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, August 11, 2022

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

The Board of Trustees invites the community to participate in this meeting in-person. It is strongly recommended that in-person attendees continue to wear a mask or face covering during the meeting.

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 August 11)

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. To consider the evaluation of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957 (one case).
2. To consider the appointment of one (1) public employee to the position of Principal of Alternative Education, in accordance with Government Code Section 54956.

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

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. Introduction of Student Trustees and ASB Presidents

b. Welcome Back

c. Other

L. STUDENT TRUSTEE REPORTS

1. Katrina Oller, Fall Student Trustee and ASB President El Camino High School.
2. Tania Torres, Spring Student Trustee and ASB President South San Francisco High School.

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/boardmeeting8112022 beginning at 3:00 p.m. on Monday, August 8, until 3:00 p.m. on Thursday, August 11. These comments will be read by all Board members and posted on the District website's 2022-23 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. Summer School

Staff will present information on the 2022 summer school programs held in the District.

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.

		PAGE
1. ADMINISTRATION		
a.	Minutes of July 14, 2022 regular Board meeting.	1
b.	Minutes of July 14, 2022 special Board meeting.	2 - 18
c.	Minutes of July 16, 2022 special Board meeting.	19 - 20
d.	Letter of support for AB 1919 establishing the Youth Transit Pass Pilot Program.	21 - 23
2. EDUCATIONAL SERVICES		
a.	Parkway Heights MS ASB students and staff members to attend Disney's "Approach to Leadership and Teamwork Youth Educational Experience" in Anaheim, CA, November 1 - 5, 2022.	24
b.	Parkway Heights MS staff members to attend the CADA State Conference in San Diego, CA, February 28- March 4, 2023.	25 - 26
c.	SSFHS students and parents to travel to Europe (London, Paris, and Rome), on EF European, June 10-26, 2023.	27 - 28
3. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order.	29
b.	Classified Personnel Assignment Order.	30 - 31
4. BUSINESS SERVICES		
a.	Purchase Order Listing, June 1 - 30, 2022.	32 - 37
b.	Warrant Register, June 1 - 30, 2022.	38 - 72
c.	Cash Receipts, June 1 - 30, 2022.	73 - 84
d.	Declaration of surplus items.	85 - 87
e.	Gifts to the District, July 2022.	88 - 89
f.	Fundraising event for the 2022-23 school year.	90 - 91
g.	Professional services agreements under $25,000.	92 - 94

PAGE

PUBLIC HEARING

a. Sufficient student textbooks/instructional material

A Public Hearing, in accordance with California Education Code Section 60119 and SB 550, will provide an opportunity for members of the public to comment on the sufficiency, appropriation and disbursement of instructional materials throughout the District.

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

ACTION

1. ADMINISTRATION

a. Resolution No. 22-54 for Attendance Awareness Month 95

Staff recommends the adoption of Resolution #22-54: Recognizing Attendance Awareness Month and supporting activities to increase awareness of the importance of daily attendance.

b. Approval of District's Updated Board Policies 96 - 174

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

1. BP 0470 - COVID-19 Mitigation Plan
2. BP 1313 - Civility
3. BP 3511.1 - Integrated Waste Management
4. BP 3516.5 - Emergency Schedules
5. BP 4131 - Staff Development
6. BP 4141, 4241 - Collective Bargaining Agreement
7. BP 5141.4 - Child Abuse Prevention and Reporting
8. BP 6120 - Response to Instruction and Intervention
9. BP 6164.4 - Identification and Evaluation of Individuals for Special Education
10. BP 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School
11. BP 6164.5 - Student Success Teams

PAGE

c. Approval of Updated SSFUSD Governance Handbook 175 - 201

Staff recommends the approval of the SSFUSD Governance Handbook, which was updated at the July 16, 2022 Board workshop, as presented to the Board.

2. EDUCATIONAL SERVICES

a. Resolution No. 22-55 for Confirmation of Sufficient Student Textbooks/Instructional Materials 202 - 209

Staff recommends the adoption of Resolution #22-55: To confirm and certify that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

b. Approval of an Agreement with NEWSELA to Provide Online Services 210 - 213

Staff recommends the approval of an agreement with NEWSELA, an instructional online tool/platform featuring articles on current events to support relevant curriculum in the 2022-23 school year, as presented to the Board.

c. Approval of a New/Existing Course Implementation and a Revised Course Implementation 214 - 235

Staff recommends the approval of the existing course, Controversial Issues in Society, for continued implementation at ECHS and SSFHS as well as the revised course, Biotech 5 and 6 with Honors, for implementation at SSFHS in the 2022-23 school year, as presented to the Board.

3. HUMAN RESOUCES

a. Approval of Swing Education Memorandum of Understanding (MOU) 236 - 248

Staff recommends the approval of the Swing Education MOU to provide the District with an additional pool of certificated substitutes on an as needed basis for the 2022-23 school year, as presented to the Board.

PAGE

b. Approval of Scoot Education Memorandum of Understanding (MOU) 249 - 261

Staff recommends the approval of the Scoot Education MOU to provide the District with an additional pool of certificated substitutes on an as needed basis for the 2022-23 school year, as presented to the Board.

c. Approval of a Variable Term Waiver #1 262

Staff recommends the approval of the Variable Term Waiver for Tiffany Tan, a certificated employee at ECHS, as presented to the Board.

d. Approval of a Variable Term Waiver #2 263 - 264

Staff recommends the approval of the Variable Term Waiver for Ana Aquino, a certificated employee at Hillside Preschool, as presented to the Board.

e. Approval of a Variable Term Waiver #3 265

Staff recommends the approval of the Variable Term Waiver for Margaret Lee, a certificated employee in Special Education, as presented to the Board.

f. Approval of a Variable Term Waiver #4 266

Staff recommends the approval of the Variable Term Waiver for Lilian Mangubat, a certificated employee at Junipero Serra ES, as presented to the Board.

g. Approval of a Variable Term Waiver #5 267 - 268

Staff recommends the approval of the Variable Term Waiver for Faride Bustios, a certificated employee at Hillside Preschool, as presented to the Board.

h. Approval of a Variable Term Waiver #6 269

Staff recommends the approval of the Variable Term Waiver for Julian Espirtu, a certificated employee at Adult Education, as presented to the Board.

PAGE

4. BUSINESS SERVICES

a. Approval of Agreement with Canon Solutions America, Inc. for Managed Print Services 270 - 273

Staff recommends the authorization to accept an agreement with Canon Solutions America, Inc. for automated ordering and delivery of toner cartridges to significantly reduce the District's toner costs, as presented to the Board.

b. Approval of SSFHS Baseball Fencing Project Close Out 274 - 276

Staff recommends the approval to authorize District staff to execute and file the Notice of Completion for the SSFHS baseball fencing phase II project, as presented to the Board.

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

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

September 8, 2022

- Teaching and learning presentation - Ponderosa ES
- Presentation and approval of year end unaudited actuals
- Renaissance Learning agreement renewal for 2022-23
- InClassToday agreement renewal for 2022-23
- Addendum to the Mills Montessori lease agreement for 2022-23
- Discussion of October 20 Community Forum topic(s)
- Appointment of Personnel Commissioner as Board's representative
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Resolution on GANN limit

September 22, 2022

- Teaching and learning presentation - Alta Loma MS
- Presentation on Fiscal Services Department
- Update on enrollment for the 2022-23 school year
- Public hearing and appointment of Personnel Commissioner as Board's representative
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2022-23
- Approval of Migrant Ed MOU
- Resolution for California Week of the School Administrator (October)

October 6, 2022

- Teaching and learning presentation - Buri Buri ES
- Williams report for 3rd quarter ending 9/30/22
- Update on OpTerra Energy solar savings
- Resolution honoring Native American Heritage Month (November)
- Approval of Renaissance Learning agreement renewal for 2022-23
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2023-24

October 20, 2022 - *Community Forum*

- Topic(s) TBD

November 17, 2022

- Teaching and learning presentation - Westborough MS
- Presentation on the Nutrition Services Department
- Update on Safe School Plans
- Public Hearing on Educator Effectiveness Block Grant

December 15, 2022

- Resolution ratifying November 8 election
- Ceremonial Oath of Office for new Board members
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees
- Teaching and learning presentation - Parkway Heights MS
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2022-23
- Presentation and approval of First interim budget report “positive certification”
- CSBA Delegate Assembly nomination(s)
- Approval of the Effectiveness Educator Block Grant
- Approval of 2023 Summer School Program

January 19, 2023

- Recognition for outgoing Student Trustee Oller
- Teaching and learning presentation - Monte Verde ES
- Presentation on Performance Management - Special Education
- Audited actuals report for the fiscal year ended June 30, 2022
- Approval of SARCS
- Williams report for 4th quarter ending 12/31/22
- Resolution honoring African American History Month (February)

February 9, 2023

- Introduction of new Student Trustee Torres
- Teaching and learning presentation - Sunshine Gardens ES
- Presentation on Genentech and Science
- Update on Governor's 2023-24 budget proposal

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 Meeting Agendas and Minutes*).

