
28294	7/7/2011	1	DELL LATITUDE T6520	8RN56Q1	D.O. / TECHNOLOGY
33300	5/19/2014	1	DELL 3330	912V212	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
40861	9/1/2016	1	ACER C738T CHROMEBOOK	NXG55AA0056422AA457600	D.O. / TECHNOLOGY
40881	9/1/2016	1	ACER C738T CHROMEBOOK	994987600	D.O. / TECHNOLOGY
45247	9/1/2016	1	ACER C738T CHROMEBOOK	05A867600	D.O. / TECHNOLOGY
45652	9/1/2016	1	ACER C738T CHROMEBOOK	723EEE700	D.O. / TECHNOLOGY
45666	9/1/2016	1	ACER C738T CHROMEBOOK	723E887600	D.O. / TECHNOLOGY
41633	6/23/2017	1	ACER C738T CHROMEBOOK	NXGM8AA0017020AB247600	D.O. / TECHNOLOGY
41665	6/23/2017	1	ACER C738T CHROMEBOOK	NXGM8AA0017020AB537600	D.O. / TECHNOLOGY
41663	6/23/2017	1	ACER C738T CHROMEBOOK	NXGM8AA0017020AB067600	D.O. / TECHNOLOGY
41634	6/23/2017	1	ACER C738T CHROMEBOOK	NXGM8AA0017020AB137600	D.O. / TECHNOLOGY
41616	6/23/2017	1	ACER C738T CHROMEBOOK	NXGM8AA001705001607600	D.O. / TECHNOLOGY
36500	5/14/2015	1	DELL LATITUDE E3340	21B1832	D.O. / TECHNOLOGY
36894	7/26/2015	1	DELL LATITUDE E5550	7N9HV32	D.O. / TECHNOLOGY
32197	12/9/2012	1	DELL E6530	1LGZ8W1	D.O. / TECHNOLOGY
00450	2/17/2010	1	EPSON POWERLIGHT 83+	KM3F924819L	D.O. / TECHNOLOGY
24969	10/20/2008	1	EPSON PL83C+	KM3F856625L	D.O. / TECHNOLOGY
N/A	9/1/2016	1	FIBER SWITCH BROCADE	CRH3341L03C	D.O. / TECHNOLOGY
29585	9/1/2016	1	HP LASER JET 1022N	VNB3P14368	D.O. / TECHNOLOGY
N14163	9/1/2016	1	DELL 3100 CHROMEBOOK	2X44B43	D.O. / TECHNOLOGY
N/A	9/1/2016	1	HARMAN/KARDON SUBWOOFER & SATELLITE	CN-7E840-69800-331-2151	D.O. / TECHNOLOGY
41578	5/19/2017	1	APPLE IPAD 5TH GENERATION	F9FTN3X2HLF9	D.O. / TECHNOLOGY
N12148	9/1/2016	1	DELL CHROMEBOOK 3100	15K2B43	D.O. / TECHNOLOGY
N12010	9/1/2016	1	DELL CHROMEBOOK 3100	4YQ2B43	D.O. / TECHNOLOGY
42168	9/1/2016	1	ACER CHROMEBOOK C738T - C802	NXG55AA0117080BB9C7600	D.O. / TECHNOLOGY
42301	9/1/2016	1	ACER CHROMEBOOK C738T - C802	NXG55A00117080BC677600	D.O. / TECHNOLOGY
44650	9/1/2016	1	ACER CHROMEBOOK C738T - C802	NXG55AA010707021C67600	D.O. / TECHNOLOGY
42198	9/1/2016	1	ACER CHROMEBOOK C738T - C802	NXG55AA0117080BCC37600	D.O. / TECHNOLOGY
42071	9/1/2016	1	ACER CHROMEBOOK C738T - C802	NXG55AA0117080BB7B7600	D.O. / TECHNOLOGY
43277	4/18/2018	1	ACER CHROMEBOOK C731	NXGM8AA0017510167E7600	D.O. / TECHNOLOGY
43259	4/18/2018	1	ACER CHROMEBOOK C731	NXGM8AA001751016E37600	D.O. / TECHNOLOGY
42533	9/1/2016	1	ACER CHROMEBOOK C771 - C4TM	NXGNZAA00283013CAA7600	D.O. / TECHNOLOGY
41976	9/1/2016	1	ACER C738T	NXG55AA0117080BC8F7600	D.O. / TECHNOLOGY
41953	9/1/2016	1	ACER C738T	NXG55AA0117080BBDB7600	D.O. / TECHNOLOGY
42161	9/1/2016	1	ACER C738T	NXG55AA0117080BCCB7600	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
44611	10/3/2017	1	ACER C738T	NXG55AA0117080304B7600	D.O. / TECHNOLOGY
40410	9/1/2016	1	ACER C738T	NXG55AA0117080993B7600	D.O. / TECHNOLOGY
45206	9/1/2016	1	ACER C738T	NXG55AA0117080323AC77600	D.O. / TECHNOLOGY
42065	5/9/2017	1	HP COLOR LASERJET PRO M402DNE	PHB5C25893	D.O. / TECHNOLOGY
45213	9/1/2016	1	ACER C738T	NXG55AA01170809C17600	D.O. / TECHNOLOGY
44607	10/3/2017	1	ACER C738T	NXG55AA010707021907600	D.O. / TECHNOLOGY
44842	9/1/2016	1	ACER C738T	NXG55AA01170802507979600	D.O. / TECHNOLOGY
27132	1/14/2011	1	DELL LATITUDE E6410	3TK0XN1	D.O. / TECHNOLOGY
27123	1/14/2011	1	DELL LATITUDE E6410	FVK0XN1	D.O. / TECHNOLOGY
27121	1/14/2011	1	DELL LATITUDE E6410	3VK0XN1	D.O. / TECHNOLOGY
27122	1/14/2011	1	DELL LATITUDE E6410	G2L0XN1	D.O. / TECHNOLOGY
N/A	9/1/2016	1	ACER 2QY	33504969376	D.O. / TECHNOLOGY
N/A	9/1/2016	1	GATEWAY 25WTC	33710550934	D.O. / TECHNOLOGY
22393	9/1/2016	1	DELL LATITUDE D505	HSTQL71	D.O. / TECHNOLOGY
28161	7/7/2011	1	DELL LATITUDE E6520	BNF56Q1	D.O. / TECHNOLOGY
38503	9/1/2016	1	HP STREAM	5CD6126244	D.O. / TECHNOLOGY
39351	7/19/2016	1	HP STREAM	5CD6331ZRQ	D.O. / TECHNOLOGY
39538	7/19/2016	1	HP STREAM	5CD6330NZF	D.O. / TECHNOLOGY
39294	7/19/2016	1	HP STREAM	5CD6330P2S	D.O. / TECHNOLOGY
36230	9/1/2016	1	HP STREAM	5CD5078CTF	D.O. / TECHNOLOGY
36205	9/1/2016	1	HP STREAM	5CD5078C35	D.O. / TECHNOLOGY
36206	9/1/2016	1	HP STREAM	5CD507723F	D.O. / TECHNOLOGY
39466	7/19/2016	1	HP STREAM	5CD6330P0J	D.O. / TECHNOLOGY
36231	9/1/2016	1	HP STREAM	5CD507BCRW	D.O. / TECHNOLOGY
33955	9/1/2016	1	HP STREAM	5CD5461X6C	D.O. / TECHNOLOGY
39280	7/19/2016	1	HP STREAM	5CD6330QV3	D.O. / TECHNOLOGY
40326	9/1/2016	1	HP STREAM	5CD633OR6F	D.O. / TECHNOLOGY
28634	9/1/2016	1	HP STREAM	5CD6041JHF	D.O. / TECHNOLOGY
38133	9/1/2016	1	HP STREAM	5CD6020Y9M	D.O. / TECHNOLOGY
38512	9/1/2016	1	HP STREAM	5CD55254CT	D.O. / TECHNOLOGY
36214	9/1/2016	1	HP STREAM	5CD5077052	D.O. / TECHNOLOGY
40315	9/1/2016	1	HP STREAM	5CD6330R7T	D.O. / TECHNOLOGY
39720	9/27/2016	1	HP STREAM	5CD6181382	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
40324	9/1/2016	1	HP STREAM	5CD6330R86	D.O. / TECHNOLOGY
40310	9/1/2016	1	HP STREAM	5CD6330N6K	D.O. / TECHNOLOGY
38704	9/1/2016	1	HP STREAM	5CD612G1RT	D.O. / TECHNOLOGY
N/A	9/1/2016	1	HP STREAM	5CD6330P3M	D.O. / TECHNOLOGY
38491	9/1/2016	1	HP STREAM	5CD512624C	D.O. / TECHNOLOGY
38456	9/1/2016	1	HP STREAM	5CD612614H	D.O. / TECHNOLOGY
38514	9/1/2016	1	HP STREAM	5CD6132X4X	D.O. / TECHNOLOGY
41385	3/16/2017	1	HP STREAM	5CD7121TXR	D.O. / TECHNOLOGY
38507	9/1/2016	1	HP STREAM	5CD61261T1	D.O. / TECHNOLOGY
38508	9/1/2016	1	HP STREAM	5CD6B2VWL	D.O. / TECHNOLOGY
38791	8/16/2016	1	HP STREAM	5CD6285FQW	D.O. / TECHNOLOGY
39448	7/19/2016	1	HP STREAM	5CD6331ZRK	D.O. / TECHNOLOGY
N/A	9/1/2016	1	LENOVO N22 CHROMEBOOK	LR07230F	D.O. / TECHNOLOGY
N/A	9/1/2016	1	LENOVO N22 CHROMEBOOK	LR0722XD	D.O. / TECHNOLOGY
N/A	9/1/2016	1	ACER C771-C47M CHROMEBOOK	NXGB2AA00283013B867600	D.O. / TECHNOLOGY
45615	9/1/2016	1	ACER C771-C47M CHROMEBOOK	NXGB2AA00283013BD57600	D.O. / TECHNOLOGY
45232	9/1/2016	1	ACER C738T CHROMEBOOK	NX655AA010724009677600	D.O. / TECHNOLOGY
45220	9/1/2016	1	ACER C738T CHROMEBOOK	NXG55AA010724009827600	D.O. / TECHNOLOGY
43306	4/18/2018	1	ACER C731 CHROMEBOOK	NXGM8AA001751016957600	D.O. / TECHNOLOGY
43282	4/18/2018	1	ACER C731 CHROMEBOOK	NXGM8AA001751016B47600	D.O. / TECHNOLOGY
43263	4/18/2018	1	ACER C731 CHROMEBOOK	NXGM8AA0017510167C7600	D.O. / TECHNOLOGY
43272	4/18/2018	1	ACER C731 CHROMEBOOK	NXGM8AA0017510163A7600	D.O. / TECHNOLOGY
36020	9/1/2016	1	MACBOOK PRO 13	W893260966E	D.O. / TECHNOLOGY
36018	9/1/2016	1	MACBOOK PRO 13	W893267666E	D.O. / TECHNOLOGY
36029	9/1/2016	1	MACBOOK PRO 13	W8932EZC66E	D.O. / TECHNOLOGY
36015	9/1/2016	1	MACBOOK PRO 13	W89508JB66E	D.O. / TECHNOLOGY
36016	9/1/2016	1	MACBOOK PRO 13	W89508W06E	D.O. / TECHNOLOGY
36017	9/1/2016	1	MACBOOK PRO 13	W89509F566E	D.O. / TECHNOLOGY
36014	9/1/2016	1	MACBOOK PRO 13	W89509DQ66E	D.O. / TECHNOLOGY
36012	9/1/2016	1	MACBOOK PRO 13	W8932EPH66E	D.O. / TECHNOLOGY
37430	9/1/2016	1	MACBOOK PRO 13	W8018K1PATW	D.O. / TECHNOLOGY
37670	9/1/2016	1	MACBOOK PRO 13	W80490EUATQ	D.O. / TECHNOLOGY
36056	9/1/2016	1	MACBOOK PRO 13	W89508ND66E	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
36066	9/1/2016	1	MACBOOK PRO 13	W89508Q666E	D.O. / TECHNOLOGY
36039	9/1/2016	1	MACBOOK PRO 13	W8932KYB663	D.O. / TECHNOLOGY
37422	9/1/2016	1	MACBOOK PRO 13	W802038EATN	D.O. / TECHNOLOGY
37650	9/1/2016	1	MACBOOK PRO 13	W8018YTRATM	D.O. / TECHNOLOGY
37085	9/1/2016	1	MACBOOK PRO 13	W80120LEATQ	D.O. / TECHNOLOGY
36058	9/1/2016	1	MACBOOK PRO 13	W8031EJ1663	D.O. / TECHNOLOGY
36033	9/1/2016	1	MACBOOK PRO 13	W892095M66E	D.O. / TECHNOLOGY
36034	9/1/2016	1	MACBOOK PRO 13	W89505LM66E	D.O. / TECHNOLOGY
36053	9/1/2016	1	MACBOOK PRO 13	W89326NB66E	D.O. / TECHNOLOGY
36040	9/1/2016	1	MACBOOK PRO 13	W89509EQ66E	D.O. / TECHNOLOGY
37084	9/1/2016	1	MACBOOK PRO 13	W8018HRKATN	D.O. / TECHNOLOGY
36005	9/1/2016	1	MACBOOK PRO 13	W893209866E	D.O. / TECHNOLOGY
36007	9/1/2016	1	MACBOOK PRO 13	W89508Y66E	D.O. / TECHNOLOGY
36002	9/1/2016	1	MACBOOK PRO 13	W8932F2R663	D.O. / TECHNOLOGY
36242	9/1/2016	1	MACBOOK PRO 13	W89508WY66E	D.O. / TECHNOLOGY
36079	9/1/2016	1	MACBOOK PRO 13	W89208JV66E	D.O. / TECHNOLOGY
36075	9/1/2016	1	MACBOOK PRO 13	W892099N66E	D.O. / TECHNOLOGY
36064	9/1/2016	1	MACBOOK PRO 13	W89448W666E	D.O. / TECHNOLOGY
36057	9/1/2016	1	MACBOOK PRO 13	W8934R7266E	D.O. / TECHNOLOGY
36055	9/1/2016	1	MACBOOK PRO 13	W894383V66E	D.O. / TECHNOLOGY
41398	9/1/2016	1	MACBOOK PRO 13	C1MJV0NFDV30	D.O. / TECHNOLOGY
36051	9/1/2016	1	MACBOOK PRO 13	W8932G0P66E	D.O. / TECHNOLOGY
36048	9/1/2016	1	MACBOOK PRO 13	W985082F663	D.O. / TECHNOLOGY
36059	9/1/2016	1	MACBOOK PRO 13	W89508RN66E	D.O. / TECHNOLOGY
36049	9/1/2016	1	MACBOOK PRO 13	W895095266E	D.O. / TECHNOLOGY
36050	9/1/2016	1	MACBOOK PRO 13	W8932F2T66E	D.O. / TECHNOLOGY
36013	9/1/2016	1	MACBOOK PRO 13	W89508PE66E	D.O. / TECHNOLOGY
N/A	9/1/2016	1	BROTHER FAX MACHINE 4100E	U61639A1J249102	D.O. / TECHNOLOGY
33647	7/16/2014	1	HP LJ 600 M601DM	CNDCG6S0QL	D.O. / TECHNOLOGY
N/A	9/1/2016	1	DELL LATITUDE D620	3MGH2C1	D.O. / TECHNOLOGY
22388	9/1/2016	1	DELL LATUTUDE D510	691V271	D.O. / TECHNOLOGY
39218	9/23/2016	1	HP STREAM	5CD6332X6W	D.O. / TECHNOLOGY
39209	9/23/2016	1	HP STREAM	5CD633202N	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	Date in Service	Qty	Description	Serial Number	Location
39202	9/23/2016	1	HP STREAM	5CD6332035	D.O. / TECHNOLOGY
39192	9/23/2016	1	HP STREAM	5CD6332X45	D.O. / TECHNOLOGY
39206	9/23/2016	1	HP STREAM	5CD6331ZQ1	D.O. / TECHNOLOGY
39193	9/23/2016	1	HP STREAM	5CD6332X7J	D.O. / TECHNOLOGY
39198	9/23/2016	1	HP STREAM	5CD6332X43	D.O. / TECHNOLOGY
39220	9/23/2016	1	HP STREAM	5CD6332X79	D.O. / TECHNOLOGY
39189	9/23/2016	1	HP STREAM	5CD6331ZWX	D.O. / TECHNOLOGY
39212	9/23/2016	1	HP STREAM	5CD6331ZQL	D.O. / TECHNOLOGY
39203	9/23/2016	1	HP STREAM	5CD6332X5Y	D.O. / TECHNOLOGY
38087	1/1/2016	1	HP STREAM	5CD6014F7M	D.O. / TECHNOLOGY
N/A	9/1/2016	1	DELL 27" MONITOR	5883VD2	D.O. / TECHNOLOGY
22551	9/1/2016	1	HP1022	CNBC56A1FQ	D.O. / TECHNOLOGY
23078	9/1/2016	1	HP 1320N	CNHC6420V1	D.O. / TECHNOLOGY
45657	9/1/2016	1	ACER CHROMEBOOK C738T	81714700976	D.O. / TECHNOLOGY
44612	10/3/2017	1	ACER CHROMEBOOK C738T	NXG55AA010707030767600	D.O. / TECHNOLOGY
45658	9/1/2016	1	ACER CHROMEBOOK C738T	81714714976	D.O. / TECHNOLOGY
44615	10/3/2017	1	ACER CHROMEBOOK C738T	NXG55AA0107070124476	D.O. / TECHNOLOGY
40963	9/1/2016	1	ACER CHROMEBOOK C738T	04706188576	D.O. / TECHNOLOGY
39195	9/23/2016	1	HP STREAM	5CD6332X59	D.O. / TECHNOLOGY
39217	9/23/2016	1	HP STREAM	5CD6332X71	D.O. / TECHNOLOGY
39201	9/23/2016	1	HP STREAM	5CD6332X75	D.O. / TECHNOLOGY
39196	9/23/2016	1	HP STREAM	5CD6331ZQF	D.O. / TECHNOLOGY
39215	9/23/2016	1	HP STREAM	5CD6331ZPW	D.O. / TECHNOLOGY
39200	9/23/2016	1	HP STREAM	5CD6332X6S	D.O. / TECHNOLOGY
39210	9/23/2016	1	HP STREAM	5CD6332X74	D.O. / TECHNOLOGY
39214	9/23/2016	1	HP STREAM	5CD6331ZQD	D.O. / TECHNOLOGY
39199	9/23/2016	1	HP STREAM	5CD633202S	D.O. / TECHNOLOGY
39197	9/23/2016	1	HP STREAM	5CD6332X6N	D.O. / TECHNOLOGY
23773	2/8/2008	1	EPSON POWERLIGHT 83C	JXJF7Y2673L	D.O. / TECHNOLOGY
24564	12/15/2008	1	DELL OPTIPLEX 755	CJ26TH1	D.O. / TECHNOLOGY
31188	9/1/2016	1	DELL OPTIPLEX 745	675KZD1	D.O. / TECHNOLOGY
01870	12/22/2011	1	DELL OPTIPLEX 745	4BMPWD1	D.O. / TECHNOLOGY
01887	12/22/2011	1	DELL OPTIPLEX 745	87YYDD1	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
31190	9/1/2016	1	DELL OPTIPLEX 745	4CYYDD1	D.O. / TECHNOLOGY
24129	6/11/2007	1	DELL OPTIPLEX 745	1RGM2D1	D.O. / TECHNOLOGY
24435	9/1/2016	1	HP PRINTER 1505N	VND3C37625	D.O. / TECHNOLOGY
29595	9/1/2016	1	HP PRINTER 1505N	CNBK509593	D.O. / TECHNOLOGY
24294	9/1/2016	1	HP PRINTER 1505N	CNBK611840	D.O. / TECHNOLOGY
32844	1/7/2014	1	DELL LATITUDE E6410	90SJ1Q1	D.O. / TECHNOLOGY
24117	6/11/2007	1	DELL OPTIPLEX 745	BRGM2D1	D.O. / TECHNOLOGY
24074	6/11/2007	1	DELL OPTIPLEX 745	44NM2D1	D.O. / TECHNOLOGY
08755 29695	9/1/2016	1	CHARTPRO POSTER MAKER	41205206	D.O. / TECHNOLOGY
33717	9/1/2016	1	MASTERPIECE SURGE PROTECTION	PG50845803	D.O. / TECHNOLOGY
24093	6/11/2007	1	DELL OPTIPLEX 745	FPGM2D1	D.O. / TECHNOLOGY
N/A	9/1/2016	1	DELL E178FPV	CN-0TP222-73731-7AP-CV6L	D.O. / TECHNOLOGY
25425	9/1/2016	1	HP LASER JET P1505N	VND3C37625	D.O. / TECHNOLOGY
43781	9/1/2016	1	EPSON POWERLIGHT 83C	KM3F950378L	D.O. / TECHNOLOGY
N/A	9/1/2016	1	DELL MONITOR 1907FPC	OCC299-064180-GCB	D.O. / TECHNOLOGY
31276	9/1/2016	1	FUJITSU SCANNER F1-0130	144409	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QP938OHQOTH	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	W89O92WSOTF	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QP938OHJOTH	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QP837OP92E6	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QPO49ODDDNIV	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QPO49OBRDNN	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	QPO49OCRDNN	D.O. / TECHNOLOGY
32897	1/7/2014	1	DELL LATITUDE E6410	D033VM1	D.O. / TECHNOLOGY
39692	10/30/2016	1	DELL LATITUDE 3040	D6QZSD2	D.O. / TECHNOLOGY
26025	5/3/2010	1	DELL-OPTIPLEX 780	1DGYGM1	D.O. / TECHNOLOGY
32801	8/21/2013	1	DELL INSPIRON 3521	BJ9XPX1	D.O. / TECHNOLOGY
46567	9/1/2016	1	APPLE IMAC	QPO490OFYDNN	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC DONATED	D25H60QZDHJR	D.O. / TECHNOLOGY
43374	9/1/2016	1	APPLE IMAC	D25H602WDHJR	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	C17FQ4FDHJF	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	D25H61DHJR	D.O. / TECHNOLOGY
N/A	9/1/2016	1	APPLE IMAC	D25H61OEDHJR	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
N/A	9/1/2016	1	APPLE IMAC	C17FQE9UDHJF	D.O. / TECHNOLOGY
39719	9/27/2016	1	HP STREAM	5CD61813M6	D.O. / TECHNOLOGY
36452	9/1/2016	1	HP STREAM	5CD5077188	D.O. / TECHNOLOGY
39743	9/27/2016	1	HP STREAM	5CD61813J6	D.O. / TECHNOLOGY
41362	3/16/2017	1	HP STREAM	5CD7121TJR	D.O. / TECHNOLOGY
41085	9/1/2016	1	HP STREAM	5CD71378XT	D.O. / TECHNOLOGY
36462	9/1/2016	1	HP STREAM	5CD507718B	D.O. / TECHNOLOGY
36441	9/1/2016	1	HP STREAM	5CD507718F	D.O. / TECHNOLOGY
37146	8/14/2015	1	HP STREAM	5CD5321N33	D.O. / TECHNOLOGY
41374	3/16/2017	1	HP STREAM	5CD7121TQC	D.O. / TECHNOLOGY
36448	9/1/2016	1	HP STREAM	5CD507719P	D.O. / TECHNOLOGY
33746	9/1/2016	1	HP STREAM	5CD6132237	D.O. / TECHNOLOGY
38137	9/1/2016	1	HP STREAM	5CD6020YBF	D.O. / TECHNOLOGY
41375	3/16/2017	1	HP STREAM	5CD7121TY1	D.O. / TECHNOLOGY
33748	9/1/2016	1	HP STREAM	5CD61316L7	D.O. / TECHNOLOGY
33753	9/1/2016	1	HP STREAM	5CD61316TR	D.O. / TECHNOLOGY
33901	9/1/2016	1	HP STREAM	5CD61323B6	D.O. / TECHNOLOGY
38083	1/1/2016	1	HP STREAM	5CD6014F6M	D.O. / TECHNOLOGY
36442	9/1/2016	1	HP STREAM	5CD5077187	D.O. / TECHNOLOGY
42197	9/1/2016	1	ACER CHROMEBOOK C738T	NXG55AA011708BC537600	D.O. / TECHNOLOGY
33227	3/12/2014	1	DELL LATITUDE 3330	9VDJ3Z1	D.O. / TECHNOLOGY
33238	3/12/2014	1	DELL LATITUDE 3330	DSDJ3Z1	D.O. / TECHNOLOGY
33242	3/12/2014	1	DELL LATITUDE 3330	F4FJ3Z1	D.O. / TECHNOLOGY
33235	3/12/2014	1	DELL LATITUDE 3330	FYDJ3Z1	D.O. / TECHNOLOGY
33219	3/12/2014	1	DELL LATITUDE 3330	5QDJ3Z1	D.O. / TECHNOLOGY
29156	9/1/2016	1	DELL LATUTUDE E6440	GM7WQ72	D.O. / TECHNOLOGY
36935	7/26/2015	1	DELL LATITUDE E5550	DG3HV32	D.O. / TECHNOLOGY
33497	5/28/2014	1	DELL LATITUDE 3330	FMXP4Z1	D.O. / TECHNOLOGY
33580	9/29/2014	1	DELL LATITUDE 3340	F888312	D.O. / TECHNOLOGY
34093	10/1/2014	1	DELL LATITUDE 3340	F877C12	D.O. / TECHNOLOGY
33190	3/17/2014	1	DELL LATITUDE 3330	CSDJ3Z1	D.O. / TECHNOLOGY
33364	5/19/2014	1	DELL LATITUDE 3330	95WF312	D.O. / TECHNOLOGY
28102	1/10/2012	1	DELL LATITUDE E6420	8NZL6R1	D.O. / TECHNOLOGY

Declaration of Surplus Items					
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**
33567-1	11/14/2014	1	DELL LATITUDE E6420	65F36R1	D.O. / TECHNOLOGY
33616	7/11/2014	1	DELL INSPIRON 15R	J8Z0SZ1	D.O. / TECHNOLOGY
39601	9/27/2016	1	HP STREAM 11 PRO	5CD6292Q7H	D.O. / TECHNOLOGY
39786	9/27/2016	1	HP STREAM 11 PRO	5CD6293SKH	D.O. / TECHNOLOGY
39602	9/27/2016	1	HP STREAM 11 PRO	5CD6292Q81	D.O. / TECHNOLOGY
39608	9/27/2016	1	HP STREAM 11 PRO	5CD6292Q4Q	D.O. / TECHNOLOGY
39790	9/27/2016	1	HP STREAM 11 PRO	5CD6293SLQ	D.O. / TECHNOLOGY
26370	9/30/2010	1	DELL OPTIPLEX 745	85Q5YC1	D.O. / TECHNOLOGY
36483	5/14/2015	1	DELL LATITUDE 3340	31B1832	D.O. / TECHNOLOGY
36490	5/14/2015	1	DELL LATITUDE 3340	5K91832	D.O. / TECHNOLOGY
20616	9/1/2016	1	ZENITH TV	N/A	JUNIPERO SERRA ES
23946	9/1/2016	1	SONY VCR	0502285	JUNIPERO SERRA ES
41141	3/16/2017	1	DELL LATITUDE 3470	BDM23F2	PONDEROSA ES
33033	3/21/2014	1	DELL LAPTOP 3330	98WM3Z1	PONDEROSA ES
33910	6/24/2014	1	DELL LAPTOP E6440	4K88312	PONDEROSA ES
44687	1/18/2018	1	DELL LATITUDE 5480	7LB9HM2	PONDEROSA ES
36478	5/14/2015	1	DELL LATITUDE E3340	FK81832	PONDEROSA ES
33044	3/21/2014	1	DELL LAPTOP 3330	VND3C37625	PONDEROSA ES
44691	1/18/2018	1	DELL OPTIPLEX 5050	DIMENSION 2300 C3X8CM2	PONDEROSA ES
32641	8/13/2013	1	DOCUMENT CAMERA	5304815500018	PONDEROSA ES
38896	10/7/2016	1	HP COLOR LJ PRO M452DN	VNB3M30608	PONDEROSA ES
38869	9/9/2016	1	EPSON POWERLITE 97H LCD PROJECTOR	VTFK6504135	PONDEROSA ES
	Total Items:	**352**			

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: September 21, 2023

RE: Acceptance of Gifts

BACKGROUND:

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

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

$1,000 from Kelly Walsh on behalf of Watchpoint Logistics to Martin Elementary in support of student and teacher needs.

$650 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

$65 from SalesForce.com, Inc. to Ponderosa Elementary School in support of student and school needs.

$6,500 from Ponderosa PTA to Ponderosa Elementary School in support of student and school needs.

$575 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

$300 (2 $150 donations) from Pauline Rosales via PG&E to Monte Verde Elementary School in support of academic excellence, for use under the principal's discretion.

$1000 from Nicole Brandt via AAA to Martin Elementary School in support of the Martin Safety Patrol.

$110 from American Online Giving Foundation (Google & Visa) to Monte Verde Elementary school academic excellence, for use under the principal's discretion.

$320 from Rancho Las Trancas to Westborough Middle School in support of the Music club/class.

$349.83 from Edward Mark Avanzino/Gama Trophies to Westborough Middle School in support of Student Awards.

$337.70 from Westborough MS PTA to Westborough Middles School in support of academic excellence.

$350 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

$250 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

$500 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

$100 – Non-monetary donation of assorted pastries and bakery goods valued roughly at $100 from Costco Wholesale to El Camino High School in support of Senior Sunrise Event.

$50 – Non-monetary donation of fruits, pastries, and snacks valued roughly at $50 from Trader Joes to El Camino High School in support of Senior Sunrise Event.

$90 – Non-monetary donation of 5 gallons of coffee with cups, cream, and sugar valued roughly at $90 from Starbucks to El Camino High School in support of Senior Sunrise Event.

$1,750 from various parents/donors to El Camino High School in support of academic excellence, for use under the principal's discretion.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 21, 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:

Buri Buri Elementary School

5th Grade Class	World's Finest Chocolate Sale – Fundraising for Outdoor Ed. Commencing September 2023 through October 2023.

Junipero Serra Elementary School

ASB	Lifetouch Fall Picture Day – Picture day event at school where the vendor will also be donating a portion of the proceeds to the school. Commencing September 2023.
	Lifetouch Fall Picture Day – Picture day event at school where the vendor will also be donating a portion of the proceeds to the school. Commencing March 15, 2024.

Skyline Elementary School

All Grades	World's Finest Chocolate Sale – Commencing Fall 2023 through Spring 2024

	Skyline Walk-a-thon – Students will receive donations for each lap walked at the walk-a-thon. Commencing Spring 2024.
	Skyline Read-a-thon – Students will be requesting sponsors for time they spend reading. Commencing Fall 2023.
5th Grade Class	Popcorn Sale – 5th graders will be selling popcorn to raise money for Outdoor Ed. Commencing November 2023.

Sunshine Gardens Elementary School

5th Grade Class	Chocolate Bars Sale – Fundraising for Outdoor Ed. Commencing September 2023 through May 2024.
	Outdoor Ed Fundraiser – Students will be selling candy bars off-campus. Commencing August 2023 through May 2024.

Monte Verde Elementary School

ASB	Monte Verde Walk-A-Thon – Commencing September 15, 2023 from 9AM – 12PM.

Alta Loma Middle School

Leadership	Spirit Gear Sale – Sold throughout the 2023-24 school year.
	Holiday Gram – Selling Holiday Gram with a card and candy. Commencing throughout the 2023-24 (school year) holidays.
	Jamba Juice Smoothie Back-to-School Sale – Selling during school events such as Back-to-School Night, Parent Nights, and more. Commencing throughout the 2023-24 school year.
	Coco3 Restaurant Takeover – Located at the Winston Manor Center. Commencing throughout the 2023-24 school year, on a quarterly basis.
	Dippin' Dots Sale – Selling for the Halloween Activity/Day-on-the-Green. Commencing Fall 2023 and Day-on-the-Green Event.
	Wreath Sale – Selling online via a vendor (TBD). Commencing October 2023 through November 2023.

Restaurant Takeovers – Monthly restaurant takeovers at neighboring restaurants (Panda Express, Red Robin, MOD Pizza, Round Table, and more). Commencing throughout the 2023-24 school year.

Ozark Lollipop Sale – Commencing April 2023, during after-school hours.

Turtle Game: Teachers VS Students – Selling chips, candy, and soda during the Teachers VS Students event. Commencing throughout the 2023-24 school year, at a quarterly basis.

Pretzel Sticks Sale – Commencing throughout the 2023-24 school year.

Chocolate Bars Sale - Commencing throughout the 2023-24 school year, during after-school hours.

Halloween and Day-on-the-Green Fundraisers – Selling chips, candy, and soda. Commencing October 2023 and Day-on-the-Green Event.

Hot Chocolate Sale – Commencing throughout the 2023-24 school year, before school starts.

Dave & Busters Gift Card Sale - Commencing throughout the 2023-24 school year.

In-N-Out Gift Card Fundraiser - Commencing throughout the 2023-24 school year.

Spam Musubi Sale - Commencing throughout the 2023-24 school year.

Jamba Juice Gift Card Sale - Commencing throughout the 2023-24 school year.

Kukui Nut Leis Sale – Sold to families via online for promotion. Commencing April 2024 through May 2024.

Photo booth for Day-on-the-Green (DOTG) – Using a photo booth for the DOTG event. Commencing May 2024.

Star Bread Sale - Commencing throughout the 2023-24 school year, during after-school hours.

Krispie Kreme Donut Sale - Commencing throughout the 2023-24 school year, before school hours.

	Conchas Sale – Selling conchas (sweet bread roll). Commencing throughout the 2023-24 school year, outside of school hours.
	Meat Stick Sale - Commencing throughout the 2023-24 school year, outside of school hours.
	See's Lollipop Sale - Commencing throughout the 2023-24 school year, outside of school hours.
	T-Pumps Fundraiser – Selling Boba drinks. Commencing throughout the 2023-24 school year, outside of school hours.
	Movie Night/After-school Hangout Food Sales – Selling concessions at the quarterly movie night event. Commencing throughout the 2023-24 school year.
	Quick Quack Carwash Gift Card Sale – Commencing September 2023 through October 2023.
	Ribbon Leis Sale – Selling for graduation. Commencing April 2024 through May 2024.
	Lawn Sale – Selling for promotion. Commencing April 2024 through May 2024.
PE	Restaurant Takeovers - Monthly restaurant takeovers at neighboring restaurants (Panda Express, Red Robin, MOD Pizza, Round Table, and more). Commencing throughout the 2023-24 school year.
	Uniform Sale – Selling PE uniforms. Commencing throughout the 2023-24 school year.
	Water Bottle Sale – Commencing throughout the 2023-24 school year.

Westborough Middle School

6th Grade Class	Bowling Event – Commencing September 2023.
	T-shirt Sale – Commencing August 2023.
ASB	Restaurant Nights – At local restaurants such as Chipotle and Panda Express. Commencing August 2023 through May 2024.

	Spirit-Wear Sales – Ongoing spirit-wear sales. Commencing August 2023 through May 2024.
Leadership	Anti-Bullying Shirt Sale – Selling blue anti-bullying shirts to wear for the month of October. Commencing August 2023 through September 2023.
	7th and 8th Grade Mixer – A social for 7th and 8th grade students and also the community. Commencing September 2023.
	Holiday Grams and Pictures – Selling holiday grams with pictures. Commencing December 2023.
	Valentine Grams Sale – Contains snacks/goodies, stationary accessories, and/or arts-and-crafts goods. Commencing February 2024.
	Winter Social – Concessions will be sold at the Winter Social. Commencing January 2024.
	Ice Cream Social – End of the year social. Commencing May 10, 2024.

El Camino High School

Animal Club	Boba Fundraiser – Commencing August 2023.
ASB	2023-24 Homecoming Dance Ticket Sale – Selling dance tickets for $20 each, $30 at the door. Commencing September 2023 through October 2023.
	T-Pumps Fundraiser – Selling Boba drinks during the football game warm-ups. Commencing September 8, 2023 and on various days in October 2023.
Class of 2025	T-Pumps Fundraiser – Selling Boba drinks during the Homecoming Dance. Commencing October 2023.
	Chipotle Takeover – Restaurant located at the Viviana Fair Plaza in Colma. Commencing October 3, 2023.
	San Francisco Giants Ticket Fundraiser – For every ticket sold with a promo code, $5 will be donated to the class of 2025. Commencing August 2023 through September 2023.