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
Minutes of the Board of Trustees' Special Meeting of July 14, 2022

OPEN SESSION – 7:04 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:
Mr. John Baker - Present
Dr. Chialin Hsieh - Present
Ms. Daina Lujan - Present
Mrs. Patricia Murray - Present
Mrs. Mina Richardson - Present

Cabinet Members:
Dr. Shawnterra Moore, Superintendent - Present
Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present
Mr. Ted O, Assistant Superintendent, Business Services - Present
Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services - Present

C. PUBLIC COMMENTS - None

ACTION

1. ADMINISTRATION

a. Resolution No. 22-53 for SSFUSD Virtual Board Meetings

MOTION #1 (Lujan/Murray) to adopt Resolution #22-53 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, SSFUSD in-person Board meetings could present imminent risks to the health or safety of attendees. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried (Unanimous)

ADJOURNMENT - 7:05 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of July 14, 2022

This meeting included closed captions which required 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 pursuant to Government Code Section 54956.9, subd. (d)(1) – Name of case: USS Cal School Construction Cases; and related Government Code claim by USS Cal Builders, Inc.

RECONVENE INTO OPEN SESSION - 7:06 p.m.

B. ROLL CALL

Board Members:	Mr. John Baker - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present
Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Present Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services - Present

C. PLEDGE OF ALLEGIANCE was led by President John Baker.

D. LAND ACKNOWLEDGEMENT STATEMENT

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

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

E. REPORTING OUT FROM CLOSED SESSION - Nothing to report.

F. REVIEW OF AGENDA - No changes

G. PTA COUNCIL REMARKS - None

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - None

South San Francisco Classroom Teachers Association - Outgoing President Danny Yanow gave his last address after three years in his position with the SSFCTA. He thanked the Board members for leading the District through difficult times. "I also want to say to the Cabinet and the Superintendent that though we have often disagreed, I hope that I've never been disrespectful and it has always been a pleasure to interact with you." "…I have nothing but respect and …admiration for the job that you do." He acknowledged the teachers for their support, endurance, and dedication during his term. "Working for you has been an absolute highlight of my life, and I want to thank the staff of our District…for always being supportive and helpful and being there when needed." He also thanked his wife, Anne, and his family for their patience and support.

President Yanow referenced Ms. Sima Samar, a former minister of Afghanistan, who said "If you want, really, to destroy a nation, you destroy the education system." Mr. Yanow said America's education system is "…a victim of the cultural wars which are being fought and it is under attack from all sides." "The future of education will be a struggle on many fronts, and the blurring of the line between church and state, as recent supreme court rulings have shown, is not the least of them."

He began teaching in his 40's, when he found his calling, and taught for only 25 years. He ended his comments with a quote from Joel Chandler Harris, the author of the Uncle Remus and Brer Rabbit stories . "I seem to see before me the smiling faces of thousands of children. Some young and fresh, and some wearing the friendly marks of age, but all children at heart. And not an unfriendly face among them. And while I am trying hard to speak the right word, I seem to hear a voice lifted above the rest singing, you have made some of us happy."

President Baker thanked Mr. Yanow and said, on behalf of the Board, it has been a pleasure having him as President, "…even when you were combative, even when you would show up and ask us, "What are you thinking?", because you made us think! And I hope to have as good a relationship with your successor as

well, but thank you so much for advocating for your staff members, and of course for your students."

Trustee Patricia Murray told Mr. Yanow he was the favorite teacher of two of her children, whom he taught at Westborough MS. She thanked him for his years of teaching.

Vice President Mina Richardson wished Mr. Yanow a happy retirement. After he asked the Board "What were you thinking?", she now asks herself the same question. "…as far as I'm concerned, you're teaching all the time, even when you probably don't think you are. Thank you for your years of service."

Trustee Daina Lujan thanked Mr. Yanow for his service and echoed how much he is appreciated for his advocacy and partnership. "You will be missed, but I do hope that you enjoy retirement to the absolute fullest."

Trustee Chialin Hsieh also thanked Mr. Yanow and acknowledged his advocating for teachers and keeping the District balanced. She appreciated his leadership and "…for creating a much better environment for SSFUSD students and teachers." She wished him a great retirement.

California School Employees Association Chapter 197 - None

I. PERSONNEL COMMISSION - Assistant Superintendent Jay Spaulding reported that the next Commission meeting will take place on August 15, 2022.

J. ITEMS FROM BOARD

Vice President Richardson shared that the SSF Historical Society is hosting a bazaar on Saturday, July 16, in their museum at 80 Chestnut Avenue.

K. SUPERINTENDENT'S REPORT

a. Summer School STEAM Program - Superintendent Shawnterra Moore reported that the District's sixth graders in the summer STEAM program created the very first ever coloring book, which she shared with the Board members. "They are really creative in what they were able to do and we are excited about future editions. They wanted to start something new and innovative, and they did. So, we're really proud of them."

Dr. Moore told Mr. Yanow it was a pleasure working with him. "We have shared several phone calls, text messages, we've hopped on to have virtual meetings and what I appreciate most is our ability to collaborate and to communicate with each other. No, we didn't always agree. Often times we were on separate sides of issues, but the way in which we were able to share our thinking was done so professionally and so respectfully."

They both listened "…with an open heart and open ears to really hear what the issues and the concerns were. And so, I just want to thank you sincerely for not only your kindness, but your tremendous support. You have stood up on that podium and you have supported me…" "It has truly been a tremendous honor for me to work alongside you and I told you at our last meeting, you are very much going to be missed but you are so deserving of the next chapter of your life, but thank you for your leadership and your support, and the professional ways in which you and I were able to engage, and you modeled that for our teaching community."

L. PUBLIC COMMENTS - None

M. INFORMATION ONLY PRESENTATION

1. BUSINESS SERVICES

a. Information Technology Department

Director Joe Siam reported on the District's Information Technology Department.

Key Topics
- Provide an update to all stakeholders on the state of technology in the District.
- Increase awareness of the need for current technology projects.
- Provide the current status of technology projects.
- Current challenges and possible solutions

LCAP Goal 1: Academic Achievement
The IT work upholds this goal as it directly supports a student's online teaching and learning as well as the teachers' ability to deliver instruction.

SSFUSD Area
Director Siam showed a map of the District which encompasses 16 schools and 21 total sites.

Department Staff
Mr. Siam presented an organizational chart of his department. IT currently has six technicians and one Office Coordinator to support all the technology needs. He noted that they are still short-staffed and have not yet been able to fill one more tech support job as well as their Systems Administrator position.

Updates
There are three main areas of focus.

- **User databases/server environment**
  IT has implemented a new Help Desk and Inventory Control system. It is integrated with the District's Google domain so staff can sign in with the same username and password they use for their Google account. This makes things easier and is one less login to remember. If a staff member creates a help request for hardware support, they can easily track their requests so they are aware of the status. This creates efficiency for the techs and ease of use for staff.

- **Network Infrastructure Project**
  Director Siam reported that this project has reached a stage of substantial completion. Structured cabling and network electronics have been completed. The wireless electronics project is currently underway and he hopes to have it completed before school begins in August. He pointed out that the network switches and wireless access points have a much higher capacity and level of performance than the previously installed equipment. This means that the new network can handle more devices and deliver higher connection speeds. He added that they are able to complete the project under budget.