Class of 2024	T-Pumps Fundraiser – Selling Boba drinks after school hours, in front of the Red Stage. Commencing October 2023 through November 2023.
	Senior Hoodie Sale – Commencing September 2023.
Cross Country	Kiss My Boba Restaurant Takeover – Located in San Bruno. Commencing September 22, 2023.
	Jamba Juice BOGO Card Fundraiser – Commencing September 2023 through October 2023.
Girls Varsity Volleyball	Panda Express Takeover – Restaurant takeover via online. Commencing September 2023 through October 2023.
Movie Club	Cup-of-Noodle Fundraiser – Selling ramen noodles after school, in front of the Red Stage. Commencing September 27, 2023.
Newspaper Club	T-Pumps Fundraiser – Selling Boba drinks after school, in front of the Red Stage. Commencing October 13, 2023.
Sophomore Class	Jollibee Peach-Mango Pie Fundraiser – Selling individual pies at the Homecoming Dance. Commencing October 7, 2023.

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: September 21, 2023

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

$2,780	Maintenance Care – 1-year subscription for Facilities Maintenance Software to help manage department work orders. Commencing September 2023 through September 2024.
$8,100	SchoolWorks - Providing District-wide demographic study and enrollment projections to help with both short-and-long term planning for the District. Factors that influence school enrollment will help identify certain facility planning requirements such as capacity utilization of existing facilities, modernization or new construction, and more. Commencing throughout the 2023-24 school year.

District Office – Ed Services

$3,750	Imagine Learning, LLC – Providing English learners strategic first-language support in 15 languages. Services include four webinar sessions of client's choice, delivered virtually. Commencing September 2023 through November 2023.
$13,180	Be Strong Families NFP - Provide training to SSFUSD to deepen their engagement with the

families they serve through the support and implementation of a local Be Strong Families Café Initiative in English and Spanish. Services include in-person and virtual sessions. Commencing October 10 to October 11, 2023.

$12,500 Morales, Robin – Peer mentoring and curriculum development to help with social, emotional, and trauma informed practices. Commencing September 20, 2023 through May 30, 2024.

Buri Buri Elementary School

$14,300 Soul Shoppe – Providing a set of five on-site Social Emotional Learning Workshops: Free to Be and Respect Differences Programs. Commencing September 2023 through June 2024.

Alta Loma Middle School

$7,087 IXL Learning – Services include IXL site license for grades 6-8 (roughly 700 students) with Social Studies access, and complimentary access to IXL's universal screener. Commencing October 2023 through August 2025.

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

DATE: September 21, 2023

RE: 2023-24 Student Enrollment Numbers

BACKGROUND:

Every school year, Human Resources conducts an annual ten-day student enrollment count. The following data table reflects an eight-year comparison of student enrollment and the first tenth day of enrollment for the 2023-24 school year.

FISCAL IMPLICATIONS:

Generally, declining enrollment will have fiscal implications, which will require further analysis.

RECOMMENDATION:

For Information/Discussion only.

School Name	Student Enrollment 2016-17	Student Enrollment 2017-18	Student Enrollment 2018-19	Student Enrollment 2019-20	Student Enrollment 2020-21	Student Enrollment 2021-22	Student Enrollment 2022-23	1st 10 Days Student Enrollment 2023-24	Eight-Year Change in Enrollment	Eight-Year % Change (+/-)
Buri Buri	598	600	601	621	607	575	574	553	(45)	-7.53%
Junipero Serra	307	301	314	308	310	294	291	288	(19)	-6.19%
Los Cerritos	299	309	304	296	285	278	306	306	7	2.34%
Martin	436	419	404	411	385	357	383	379	(57)	-13.07%
Monte Verde	559	542	530	538	563	543	531	528	(31)	-5.55%
Ponderosa	428	415	411	400	381	373	351	370	(58)	-13.55%
Skyline	424	424	402	410	396	371	360	367	(57)	-13.44%
Spruce	590	551	516	500	466	430	408	388	(202)	-34.24%
Sunshine Gardens	410	385	360	361	328	325	334	330	(80)	-19.51%
Alta Loma	687	701	700	721	672	641	628	652	(35)	-5.09%
Parkway Heights	630	617	614	589	557	568	612	586	(44)	-6.98%
Westborough	666	654	611	602	545	516	491	517	(149)	-22.37%
Baden	101	93	107	103	129	111	122	67	(34)	-33.66%
El Camino	1,357	1,277	1,267	1,254	1,231	1,213	1,173	1,069	(288)	-21.22%
SSF High	1,366	1,388	1,321	1,294	1,303	1,320	1,280	1,272	(94)	-6.88%
Grand Total	**8,858**	**8,676**	**8,462**	**8,408**	**8,158**	**7,915**	**7,844**	**7,672**	(1,186)	-13.39%

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #23-53

FILIPINO AMERICAN HISTORY MONTH
OCTOBER 1 – OCTOBER 31, 2023

*WHEREAS, the month of October was designated as **Filipino American History Month** in 2006 by the California Department of Education and by the United States Congress in November 2009; and*

WHEREAS, October was chosen to commemorate the arrival of the first Filipinos in the United States at Morro Bay, California, in 1587, making them the earliest documented Asians to visit North America; and

WHEREAS, Filipino Americans have, for many generations, contributed economically, culturally, and socially to the development of United States history and specifically to the 1960's United Farm Workers Movement in California; and

WHEREAS, it is important for Filipino American youth to celebrate their rich ethnicity and valuable legacy and to instill in them the importance of education; and

WHEREAS, California Education Code Section 51204.5 specifically calls for instruction in the social sciences to include the study of the role and contributions of Asian Americans, to the economic, political, and social development of California and the nation, with particular emphasis on portraying the role of this group in contemporary society; and

WHEREAS, the Filipino American community is the second largest Asian-American group in the United States and as of 2020 represented 4.4 million residents; with the largest single state population of 1.7 million in California alone; and 24% of the District's students;

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor Filipino Americans during **Filipino American History Month.***

REGULARLY PASSED AND ADOPTED this 21st day of September 2023.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: September 21, 2023

RE: Approval of the 2023-24 Board Governance Calendar

BACKGROUND:

In an effort to outline the foci for the year for the Board Governance Team, a calendar has been developed which highlights when certain items will come before the Board, categorized by department and month. As you are aware, it is a guide and items may be adjusted as we move through the calendar year. The calendar is comprised of legally mandated items, various District events that traditionally occur during certain periods of the year, and annual items/presentations that the Board has requested in the past and/or need to approve.

There are also items included that are staff-specific but are included so that the Board and community are informed as to when we engage in certain actions that support the goals and vision of the District.

Please note that every topic/item the Board discusses is not part of this calendar, nor should it be. This document is designed to give the Board and community a high-level view of ideas and recommendations to be covered in the coming year, with the understanding that things may need to be shifted or adjusted.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2023-24 Board Governance Calendar as presented.

SSFUSD 2023-2024 GOVERNANCE CALENDAR

Bold items are legal timelines

Job Area	July	August	September	October	November	December
Superintendent		8/7 Welcome Back mtg. 8/9 first day of school Share Board priorities for the year	Back to school nights Educational equity Approval of Board Governance Calendar	Orientation for Board candidates (as needed) Community Forum * Equity Network Session #3 **Timing TBD**	Election of Board Members (by district area in election years) * Equity Network Session #4 **Timing TBD**	CSBA Annual Conference Board reorganization
	Involvement and/or attendance at school and community events ---------->					
Educational Services	**Deadline for adoption of budget and LCAP (July 1)**	Assessment and accountability reports - SMART Balanced (California Assessment of Student Performance and Progress [CAASPP]) Public hearing, resolution/ adoption of sufficient materials Summer Programs Board Presentation	Approval of SMCOE MOU for Professional Development Services	Approval of ESSER III Plan Approval of Local Indicators (LCAP)	Approval of Summer Programs Plan Report on District allocations for State and Federal funds Assessment CAASPP, CAST,and AP Board Presentation	LCAP Public budget forum CTE Board Presentation
Human Resources	**4th qtr. Williams report due**	**Summer layoff deadline August 15**	Suspension/Expulsion - (if any) Exit Survey Panorama Survey Mandated Reporter training	**1st qtr. Williams report due** Week of the School Administrator		
	Provide ongoing climate of support and recogniton for superintendent and staff ---------->					
	Be familiar with the District's bargaining process - establish paramenter for negotiations - receive reports on negotiations - approve negotiated contracts ---------->					
Business Services	**Year- End Close** **Stimulus Funds Reporting** 4th Qtr Expenditure Reports Sales Tax 2nd Qtr Reporting SUI 2nd Quarter Reporting P-A Attendance ADA Report	Letter from COE: regarding budget and LCAP **Mandated Block Grant Application Submission** **Con App (CARS) Reporting** CACFP Application Due	**Unaudited Actuals due to the Board by September 15th** **J-90 Salary & Benefits Reporting Deadline** **GANN Limit Resolution** Educator Effectivenes Grant Reproting	**Medi-Cal Administrative Activities Consortia Report** 1st Qtr Expenditure Reports Sales Tax 3rd Qtr Reporting SUI 3rd Quarter Reporting Fiscal Services Board Presentation		**1st Interim Financial Report due to the Board for approval** **Title I Comparability Report Deadline** **Annual Audit Report Deadline**
	Prepare AB1200 Report for Each Bargaining Unit After Negoations are Settled					

* Equity Network Sessions timing is dependent on Consultants' schedules.

SSFUSD 2023-2024 GOVERNANCE CALENDAR

Bold items are legal timelines

Job Area	January	February	March	April	May	June
Superintendent	Annual study sessions * Review governance team norms & protocols * Update governance handbook/calendar			Superintendent's evaluation Annual Form 700 due for all designated District filers	Board self-evaluation workshop (Develop action plan and identify annual priorities) Approval of Board Meetings Calendar Retirement/Golden Apple ceremony Graduation and promotion events	5/30 last day of school Board salary increase
	Involvement and/or attendance at school and community events ---------->					
Educational Services	LCAP report to Board (CA Dashboard) Approval of Migrant Ed MOU Every Student Succeeds (ESSA) Update New Accountability System Update (LCFF Rubrics) CA Dashboard & CCI Board Presentation	Site plans for student achievement SPSA CELDT Test Results ELPAC Update Review CalPads enrollment data EL Board Presentation SpEd Board Presentation	Literacy Board Presentation Induction Board Presentation	Instructional materials adoption recommendations LCAP update to Board NGSS/Genentech Board Presentation Math Adoption Board Presentation	Presentation of English Learner Master Plan	**LCAP Public Hearing** **LCAP Adoption** ***LCAP Adoption must be a separate meeting from Public Hearing*** Approval of consolidated application and local education agency plan Approval of English Learner Master Plan
Human Resources	**2nd qtr. Williams report due** Provide ongoing climate of support and recogniton for superintendent and staff ----------> Be familiar with the District's bargaining process - establish paramenter for negotiations - receive reports on negotiations - approve negotiated contracts ---------->		**Lay-off notification to staff by March 15**	**3rd qtr. Williams report due**	**Final layoff deadline May 15** Teacher Appreciation Week Classified School Employee Week	
Business Services	Governor releases proposed State Budget for next year Annual Audit Report presented to the Board **State deadline for all 1099-MISC to be mailed out** **State deadline for W-2s to be given to employees** **State deadline for 1095-C for Affordable Care Act** 2nd Qtr Expenditure Reports Sales Tax 4th Qtr Reporting SUI 4th Quarter Reporting P-1 Attendance ADA Report SARC in Document Tracking Expenditures per Pupil	**ConApp (CARS) deadline Fiscal Portion (Winter)** LCAP Mid Year Updates	**2nd Interim Financial Report due to the Board for approval** RFP and IFB bidding process **Update Transporation Plan** Nutrition Services Board Presentation	3rd Qtr Expenditure Reports Sales Tax 1st Qtr Reporting SUI 1st Quarter Reporting P-2 Attendance ADA Report	Governor releases May Revision of State Budget for next year Resolution for Fund 11 and 14 for Board Approval Seamless Summer Application Facilities Board Presentation	**Budget Public Hearing** **Budget Adoption** ***Budget Adoption must be a separate meeting from Public Hearing*** **LCAP Annual Updates** LCAP and budget due to COE **ConApp (CARS) deadline Fiscal Portion (Spring)** Budget Transfer Resolution to Board Education Protection Acct Resolution to Board CACFP Annual Training Due Technology Board Presentation
	Budget Development for Next Fiscal Year					

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: September 21, 2023

RE: New and Updated Board Policies - 1ST Reading/Approval

BACKGROUND:

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

1. BP 3280 - Sale or Lease of District-owned Real Property
2. BP 3530 - Risk Management/Insurance
3. BP 4113.5, 4213.5, 4313.5 - Working Remotely
4. BP 4119.11, 4219.11, 4319.11 - Sexual Harassment
5. BP 4157, 4257, 4357 - Employee Safety
6. BP 5113.1 - Chronic Absence and Truancy
7. BP 5145.7 - Sexual Harassment
8. BP 6157 - Distance Learning
9. BP 6161.1 - Selection and Evaluation of Instructional Materials

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 new and updated Board Policies with the second reading waived.

Current

Board Policy

Sale Or Lease Of District-Owned Real Property

BP 3280
Business and Noninstructional Operations

When a district is selling any property or leasing it with an option to purchase, Education Code 17464 lists the public entities that have priority to lease or purchase surplus district properties and the types of notice that the district must provide such entities before disposing of the property. Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that:

1. Projects an in-district average daily attendance of at least 80 students for the following fiscal year

2. Submitted a written request to the district to be notified of surplus property offered for sale or lease by the district

3. Intends to use the property exclusively to provide instruction or instructional support

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

(cf. 1220 - Citizen Advisory Committees)

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education Code 17230,

17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:

a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

c. The real property is not suitable to meet projected school construction needs for the next 10 years.

2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

Legal Reference:
EDUCATION CODE
17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230-17234 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17400-17429 Leasing property
17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property, especially:
17457.5 Offer to charter school
17462.3 State Allocation Board program to reclaim funds
17463.7 Proceeds for general fund purposes
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act
GOVERNMENT CODE
54220-54232 Surplus land, especially:
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition
PUBLIC RESOURCES CODE
21000-21177 California Environmental Quality Act
CODE OF REGULATIONS, TITLE 2
1700 Definitions related to surplus property
COURT DECISIONS
San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Closing a School Best Practices Guide
OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
Unused Site Program Handbook, May 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/ls/fa
Coalition for Adequate School Housing: http://www.cashnet.org
Office of Public School Construction: http://www.dgs.ca.gov/opsc

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: October 22, 2015 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

Business and Noninstructional Operations BP 3280(a)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

Note: The following optional policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property.

Education Code 17455 authorizes the sale, or lease for up to 99 years, of any district real property together with any personal property located thereon without approval of the voters within the district. To do so, the property must not or will not be needed by the district and the district must follow the procedures ~~under~~ stated in Education Code 17387-17391.

Pursuant to Education Code 17219, when the district has not used a previously used site for school purposes within the preceding five years, or has not used a newly acquired site within five years of acquisition for any of grades K-8 or seven years of acquisition for any of grades 7-12, the State Allocation Board (SAB) is authorized to charge an "unused site fee" pursuant to Education Code 17219-17224. For further information regarding non-use payments, see the Office of Public School Construction's Unused Site Program Handbook.

The Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Note: Pursuant to Education Code 17387-17391, before surplus real property is sold or leased, the Governing Board must appoint an advisory committee to advise the Board on the disposition of such property. Education Code 17388 and 17391 establish exceptions from this requirement. As amended by SB 820 (Ch. 110, Statutes of 2020), Education Code 17391 adds an exception, until July 1, 2024, for the sale or lease of property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction.

Education Code 17389 requires that the advisory committee be representative of specific groups within the community and be composed of not less than seven nor more than 11 members (commonly referred to as a "7-11 committee"). See the accompanying administrative regulation for further information on the composition and duties of this committee.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. The Board may elect not to appoint a district advisory committee for any of the following: (Education Code 17388, 17391)

1. A rental of property for a period of time not exceeding 30 days

2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school

3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing

4. Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Government Code 65402, if the county or city has adopted a general plan which is applicable in the area where the district property is located, the district must notify the county or city planning agency of the location, purpose, and extent of the proposed disposition of district property so that the agency can determine and report on the extent to which the disposition conforms with the local planning agency's general plan. The planning agency has 40 days during which it may raise objections. If objections are not raised within 40 days, the lack of response is deemed to be a finding that the district's proposed disposition of the property is in conformity with the local planning agency's adopted general plan.

In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

Note: When proposing the sale or lease of surplus property, the district must also comply with Public Resources Code 21000-21177 (the California Environmental Quality Act) (CEQA), when applicable. Pursuant to 14 CCR 15061, the sale or lease of property is exempt from detailed CEQA review if there is no possibility that the sale or lease will have a significant environmental effect. In such cases, the district must adopt a notice of exemption in accordance with 14 CCR 14062.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

Note: Pursuant to Government Code 54956.8, the Board may hold a closed session for real property negotiations, including the sale or lease of property by the district. An Attorney General opinion (94 Ops.Cal.Atty.Gen. 82 (2011)) has concluded that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred; (2) the form, manner, and timing of how that consideration will be paid; and (3) items that are essential to arriving at the authorized price and payment terms. See BB 9321 - Closed Session.

The Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the district in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)

(cf. 9321 - Closed Session)

Note: When a district is selling any surplus property or leasing it with an option to purchase, Education Code 17464 lists the public entities that must be given priority to lease or purchase the property and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with the Naylor Act (Education Code 17485-17500), which requires that priority be given to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230.

When selling or leasing district real property, the Board shall comply with applicable procedures and give priority to specified public agencies as required by law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

Note: Education Code 17470 requires districts to take reasonable steps to notify the former owner of the property of the public meeting at which bids will be considered. However, the Board is not required to accord the former owner the right to purchase the property at the tentatively accepted highest bid price nor to offer to sell the property to the former owner at the tentatively accepted highest bid price.