- **User Endpoints**
  IT has deployed over 10,000 more devices onto the new network. These new devices are able to take advantage of the faster wireless network and the network has the capacity to have many more devices connected. In the past, schools had to stagger and space out the number of students who could do testing because the old network's performance was so poor and did not have the capacity to test more than a certain number of students. With these new networks in place, principals have said their sites were able to complete testing in record time, with many more students testing simultaneously. Also, students use their assigned device for testing.

<u>Recent and Current Projects</u>
Director Siam provided a list of some projects that are going on now or have recently been completed. They are grouped into the areas of focus. He acknowledged the hard work his team has done on these projects. He also recognized his colleagues in other departments whose help with these projects and general collaboration made the success of these projects possible. Mr. Siam stated that nearly all of the projects he reported on last year have been completed.

User Databases and Server Environment
<u>Completed projects</u>
- Active directory cleanup - server database of users and groups

- Account provisioning automation project - automation to create users and groups
- Deployment of new Help Desk system
- Deployment of Inventory Control system
- Deployment of cyber security awareness and training

Current project

- School server upgrade project - standardizing server hardware at all sites

Network Infrastructure Project

Completed projects

- District internet circuit upgrade - upgraded District's internet service to 10GB
- District firewall upgrade - firewall protects District network from unauthorized access
- Spam filter upgrade - fights against email-borne malware and phishing attacks and can offer training to people that were susceptible to those attacks on how to identify and avoid them in the future.
- Network infrastructure upgrade project - standardizing and upgrading networks at all sites

Current projects

- Switching phone service providers for cost savings
- Upgrading Data Center network equipment
- Upgrading obsolete data storage devices in Data Center
- Standardizing and upgrading site servers at secondary schools

User Endpoints

Completed projects

- Teacher laptop deployment - upgraded all teacher laptops
- Student iPad deployment (1:1 Student Technology) - deployed iPads for TK2 grade students
- Student Chromebook deployment 1:1 Student Technology - deployed Chromebooks for 3-12 grade students

Current projects

- Electric vehicle charging stations - developing request for proposal (RFP)
- Canon printer donation to the District
- Audio/Video system upgrades at some sites

President Baker complimented Director Siam on increasing the network speed. He noted that with moving towards one-to-one devices, the bandwidth is needed. He asked about the ability to expand the bandwidth in the future. Mr. Siam stated that the majority of devices on the network now are using the wireless connections. IT has focused on not only increasing the speed and capacity, but also

the area coverage. Now each classroom has a dedicated wireless access point with the ability to handle more connections than before.

President Baker said public comments mention delays in distribution of devices, specifically the K-2 tablets and asked what the issues were. Director Siam replied that the staffing challenge does cause a problem with being able to physically distribute the devices. However, some schools decided not to distribute them for one reason or another and may also have had staffing issues.

Trustee Hsieh thanked Mr. Siam for his leadership, the concise presentation, and the amazing accomplishments including the improved network speed and cybersecurity. This IT work will help staff, teachers, faculty, and students. She appreciates all the great technology work being done.

Trustee Murray also thanked Director Siam for his report and all the IT work. She remembers when students would need to take State tests in shifts since there was not sufficient bandwidth for all of them to test at the same time. She appreciates that IT is going in a good direction.

Vice President Richardson thanked Mr. Siam for the presentation and everything he does, especially for untangling the prior IT mess. During the pandemic, IT was efficient and she did not receive complaints regarding equipment, especially concerning devices.

Trustee Lujan also thanked Mr. Siam for the presentation and said she remembers "…the presentation with the servers that were a rats nest of cables and kind of cabling disasters and clearly that has shifted very rapidly under your leadership." She extended her thanks to the IT team and despite being short staffed, they accomplished so much. "Yes, testing is important, but beyond that, just everyday general instruction, students can access things and teachers can plan things that they wouldn't have been able to do if they had to coordinate who can be on the internet this period and who can be on the internet that period."

N. PRESENTATION WITH POTENTIAL ACTION

1. HUMAN RESOURCES

a. YSB School Counseling and Safe School Advocates Services

Jane Chandler, Senior Director of Mental Health with the Urban Services YMCA of San Francisco (YSB), presented information related to mental health programs and services in the District and the effectiveness of both the Safe School Advocates (SSA) and counseling programs at all SSFUSD schools.

Student Services

There were 525 students from SSFUSD who received individual and group services from YSB clinicians for a total of 4,194 individual therapeutic and group sessions. This is more than a **20% increase in direct services from last year**. These students received repeated care and treatment throughout the year. With these direct services they see students for multiple times, either in an individual setting or a group setting, or for crisis intervention. It does not include counselors or SSAs helping out teachers or doing restorative practices on campus.

In addition to the day-to-day work with students, YSB clinicians also collaborated with staff to provide indirect services. Specifically, SSAs in the middle and high schools supported crisis intervention, de-escalation/restorative work, and case management linkage with families.

Funding Sources of Mental Health Services

The majority of funds are District contracted and funded services. The balance of funds are from the Juvenile Probation Department grant funded SSA services. Ms. Chandler shared that this year she collaborated with Dr. Spaulding and Director Ryan Sebers in obtaining a grant through the "Get Healthy San Mateo" program to increase the District's Alternative to Suspension Program.

2021-22 Demographics

The biggest populations of approximately 424 students served were Latin American, Filipino, Mexican-American, and Asian. Compared to last year, there was a spike in both Arabic-speaking students and Asian American students.

California Children's Trust

"Making Healing Centered Schools a reality isn't simply a matter of tweaking access or programs, it requires acknowledgment of how racism and poverty impact the social and emotional health of children."

Ms. Chandler said the "price" is higher for Black and brown children.

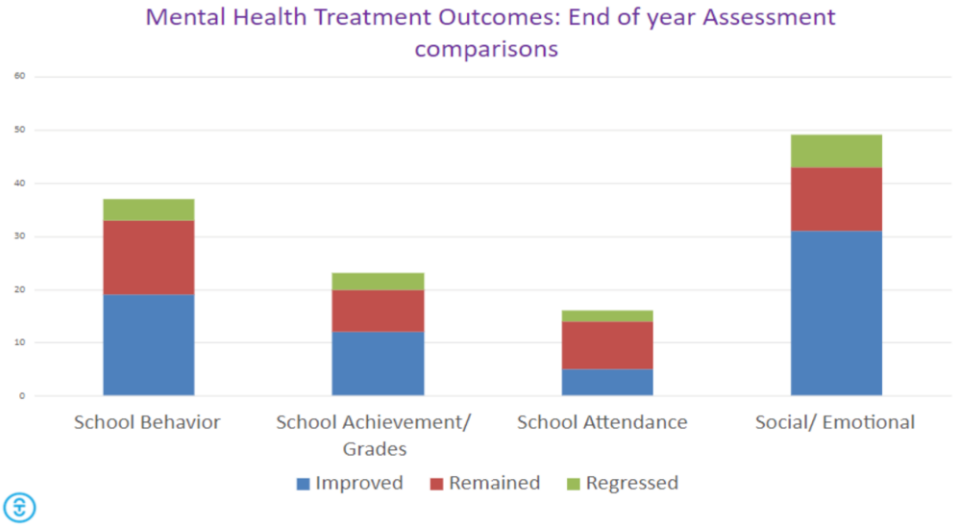
- **81%** of children on Medicaid are people of color
- **2x** as many Black children, ages 5-12, commit suicide than their white peers.
- **70%** of youth in California's juvenile justice system have unmet behavioral health needs, and youth of color are dramatically over-represented. She said a lot fewer youth are being arrested these days and while the days of punitive response to the community are gone, the mental health needs do not disappear.

Most Frequent Presenting Categories for 2021-22

1. Anxiety
2. Depression
3. Trauma adjustment
4. Sleep disruption
5. Attention deficit/hyperactivity
6. Substance use

These are similar to previous years, with depression and anxiety being the top two categories having huge increases. 70% of the 525 students experienced anxiety.

Mental Health Treatment Outcomes: End of Year Assessment



The blue represents kids that improved in a particular treatment, red indicates they remained the same, and green shows regression. The regression is lower than in previous years. Ms. Chandler said that compared to last year, this data means more students wanted to be seen in a school setting. They wanted to see a counselor, they responded to counseling, and there was a bigger margin of treatment improvement. She said attendance is difficult to address since when kids do not come to school, it is hard to have meaningful engagement and successes.