At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former owner~~s~~ from whom the district acquired the property. (Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

Note: Pursuant to Education Code 17462, the proceeds derived from the sale of surplus property or lease with an option to purchase must generally be used for one-time expenditures for capital outlay or maintenance, with specified exceptions. The law does not place limitations on the use of proceeds for a lease of surplus property that does not include an option to purchase.

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus district property shall generally be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Note: Pursuant to Education Code 17462, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

However, if the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. (Education Code 17462)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

Note: Until July 1, 2024, Education Code 17463.7, as added by SB 98 (Ch. 24, Statutes of 2020), authorizes the proceeds from the sale or lease of property purchased entirely with local funds to be used for any general fund purpose.

In addition, until July 1, 2024, if district surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the district and may be used for any one-time general fund purpose. Before exercising this authority, the Board shall: (Education Code 17463.7)

1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years

2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will not result in ongoing fiscal obligations for the district

Note: Pursuant to Education Code 17462.3, if the district is selling real property purchased, improved, or modernized with funds received from a state school facilities funding program within the previous 10 years, the district is required to return those funds to SAB under specified conditions. The district must notify OPSC of the sale by submitting Form SAB 308, available on OPSC's web site.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Whenever the district sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the district shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the district shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

Legal Reference:
EDUCATION CODE
17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230-17234 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17400-17429 Leasing property
17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property, especially:
17462.3 State Allocation Board program to reclaim funds
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act
GOVERNMENT CODE
50001-50002 Definitions
54220-54232 Surplus land, especially:
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition
PUBLIC RESOURCES CODE
21000-21177 California Environmental Quality Act
CODE OF REGULATIONS, TITLE 2
1700-1702 Surplus property; use of proceeds

Legal Reference continued: (see next page)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Legal Reference: (continued)
COURT DECISIONS
San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356
ATTORNEY GENERAL OPINIONS
94 Ops.Cal.Atty.Gen. 82 (2011)

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Closing a School Best Practices Guide
OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
Unused Site Program Handbook, December 2015
WEB SITES
CSBA: http://www.csba.org
California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/ls/fa
Coalition for Adequate School Housing: http://www.cashnet.org
Office of Public School Construction: http://www.dgs.ca.gov/opsc

(4/14 10/17) 10/20

Policy Reference UPDATE Service
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Current

Board Policy
Risk Management/Insurance

BP 3530
Business and Noninstructional Operations

The Governing Board strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.

To attempt to minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3320 - Claims and Actions Against the District)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11- Sexual Harassment)
(cf. 4132/4232/4332- Publication or Creation of Materials)
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4158/4258/4358- Employee Security)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 9260 - Legal Protection)

The Superintendent or designee shall report to the Board twice a year on the district's risk management activities.

Legal Reference:
EDUCATION CODE
17029.5 Contract funding; board liability
17565-17592 Board duties re property maintenance and control
32350 Liability on equipment loaned to district
35162 Power to sue, be sued, hold and convey property
35200-35214 Liabilities, especially:
35208 Liability insurance
35211 Driver training civil liability insurance
35213 Reimbursement for loss, destruction or damage of personal property
35214 Liability self-insurance
35331 Medical or hospital service for students on field trip
39837 Transportation of pupils to places of summer employment
41021 Requirement for employees' indemnity bonds
44873 Qualifications for physician (liability coverage)
49470-49474 District medical services and insurance
GOVERNMENT CODE
820.9 Board members not vicariously liable for injuries caused by district
989-991.2 Local public entity insurance
LABOR CODE
3200-4855 Workers' compensation

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
approved: November 18, 2010 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

Business and Noninstructional Operations BP 3530(a)
RISK MANAGEMENT/INSURANCE

Note: The following Board policy may be revised to reflect district practice.

The Governing Board desires to promote the safety of students, staff, and the public while protecting district resources. The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices.

The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection against loss which may occur due to hazards facing the district.

To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance, or a combination of these means. Decisions regarding the means of insuring the district shall be based on a careful analysis of past claims records indicating the frequency and magnitude of losses and a prediction of future losses.

To minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall enforce these policies and related procedures fairly and consistently. The Superintendent or designee shall provide safety-related training and protective equipment to staff as appropriate for their position.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3320 - Claims and Actions Against the District)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11- Sexual Harassment)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 5142 - Safety)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 9260 - Legal Protection)

The Superintendent or designee shall periodically report to the Board on the district's risk management activities, including, but not limited to, the district's property and liability risks and exposures and the effectiveness of the district's risk management and loss control practices.

Legal Reference:
EDUCATION CODE
17029.5 Contract funding; board liability
17565-17592 Board duties re property maintenance and control
32350 Liability on equipment loaned to district
35162 Power to sue, be sued, hold and convey property
35200-35214 Liabilities, especially:
35208 Liability insurance
35211 Driver training civil liability insurance
35213 Reimbursement for loss, destruction, or damage of personal property
35214 Liability self-insurance
35331 Medical or hospital service for students on field trip
39837 Transportation of students to places of summer employment
41021 Requirement for employees' indemnity bonds
44873 Qualifications for physician (liability coverage)
49470-49474 District medical services and insurance
GOVERNMENT CODE
820.9 Board members not vicariously liable for injuries caused by district
831.7 Hazardous recreational activities
989-991.2 Local public entity insurance
LABOR CODE
3200-4855 Workers' compensation

Management Resources:
WEB SITES
California Association of Joint Powers Authorities: https://www.cajpa.org
California Association of School Business Officials: https://www.casbo.org
California Department of Industrial Relations, Division of Occupational Safety and Health: https://www.dir.ca.gov/dosh
Public Agency Risk Management Association: https://www.parma.com

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NEW
PROPOSED – First Reading

All Personnel BP 4113.5(a)
4213.5
4313.5

WORKING REMOTELY

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4113 - Assignment)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work by their immediate supervisor or manager shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)

WORKING REMOTELY (continued)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, any equipment to make the employees work ergonomically safe and comfortable as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings or trainings when directed by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference: (see next page)

WORKING REMOTELY (continued)

Legal Reference:
GOVERNMENT CODE
6250-6270 California Public Records Act
12900-12996 Fair Employment and Housing Act
LABOR CODE
226.7 Mandated meal, rest, or recovery periods
6400 Safe and healthful employment and place of employment
6401 Unsafe workplace
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:
WEB SITES
California Department of Industrial Relations: http://www.dir.ca.gov

Current

Board Policy
Sexual Harassment

BP 4119.11
Personnel

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 28, 2019 South San Francisco, California

Current

Board Policy
Sexual Harassment

BP 4219.11
Personnel

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 28, 2019 South San Francisco, California

Current

Board Policy
Sexual Harassment

BP 4319.11
Personnel

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
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CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 28, 2019 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

All Personnel — BP 4119.11(a), 4219.11

SEXUAL HARASSMENT — 4319.11

Note: Education Code 231.5, 2 CCR 11023, and 34 CFR 106.8 mandate the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see BP/AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Sexual harassment is prohibited pursuant to Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82), as well as the California Fair Employment and Housing Act (Government Code 12900-12996). Whether a complaint of sexual harassment is addressed through federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, or procedures adopted pursuant to 2 CCR 11023 is dependent on whether the alleged conduct meets the more stringent federal definition of sexual harassment or the state definition. In order to meet the applicable timelines, in some instances it may be necessary to review a complaint under both procedures concurrently. See the accompanying administrative regulation, AR 4030 - Nondiscrimination in Employment, and AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

Pursuant to 2 CCR 11034, the district may be liable for sexual harassment committed by a supervisor, coworker, or a third party. Pursuant to Government Code 12940, employers may also be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment.

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

Note: Government Code 12940 clarifies that sexual harassment includes harassment based on sex, gender, pregnancy, childbirth, or related medical conditions.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

SEXUAL HARASSMENT (continued)

Note: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In Department of Health Services v. Superior Court (McGinnis), the California Supreme Court outlined measures that may constitute mitigating factors in the assessment of damages, including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing the policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The U.S. Supreme Court in Burlington Industries v. Ellerth held that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer.

Pursuant to Government Code 12950.1, as amended by SB 778 (Ch. 215, Statutes of 2019), employers with five or more employees are required to provide sexual harassment training to supervisory and nonsupervisory employees. See the accompanying administrative regulation for timelines and training requirements.

Items #1-4 below reflect the courts' guidance and Government Code 12950.1, and should be modified to reflect district practice.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

3. Ensuring prompt, thorough, fair, and equitable investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Note: The following optional paragraph reflects a recommendation of the U.S. Equal Employment Opportunity Commission's informal guidance Promising Practices for Preventing Harassment and may be revised to reflect district practice.

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training

SEXUAL HARASSMENT (continued)

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

SEXUAL HARASSMENT (continued)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950 Sexual harassment; distribution of information
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 42
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities
106.51-106.82 Nondiscrimination on the basis of sex in employment in education programs or activities
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Promising Practices for Preventing Harassment, November 2017
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html
(3/18 7/20) 10/20

Policy Reference UPDATE Service
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Current

Board Policy
Employee Safety

BP 4157
Personnel

The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Legal Reference:
EDUCATION CODE
32030-32034 Eye safety
32225-32226 Communications devices in classrooms
32280-32289 School safety plans
44984 Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
3300 Definitions
6305 Occupational safety and health standards; special order
6310 Retaliation for filing complaint prohibited
6400-6413.5 Responsibilities and duties of employers and employees, especially:
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3400 Medical services and first aid
5095-5100 Control of noise exposure
CODE OF FEDERAL REGULATIONS, TITLE 29
1910.95 Noise standards

Management Resources:
DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005
WEB SITES
California Department of Industrial Relations, Occupational Safety and Health: http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
National Hearing Conservation Association: http://www.hearingconservation.org
National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: November 18, 2010 South San Francisco, California

Current

Board Policy
Employee Safety

BP 4257
Personnel

The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

3760 Report of injury to insurer
4600 Provision of medical and hospital treatment by employer
4906 Disclosures and statements
5400-5413 Notice of injury or death
6409.1 Reports
CODE OF REGULATIONS, TITLE 8
15596 Notice of employee rights

Management Resources:
WEB SITES
California Department of Industrial Relations: http://www.dir.ca.gov

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: November 18, 2010 South San Francisco, California

Current

Board Policy
Employee Safety

BP 4357
Personnel

The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Legal Reference:
EDUCATION CODE
32030-32034 Eye safety
32225-32226 Communications devices in classrooms
32280-32289 School safety plans
44984 Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
3300 Definitions
6305 Occupational safety and health standards; special order
6310 Retaliation for filing complaint prohibited
6400-6413.5 Responsibilities and duties of employers and employees, especially:
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3400 Medical services and first aid
5095-5100 Control of noise exposure
CODE OF FEDERAL REGULATIONS, TITLE 29
1910.95 Noise standards

Management Resources:
DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005
WEB SITES
California Department of Industrial Relations, Occupational Safety and Health: http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
National Hearing Conservation Association: http://www.hearingconservation.org
National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: November 18, 2010 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

All Personnel — BP 4157(a)
4257

EMPLOYEE SAFETY — 4357

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program, and provide employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

EMPLOYEE SAFETY (continued)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint

2. Instituting proceedings or causing proceedings to be instituted

3. Testifying with regard to employee safety or health

4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7

5. Requesting access to injury or illness reports and records

6. Exercising any other right protected by the Occupational Safety and Health Act

Legal Reference:
EDUCATION CODE
32030-32034 Eye safety
32225-32226 Communications devices in classrooms
32280-32289.5 School safety plans
44984 Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
132a Workers' compensation; nondiscrimination
3300 Definitions of employer
6305 Occupational safety and health standards; special order
6310 Retaliation for filing complaint prohibited
6400-6413.5 Responsibilities and duties of employers and employees, especially:
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3204 Access to employee exposure and medical records
3400 Medical services and first aid
5095-5100 Control of noise exposure
5193 Bloodborne pathogens
14000-14316 Occupational injury or illness reports and records
CODE OF REGULATIONS, TITLE 17
2508 Reporting of communicable diseases
CODE OF FEDERAL REGULATIONS, TITLE 29
651-678 Occupational safety and health
1910.95 Occupational noise exposure
1910.1030 Bloodborne pathogens

EMPLOYEE SAFETY (continued)

Management Resources:
DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2011
WEB SITES
California Department of Industrial Relations, Occupational Safety and Health: http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
National Hearing Conservation Association: http://www.hearingconservation.org
National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

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No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Legal Reference:
EDUCATION CODE
32030-32034 Eye safety
32225-32226 Communications devices in classrooms
32280-32289 School safety plans
44984 Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
3300 Definitions
6305 Occupational safety and health standards; special order
6310 Retaliation for filing complaint prohibited
6400-6413.5 Responsibilities and duties of employers and employees, especially:
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3400 Medical services and first aid
5095-5100 Control of noise exposure
CODE OF FEDERAL REGULATIONS, TITLE 29
1910.95 Noise standards

Management Resources:
DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005
WEB SITES
California Department of Industrial Relations, Occupational Safety and Health: http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
National Hearing Conservation Association: http://www.hearingconservation.org
National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: November 18, 2010 South San Francisco, California

Current

Board Policy

Chronic Absence And Truancy

BP 5113.1
Students

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students classified as chronic absentees and truants, as defined in law and administrative regulation.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary

when students have serious attendance problems.

(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:
EDUCATION CODE
1740 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
41601 Reports of average daily attendance
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48296 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
COURT DECISIONS
L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:
CSBA PUBLICATIONS
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board Handbook, 2012
School Attendance Improvement Handbook, 2000
WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System:
http://www.cal-schls.wested.org
OnTrackCA: http://www.ontrackca.org

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: March 13, 2014 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

Students BP 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Note: The following optional policy addresses both chronic absence, which refers to students missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school and/or being tardy without a valid excuse. Education Code 48260 defines a "valid excuse" for purposes of classifying students as truants; see the accompanying administrative regulation. Also see BP/AR 5113 - Absences and Excuses for information about methods of verification of student absences.

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)

Note: The following paragraph may be revised to reflect district practice. Districts must track student attendance for the purpose of reporting chronic absenteeism for the state accountability system (the California School Dashboard) and identifying students who are classified as truants pursuant to Education Code 48260-48273. Tools to calculate chronic absence, such as the District Attendance Tracking Tool and School Attendance Tracking Tool, are available from Attendance Works.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

Note: In developing strategies for addressing chronic absence and truancy, districts may consider reasons for absences given by individual students as well as survey data using tools such as the California Healthy Kids Survey and/or the California School Climate, Health, and Learning Survey System available from WestEd.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

CHRONIC ABSENCE AND TRUANCY (continued)

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

(cf. 4131 - Staff Development)

Note: State law establishes a series of interventions that the district is required or authorized to impose depending on the number of truancies committed by a student; see the accompanying administrative regulation. Habitually truant students, as defined in Education Code 48262, may be referred to a school attendance review board (SARB) if established by the county office of education or to a SARB established by the district Governing Board pursuant to Education Code 48321; see BP/AR 5113.12 - District School Attendance Review Board. Instead of the SARB process, students may be referred to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6. Education Code 48264.5 authorizes, but does not require, students who continue to be truant after receiving these interventions to be referred to a juvenile court. Parents/guardians of students who are identified as truant may be subject to penalties pursuant to Education Code 48293, Penal Code 270.1, and/or Penal Code 272.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 - District School Attendance Review Board)

Note: Education Code 48900 expresses legislative intent that alternatives to suspension or expulsion be used with students who are truant, tardy, or otherwise absent from assigned school activities; see BP 5144 - Discipline and BP 5144.1 - Suspension and Expulsion/Due Process.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

CHRONIC ABSENCE AND TRUANCY (continued)

Note: Education Code 52060 requires districts to include the rates of school attendance, chronic absence, dropout, and graduation, as applicable, in their local control and accountability plan (LCAP); see BP/AR 0460 - Local Control and Accountability Plan.

The California School Dashboard includes measures of district and school performance in each priority area addressed in the LCAP, including chronic absence for grades K-8. The Dashboard reports the degree to which districts and schools meet performance criteria as well as changes in performance from year to year. See BP 0500 - Accountability. For grades 9-12, chronic absence rates are available through the California Department of Education's DataQuest.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

(cf. 0500 - Accountability)
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

CHRONIC ABSENCE AND TRUANCY (continued)

Legal Reference:
EDUCATION CODE
1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 Accountability; numerically significant student subgroups
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
COURT DECISIONS
L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources: (see next page)

CHRONIC ABSENCE AND TRUANCY (continued)

Management Resources:
ATTENDANCE WORKS PUBLICATIONS
District Attendance Tracking Tool
For School Board Members: Frequently Asked Questions About Chronic Absence
School Attendance Tracking Tool
Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board: A Road Map for Improved School Attendance and Behavior, rev. 2018
WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

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Current

Board Policy
Sexual Harassment

BP 5145.7
Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)
(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment

to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: April 28, 2016 South San Francisco, California

PROPOSED

CSBA Sample

Board Policy

Students BP 5145.7(a)

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)

SEXUAL HARASSMENT (continued)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

SEXUAL HARASSMENT (continued)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

SEXUAL HARASSMENT (continued)

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference: *(see next page)*

SEXUAL HARASSMENT (continued)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
48985 Notices, report, statements and records in primary language
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1092 Definition of sexual assault
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 34
12291 Definition of dating violence, domestic violence, and stalking
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.82 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Q&A on Campus Sexual Misconduct, September 2017

Management Resources continued: (see next page)

SEXUAL HARASSMENT (continued)

Management Resources: (continued)
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS (continued)
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

(9/16 7/20) 10/20

Policy Reference UPDATE Service
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NEW
PROPOSED – First Reading

Instruction BP 6157(a)

DISTANCE LEARNING

The Governing Board recognizes that distance learning also known as remote or virtual/on-line learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer, tablet device or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students via conference video type of platform.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, the cabinet and staff, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria with oversight from the Board. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers and staff with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers and classroom

aides to communicate and collaborate with each other to exchange information on effective practices.

DISTANCE LEARNING (continued)

(cf. 4131 - Staff Development)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners and proved the equipment/supplies at an equitable way to such groups. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 6159 - Individualized Education Program)
(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students, and parents/guardians and in the proper language.