SSFUSD High School Student

Ms. Chandler shared a student's story of her sessions with a YSB therapist. The student told her therapist that she appreciated being seen as a whole person instead of a problem that needed to be solved. She credited the counselor for being the support with helping to save her life and find a path towards healing. Ms. Chandler noted that more students have been presenting with suicidal ideation and self-harm than in her 16 years with this organization.

Therapist Summaries

Ms. Chandler spoke with many therapists about their caseloads and how they differed from prior years. One conclusion was that a lot of emotional and behavioral problems came with the return to in-person learning. While younger kids were excited to come back and high schoolers missed their social time, middle schoolers struggled with being more stressed out. Also, there was a large spike in image-related issues with female-identified clients. A high school SSA indicated that social media was not a healthy experience for many students and making videos and getting "likes" has become their priority.

Schools and Health Care Response

Schools are ground zero for the youth mental health crisis.

The Health Care System Needs Schools: Children ages 8-18 have the lowest rate of primary care utilization of any demographic in Medi-Cal and 75% of mental illness manifests in adolescence. Not only are schools essential in a reformed mental health system that overtly addresses healing, justice, and structural racism, but they are also essential service settings for children with clinical needs.

YSB Counselors on campus can refer students and families in need of more targeted clinic-bases services to the SSF Mental Health Clinic

Trustee Murray asked how trauma is described Ms. Chandler replied "…it can be described as a traumatic event in which there's maladaptive response to that traumatic event that can impair functioning. It can also be if you're exposed to repeated trauma throughout your life, you may internalize that differently, and have a different set of symptoms." "…you have a lot of behavior, emotional, and cognitive reactions or reactivity to environmental stressors because of chronic trauma." "And then there's…collective trauma, which is all of us picking up on trauma that we all share. So, a lot of my therapists absorbing a lot of trauma from being in the helping professions are…numbing out or having…maladaptive responses to being a helping professional." Trustee Murray asked if trauma manifests itself as depression and anxiety. Ms. Chandler replied that it very much can and it is also "…not being able to feel very much anymore, being quick to anger, a lot of emotional reactivity, [and] not being able to manage one's self in a meeting." A lot of adults don't have patience anymore. Trustee Murray thanked her for the presentation and said she personally thinks mental healthcare should be as prevalent as physical healthcare.

Trustee Hsieh thanked Ms. Chandler for the presentation and for

supporting students throughout the school year so they can concentrate on their studies. She asked about the increase in Asian and Arabic students seeking help. Ms. Chandler replied, according to her therapists, Asian students were experiencing incredible amounts of anxiety, particularly around academics as they were accustomed to a structured way of learning and connecting with teachers which was disrupted with virtual communications. She also thought that students with mono-lingual parents, where English was not their first language, were stressed since they could not participate in virtual studying. Students who liked attending school were upset during the pandemic.

Trustee Hsieh asked if the 525 students were concentrated in a particular educational level. Ms. Chandler said while all schools were included, the biggest concentration of referrals with the largest waitlists were middle school students. She added that waitlists will be a focus this coming year since the school's point persons know the program's capacity and hold onto referrals while the students wait for services.

Vice President Richardson thanked Ms. Chandler for the presentation, which she found enlightening. She asked why Mexican American and Latin American students are listed separately in the demographics. Ms. Chandler replied the information comes from the County which uses different categories in their guidelines. These classifications are required for entering information into Medi-Cal billing.

Vice President Richardson asked if a correlation exists between social media and trouble at school and whether vaping has impacted mental health issues with kids. Ms. Chandler confirmed that there has been a 100% uptick in that. She said social media, while good in some ways for youth, is also destructive. This is especially prevalent with body dysmorphia issues and kids not wanting to look like themselves resulting from using filters on their phones.

Trustee Lujan said she appreciated the presentation and thanked Ms. Chandler and the therapists for their service to District students.

President Baker thanked Ms. Chandler for pointing out that schools are ground zero for mental health. " We are the people in touch with these students day to day outside of their families…so we are thankful you're there to recognize it when they're having issues." He has heard from kids "…that they appreciate the services…but not all the students know they're there because they have to…be referred from a school counselor." He asked if there is a capacity for self-referral from students directly without going through the school. Ms. Chandler replied that the YSB can receive self-referrals and they then determine how best to see the child. She thinks they can do a better job with

getting the word out about their services. President Baker said the District and YSB need to work together to make sure the services are known. She noted that one obstacle may be capacity and that the point people at the schools know to reserve spots for students in high need. He replied, "I could see you potentially getting overwhelmed, but I also think that there's definitely a higher demand for your services, more than the high demand you're already seeing." President Baker noted that compared to an adult, a two-year disruption for a student is a significant portion of their life. He thanked Ms. Chandler for her team, saying they are so important and appreciated.

ACTION

1. HUMAN RESOURCES

a. Approval of Contracts with the Youth Services Bureau (YSB) School Counseling, Safe School Advocates Services, and the Alternative to Suspension Program for 2022-23

MOTION #2 (Murray/Lujan) to approve the contracts for services with the YSB of the YMCA to continue supporting additional counseling at all District schools for the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

O. CONSENT AGENDA

Vice President Richardson asked if President Baker's comments in the June 23, 2022 minutes should be amended to reflect what the Board learned today about the District's litigation with USS Cal. President Baker confirmed his comments at that meeting were accurately recorded and as they are factual, they cannot be changed. Dr. Moore reiterated that, just like last time, these comments could not be changed, but the Trustee who made the statement could remark on it. President Baker said, "I will make a statement right now that I was not complete at the June 23 Board meeting about our litigation. We did win a summary judgment against USS Cal, but we're still in litigation with subcontractors." "And with that, hopefully that clears it up because it was accurately recorded at the meeting." Trustee Lujan told Vice President Richardson, "…President Baker just…made a statement to clarify what should have also been [previously] stated…that will be recorded in the minutes from this meeting." Vice President Richardson stated that she was fine with this.

MOTION #3 (Lujan/Murray) to approve Item 1a, Minutes to the regular Board meeting, June 23, 2022; Item 1b, Superintendent and Board members participating in the CSBA Annual Conference in San Diego, CA; Item 1c, Superintendent's

participation in 2022-23 conferences; Item 1c, Children's Center Program 2021-22 annual self-evaluation reports; Item 1d, the Children's Center CDE State preschool program contract CCTR-2263 for 2022-23; Item 1e, the Children's Center CDE preschool program contract CSPP-2522; Item 2a, SSFHS and ECHS Biology students to travel to Indianapolis, IN; Item 2b, SMCOE Outdoor Education dates for 2022-23; Item 3a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 4a, Gift to the District, June 2022; Item 4b, Professional services agreements under $25,000. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Williams Uniform Complaints for Fourth Quarter Ending 6/30/22

Dr. Spaulding presented the Quarterly Report on Williams Uniform Complaints for the quarter ending 6/30/22, per Education Code Section 35186. This form deals with complaints regarding textbooks, facilities, and teacher misassignment.

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

ACTION *(continued)*

1. ADMINISTRATION

a. Approval of District's Updated Board Policies

Vice President Richardson inquired about a second reading and approval of the policies. Dr. Moore said the second reading can be waived, which is what the Board previously agreed to so the District can become current on policy changes. President Baker confirmed that the Board has been reading them once and waiving the second reading. Vice President Richardson said she would appreciate a second reading because she had not finished reading the policies. Senior Executive Assistant Nalani Allen-Cantley commented that the cadence of reviewing and approving the policies means that at least as many will be included in the next Board meeting and future meetings until the District is caught up. President Baker said the Board would need to review twice as many policies if they do not waive a second reading.

MOTION #4 (Hsieh/Murray) to approve the District's updated Board Policies listed below and waive a second reading. (AYES: Baker,

Hsieh, Lujan, Murray; NOES: Richardson). Motion Carried on a 4-1 vote.