(cf. 0440 - District Technology Plan)
(cf. 3311.4 - Procurement of Technological Equipment)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework in their proper language.

(cf. 6020 - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses. When not consistent, the Superintendent or designee should advice the Board of any inconsistency for approval/review.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference: (see next page)

DISTANCE LEARNING (continued)

Legal Reference:

EDUCATION CODE
35182.5 Contracts for electronic products or services; prohibitions
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51740-51741 Authority to provide instruction by correspondence
51745-51749.3 Independent study
51865 California distance learning policy
PUBLIC CONTRACT CODE
20118.2 Contracting by school districts; technological equipment
UNITED STATES CODE, TITLE 20
7131 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate); Internet safety

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
COVID-19 Guidance for K-12 Schools
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines
WEB SITES
California Department of Education: http://www.cde.ca.gov
World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

Current

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1
Instruction

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an

instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or

immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)
(cf. 6174 - Education for English Language Learners)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has

the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3 and 60119. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
220 Prohibition against discrimination
1240 County superintendent, general duties
1240.3 Definition of sufficiency for categorical flexibility
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
42605 Tier 3 categorical flexibility
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Nondiscriminatory subject matter
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60062 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards
CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:
CSBA PUBLICATIONS
Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001
Standards for Evaluating Instructional Materials for Social Content, 2000
WEB SITES
CSBA: http://www.csba.org
Association of American Publishers: http://www.publishers.org
California Academic Content Standards Commission, Common Core Standards: http://www.scoe.net/castandards
California Department of Education: http://www.cde.ca.gov

Policy SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: May 8, 2014 South San Francisco, California

CSBA Sample

Board Policy

Instruction BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 0440 - District Technology Plan)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Note: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Pursuant to Education Code 60119, for a district that operates schools on a multitrack, year-round calendar, the timeline begins with the first day students attend school in any track that begins in August or September.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in items #1-6 below. See the accompanying Exhibit for a sample resolution.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6174 - Education for English Learners)

5. World language

(cf. 6142.2 – World Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or other instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. CDE's Instructional Materials FAQ states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the Board determines that there are insufficient textbooks or other instructional materials, the district shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:
EDUCATION CODE
220 Prohibition against discrimination
1240 County superintendent, general duties
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Nondiscriminatory subject matter
52060-52077 Local control and accountability plan
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60063.5 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core State Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards
CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Instructional Materials FAQ
01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015
Standards for Evaluating Instructional Materials for Social Content, 2013
WEB SITES
CSBA: http://www.csba.org
Association of American Publishers: http://www.publishers.org
California Academic Content Standards Commission, Common Core State Standards: http://www.scoe.net/castandards
California Department of Education: http://www.cde.ca.gov

(11/12 7/17) 10/20

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: September 21, 2023

RE: Approval of the Teacher Induction (BTSA) Program – San Mateo County Office of Education (SMCOE) Agreement for 2023-24

BACKGROUND:

The SSFUSD BTSA program supports new teachers in becoming fully certificated teachers in a robust, engaging and State-approved program. The SSFUSD BTSA program has only received accreditation for supporting and training for general education teachers. For this reason, the District contracts with the SMCOE to support and train mild-moderate and moderate-severe Special Education teachers with their BTSA needs for credential purposes.

This year the District expects to provide new teacher support and training to approximately 8-10 Special Education teachers. These teachers, as a result of their participation in the SSFUSD new teacher support program, will improve their professional practice, fulfill the requirements of the California Clear Multiple and Single Subjects Credentials, and will receive support from the San Mateo County Teacher Induction Program.

FISCAL IMPLICATIONS:

The total contract cost is expected to be approximately $52,500; however, this number may be slightly more or less depending on the total number of Special Education teachers needing Teacher Induction (BTSA) support during the 2023-24 school year.

RECOMMENDATION:

It is recommended that the South San Francisco Board of Trustees approve the SMCOE Teacher Induction (BTSA) agreement for the 2023-24 school year.

SAN MATEO COUNTY OFFICE OF EDUCATION

Teacher Induction Agreement
2023-2024

A. General

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and **SOUTH SAN FRANCISCO UNIFIED DISTRICT ("District")**, to implement the San Mateo County Teacher Induction Program ("SMCTIP").

B. Parameters

1. The effective date of this Agreement is between July 1, 2023 and June 30, 2024.

C. Purpose

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, the Teacher Candidate, and the District will form a partnership in providing and coordinating services as part of the SMCTIP. Please initial next to the appropriate program:



General Education (MS/SS)
Education Specialist

D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:

   a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County Teacher Induction Program Submission Document.

   b) Provide office and workspace for the staff and meeting space for program activities.

   c) Provide and oversee a state-approved/accredited induction program, which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.

   d) Provide a process for equitable distribution of services to Teacher Induction Candidates, Mentor, and Site Administrators in all participating districts, and participating independent schools, including recruitment of Mentors to work with the district's Teacher Induction Candidates, as needed.

   e) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.

   f) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.

g) Establish and convene an Advisory Group that will monitor the budget, implementation, progress and evaluation of the program, and develop other administrative processes as provided for in the (SMCTIP) Submission Document.

h) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

a) Pay **$2,750** per Teacher Induction Candidate to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than April 30, 2024.

b) In the event that a Teacher Induction Candidate leaves the District employment before mid-semester break (January 31, 2024), the District will be charged only **$1,375** for that teacher.

c) Hire a Mentor according to program guidelines and credential requirements. **If the district would like the SMCTIP to hire the Mentor, the District agrees to pay an additional charge of $2,500 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**

☐ KBA: District agrees to hire a Mentor according to program guidelines for each Teacher Induction Candidate (Teacher).

____ General Education (MS/SS)
X Education Specialist 2 SSFUSD **or:** mentors

☑ KBA: District agrees to have the SMCTIP hire the Mentor and pay an additional charge of **$2,500** per Teacher Induction Candidate (Teacher).

____ General Education (MS/SS)
X Education Specialist - 6 SMCOE mentors

d) Provide basic Teacher Induction (formerly "BTSA") enrollment information to all new hires.

e) Ensure that all Teacher Induction Candidates complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2023; whichever is sooner.

f) Provide release time to Candidates to afford opportunities to visit other classrooms, other schools, and meet with their Mentor.

g) Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE Teacher Induction Mentor training as appropriate; assure the Mentor's attendance at required Mentor Seminars at SMCOE.

h) Ensure that the development of goals and any work product related to teacher induction is confidential between the Mentor and Teacher Induction Candidate and that no work product or conversation about induction is shared or used for employment evaluation. Employer understands that the work of induction cannot be used for evaluation purposes.

i) Work cooperatively with the SMCTIP staff and Mentors and commit to ongoing professional development in support of the Teacher Induction program.

j) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.

k) Be cognizant of the demands placed on new teachers by both the Teacher Induction Program and attempt to limit school site responsibilities.

l) Send a representative to attend the two Advisory Group meetings held by SMCOE TIP each year (fall and spring).

3. The Teacher Induction Candidate agrees to the following:

a) Complete and submit an accurate online eligibility form to the SMCTIP office by no later than 30 days after his/her start date.

b) Work with the Teacher Induction Mentor; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.

c) Participate in SMCTIP professional development activities as prescribed by the program.

d) Complete all Induction Program requirements, as described in the SMCOE Teacher Induction Candidate Handbook.

e) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.

4. The Mentor will:

a) Work with the Teacher Induction Candidate; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.

b) Maintain regular communication with SMCOE TIP to ensure the Teacher Induction Candidate's progress toward successful completion of the Induction requirements.

c) Participate in SMCTIP professional development activities as prescribed by the program.

E. Other Conditions

1. Any and all products developed by the SMCTIP are the exclusive property of the Superintendent and the San Mateo County Teacher Induction Program. The Teacher Induction Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCTIP.

2. HOLD HARMLESS. Teacher Induction Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.

3. MODIFICATION OR ASSIGNMENT. This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS	**SOUTH SAN FRANCISCO UNIFIED DISTRICT**
_____	_____
Signature	Signature
Kevin Bultema, Deputy Superintendent	_____
Name/Title	Name/Title
_____	_____
Date	Date

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

Sabrina Yacoub, Director of Special Education

DATE: September 21, 2023

RE: Approval of the Special Education Case Manager Independent Contractor Agreement for the 2023-24 school year.

BACKGROUND:

We currently have a teacher vacancy supported by a credentialed substitute, which requires a Special Education credentialed teacher to serve as a case manager. This memo is a request to hire Ms. Susan Cossette, a retired Special Education teacher, under a professional services agreement to case manage such situations. Ms. Cossette will provide assessment and IEP support for all sites.

FISCAL IMPLICATIONS:

Up to $3500 per month until a teacher is hired, or until May 2024. The total fiscal implication is $31,500.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Independent Contractor agreement with Ms. Cossette, for the 2023-24 school year in the amount of $31,500, in order to fulfill the Individuals with Disabilities Education Act (IDEA) requirements.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
Ted O, Assistant Superintendent
398 B Street, South San Francisco, CA 94080-4423
(650) 877-8707 / Fax (650) 866-4719

PROFESSIONAL SERVICES AGREEMENT
INDEPENDENT CONTRACTOR / CONSULTANT

This Agreement ("Agreement"), made this 1 day of September, 2023, by and between the South San Francisco Unified School District of San Mateo County, a subdivision of the State of California ("District") and Susan Cossette, a duly qualified consultant ("Consultant").

District and Consultant hereby agree as follows:

1. Scope and Description of Services:

   (Attach additional pages if necessary, note any attachment)

2. Agreement Documents:
   The Agreement documents consist of the Agreement for Consultant Services, the following General Provisions, any attachments, a completed W-9 (Attachment A), and completed insurance forms.

3. Compensation:
   For the full performance of this agreement, District shall pay the Consultant:

   Consultant's Total Fee: Up to $31,500

   Expenses not to exceed (if any):$31,500

Note: Request for payment must be submitted to the District on the itemized Request for Payment – Professional Services Form (Attachment B).

4. Term of Agreement:
   The term of this Agreement shall be from 9/1/2023 to 5/31/2024 inclusive, subject to the provisions of Section 11 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above. No Agreement is valid until approved by the Board of Trustees.

South San Francisco Unified

Superintendent/Designee

Date of Board Approval: September 21, 2023

Consultant

Name/Title

Susan Cossette

GENERAL PROVISIONS

1. Consultant's Warranty: District has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant here by warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Consultant's work by District shall not operate as a waiver or release.

2. Status of Consultant: the parties intend that consultant, in performing the services herein specified, shall act as an independent consultant and shall have control of the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, workers' compensation plan, insurance, bonus or similar benefits District provides its employees.

3. Conflict of Interest: Consultant represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. Consultant further represents that in the performance of this Agreement, no person having such interest will be employed. If Consultant participates in the planning, development, or negotiation of a contract for the District, Consultant may not subsequently acquire a financial interest in that contract in violation of Government Code Section 1090. Section 1090 violations include, but are not limited to, entering into a contract to perform any part of a project if Consultant assisted the District in preparing the plans and specifications for that project.

4. Extra (Changed) Work: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive Agreement requirements. Failure of the consultant to secure proper authorization for extra work shall constitute a waiver of any and all rights to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and the Consultant thereafter shall be entitled to no compensation whatsoever for the performance of such work.

5. Nondiscrimination: Consultant shall comply with all applicable federal, state and local laws rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

6. Transfer of Rights: Consultant assigns to District all rights throughout the work in perpetuity in nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by Consultant in connection with the project, if any. Consultant agrees to take such action as are necessary to protect the rights assigned to "District in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's

responsibilities under this Agreement include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Consultant may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of District.

7. Ownership of Work Product: District shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of all design computations, plans, correspondence or other pertinent data and information gathered or computed by Consultant prior to termination of this Agreement by District or upon completion of the work pursuant to this Agreement.

8. Indemnification:

   (a) Consultant shall indemnify, defend with counsel acceptable to District, and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitations, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the project or its failure to comply with any of its obligations contained in these Agreement documents, except such Liability caused by the active negligence, sole negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

   (b) Consultant shall be liable to District for any loss or damage to District property arising from or in connection with Consultant's performance hereunder.

9. Insurance: With respect to the performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, if any, to maintain insurance, including but not limited to: general liability, automobile liability, and professional liability coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision (Section 8) above. **In addition, Consultant shall provide proof of coverage as specified below.**

   (a) ☐ *Required* / ☑ *Not Required*: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District." (Note: Consultant is not entitled to coverage by District workers' compensation regardless whether policy is required).

   (b) ☐ *Required* / ☑ *Not Required*: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than $1,000,000 per occurrence, $2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent consultant's liability, and personal injury liability.

   (c) ☐ *Required* / ☑ *Not Required*: Automobile liability insurance covering bodily injury and property damage in an amount no less than $300,000 combined

single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

(d) ☐ *Required* / ☑ *Non Required*: Professional Liability (errors and Omissions) Insurance for all activities of the consultant arising out of or in connection with this Agreement in an amount no less than $1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

(e) Each general liability, automobile liability, and professional liability insurance policy, shall be endorsed with the following specific language:

(1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
(3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.
(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

(f) Documentation: The following documentation shall be submitted to the District:

(1) Properly executed certificates of insurance clearly evidencing all coverages limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.
(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
(3) Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

(g) Policy Obligations: Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If Consultant, for any reason, fails to maintain insurance required above, the same shall be deemed a material breach of Agreement. District, at its sole option may terminate this Agreement and obtain damages from the Consultant resulting from the breach. District may purchase such required insurance, and without further notice to Consultant, deduct from sums due to Consultant any costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
ATTN: Accounts Payable

Consultant: Susan Cossette
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
Email: _____

And when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

11. Termination:

(a) District may terminate this Agreement by giving ten (10) calendar days written notice to Consultant. In the event District elects to terminate the Agreement without cause, it shall pay Consultant for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Consultant shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by District by virtue of any breach of the Agreement by Consultant.

12. Security: By execution of the Agreement/Contract, the Consultant acknowledges that Education Code section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation and school site food-related services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the District determines that the Consultant and Consultant's employees will have limited contact with pupils. In making this determination, the District will consider the totality of the

circumstances, including factors such as the length of time the Consultant and Consultant's employees will be on school grounds, whether pupils will be in proximity with the site where the Consultant and Consultant's employees will be working, and whether the Consultant and Consultant's employees will be alone or with others. The District further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) District Determination of Fingerprinting Requirement Application

The District has considered the totality of the circumstances concerning the Project and has determined that the Consultant and Consultant's employees:

☑ are subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph (b) below, is applicable.

☐ are not subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph © below, is applicable.

(b) If the District has determined that fingerprinting is required, the Consultant expressly acknowledges that:

(1) Consultant and all of Consultant's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code section 45125.1.
(2) Consultant shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony.
(3) Consultant shall certify in writing to the Governing Board of the District that none of its employees who may come in contact with students have been convicted of a serious or violent felony.
(4) Consultant shall provide to the Governing Board of the District a list of names of its employees who may come in contact with students. The Consultant is required to fulfill these requirements at its own expense.

(c) Even if the District has determined that fingerprinting is not required, the Consultant expressly acknowledges that the following conditions shall apply to any work performed by the Consultant and/or Consultant's employees on a school site:

(1) Consultant and Consultant's employees shall check in with the school office each day immediately upon arriving at the school site.
(2) Consultant and Consultant's employees shall inform school office staff of their proposed activities and location at the school site.
(3) Once at such location, Consultant and Consultant's employees shall not change locations without contacting the school office.
(4) Consultant and "consultant's employees shall not use student restroom facilities.
(5) If Consultant and/or Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact

the school office and request that a member of the school staff be assigned to the work location.

13. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend performance for which the agreed return has not been received.

14. Taxes, Disclosures, and Expenses: Consultant agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. District will not withhold or set aside any money on behalf of consultant for federal, state, or social security tax, or unemployment or disability insurance or any other federal or state fund whatsoever. In case District is audited for compliance regarding any applicable taxes, consultant agrees to furnish District with proof of payment of taxes on those earnings.

    Consultant agrees to disclose to District if he/she is a retired or current member of STRS or PERS and to disclose to District if he/she is receiving retirement income from either STRS or PERS.

    Consultant shall be responsible for all costs and expenses incident to the performance of services, including but not limited to: equipment, supplies, fees, fines, licenses, bonds, or taxes required of or imposed against Consultant. District shall not be responsible for any expenses incurred by Consultant except as provided in Section 3 of this Agreement.

    Note: Federal Internal Revenue regulations require District to report all payments to individuals for consultant services.

15. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

16. Choice of Law and Venue: This Agreement shall be governed by California law, and venue shall be in the Superior Court of the County of San Mateo, California, and no other place.

17. Merger: This writing is intended both as a final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

18. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the

other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

19. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.

20. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or a subsequent breach of the same or any other term or promise contained in this Agreement.

21. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

22. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

23. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

24. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

25. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

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

Sabrina Yacoub, Director Pupil Personnel, Special Education

DATE: September 21, 2023

RE: Approval to Continue Contracts with the Following Non-Public Agencies (NPAs) for the 2023-24 school

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BACKGROUND:

SSFUSD contracts with non-public agencies (NPAs) in order to provide specialized services and support for vacancies that we either are not able to fill internally or do not have allocated internally and are required to provide. On June 22, 2023, the Board approved a comprehensive listing of NPAs that we contract with. The last two rows of the listing were a budgetary holding space for vacancies yet to be filled at that time. That section of that chart is included below.

Non-Public Agency	Category of Services	PSA or MOU	Description of Services Provided	Billing Details	Estimated Cost for 23-24
TBD. No agency assigned. This is a holding spot for our budget to	Staffing for vacant positions	Addendum to established PSA/MOU or creation of New PSA	**Outstanding INTERNAL VACANCIES:** 9 special education teachers	$130,000/ staff on average **Total Teaching Vacancies $1,170,000**	$1,170,000

use to contract with agencies once a candidate is found to fill an Unfilled Vacant Position			**Service Providers required for IEP implementation:** • 1 Adapted Physical Education teacher • 1 Deaf & Hard of Hearing teacher • 2 American Sign Language paras • 1 ERMHS provider • 1 Physical Therapist Assistant • 2 Mental Health Providers & 1 School Psychologist • 1 Licensed Vocational Nurse Or Registered Nurse • Other roles as become needed and/or vacant	$1,300,000	$1,300,000
				Total Expected Cost for Current Vacancies	**$ 2,470,000**

This memo is to request approval of PSAs with the following NPAs in order to fill vacancies since June 22, 2023.

Non-Public Agency	Description of Services Provided	Estimated Cost for 23-24
NPA: Every Child *PSA	2 Teachers ($95/hour)	$260,000
NPA: Ro Health *PSA	1 Licensed Vocational Nurse ($56/hour)	$71,000
NPA: Bisla *MOU with SELPA	25 Para Educators	$900,000
NPA: Welldom *PSA	1 Physical Therapist Assistant ($108/hour) 1 Specialized Para for students with mobility needs ($60/hour)	$205,000
	1 Adapted Physical Education Teacher ($145/hour) 1 Adapted Physical Education Teacher Assistant ($105/hour)	$320,000

Total Expected Cost for Contracted Non-Public Agency Services Listed Above	**$ 1,756,000**
Remaining of Total Approved on June 22, 2023	**$ 714,000**

FISCAL IMPLICATIONS:

The total estimated maximum cost for NPA contracts to fill vacancies not filled on June 22, 2023 was $2,470,000. This memo is to request approval to allocate $1,756,000 of those dollars, with $714,000 remaining for other continued vacancies.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the continued services noted in the NPAs in order to fulfill Individualized Education Plan (IEP) service agreements by allowing the Assistant Superintendent of Business Services to sign all Professional Service Agreements (PSAs) and the Director of Special Education to sign off all Individual Service Agreements (ISAs) documents to finalize these agreements for the 2023-24 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #23-54

WEEK OF THE SCHOOL ADMINISTRATOR – OCTOBER 8-14, 2023

WHEREAS, Leadership Matters for California's public education system and the more than 6 million students it serves; and

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education, and

WHEREAS, the title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school and business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, providing quality service for student success is paramount for the profession; and

WHEREAS, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, school leaders depend on a network of support from school communities - fellow administrators, teachers, parents, students, businesses, community members, board trustees, college and universities, community and faith-based organizations, elected officials and district and county staff and resources - to promote ongoing student achievement and school success; and

WHEREAS, research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, the State of California has declared the second full week of October as the "Week of the School Administrator" in Education Code 44015.1; and

WHEREAS, the future of California's public education system depends upon the quality of its leadership;

NOW, THEREFORE, BE IT RESOLVED, that the South San Francisco Unified School District Board of Trustees hereby commends all school leaders in the South San Francisco Unified School District for the contributions they make to successful student achievement during the Week of the School Administrator.

REGULARLY PASSED AND ADOPTED this 21st day of September 2023.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 21, 2023

RE: Approval of Architectural 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 architectural firms to provide design services for the sites identified in the bond program. This pool of architects was selected through a Request for Qualifications (RFQ) process, which was publicly advertised on June 16, 2023. Thirty (30) architectural firms responded by submitting their qualifications. These firms were evaluated by their ability to meet the design schedules, their experience in school design and construction, and qualifications of key personnel and consultants. Architectural firms of various capacity size were included.

Selected architectural firms will provide project scope and cost assessments, design, and construction administration services. The District's Bond Program staff will assign projects with firms that have the appropriate experience for a given site. The District selected 18 out of 30 submitted architectural firms: Bartos Architecture, CAW Architects, CSDA Design Group, DSK Architects, Hamilton + Aitken Architects, Harley Ellis Devereaux (HED) Architects, HKIT Architects, Hibser Yamauchi (HY) Architects, K2A Architecture + Interiors, LCA Architects, Lionakis Beaumont Design Group, Mutlistudio, Noll & Tam Architects, Plum Architects, Quattrocchi Kwok Architects (QKA), SIM Architects, Verde Design, and 19six Architects.

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 architectural firms for the creation of an architectural 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

DATE: September 21, 2023

RE: Approval of Agreement with School Services of California (SSC) to Perform a Study of the Special Education Program

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BACKGROUND:

The cost of the District's Special Education Program operating expenditures has increased significantly during the past three years. This has had a major impact on the financial well-being of the District. Staff are contracting with School Services of California (SSC) to perform a study of this program to identify the root causes of the increase. In addition, the review will also tell us the effectiveness and efficiency of our Special Education Program. Lastly, this review will list findings and recommendations on how the District could improve this program.

The study will focus on five major areas: Income and Expenditures, Organizational Effectiveness, Program Structure and Design, Special Education Staffing, and Special Education Compliance. At the conclusion of the study, a report will be provided to the District. Staff from SSC will also be available to present the findings and recommendations to the Board of Trustees at a Board meeting.

FISCAL IMPLICATIONS:

The fiscal impact to the General Fund is $51,900, plus out-of-pocket expenses.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with School Services of California to perform a study of the District's Special Education Program.

School Services of California INC.
An Employee-Owned Company

1121 L Street
•
Suite 1060
•
Sacramento
•
California 95814
•
TEL: 916 . 446 . 7517
•
FAX: 916 . 446 . 2011
•
www.sscal.com

August 29, 2023

Shawnterra Moore Thomas, EdD
Superintendent
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Dear Dr. Moore:

Thank you for your interest in having School Services of California Inc. (SSC) conduct a Special Education Study for the South San Francisco Unified School District (District). Our goal for such studies is to assist the District in identifying changes that will improve the quality and cost-effectiveness of the programs and services provided to students with disabilities (SWDs).

We offer the District an experienced team with a track record of successfully supporting districts throughout California. Our expertise in special education includes an understanding of the fiscal requirements as well as the operational laws and program objectives.

Following is a description of how we plan to approach this proposed study.

Scope of Study

This study will provide the District with an objective analysis and recommendations regarding the effectiveness and efficiency of its special education programs. Additionally, our analysis will include the identification of best and emerging best practices in use in the District as well as opportunities for growth. We will study, analyze, and make findings and recommendations in five major areas:

- Income and Expenditures: Provides an overview of the budget for the special education programs, including the manner in which federal funds have been accounted for and their impact on the District's federal maintenance of effort requirement. Additionally, we will examine special education transportation services and expenditures.

- **Organizational Effectiveness:** Reviews the structures in place to oversee, manage, and support SWDs. Analysis of alignment and implementation of compliance and improvement monitoring. In addition, it includes a review of policies and procedures and the extent to which the roles and responsibilities of District Office and school site staff are clear and provide for organizational effectiveness.

- **Program Structure and Design:** Evaluates, based on the incidence and types of disabilities in the District, if the programs and their structure are aligned to meet the needs of students requiring services in the most cost-effective manner. Analysis of cost drivers to include an overview of Multitiered System of Supports implementation or status, recommendations regarding early and pre-referral intervention practices and referral and exit practices, and opportunities for inclusive practices and equitable access for SWDs. Analysis will include regional, nonpublic school, and nonpublic agency placements as well as practices for identification and placement.

- **Special Education Staffing:** Provides an overview of pupil personnel staffing as compared to a group of similar districts in the area. A review of current teacher and paraprofessional staffing and caseloads is also provided.

- **Special Education Compliance:** Review of randomly selected Individualized Education Programs (IEPs) to evaluate compliance with state and federal laws related to IEP compliance as well as any District-established requirements. Also includes a review of special education compliance complaints (state compliance complaints, local alternative dispute resolution process, and the Office of Administrative Hearings mediation and/or hearings) for the last three to five years.

Methodology

Our approach is designed to provide the District with a high-quality report that provides a description of all findings and recommendations, but we have found that reports require buy-in from interest holders if their recommendations are to be followed. As a result, our approach involves providing for staff input as we conduct the study.

Following is an overview of the key steps we propose for this study:

- **Revenue and Expenditure Data Review:** We will request that the District provide revenue and expenditure data for the last three years. A form will be provided by SSC for this purpose. The data allows us to perform a per-average daily attendance revenue and expenditure comparative analysis based on statewide data. This analysis will illuminate areas of concern and inform the next steps in the project.

- **Program Data Review:** We will provide the District with a program data request. This review, coupled with the results of the revenue and expenditure analysis, will help us frame a set of essential questions or problem statements to be explored during the interview phase of the project.

- **Interest Holder Interviews and Site Visits:** Based on the areas of concern illuminated by our review and analysis of the data and documents provided by the District, we will interview key District staff, including Cabinet members and District Office fiscal and program staff. Based on the identified areas of concern, we may also interview site administrators, teachers, instructional aides, and specialized program staff. The interviews may be individual or group meetings of 30-45 minutes in length. In addition to interviewing interest holders, we will work with the District to schedule visits to a sample group of school sites in a manner that will ensure we see the full continuum of program options available to SWDs.

- **IEP Review:** We will conduct a review of IEPs to examine to what extent IEPs include all legally required elements and are consistent with any District requirements. Finally, we will review special education compliance complaints to identify to what extent the District provides less adversarial methods for resolving disputes and to identify, if any, common errors or concerns that, if corrected, could minimize case filings.

- **Report of Findings and Recommendations:** We will provide the District with a report of our findings and recommendations. A virtual meeting will be held to discuss the draft report, and based upon that discussion, a final report will be provided to the District.

The approach we have outlined is designed to efficiently use District staff time and resources, provide an opportunity for District interest holders to be heard and involved in the development and implementation of the recommendations, and ultimately build the capacity of the District to support the implementation of improvements.

Final Presentation and Follow-up

The results of any consulting study must be a working tool for the agencies we serve. To facilitate putting the recommendations into action, we recommend a conference call with SSC staff and the Superintendent or designee to discuss the results and recommended courses of action. Following the delivery of the final report, members of our team will also be available to present findings and recommendations at a Governing Board meeting, study session, or other meeting specified by the District.

About SSC Staff

Staff for this project will include two consultants from SSC. Each portion of the project will be led by a member of our firm with special expertise in the assigned area:

Brianna García, Vice President, has worked with school districts to strengthen their organizations by conducting organizational reviews, comparative analyses of school district resources and staffing, facilities reviews, and charter petition reviews. She has provided guidance to and completed studies for school districts looking to reorganize and those seeking to consolidate or surplus school sites through the 7–11 process. Brianna has extensive experience related to planning and development of public school facilities, including charter schools and Proposition 39 (2000). She has more than 15 years of professional experience in public K–12 education, has worked as a Facilities Development Manager for the Los Angeles Unified School District, and has completed the University of Southern California Rossier School of Education School Business Management Program earning designation as a certified Chief Business Official. Brianna graduated from the University of Southern California with a Bachelor of Architecture, a Master of Planning, and a Master of Real Estate Development.

Dave Heckler, Director, Technology and Governmental Relations, provides clients with valuable information on what is happening in the State Capitol regarding legislative and State Budget matters. Dave also shares his expertise in education funding as a consultant to several statewide education coalitions, providing detailed revenue analyses and funding projections for special education. Prior to joining SSC, Dave served in the legislative and constituent affairs office for the Secretary of State and represented the Secretary before policy committees. In addition, while working in the Legislature, one of Dave's major accomplishments was successfully working out various changes to the 2005 federal special education conformity bill (Assembly Bill 1662 [Chapter 653/2005]). Dave is a graduate of California's public school system and received his Bachelor of Arts degree from San Jose State University.

Linette Hodson, Director, Management Consulting Services, has 32 years of experience in public education, including 18 years at an executive cabinet level. In each and every role, her focus has always been to improve educational outcomes for students. She has spent the past decade in a Chief Business Official (CBO) role; and as CBO, she had direct oversight of the human resources department, including serving as the lead negotiator for more than 15 years. Linette also spent more than 10 years as an Assistant Superintendent of Student Services/Special Education. Her career path includes being an elementary school teacher, curriculum resource teacher, and site administrator. Linette has extensive training and experience in collaboration and leadership building strategies, including: alternative dispute resolution, administrator coaching, facilitation, interest-based bargaining, and implementation strategies. Linette received a Bachelor of Arts

degree in Elementary Education from Central College in Pella, Iowa, and a master's degree in Education Administration from California State University, Bakersfield.

Wendi McCaskill, Director, Management Consulting Services, has two decades of broad experience in K-12 education finance and fiscal policy. Wendi is an expert in the attendance accounting and instructional time requirements of local educational agencies (LEAs), which play a critical role in independent study as well as the Local Control Funding Formula, other apportionments for LEAs, and the impacts of emergencies such as fires, floods, and the pandemic on LEA budgets. Immediately prior to joining School Services of California Inc. (SSC), she served as the Associate Director of the School Fiscal Services Division at the California Department of Education (CDE) where she oversaw the apportionment of over $50 billion to LEAs through the Principal Apportionment and the CDE's guidance on attendance accounting and instructional time. Wendi holds a Bachelor of Arts degree in Philosophy and a Master of Arts degree in Political Science, both from San Francisco State University.

Sarah Niemann, EdD, Director, Management Consulting Services, has served public education in California for over 20 years as an English teacher, principal, Chief of Human Resources (HR) for the Los Angeles County Office of Education (LACOE), and the Assistant Superintendent of HR for the Burbank Unified School District (BUSD). Sarah brings school agency experience to SSC in the areas of instructional leadership, HR management, and employer-employee relations. In her leadership roles, she created an academy for aspiring administrators and revamped recruitment processes to eliminate hiring barriers and increase the focus on diversity, equity, and inclusion (DEI). Sarah has presented in partnership with the Association of California School Administrators, the law firm of Atkinson, Andelson, Loya, Ruud & Romo, the California Association of School Business Officials, and LACOE on topics related to employee discipline, women in leadership, workplace investigations, career advancement, and DEI. Sarah earned her Doctor of Education from the University of Southern California with a focus on urban leadership in a K-12 district.

Anjanette Pelletier, Director, Management Consulting Services, brings 25 years of special education experience to School Services of California Inc. (SSC), including program development, professional learning networks, Alternative Dispute Resolution training, and expertise in special education legislation and fiscal policy. She has advanced training in dispute prevention, resolution techniques, and facilitation strategies, and uses these skills to lead professional learning and improvement teams. Anjanette is a Licensed Educational Psychologist and has supported local educational agencies (LEAs) in roles from school psychologist to Associate Superintendent for the San Mateo County Special Education Local Plan Area (SELPA). She obtained a Bachelor of Science in Psychology from the University of California, Berkeley, and a Master of Science in Clinical Child and School Psychology from the California State University, Hayward.

Suzanne Speck, Executive Vice President, provides support to school districts, county offices of education, and community college districts in governance, management, collective bargaining, employer-employee relations, human resources, special education, and general consulting. Before joining School Services California Inc. (SSC) in 2009, Suzanne served school districts in California for more than 20 years as a special education teacher, principal, and assistant superintendent of human resources. She brings a wealth of experience in the area of employment, personnel management, strategic planning, and organizational development. She served on the Fiscal Crisis and Management Assistance Team for human resources in South Monterey Joint Union High School District, Compton Community College District, and Inglewood Unified School District. Suzanne has received advanced training in mediation and facilitation strategies and also has extensive experience leading large and small groups on various topics, including strategic planning, special education allocation plan development, budget advisory committees, and health benefit committees. As a seasoned and skillful facilitator, she is often asked to lead governance teams in the evaluation of superintendents, to mediate conflicts between individual employees and/or groups of employees, and to assist local educational agencies in building more collaborative labor relations.

Anticipated Timelines

The study will commence at an agreed-upon time. The draft report is expected to be completed within eight weeks following the site visits and receipt of the required District documents necessary to complete the project. The final report will be completed on a mutually agreed-upon schedule.

Project Fees

We propose conducting the project for $51,900, plus expenses, relative to completion of the project. Expenses are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.

If additional meetings or presentations are required that are not described in this proposal (for example, additional days of follow-up or an additional board presentation), a charge of $325 per hour, per consultant will be billed in addition to actual and reasonable expenses. We will submit monthly billings for services associated with the project.

After reviewing the proposal, if you decide that the proposed scope should be expanded or contracted, we would be happy to make modifications and provide a revised estimated fee. If the proposal meets your approval, please let us know, and we will send you the finalized proposal and Agreement for Special Services via DocuSign for signature. Our proposal is valid for 60 days from the date of this letter.

We appreciate the confidence you have in our firm and would be pleased to discuss our proposed Special Education Study at more length. Please call if you have any questions about the proposal.

Sincerely,

Kathleen Spencer

Kathleen Spencer
Vice President

Enclosure

Client Name: South San Francisco Unified School District
Client# 0022430/S65Y P.O. #_____

AGREEMENT FOR SPECIAL SERVICES

Special Education Study

This is an Agreement between the **CLIENT**, as defined above, and **SCHOOL SERVICES OF CALIFORNIA INC.,** hereinafter referred to as "Consultant," entered into as of September 1, 2023.

RECITALS

WHEREAS, the Client needs assistance regarding a Special Education Study; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client by providing a Special Education Study.

2. The Client agrees to pay the Consultant the amount of $51,900, plus expenses, upon receipt of billing from the Consultant.

   a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.

   b. If additional meetings or presentations are required that are not described in our proposal (for example, additional days of follow-up or an additional board presentation), a charge of $325 per hour, per consultant will be billed in addition to actual and reasonable expenses.

3. This Agreement shall be for the period commencing September 1, 2023, and terminating June 30, 2024. It may be terminated at any time prior to June 30, 2024, by either party on 30 days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation.

4. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

By: To be signed via DocuSign Date: _____

Shawnterra Moore Thomas, EdD
Superintendent
South San Francisco Unified School District

By: To be signed via DocuSign Date: _____

Kathleen Spencer
Vice President
School Services of California Inc.

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 – Bond Director

William Savidge - Facilities Management Consultant

DATE: September 21, 2023

RE: Approval of Award for Division of State Architect (DSA) Inspection to CIS, Inc. for the HVAC Projects Package A

BACKGROUND:

Project Inspectors are required by DSA for all approved projects. The HVAC Project Package A will be starting construction in Fall 2023 and extending through the year until Summer 2024. All of the five sites' construction documents in Package A have been approved by DSA.