1. BP 1312.3 - Uniform Complaint Procedures
2. BP 4119.25, 4219.25, 4319.25 - Political Activities of Employees
3. BP 4140, 4240, 4340 - Bargaining Units
4. BP 5113.2 - Work Permits
5. BP 5126 - Awards for Achievement
6. BP 5141.31 - Immunizations
7. BP 5148.3 - Pre-school/Early Childhood Education
8. BP 6146.2 - Certificate of Proficiency/High School Equivalency
9. BP 6170.1 - Transitional Kindergarten

2. EDUCATIONAL SERVICES

a. Approval of the Infinite Campus Agreement for the 2022-23 School Year

MOTION #5 (Lujan/Murray) to approve the renewal of the Infinite Campus Evergreen agreement to maintain and provide student information services for the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

b. Approval of a New Course Implementation and a Revised Course Implementation for the 2022-23 School Year

MOTION #6 (Hsieh/Lujan) to approve the implementation of a course of study in AP Environmental Science at ECHS and a revised Leadership course at ECHS and SSFHS in the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

c. Approval of an Agreement with Stride (Fuel Education) for Independent Study for the 2022-23 School Year

MOTION #7 (Lujan/Murray) to approve an agreement with Stride (Fuel Education) to provide District students with independent study for the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

d. Approval of Non-Public Agencies Contracts for the 2022-23 School Year

MOTION #8 (Lujan/Murray) to approve continuing contracts with Non-Public Agencies (NPA) to fulfill Individualized Education Plan (IEP) service agreements for the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

e. Approval of Non-Public Schools and County Contracts for the 2022-23 School Year

MOTION #9 (Murray/Lujan) to approve continuing contracts with Non-Public Schools (NPS) and County Programs to fulfill Individualized Education Plan (IEP) service agreements for the 2022-23 school year. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

3. HUMAN RESOURCES

b. Approval of a Variable Term Waiver

Trustee Lujan recused herself since she helped this candidate earn his 30-day sub credentials in JUHSD, where she is employed. Vice President Richardson asked if Trustee Lujan should abstain. Trustee Lujan stated that the correct action was to recuse herself because she cannot be associated with the vote, while abstaining would mean she choose not to vote.

MOTION #10 (Murray/Richardson) to approve the Variable Term Waiver for Oliver Bishop, a certificated employee at Westborough MS. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None; RECUSION: Lujan). Motion Carried on a 4-0 vote.

4. BUSINESS SERVICES

a. Approval of Proposal from HED for Architectural/Engineering Services at SSFHS

Vice President Richardson asked if the item was for remodeling of ECHS. Mr. O confirmed it is for SSFHS. She asked if the plan is to renovate the SSFHS kitchen. Mr. O said they will improve the flow of traffic so two food lines will speed up the time students have to get their lunches. This will also improve participation and bring more revenue into the District. President Baker noted, for the public, that the

meals will be free for all and this change will provide much needed congestion relief so everyone will have time for lunch.

MOTION #11 (Richardson/Hsieh) to approve the proposal from HED for architectural and engineering services for the SSFHS Kitchen/Food Service Improvement Planning Project. (AYES: Baker, Hsieh, Lujan, Murray, Richardson; NOES: None). Motion Carried. (Unanimous)

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

July 16, 2022 - Board Self-assessment Workshop *(Board room)*

August 11, 2022

- Introduction of Student Trustees/ASB High School Presidents
- Summer School report
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2022-23
- Approval of San Mateo Co. 2022-23 CSPP preschool contract
- Approval of Consolidated Application and Reporting System Spring 2022 data collection
- Approval of New or Updated Board Polices
- Resolution for Attendance Awareness Month (September)

September 8, 2022

- Teaching and learning presentation - Ponderosa ES
- Presentation and approval of year end unaudited actuals
- Renaissance Learning agreement renewal for 2022-23
- InClassToday agreement renewal for 2022-23
- Discussion of October 20 Community Forum topic(s)
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Resolution on GANN limit

September 22, 2022

- Teaching and learning presentation - Alta Loma MS
- Presentation on Fiscal Services Department
- Update on enrollment for the 2022-23 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2022-23
- Approval of Migrant Ed MOU
- Resolution for California Week of the School Administrator (October)

October 6, 2022

- Teaching and learning presentation - Buri Buri ES
- Williams report for 3rd quarter ending 9/30/22
- Update on OpTerra Energy solar savings
- Resolution honoring Native American Heritage Month (November)
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2023-24

October 20, 2022 - *Community Forum*

- Topic(s) TBD

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Murray hoped everyone is having a great summer and reminded all the kids to read.

Vice President Richardson reported that the SSF public library is waiving book fines. Other peninsula libraries may still be charging fines. So, community members can check out library books without worrying about outstanding fines.

Trustee Lujan said she hoped staff on are enjoying their summer break. She thanked all staff working in summer school and supporting students. She also thanked the District Office staff for the work they are doing during the summer, which is often the busiest time of the year. This ensures the District will be ready for the new school year. She wanted to honor and recognize tomorrow's summer school graduates for overcoming hurdles and showing courage and resilience.

Trustee Hsieh reminded the community, teachers, students, and families, while COVID cases are still high, they make sure to stay healthy and have a great summer.

President Baker also wished everyone a great summer, which is much deserved.

ADJOURNMENT - **8:24 p.m.** in memory of

- **Fine Sosefo Takapu**, a SSF Pacific Islander community member who recently passed away at the age of 38 due to complications with diabetes. He was a twin and attended District schools. The family lived near Vice President Richardson and were friends with her sons. She said, "So, in view of the fact that we have these families here in our community and we seldom have mention of them, I wanted to keep their memories in our minds that these families are still here and we should remember them."

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of July 16, 2022

OPEN SESSION - 9:04 a.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:	Mr. John Baker - Present Mr. Eddie Flores - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Present Mrs. Mina Richardson - Present
Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Excused Mr. Ted O, Assistant Superintendent, Business Services - Excused Dr. Jay Spaulding, Assistant Superintendent, Human Resources and Student Services - Excused

Vice President Mina Richardson joined the meeting at 9:15 a.m.

C. PLEDGE OF ALLEGIANCE was led by President John Baker.

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. PUBLIC COMMENTS - None

INFORMATION/DISCUSSION

1. ADMINISTRATION

a. BOARD SELF-ASSESSMENT WORKSHOP

The Board participated in a self-evaluation workshop, facilitated by California School Boards Association Consultant, Luan Burman Rivera. This session covered Board/Superintendent roles and responsibilities, governance practices, including norms, protocols, and the self-evaluation process.

ADJOURNMENT – 2:40 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: August 11, 2022

RE: Approval of a Letter of Support for AB 1919 Establishing the Youth Transit Pass Pilot Program

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BACKGROUND:

Assembly Bill (AB) 1919 would establish the Youth Transit Pass Pilot Program to award State grants to transit agencies for the costs of creating, designing, developing, advertising, distributing, and implementing free youth transit passes to persons attending LEAs, providing free transit service to holders of those passes, and administering and participating in the program, as specified.

The bill would authorize a transit agency to submit a grant application in partnership with one or more educational institutions and would also authorize grant funds to be used to maintain, subsidize, or expand an existing fare free program, as provided. The bill would also authorize a transit agency with an existing fare free program that enables a person 18 years of age or younger to use a transit agency's bus and rail services without paying any additional fare or charge to apply without an educational institution partner, as provided.

There do not seem to be extra requirements on the School District's part, based on a reading of the bill, if SamTrans or BART were to implement the program. The District, however, would need to certify participation with the transit agency and verify student enrollment for students to receive free transit.

If approved by the Board, it is being proposed that the letter of support be sent to both State senators, both assemblymembers, and the SamTrans and BART Boards of Directors.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve a letter of support for AB 1919 (which is included as backup for this item) and authorize it to be sent to the officials named above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

SUPERINTENDENT
Shawnterra Moore, Ed.D.

BOARD OF TRUSTEES
John C. Baker
Chialin Hsieh
Daina R. Lujan
Patricia A. Murray
Mina A. Richardson

Proposed letter:

Re: Support for AB 1919

Dear RECIPIENT,

On behalf of the students of the South San Francisco Unified School District, which serves families in South San Francisco, Daly City, San Bruno, and Colma, the Board of Trustees is respectfully requesting your support for Assembly Bill 1919, establishing the Youth Transit Pass Pilot Program.