The Facilities team originally requested proposals from three different DSA Project Inspector firms. Only one firm responded with a proposal. CIS Inc. was approved by the Board on June 22, 2023 for the HVAC Package B projects, and it is appropriate to have them provide the similar services on the Package A projects. CIS Inc. has prepared a proposal for DSA Inspection which conforms to the unique project schedule of the HVAC projects. Their proposal is attached.

FISCAL IMPLICATIONS:

By this action: **$35,200** will be paid through the Facilities Fund (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a professional services contract for DSA Inspection to CIS, Inc. for the HVAC Package A projects in the amount of $35,200.

To: Bill Savidge
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

September 5, 2023

Re: Project Inspection Services
Project: HVAC Package A projects at El Camino, Monte Verde, Ponderosa, Sunshine Gardens & Westborough
DSA application #01-120597, 120600, 120599, 120598 and 120601

Dear Mr. Savidge,

This is a not to exceed cost proposal for Project Inspection services to be provided for the five upcoming HVAC projects listed above. Our proposal is estimating this project will have an approximate 1-year schedule with work only happening this fall and 3 months in 2024 for a total of 5-months of actual work. It is our understanding the combined project construction cost is approximately $1.8 mil.

Project Inspector: We are proposing to utilize a "part time" (full-time when needed) Class 3 inspector, with an allowance of **320** hours for inspection services on this project.

- Inspection time allotted per day may need to be adjusted upon further review of the Contractor's schedule. Should the construction schedule require a lesser or greater amount of services than that estimated herein, the cost will vary accordingly

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The CIS Inc. Inspector's "regular time" hourly rate for this project is:
Inspector **$110.00 per hour**

Overtime hours shall be billed at **1.5** times the Inspector's hourly rate.
- Overtime hours are considered: any hours over 8 on a regular work day and up to 8 hours of work on Saturdays.

Holiday and weekend overtime hours shall be billed at **2** times the Inspector's hourly rate.
- Holidays are considered any Major Federal Holiday.
- Weekend overtime hours are any hours worked over 8 hours on Saturday and any hours worked on Sundays.

Total estimated fees: Thirty-Five Thousand Two Hundred Dollars ($35,200.00)

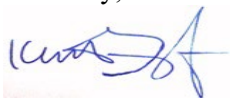
- These fees do not include any "special inspection services", in-plant inspections, office space or data/phone lines.
- Additional change order work, overtime work, extensions to the proposed construction schedule or additional inspections due to Contractor failures may require an increase in inspection fees which will be negotiated with the District at that time.

Scope of Services included in our fees:

- Attend on or off-site pre-construction and required project meetings.
- Have comprehensive knowledge of the approved construction documents and every phase of construction
- Provide field inspections (and IOR allowed shop inspections as needed) of all work and materials in a timely manner to ensure compliance with the Title 24 codes, the approved plans and specifications and to gain personal knowledge of all ongoing construction activities.
- Notify the Contactor of any non-compliances with the contract plans and specifications in a timely manner
- Maintain current approved plans and specifications, with any clarifications noted and posted to the approved project documents
- Ensure all facilities are constructed in accordance with applicable plans, specifications and state and local regulations
- Maintain an effective working relationship with the Contractor, the Design Professionals and the Construction Manager, as to safeguard the interests of the Owner
- Be tactful, firm and fair in insistence to adherence of the intent of the approved plans and documents
- Keep digital photos and written records of the daily occurrences
- Support the Design and Construction Management teams with construction issues, Contractor payment requests, and attend Owner, Architect and Contractor meetings
- File DSA Inspector required closeout documents upon completion of project

Thank you for the opportunity to submit this proposal and we look forward to the prospect of working with you and your construction team on this project. Please do not hesitate to contact me at (650) 208-0524 for any questions or comments.

Sincerely,



Kurt Dodge
President
CIS Inc.

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 – Bond Director

William Savidge - Facilities Management Consultant

DATE: September 21, 2023

RE: Approval of Award of Contract for Testing and Inspection Services to Ninyo & Moore, Inc. for the HVAC Projects Package A

BACKGROUND:

Materials Testing and Inspection requirements are included as a part of DSA project approval. These include testing of structural materials such as structural steel and welding, reinforced concrete, compaction of substrates, pull-testing for structural bolts, and other structural testing to ensure materials meet required quality standards based upon the scope of work in each project.

The HVAC Project Package A will be starting construction in Fall 2023 and extending through the year until Summer 2024. The projects will require materials testing at key times to allow the project to proceed.

Ninyo & Moore, Inc. has provided a proposal, time, and materials with an estimated fee, for all five DSA-approved sites in the HVAC Projects Package A. Their proposed fees as follows:

Monte Verde ES	$14,049
Ponderosa ES	$ 9,098
Sunshine Gardens ES	$ 9,598
Westborough MS	$11,800
El Camino HS	$ 3,771

The Ninyo & Moore proposals are attached.

FISCAL IMPLICATIONS:

By this action: **$48,316** will be paid through the Facilities Fund (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a professional services contract for material testing and inspection to Ninyo & Moore, Inc. for the HVAC Projects Package A in the amount of $48,316.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

35+ YEARS

September 11, 2023
Proposal No. 08SJO02-02317

Mr. William Savidge
South San Francisco Unified School District
398 B Street,
South San Francisco, CA 94080

Subject: Proposal for Materials Testing and Special Inspection Services for the Monte Verde Elementary School - HVAC Upgrades Project
2551 St. Cloud Drive, San Bruno, California 94066
DSA Application No.: 01-120600; DSA File No.: 41-28

Dear Mr. Savidge:

Ninyo & Moore is pleased to submit this proposal to provide materials testing and special inspection services for the Ponderosa Elementary School - HVAC Upgrades project for Building B: Administration in South San Francisco, California. This proposal includes our proposed scope of services and associated cost estimates, which are based on our review of the project plans, specifications, DSA 103 form and our previous experience with similar projects.

PROJECT UNDERSTANDING

We understand that this project consists of HVAC upgrades for Building B: Admin including demo existing furnaces and prepare spaces for new HVAC equipment; demo existing mechanical units and provide new mechanical units; provide exhaust and relief air for new equipment; and repaint striping in main parking lot.

PROPOSED SCOPE OF SERVICES

Based on our review of the project documents and our experience with similar projects, we propose to provide the following scope of services:

Geotechnical Observation and Materials Testing

- Provide technical consultation during construction including submittal review, respond to requests for information (RFI) and change orders.
- Observation during pad preparation on-site by geotechnical staff engineer.
- Sampling of subgrade soils material from the job site and transportation to our laboratory for testing.

- Maximum compacted density determinations in the laboratory accordance with ASTM D1557 for subgrade soils and backfill material.
- In-place field density testing using a nuclear density gauge to determine the relative compaction of compacted subgrade soil.

Reinforced Concrete

- Review concrete mix designs submitted by the contractor for compliance with the project documents.
- Sampling and tagging of reinforcing steel at the shop.
- Tensile and bend tests of reinforcing steel in the laboratory.
- Periodic concrete batch plant inspection.
- Sample and test concrete including measuring slump, temperature, and batch times. One set of five (5) cylinders will be cast for every 50 cubic yards of concrete placed or fraction thereof, per day.
- Sample pick up for concrete cylinders and transportation to our laboratory for curing and testing.
- Compressive strength testing of concrete cylinders in the laboratory.

Post Installed Rebar Dowels in Concrete

- Inspection during the installation of rebar dowels in concrete.
- Load testing including pull testing of rebar dowels.

Project Management:

- Prepare daily field reports documenting items inspected and reports of laboratory testing to be submitted to the project team via DSA box.
- Prepare interim and final verified report (DSA 291 and 293) at the conclusion of the project.

ASSUMPTIONS

- Our services are subject to California prevailing wage law.
- Project labor agreement is not required for this project.

ESTIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accordance with the attached Schedule of Fees. Our proposed time-and-materials fee estimate for the scope of services described is **$14,049 (Fourteen Thousand**

Forty-Nine Dollars). Detailed estimate of fees is attached under Table 1. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE

Ruchil R. Shah
Director of Business Development

Rowell Sta Ana
Senior Staff Engineer

RS/RSA/rk

Attachments: Table 1 - Breakdown of Estimated Fee
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Geotechnical Observation and Materials Testing								
Senior Staff Engineer	Drilling Observation	8	hours	@	$	150.00	/hour	$ 1,200.00
Field Technician	Sampling and Compaction Testing of Subgrade Soils	16	hours	@	$	105.00	/hour	$ 1,680.00
Laboratory	Proctor Maximum Density Test for Subgrade Soils	1	tests	@	$	320.00	/test	$ 320.00
Equipment		24	hours	@	$	12.00	/hour	$ 288.00
Vehicle		24	hours	@	$	15.00	/hour	$ 360.00
						Subtotal		**$ 3,848.00**
Reinforced Concrete								
Field Technician	Sampling and Tagging of Reinforcing Steel	8	hours	@	$	105.00	/hour	$ 840.00
Field Technician	Concrete Batch Plant Inspection (Periodic)	4	hours	@	$	105.00	/hour	$ 420.00
Field Technician	Sampling and Testing of Concrete (Slump & Temperature)	12	hours	@	$	105.00	/hour	$ 1,260.00
Reinforcing Steel	Tensile and Bend Test in the Laboratory	4	tests	@	$	75.00	/test	$ 300.00
Compression Tests	5 Concrete Cylinders / 50 Cubic Yards (4"x 8" Cylinders)	20	tests	@	$	35.00	/test	$ 700.00
Equipment		24	hours	@	$	12.00	/hour	$ 288.00
Vehicle		24	hours	@	$	15.00	/hour	$ 360.00
						Subtotal		**$ 4,168.00**
Post-Installed Rebar Dowels in Concrete								
Special Inspector	Post-Installed Rebar Dowels Installation Inspection	16	hours	@	$	105.00	/hour	$ 1,680.00
Field Technician	Load Testing of Post-Installed Rebar Dowels (Pull Testing)	16	hours	@	$	105.00	/hour	$ 1,680.00
Equipment		32	hours	@	$	12.00	/hour	$ 384.00
Vehicle		32	hours	@	$	15.00	/hour	$ 480.00
						Subtotal		**$ 4,224.00**
Project Management								
Project Assistant	Data Compilation & Distribution and Dispatch	3	hours	@	$	85.00	/hour	$ 255.00
Project Engineer/Manager	Meetings, Mix Design & Project Coordination & Progress Report Preparation	6	hours	@	$	165.00	/hour	$ 990.00
Principal Engineer	Project Oversight, Consultation and Verified Report Preparation (DSA 291)	3	hours	@	$	188.00	/hour	$ 564.00
						Subtotal		**$ 1,809.00**
TOTAL ESTIMATED FEE								**$ 14,049.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 188
Senior Engineer/Geologist/Environmental Scientist	$ 178
Senior Project Engineer/Geologist/Environmental Scientist	$ 173
Project Engineer/Geologist/Environmental Scientist	$ 165
Senior Staff Engineer/Geologist/Environmental Scientist	$ 150
Staff Engineer/Geologist/Environmental Scientist	$ 134
GIS Analyst	$ 123
Technical Illustrator/CAD Operator	$ 98

Field Staff

Certified Asbestos/Lead Technician	$ 175
Field Operations Manager	$ 120
Nondestructive Examination Technician (UT, MT, LP)	$ 115
Supervisory Technician	$ 110
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 105
Senior Technician	$ 105
Technician	$ 105

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 85
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged portal to portal at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 190
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 380
R-value, D 2844, CT 301	$ 450
Sand Equivalent, D 2419, CT 217	$ 145
Sieve Analysis, D 6913, CT 202	$ 165
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 120
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 250
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

35+ YEARS

September 11, 2023
Proposal No. 08SJO02-02318

Mr. William Savidge
South San Francisco Unified School District
398 B Street,
South San Francisco, CA 94080

Subject: Proposal for Materials Testing and Special Inspection Services for the Ponderosa Elementary School - HVAC Upgrades Project
295 Ponderosa Road, South San Francisco, California 94080
DSA Application No.: 01-120599; DSA File No.: 41-28

Dear Mr. Savidge:

Ninyo & Moore is pleased to submit this proposal to provide materials testing and special inspection services for the Ponderosa Elementary School - HVAC Upgrades project for Building B: Admin in South San Francisco, California. This proposal includes our proposed scope of services and associated cost estimates, which are based on our review of the project plans, specifications, DSA 103 form and our previous experience with similar projects.

PROJECT UNDERSTANDING

We understand that this project consists of HVAC upgrades for Building B: Admin including demo existing furnaces and prepare spaces with new furnace equipment; demo existing and providing new mechanical roof unit; and provide exhaust or air relief for new equipment.

PROPOSED SCOPE OF SERVICES

Based on our review of the project documents and our experience with similar projects, we propose to provide the following scope of services:

Reinforced Concrete

- Review concrete mix designs submitted by the contractor for compliance with the project documents.
- Sampling and tagging of reinforcing steel at the shop.
- Tensile and bend tests of reinforcing steel in the laboratory.
- Periodic concrete batch plant inspection.

2149 O'Toole Avenue, Suite 30 | San Jose, California 95131 | p. 408.435.9000 | www.ninyoandmoore.com

- Sample and test concrete including measuring slump, temperature, and batch times. One set of five (5) cylinders will be cast for every 50 cubic yards of concrete placed or fraction thereof, per day.
- Sample pick up for concrete cylinders and transportation to our laboratory for curing and testing.
- Compressive strength testing of concrete cylinders in the laboratory.

Post Installed Rebar Dowels in Concrete

- Inspection during the installation of rebar dowels in concrete.
- Load testing including pull testing of rebar dowels.

Project Management:

- Prepare daily field reports documenting items inspected and reports of laboratory testing to be submitted to the project team via DSA box.
- Prepare interim and final verified report (DSA 291) at the conclusion of the project.

ASSUMPTIONS

- Our services are subject to California prevailing wage law.
- Project labor agreement is not required for this project.

ESTIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accordance with the attached Schedule of Fees. Our proposed time-and-materials fee estimate for the scope of services described is **$9,098 (Nine Thousand Ninety-Eight Dollars)**. Detailed estimate of fees is attached under Table 1. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE

Ruchil R. Shah
Director of Business Development

Rowell Sta Ana
Senior Staff Engineer

RS/RSA/rk

Attachments: Table 1 - Breakdown of Estimated Fee
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Reinforced Concrete								
Field Technician	Sampling and Tagging of Reinforcing Steel	8	hours	@	$ 105.00	/hour	$	840.00
Field Technician	Concrete Batch Plant Inspection (Periodic)	4	hours	@	$ 105.00	/hour	$	420.00
Field Technician	Sampling and Testing of Concrete (Slump & Temperature)	12	hours	@	$ 105.00	/hour	$	1,260.00
Reinforcing Steel	Tensile and Bend Test in the Laboratory	2	tests	@	$ 75.00	/test	$	150.00
Compression Tests	5 Concrete Cylinders / 50 Cubic Yards (4"x 8" Cylinders)	10	tests	@	$ 35.00	/test	$	350.00
Equipment		24	hours	@	$ 12.00	/hour	$	288.00
Vehicle		24	hours	@	$ 15.00	/hour	$	360.00
						Subtotal	**$**	**3,668.00**
Post-Installed Rebar Dowels in Concrete								
Special Inspector	Post-Installed Rebar Dowels Installation Inspection	16	hours	@	$ 105.00	/hour	$	1,680.00
Field Technician	Load Testing of Post-Installed Rebar Dowels (Pull Testing)	16	hours	@	$ 105.00	/hour	$	1,680.00
Equipment		32	hours	@	$ 12.00	/hour	$	384.00
Vehicle		32	hours	@	$ 15.00	/hour	$	480.00
						Subtotal	**$**	**4,224.00**
Project Management								
Project Assistant	Data Compilation & Distribution and Dispatch	2	hours	@	$ 85.00	/hour	$	170.00
Project Engineer/Manager	Meetings, Mix Design & Project Coordination & Progress Report Preparation	4	hours	@	$ 165.00	/hour	$	660.00
Principal Engineer	Project Oversight, Consultation and Verified Report Preparation (DSA 291)	2	hours	@	$ 188.00	/hour	$	376.00
						Subtotal	**$**	**1,206.00**
TOTAL ESTIMATED FEE							**$**	**9,098.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 188
Senior Engineer/Geologist/Environmental Scientist	$ 178
Senior Project Engineer/Geologist/Environmental Scientist	$ 173
Project Engineer/Geologist/Environmental Scientist	$ 165
Senior Staff Engineer/Geologist/Environmental Scientist	$ 150
Staff Engineer/Geologist/Environmental Scientist	$ 134
GIS Analyst	$ 123
Technical Illustrator/CAD Operator	$ 98

Field Staff

Certified Asbestos/Lead Technician	$ 175
Field Operations Manager	$ 120
Nondestructive Examination Technician (UT, MT, LP)	$ 115
Supervisory Technician	$ 110
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 105
Senior Technician	$ 105
Technician	$ 105

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 85
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged portal to portal at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 190
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 380
R-value, D 2844, CT 301	$ 450
Sand Equivalent, D 2419, CT 217	$ 145
Sieve Analysis, D 6913, CT 202	$ 165
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 120
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 250
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

35+ YEARS

September 11, 2023
Proposal No. 08SJO02-02319

Mr. William Savidge
South San Francisco Unified School District
398 B Street,
South San Francisco, CA 94080

Subject: Proposal for Materials Testing and Special Inspection Services for the Sunshine Gardens Elementary School - HVAC Upgrades Project
1200 Miller Avenue, South San Francisco, California 94080
DSA Application No.: 01-120598; DSA File No.: 41-28

Dear Mr. Savidge:

Ninyo & Moore is pleased to submit this proposal to provide materials testing and special inspection services for the Sunshine Gardens Elementary School - HVAC Upgrades project for Buildings A & E: Admin & Classrooms in South San Francisco, California. This proposal includes our proposed scope of services and associated cost estimates, which are based on our review of the project plans, specifications, DSA 103 form and our previous experience with similar projects.

PROJECT UNDERSTANDING

We understand that this project consists of HVAC upgrades for Buildings A and E: Admin & Classrooms including modifying existing furnaces in building E; new fan coils and roof unit in building A; and provide exhaust or air relief for new equipment.