Encouraging early public transit usage among young people is important to continuing public transit use among adults. The benefits of public transit use are many and well established: communities with high public transit usage have better public health, every dollar invested in public transit offers $4 in return to a community(footnote 1), and the more users user of public transit in an area, the lower the greenhouse gas emissions are per capita.

These benefits are particularly important in the South San Francisco Unified School District. Per Cal EnviroScreen 4.0, the east side of South San Francisco is in the 95th percentile of pollution burden statewide, so any measure with potential to reduce emissions is important. Additionally, about 45 percent of our student body is on free/reduced price meals, are English learners, or are foster youth. Having low cost public transit would reduce the challenge many of our families have in terms of transportation, particularly with the current costs of gasoline.

Again, we urge your support of this vital legislation, which would potentially help reduce emissions in our District and encourage the adoption of healthier sustainable transit use by our community's youth.

Sincerely,

John Baker
President, Board of Trustees
South San Francisco Unified School District

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

Marco Lopez, Principal Parkway Heights Middle School

DATE: August 11, 2022

RE: Approval of permission for Parkway Heights Middle School ASB Leadership to attend the Leadership Training in Anaheim, CA, November 1 - 5, 2022.

BACKGROUND:

The purpose of this trip is for the Parkway Heights MS Leadership students and their teacher-sponsors to participate in the "Disney's Youth Education Program" at Disneyland Park. The trip will take place November 1 - 5, 2022. Students and staff (TBD) will be transported to and from PHMS by chartered bus or airplane, whichever is most cost effective. Once students, staff and the mode of transportation are confirmed, this information will be shared with the Board as an "update", prior to the November 1, 2022 date.

FISCAL IMPLICATIONS:

The cost of the trip will be covered by student participants, school ASB funds, and fundraising. No students will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the Parkway Heights MS ASB Leadership students and their teacher-sponsors to attend Disney's "Approach to Leadership and Teamwork Youth Educational Experience" at the Disneyland Resort in Anaheim, CA, on November 1 – 5, 2022.

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

Marco Lopez, Principal Parkway Heights Middle School

DATE: August 11, 2022

RE: Approval of permission for Parkway Heights MS Staff to travel to San Diego, CA on February 28 to March 4, 2023 to attend the CADA (California Association of Directors of Activities) State Conference.

BACKGROUND:

The CADA is an organization that helps members continuously improve campus culture for students across California. CADA prides itself on presenting curriculum that addresses the major trends in education. They also ensure topics and programs meet the needs of SSFUSD's entire educational team including activities for directors, administrators, athletic directors, class advisors, educators, finance clerks, counselors, and support staff. Program topics include celebrating diversity, addressing mental health, improving school climate, teaching students to have grit, and promoting unity. In addition, they address LCAP State driven goals by featuring programs that support student engagement, highlighting school climate and connectedness, and help prepare students for success in college and the workplace. Parkway Heights MS attends this conference with the District's two other middle schools and uses down time to collaborate on tri-school events. If approved, the Parkway Heights MS team may apply to present at a workshop.

FISCAL IMPLICATIONS:

Estimated cost is $8,880 to include the following:

- Registration $2,500 ($500 x 3 Salumbides, Moreno, and 3 Class Advisors TBD)
- Hotel $2800 (approx. $700 per person)
- Food $1180 (approx. $295 per person)
- Transportation approx. $600
- Substitute $1,800

The cost of the trip would be covered by site discretionary funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the Parkway Heights MS staff to travel to the CADA State Conference in San Diego, CA on February 28 through March 4, 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

Kevin Asbra, SSFHS Principal

DATE: August 11, 2022

RE: Approval for SSFHS Students and Parents to Travel to Europe (London, Paris, and Rome) on June 10 - June 26, 2023

BACKGROUND:

The purpose of this trip to London, England, Paris, France, and Rome, Italy, for nine days between June 10 and June 26, 2023 (tentative dates) is to provide students as well as parents of SSFHS with an experiential learning and international travel opportunity. Between 10-25 male and female students (6:1 student/chaperone ratio) will have the chance to experience international travel through an educational lens to expand their knowledge of the world around them and discover more about themselves while growing more confident, independent, and understand more about people, places, and cultures. Teachers who will be joining the trip are: Bryan Seelbach (Social Science, SSFHS) and tentatively, depending on the number of students who travel, Mr. Patrick Kelly (Social Science, SSFHS).

Students will be nominated by their teachers; information will be sent to their parent/guardians for an upcoming informational meeting. During this meeting, assistance will be provided on completing applications and applying for scholarships. The cost to travel is would be $2,000 - $4,660, depending on the scholarships received. At this time permission forms will be signed and kept on file.

This trip is through EF Educational Tours, which is an accredited world leader in international educational travel with over 55 years of experience. They partner with other schools including ECHS, Terra Nova HS, and the Hillsborough City

School District. Students and parents will stay in gender-segregated, American-style hotel rooms every night of the trip.

Information on EF Educational Tours:
While on tour, EF provides our group with a dedicated, personal Tour Director, a Safety and Incident Response Team, enhanced safety precautions and procedures, and support for safety policies. EF also provides students with a personal learning opportunity for college credit and inspiration for college applications.

FISCAL IMPLICATIONS:

There will be no cost to the District.

Round-trip airfare, safe, quality hotel rooms, full-time, a professional tour director, on-tour transportation, guided tours and activities, breakfast and dinner daily, 24/7 on-tour assistance, and a traveler support-team are included in the cost of travel for students ($4,760). Additional opportunities for students to fund their tour include a Global Citizen Scholarship (needs-and merit-based), customizable tour donation page, and fundraising opportunities.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve SSFHS students to travel on EF European on June 10, 2023 to June 26, 2023.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

CERTIFICATED CONTRACT 2022-2023

Hickman, Lisa, will be placed at Junipero Serra Elementary School as a Special Education Teacher on a Probationary contract effective August 8, 2022. Salary placement DM -7

Tindall, Pamela, will be placed at Alta Loma Middle School as a Social Science Teacher on a Probationary contract effective August 8, 2022. Salary placement FM -12

LaCroix-Alvarado, Sara, will be placed at Alta Loma Middle School as a Counselor on a Probationary contract effective August 8, 2022. Salary placement DM -1

Hsu, Liming Luke, will be placed at Parkway Heights Middle School as a Social Science Teacher on a Probationary contract effective August 8, 2022. Salary placement C -1

Christopoulos, Peter, will be placed at Westborough Middle School as an English Teacher on a Temporary contract effective August 8, 2022. Salary placement C -1

Morla, Michael, will be placed at El Camino High School as a Special Education Teacher on a Probationary contract effective August 8, 2022. Salary placement C -1

McWard, Maureen, will be placed at Buri Buri Elementary School as a on a Probationary contract effective August 8, 2022. Salary placement DM -1

Bustios, Faride, will be placed at Hillside Pre School as a ECSE Teacher on a Temporary contract effective August 8, 2022. Salary placement C -1

Aquino Garcia, Ana Azucena, will be placed at Hillside Pre School as a ECSE Teacher on a Temporary contract effective August 8, 2022. Salary placement DM -1

Concepcion, Richard Jay, will be placed at Alta Loma Middle School as a Music Teacher on a Temporary contract effective August 8, 2022. Salary placement C - 2

Seguin, Jesse, will be placed at El Camino High School as a Special Education Teacher on a Probationary contract effective August 8, 2022. Salary placement C - 4

Hazelwood, Leslie, will be placed at Spruce Elementary School as a Third Grade Teacher on a Probationary contract effective August 8, 2022. Salary placement D - 8

CERTIFICATED TEMP REHIRE 2022-2023

Sherwood, Kerri, a teacher at South San Francisco High School, effective August 8, 2022

RESIGNATION

Castillo, Israel, a Principal at Spruce Elementary School effective August 19, 2022
Reate-Galarza, Nia, a Teacher at Hillside Preschool effective June 29, 2022
Walton, Megan, a Teacher at Parkway Heights Middle School effective June 30, 2022
Woods, Latisha, a Teacher at the Children's Center effective July 15, 2022
Walsh, Michael, a Teacher at Adult Education effective July 1, 2022
Wong, Amy, a Teacher at Adult Education effective August 1, 2022

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Gutierrez, Cristina, Administrative Assistant, District Office – Nutrition Services, 7.5 hours per day, Range 37B, Step 5, effective July 5, 2022.

Arellano, Leah, District Behaviorist, District Office, 7.5 hours per day, Range 3C, Step 5, effective July 29, 2022.

PROMOTION

Sy, Pauline, Accounting Technician, District Office, 7.5 hours per day, Range 41B, Step 1, effective August 9, 2022.

Roque, Karen, School Support Assistant I, Alta Loma Middle School, 7.5 hours per day, Range 37B, Step 1, effective July 25, 2022.

TRANSFER

Ceja, Chase, Custodian I, from Martin Elementary School to Junipero Serra Elementary School, 8.0 hours per day, Range 33, Step 3, effective July 12, 2022.

Mei, Yiying, Custodian I, from El Camino High School to South San Francisco High School, 8.0 hours per day, Range 33, Step 5, effective August 8, 2022.

Evangelista, Tanya, School Admin Assistant I, from Hillside Preschool to Buri Buri Elementary School, 7.5 hours per day, Range 36, Step 5, August 1, 2022.

RESIGNATION

Singal, Keerthi, Business Services Technician, District Office, 7.5 hours per day, Range 41, Step 3, effective June 28, 2022.

Ponce, Josefina, Paraprofessional II – Special Education, Junipero Serra Elementary School, 6.0 hours per day, Range 29, Step 5, effective June 30, 2022.

Ferrari, Elizabeth, Paraprofessional II – Special Education, Buri Buri Elementary School, 6.0 hours per day, Range 29, Step 5, effective July 6, 2022.

Paniagua, Mirna, Nutrition Services Assistant II, District Office, 5.25 hours per day, Range 30H, Step 5, effective July 21, 2022.

Carroll-Browne, Colleen, Paraprofessional II – Special Education, Ponderosa Elementary School, 6.0 hours per day, Range 29, Step 5, effective July 29, 2022.

RETIREMENT

Walsh, Joan, Paraprofessional II – Special Education, Alta Loma Middle School, 6.0 hours per day, Range 26 A, Step 5, effective May 26, 2022.

Israni, Bina, Paraprofessional I – Special Education, Sunshine Gardens Elementary School, 6.0 hours per day, Range 26 A, Step 5, effective May 31, 2022.

Baylon, Ma Venus, Nutrition Services Assistant II, Martin Elementary School, 5.25 hours per day, Range 30H, Step 5, effective July 13, 2022.

TEMPORARY OUT OF CLASS PAY

Wong, Fendy, Active School Administrative Assistant I, Monte Verde Elementary School, 3.0 hours per day, Range 38, Step 1, effective November 2, 2021 through November 30, 2021.

Rios, Trever, Acting Lead Grounds Maintenance Worker, District Office, 8.0 hours per day, Range 41 A, Step 5, effective May 13, 2022 through September 8, 2022.

Ben, Mabel, Active Purchasing Agent, District Office, 7.5 hours per day, Range 50, Step 2, effective July 8, 2022 through December 31, 2022.

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: August 11, 2022

RE: Purchase Order Listing – June 1 - June 30, 2022

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between June 1 - June 30, 2022 for the 2021-22 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 - June 1 to June 30, 2022

P.O.	Vendor	Board Description	Account	Encumbered
222667	ADROIT ADVANCED	NPA - Transportation Services	01-0000-0-5760-3600-5820-090-781	9,000.00
222630	AMS.NET INC	SmartNet for Cisco Routers -1Y	01-0000-0-0000-2424-5899-090-735	883.25
222626	APPLE INC	All Souls Technology - Apple	01-3010-0-1110-1000-4420-016-301	12,165.90
222612	AVALON TRANSPORTATION LLC	Green Career Field Trips	01-6388-0-3800-1000-5821-090-318	3,942.00
222651	BRIGHT MORNING CONSULTING INC	PD Art of Coaching	01-6266-0-1110-1000-5210-090-341	3,250.00
222653	BSCS SCIENCE LEARNING	OpenScience HS pilot	01-9044-0-1110-1000-4320-090-064	2,577.68
222657	BSCS SCIENCE LEARNING	OpenScience HS pilot shpmnt 1	01-9044-0-1110-1000-4320-090-064	3,930.49
222645	CADA CENTRAL	High School summer leadership	01-0000-0-0000-0000-9330-000	4,820.00
222620	CLEARLITE TROPHIES	Recognition Gifts for 30 years	01-0000-0-0000-7400-5899-090-715	426.31
222620	CLEARLITE TROPHIES	Recognition Gifts for 30 years	01-0000-0-0000-7400-5899-090-716	245.58
222614	CLEARLITE TROPHIES	Plaque of Appreciation	01-9206-0-1110-1000-4320-032-356	384.56
222627	COLLEGE BOARD, THE	AP examinations	01-9114-0-1110-1000-4320-033-356	24,190.00
222617	DAILY JOURNAL CORPORATION	Legal Advertising	01-0000-0-0000-7300-5811-090-717	423.53
222633	DOG WASTE DEPOT	Dog Waste station	01-0000-0-0000-8200-4320-090-760	467.25
222625	EAST BAY AGENCY FOR CHILDREN	Training for teachers and staff	01-3217-0-1110-1000-5899-090-381	1,000.00
222628	HILLYARD INC	HS Credit Recovery custodial supplies	01-3213-0-0000-8200-4320-033-600	3,917.78
222640	INCIDENT IQ	HelpDesk Inventory Software-Ad	01-0000-0-0000-0000-9330-000	10,044.27
222619	JEFFERSON UNION HIGH SCHOOL DI	CTE Next Step Event 2022	01-6388-0-3800-1000-5810-090-318	1,162.41
222638	LINCOLN WHITE	HR Business	01-0000-0-0000-7400-5889-090-715	12,975.00
222613	MIRACLE PLAYSYSTEMS INC.	Playground Equipment	01-8150-0-0000-8110-4320-014-741	2,592.24
222631	MIRACLE PLAYSYSTEMS INC.	Playground Equipment Repair	01-8150-0-0000-8110-5600-014-741	25,637.00
222649	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-8200-4320-090-760	885.48
222647	OFFICE DEPOT INC	End of the Year Boxes	01-5640-0-5001-3900-4320-090-350	94.23
222624	OFFICE DEPOT INC	Supportive Supplies	01-6500-0-5730-1110-4320-005-205	686.87
222615	OFFICE DEPOT INC	ESY Summer Supplies - Elementary	01-6500-0-5760-1190-4320-090-204	296.35
222618	OFFICE DEPOT INC	ESY Summer Supplies - Elementary	01-6500-0-5760-1190-4320-090-204	577.17
222652	OFFICE DEPOT INC	Summer Supplies - ESY High School	01-6500-0-5760-1190-4320-090-204	311.77
222648	OFFICE DEPOT INC	Office Supply Order	01-6520-0-5001-3900-4320-090-352	2,526.62
222642	OFFICE DEPOT INC	Big Lift Summer Program supply	01-9302-0-1110-1000-4320-090-600	223.60
222643	OFFICE DEPOT INC	Big Lift Summer supply	01-9302-0-1110-1000-4320-090-600	205.47
222671	OFFICE DEPOT INC.	BLIS Spruce supplies	01-9302-0-1110-1000-4320-090-600	894.02
222674	OFFICE DEPOT INC.	BLIS LC supplies	01-9302-0-1110-1000-4320-090-600	1,539.24
222675	OFFICE DEPOT INC.	BLIS supplies	01-9302-0-1110-1000-4320-090-600	608.96
222623	OFFICE DEPOT/BUSINESS SERVICE	Office supplies	01-0000-0-0000-7400-4320-090-715	336.59
222623	OFFICE DEPOT/BUSINESS SERVICE	Office supplies	01-0000-0-0000-7400-4320-090-716	336.58
222623	OFFICE DEPOT/BUSINESS SERVICE	Office supplies	01-0000-0-0000-7490-4322-090-716	29.88