PROPOSED SCOPE OF SERVICES

Based on our review of the project documents and our experience with similar projects, we propose to provide the following scope of services:

Reinforced Concrete

- Review concrete mix designs submitted by the contractor for compliance with the project documents.
- Sampling and tagging of reinforcing steel at the shop.
- Tensile and bend tests of reinforcing steel in the laboratory.
- Periodic concrete batch plant inspection.

- Sample and test concrete including measuring slump, temperature, and batch times. One set of five (5) cylinders will be cast for every 50 cubic yards of concrete placed or fraction thereof, per day.
- Sample pick up for concrete cylinders and transportation to our laboratory for curing and testing.
- Compressive strength testing of concrete cylinders in the laboratory.

Post Installed Rebar Dowels in Concrete

- Inspection during the installation of rebar dowels in concrete.
- Load testing including pull testing of rebar dowels.

Project Management:

- Prepare daily field reports documenting items inspected and reports of laboratory testing to be submitted to the project team via DSA box.
- Prepare interim and final verified report (DSA 291) at the conclusion of the project.

ASSUMPTIONS

- Our services are subject to California prevailing wage law.
- Project labor agreement is not required for this project.

ESTIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accordance with the attached Schedule of Fees. Our proposed time-and-materials fee estimate for the scope of services described is **$9,598 (Nine Thousand Five Hundred Ninety-Eight Dollars)**. Detailed estimate of fees is attached under Table 1. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE

Ruchil R. Shah
Director of Business Development

Rowell Sta Ana
Senior Staff Engineer

RS/RSA/rk

Attachments: Table 1 - Breakdown of Estimated Fee
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Reinforced Concrete								
Field Technician	Sampling and Tagging of Reinforcing Steel	8	hours	@	$	105.00	/hour	$ 840.00
Field Technician	Concrete Batch Plant Inspection (Periodic)	4	hours	@	$	105.00	/hour	$ 420.00
Field Technician	Sampling and Testing of Concrete (Slump & Temperature)	12	hours	@	$	105.00	/hour	$ 1,260.00
Reinforcing Steel	Tensile and Bend Test in the Laboratory	4	tests	@	$	75.00	/test	$ 300.00
Compression Tests	5 Concrete Cylinders / 50 Cubic Yards (4"x 8" Cylinders)	20	tests	@	$	35.00	/test	$ 700.00
Equipment		24	hours	@	$	12.00	/hour	$ 288.00
Vehicle		24	hours	@	$	15.00	/hour	$ 360.00
						Subtotal		**$ 4,168.00**
Post-Installed Rebar Dowels in Concrete								
Special Inspector	Post-Installed Rebar Dowels Installation Inspection	16	hours	@	$	105.00	/hour	$ 1,680.00
Field Technician	Load Testing of Post-Installed Rebar Dowels (Pull Testing)	16	hours	@	$	105.00	/hour	$ 1,680.00
Equipment		32	hours	@	$	12.00	/hour	$ 384.00
Vehicle		32	hours	@	$	15.00	/hour	$ 480.00
						Subtotal		**$ 4,224.00**
Project Management								
Project Assistant	Data Compilation & Distribution and Dispatch	2	hours	@	$	85.00	/hour	$ 170.00
Project Engineer/Manager	Meetings, Mix Design & Project Coordination & Progress Report Preparation	4	hours	@	$	165.00	/hour	$ 660.00
Principal Engineer	Project Oversight, Consultation and Verified Report Preparation (DSA 291)	2	hours	@	$	188.00	/hour	$ 376.00
						Subtotal		**$ 1,206.00**
TOTAL ESTIMATED FEE								**$ 9,598.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 188
Senior Engineer/Geologist/Environmental Scientist	$ 178
Senior Project Engineer/Geologist/Environmental Scientist	$ 173
Project Engineer/Geologist/Environmental Scientist	$ 165
Senior Staff Engineer/Geologist/Environmental Scientist	$ 150
Staff Engineer/Geologist/Environmental Scientist	$ 134
GIS Analyst	$ 123
Technical Illustrator/CAD Operator	$ 98

Field Staff

Certified Asbestos/Lead Technician	$ 175
Field Operations Manager	$ 120
Nondestructive Examination Technician (UT, MT, LP)	$ 115
Supervisory Technician	$ 110
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 105
Senior Technician	$ 105
Technician	$ 105

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 85
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged portal to portal at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 190
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 380
R-value, D 2844, CT 301	$ 450
Sand Equivalent, D 2419, CT 217	$ 145
Sieve Analysis, D 6913, CT 202	$ 165
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 120
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 250
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

September 11, 2023
Proposal No. 08SJO02-02320

Mr. William Savidge
South San Francisco Unified School District
398 B Street,
South San Francisco, CA 94080

Subject: Proposal for Materials Testing and Special Inspection Services for the Westborough Middle School - HVAC Upgrades Project
2570 Westborough Boulevard, South San Francisco, California 94080
DSA Application No.: 01-120601; DSA File No.: 41-28

Dear Mr. Savidge:

Ninyo & Moore is pleased to submit this proposal to provide materials testing and special inspection services for the Westborough Middle School - HVAC Upgrades project for Buildings E, F and K in South San Francisco, California. This proposal includes our proposed scope of services and associated cost estimates, which are based on our review of the project plans, specifications, DSA 103 form and our previous experience with similar projects.

PROJECT UNDERSTANDING

We understand that this project consists of HVAC upgrades for Buildings E, F and K including demo existing furnaces and prepare spaces with new furnace equipment in Building K; demo existing roof unit and provide new mechanical roof unit in Building F and Building E; provide exhaust or air relief for new equipment; and reroof Buildings E, F and K.

PROPOSED SCOPE OF SERVICES

Based on our review of the project documents and our experience with similar projects, we propose to provide the following scope of services:

Reinforced Concrete

- Review concrete mix designs submitted by the contractor for compliance with the project documents.
- Sampling and tagging of reinforcing steel at the shop.
- Tensile and bend tests of reinforcing steel in the laboratory.

- Periodic concrete batch plant inspection.
- Sample and test concrete including measuring slump, temperature, and batch times. One set of five (5) cylinders will be cast for every 50 cubic yards of concrete placed or fraction thereof, per day.
- Sample pick up for concrete cylinders and transportation to our laboratory for curing and testing.
- Compressive strength testing of concrete cylinders in the laboratory.

Post Installed Anchorage in Concrete

- Inspection during the installation of rebar dowels in concrete.
- Load testing including pull testing of rebar dowels and torque testing expansion anchors.

Project Management:

- Prepare daily field reports documenting items inspected and reports of laboratory testing to be submitted to the project team via DSA box.
- Prepare interim and final verified report (DSA 291) at the conclusion of the project.

ASSUMPTIONS

- Our services are subject to California prevailing wage law.
- Project labor agreement is not required for this project.

ESTIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accordance with the attached Schedule of Fees. Our proposed time-and-materials fee estimate for the scope of services described is **$11,800 (Eleven Thousand Eight Hundred Dollars)**. Detailed estimate of fees is attached under Table 1. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE

Ruchil R. Shah
Director of Business Development

Rowell Sta Ana
Senior Staff Engineer

RS/RSA/rk

Attachments: Table 1 - Breakdown of Estimated Fee
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Reinforced Concrete								
Field Technician	Sampling and Tagging of Reinforcing Steel	8	hours	@	$	105.00	/hour	$ 840.00
Field Technician	Concrete Batch Plant Inspection (Periodic)	8	hours	@	$	105.00	/hour	$ 840.00
Field Technician	Sampling and Testing of Concrete (Slump & Temperature)	20	hours	@	$	105.00	/hour	$ 2,100.00
Reinforcing Steel	Tensile and Bend Test in the Laboratory	2	tests	@	$	75.00	/test	$ 150.00
Compression Tests	5 Concrete Cylinders / 50 Cubic Yards (4"x 8" Cylinders)	15	tests	@	$	35.00	/test	$ 525.00
Equipment		36	hours	@	$	12.00	/hour	$ 432.00
Vehicle		36	hours	@	$	15.00	/hour	$ 540.00
						Subtotal		**$ 5,427.00**
Post-Installed Anchorage in Concrete								
Special Inspector	Post-Installed Rebar Dowels Installation Inspection	16	hours	@	$	105.00	/hour	$ 1,680.00
Field Technician	Load Testing of Post-Installed Rebar Dowels (Torque & Pull Testing)	20	hours	@	$	105.00	/hour	$ 2,100.00
Equipment		36	hours	@	$	12.00	/hour	$ 432.00
Vehicle		36	hours	@	$	15.00	/hour	$ 540.00
						Subtotal		**$ 4,752.00**
Project Management								
Project Assistant	Data Compilation & Distribution and Dispatch	3	hours	@	$	85.00	/hour	$ 255.00
Project Engineer/Manager	Meetings, Mix Design & Project Coordination & Progress Report Preparation	6	hours	@	$	165.00	/hour	$ 990.00
Principal Engineer	Project Oversight, Consultation and Verified Report Preparation (DSA 291)	2	hours	@	$	188.00	/hour	$ 376.00
						Subtotal		**$ 1,621.00**
TOTAL ESTIMATED FEE								**$ 11,800.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 188
Senior Engineer/Geologist/Environmental Scientist	$ 178
Senior Project Engineer/Geologist/Environmental Scientist	$ 173
Project Engineer/Geologist/Environmental Scientist	$ 165
Senior Staff Engineer/Geologist/Environmental Scientist	$ 150
Staff Engineer/Geologist/Environmental Scientist	$ 134
GIS Analyst	$ 123
Technical Illustrator/CAD Operator	$ 98

Field Staff

Certified Asbestos/Lead Technician	$ 175
Field Operations Manager	$ 120
Nondestructive Examination Technician (UT, MT, LP)	$ 115
Supervisory Technician	$ 110
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 105
Senior Technician	$ 105
Technician	$ 105

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 85
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged portal to portal at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 190
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 380
R-value, D 2844, CT 301	$ 450
Sand Equivalent, D 2419, CT 217	$ 145
Sieve Analysis, D 6913, CT 202	$ 165
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 120
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 250
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

35+ YEARS

September 11, 2023
Proposal No. 08SJO02-02322

Mr. William Savidge
South San Francisco Unified School District
398 B Street,
South San Francisco, CA 94080

Subject: Proposal for Materials Testing and Special Inspection Services for the El Camino High School - HVAC Upgrades Project
1320 Mission Road, South San Francisco, California 94080
DSA Application No.: 01-120597; DSA File No.: 41-H6

Dear Mr. Savidge:

Ninyo & Moore is pleased to submit this proposal to provide materials testing and special inspection services for the El Camino High School - HVAC Upgrades project for Buildings H and J in South San Francisco, California. This proposal includes our proposed scope of services and associated cost estimates, which are based on our review of the project plans, specifications, DSA 103 form and our previous experience with similar projects.

PROJECT UNDERSTANDING

We understand that this project consists of HVAC upgrades for Buildings H and J including replacing existing furnace with new furnace in Building J; install new furnace in Building H; and provide exhaust or air relief for new equipment.

PROPOSED SCOPE OF SERVICES

Based on our review of the project documents and our experience with similar projects, we propose to provide the following scope of services:

Post Installed Anchorage in Concrete

- Inspection during the installation of post-installed anchors in concrete.
- Load testing including torque testing of post installed anchors.

Welding

- Welding procedure and welder's qualification review prior to performing welding on the field.

- Structural steel welding inspection in the field.

Project Management:

- Prepare daily field reports documenting items inspected and reports of laboratory testing to be submitted to the project team via DSA box.
- Prepare interim and final verified report (DSA 291) at the conclusion of the project.

ASSUMPTIONS

- Our services are subject to California prevailing wage law.
- Project labor agreement is not required for this project.

ESTIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accordance with the attached Schedule of Fees. Our proposed time-and-materials fee estimate for the scope of services described is **$3,771 (Three Thousand Seven Hundred Seventy-One Dollars)**. Detailed estimate of fees is attached under Table 1. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with you on this project.

Respectfully submitted,
NINYO & MOORE

Ruchil R. Shah,
Director of Business Development

Rowell Sta Ana
Senior Staff Engineer

RS/RSA/rk

Attachments: Table 1 - Breakdown of Estimated Fee
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Post-Installed Anchors in Concrete and Masonry								
Special Inspector	Post-Installed Anchors Installation Inspection	16	hours	@	$	105.00	/hour	$ 1,680.00
Field Technician	Load Testing of Post-Installed Anchors (Torque & Pull Testing)	4	hours	@	$	105.00	/hour	$ 420.00
Equipment		20	hours	@	$	12.00	/hour	$ 240.00
Vehicle		20	hours	@	$	15.00	/hour	$ 300.00
						Subtotal		**$ 2,640.00**
Structural Steel Welding								
Special Inspector	Structural Steel Welding Inspection in the Field	4	hours	@	$	105.00	/hour	$ 420.00
Equipment		4	hours	@	$	12.00	/hour	$ 48.00
Vehicle		4	hours	@	$	15.00	/hour	$ 60.00
						Subtotal		**$ 528.00**
Project Management								
Project Assistant	Data Compilation & Distribution and Dispatch	1	hour	@	$	85.00	/hour	$ 85.00
Project Engineer/Manager	Meetings, Project Coordination & Progress Report Preparation	2	hours	@	$	165.00	/hour	$ 330.00
Principal Engineer	Project Oversight, Consultation and Verified Report Preparation (DSA 291)	1	hour	@	$	188.00	/hour	$ 188.00
						Subtotal		**$ 603.00**
TOTAL ESTIMATED FEE								**$ 3,771.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 188
Senior Engineer/Geologist/Environmental Scientist	$ 178
Senior Project Engineer/Geologist/Environmental Scientist	$ 173
Project Engineer/Geologist/Environmental Scientist	$ 165
Senior Staff Engineer/Geologist/Environmental Scientist	$ 150
Staff Engineer/Geologist/Environmental Scientist	$ 134
GIS Analyst	$ 123
Technical Illustrator/CAD Operator	$ 98

Field Staff

Certified Asbestos/Lead Technician	$ 175
Field Operations Manager	$ 120
Nondestructive Examination Technician (UT, MT, LP)	$ 115
Supervisory Technician	$ 110
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 105
Senior Technician	$ 105
Technician	$ 105

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 85
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged portal to portal at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 190
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 380
R-value, D 2844, CT 301	$ 450
Sand Equivalent, D 2419, CT 217	$ 145
Sieve Analysis, D 6913, CT 202	$ 165
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 120
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 250
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

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 - Bond Director

William Savidge - Facilities Management Consultant

DATE: September 21, 2023

RE: Approval of Contract with Kathleen Moore & Associates for Development of Educational Specifications for the 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, staff mentioned the importance of Educational Specifications. As part of the bond implementation process, Educational Specifications must be developed. Educational Specifications are interrelated statements that communicate (or specify) to the architect, the public, and other interested parties what educators believe is required of a proposed educational facility to support a specific educational program. Educational Specifications serve as the link between the educational program and the school facilities. They translate the physical requirements of the educational program into words and enable the architect to visualize the educational activity to be conducted so that the architectural concepts and the solutions support the stated educational program. Educational Specifications becomes the vehicle the architect uses to translate the curriculum and the instructional program into a beautiful, economical, and functional educational environment that can help shape the way our communities enter into the next century and influence the quality of life in our neighborhoods thereafter.

Staff have selected Kathleen Moore and Associates to assist the District with Educational Specifications based on their experience and outstanding work they have done for other school districts. This process can take between six months to a year.

FISCAL IMPLICATIONS:

By this action: **$185,000** will be paid through the Measure T Bond (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the service contract with Kathleen Moore and Associates for the development of Educational Specifications for the Measure T Bond Program, in the amount of $185,000.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
EDUCATIONAL SPECIFICATIONS PROPOSAL
KATHLEEN MOORE AND ASSOCIATES

Kathleen Moore and Associates (Consultant) submits the following Project Specific Educational Specifications Proposal to the South San Francisco Unified School District (District).

Place matters. We know through research that clean air, ample daylighting, and small, quiet, comfortable, and safe learning environments are important for students' academic achievement and well-being. School design has the power to reach the whole learner—cognitive, physical, and emotional—when educators and students are thoughtfully engaged in the planning process. Beginning with the educational vision and ending with the activities and spaces that engage students, the Educational Specifications are designed to communicate the programmatic, functional, spatial, and environmental requirements for specific elementary, middle, and high school modernization projects.

Services to be provided by the Consultant are to develop project-specific elementary, middle, and high school educational specifications for the District as detailed in the tasks below for a not-to-exceed fee of $185,000 billed at $200.00 per hour on a monthly basis. Travel will be billed at one hour per trip to the District. Reproduction of Educational Specifications documents will be billed at cost plus 15 percent. The project term will be September 20, 2023, through June 30, 2024.

Major Tasks	**Milestone Dates**
1. Information and data gathering including site visits	September 2023
2. Review all existing reports including Master Plan, bond prep documents, board policies, technology plans, curriculum adoptions, Local Control Accountability Plans, Special Education programs, existing facilities data and plans, and relevant educational program documents	September 2023
3. Develop—with the Educational Specifications Executive Committee—and/or confirm mission, vision, Educational Specification Guiding Principles; Educational Specification outline confirming preliminary square footage for teaching and learning program needs	October 2023
4. Conduct and summarize all Educational Specification Advisory meetings for the following (3 meetings each):	Nov '23- Feb '24

Elementary (ES) / Middle School (MS)

a. ES Outdoor Learning
b. ES and MS Classroom Finishes
c. ES and MS Serving Kitchen and Multipurpose Room/Cafeteria
d. ES Administration
e. ES Library
f. ES Exploratorium

g. ES Transitional Kindergarten and Play Area
h. ES Kindergarten and Play Area
i. ES Gym (Spruce)
j. MS Gym
k. MS Fields
l. MS Outdoor Amphitheater
m. MS Library
n. MS Administration

High School

o. Physical Education (Baden)
p. Classroom Finishes and Types
q. Project-based Learning Spaces
r. Outdoor Learning Areas
s. Gym
t. Cafeteria/Kitchen
u. Theater
v. Career Technical Education/Science Technology Engineering Math

5. Draft preliminary Project Specific Educational Specifications for vetting with District personnel and community — March 2024
6. Draft final Project Specific Educational Specifications for District review — April 2024
7. Present Project Specific Educational Specifications to the Board of Education for adoption — May 2024