PURCHASE ORDER LISTING - June 1 to June 30, 2022

P.O.	Vendor	Board Description	Account	Encumbered
222662	OFFICE DEPOT/BUSINESS SERVICE	Office Depot supplies	01-0000-0-0000-8200-4320-021-759	652.90
222662	OFFICE DEPOT/BUSINESS SERVICE	Office Depot supplies	01-0000-0-1110-1000-4320-021-322	2,106.30
222662	OFFICE DEPOT/BUSINESS SERVICE	Office Depot supplies	01-0000-0-1110-1000-4320-021-451	950.00
222662	OFFICE DEPOT/BUSINESS SERVICE	Office Depot supplies	01-0801-0-1110-1000-4200-021-123	2,626.56
222662	OFFICE DEPOT/BUSINESS SERVICE	Office Depot supplies	01-0801-0-1110-1000-4320-021-180	722.21
222664	PENINSULA ASSOCIATES SPEECH	Independent Educational Evaluation	01-6500-0-5760-1190-5870-090-245	2,100.00
222663	PROCARE THERAPY	NPA - ProCare Therapy	01-6500-0-5760-1190-5899-090-204	7,200.00
222634	PROJECT LEAD THE WAY INC.	PLTW supplies ALMS 2022-23	01-6387-0-3800-1000-4320-090-CIG	1,557.49
222635	PROJECT LEAD THE WAY INC.	PLTW supplies PHMS 2022-23	01-6387-0-3800-1000-4320-090-CIG	2,986.69
222636	PROJECT LEAD THE WAY INC.	PLTW supplies WMS 2022-23	01-6387-0-3800-1000-4320-090-CIG	2,067.85
222634	PROJECT LEAD THE WAY INC.	PLTW supplies ALMS 2022-23	01-6387-0-3800-1000-4420-090-CIG	37,577.25
222635	PROJECT LEAD THE WAY INC.	PLTW supplies PHMS 2022-23	01-6387-0-3800-1000-4420-090-CIG	79,329.75
222636	PROJECT LEAD THE WAY INC.	PLTW supplies WMS 2022-23	01-6387-0-3800-1000-4420-090-CIG	52,190.63
222661	PROTECH	Environmental Testing	01-8150-0-0000-8110-5899-022-741	1,520.00
222658	PROTECH	Environmental Testing	01-8150-0-0000-8110-5899-032-741	2,670.00
222659	PROTECH	Environmental Testing	01-8150-0-0000-8110-5899-033-741	1,370.00
222637	PROVO CANYON SCHOOL	NPS enrollment	01-6500-0-5760-1180-5870-090-230	15,000.00
222637	PROVO CANYON SCHOOL	NPS enrollment	01-6500-0-5760-1180-5880-090-230	10,000.00
222656	READING PARTNERS	21-22 Reading Partners Service	01-0801-0-1110-1000-5899-013-180	14,000.00
222668	RESOURCE SOLUTIONS OF SF GROUP	Wet / Dry Vac	01-0000-0-0000-8200-4320-021-759	193.20
222668	RESOURCE SOLUTIONS OF SF GROUP	Wet / Dry Vac	01-0000-0-0000-8200-4420-021-759	2,497.74
222655	ROYAL PIN DONUTS	BLIS - Los Cerritos PD	01-9302-0-1110-1000-4322-090-600	366.00
222673	SAN MATEO COUNTY OFFICE OF ED.	NPS - SMCOE Court Community School	01-6500-0-5760-1180-5880-090-230	52,500.00
222632	SAN MATEO COUNTY OFFICE OF EDU	Registration fees	01-0000-0-0000-7400-5899-090-715	410.99
222646	SAN MATEO COUNTY OFFICE OF EDU	Contact Tracing	01-3213-0-0000-7490-5899-090-346	7,320.00
222621	SCHOOL HOUSE GROCERY	Lunches for ECHS Principal Panel Interview	01-0000-0-0000-7400-4322-090-715	148.66
222609	SCHOOLWORKS INC	2022-23 School Works Inc.	01-3213-0-0000-8200-5899-090-346	2,220.00
222616	SEAWOOD PHOTO INC.	Photo supplies	01-6388-0-3800-1000-4320-033-318	571.35
222639	SIEMENS/CERBERUS DIV	Fire Alarm Systems	01-0000-0-0000-8200-5899-090-760	16,080.03
222641	STAPLES BUSINESS CREDIT	Toner	01-0000-0-0000-7340-4320-090-717	1,033.90
222629	STAPLES BUSINESS CREDIT	Toner & Supplies	01-0000-0-0000-7350-4320-090-717	373.58
222666	STARFISH THERAPIES	Independent Educational Evaluation	01-6500-0-5760-1190-5870-090-245	1,500.00
222611	SUTTERLEY, SHERI LYNNE	UTK Consultant 5.21.22	01-0000-0-0000-2140-5801-090-762	1,100.00
222608	TOTAL COMPENSATION SYSTEM INC	GASB 74/75 actuarial valuation	01-0000-0-0000-7600-5899-090-810	8,370.00
	TOTAL FUND 01			**464,901.16**
222654	OFFICE DEPOT INC	Supportive Materials - Office	12-9302-0-8510-1000-4320-005-LIFT	156.42

PURCHASE ORDER LISTING - June 1 to June 30, 2022

P.O.	Vendor	Board Description	Account	Encumbered
222660	STAPLES ADVANTAGE	Supportive Materials	12-9010-0-8533-1000-4320-005-833	495.02
222660	STAPLES ADVANTAGE	Supportive Materials	12-9302-0-8510-1000-4320-005-LIFT	494.79
	TOTAL FUND 12			**1,146.23**
222672	TEC OF CALIFORNIA INC.	Lift Gate Motor for truck	13-5310-0-0000-3700-4320-090-820	936.89
222650	BROOKS, SUSAN	Consultant fees	13-5310-0-0000-3700-5801-090-820	10,000.00
	TOTAL FUND 13			**10,936.89**
222622	AMS.NET INC	Cisco Core & Data Cntr. Switch	40-9010-0-0000-8500-6410-090-971	205,874.13
222644	AVI-SPL LLC	Audio/video system upgrade	40-9010-0-0000-8500-6410-011-919	105,919.66
222670	HAMILTON & AITKEN ARCHITECTS	HVAC Upgrade	40-9010-0-0000-8500-6231-009-945	38,010.00
222670	HAMILTON & AITKEN ARCHITECTS	HVAC Upgrade	40-9010-0-0000-8500-6231-010-945	38,010.00
222670	HAMILTON & AITKEN ARCHITECTS	HVAC Upgrade	40-9010-0-0000-8500-6231-014-945	38,010.00
222670	HAMILTON & AITKEN ARCHITECTS	HVAC Upgrade	40-9010-0-0000-8500-6231-025-945	38,010.00
222670	HAMILTON & AITKEN ARCHITECTS	HVAC Upgrade	40-9010-0-0000-8500-6231-032-945	38,010.00
222669	TRI VALLEY EXCAVATING CO INC	Drainage Repair at ALMS	40-9010-0-0000-8500-6270-090-924	464,127.00
222610	TRI VALLEY EXCAVATING CO INC	Asphalt Paving	40-9010-0-0000-8500-6275-032-926	55,655.00
222665	WEST COAST NETTING INC.	SSFHS Baseball Field Netting	40-9010-0-0000-8500-6270-033-935	313,500.00
	TOTAL FUND 40			**1,335,125.79**
	TOTAL # OF PURCHASE ORDERS	**122**	**TOTAL P.O. AMOUNT**	**1,812,110.07**

PURCHASE ORDERS BY FUND:			
1	GENERAL FUND	$ 464,901.16	
11	ADULT EDUCATION FUND		
12	CHILD DEVELOPMENT FUND	$ 1,146.23	
13	FOOD SERVICE	$ 10,936.89	
14	DEFERRED MAINTENANCE		
21	BOND		
25	CAPITAL FACILITIES		
35	MODERNIZATION FUND		
40	SPECIAL RESERVE	$ 1,335,125.79	
73	FOUNDATION TRUST FUND		
	TOTAL PUCHASE ORDERS	**$ 1,812,110.07**	

CHANGE ORDERS:				
222193	TREETOP PRODUCTS INC.	Speed bumps	01-0000-0-0000-2700-4320-022-070	387.70
220087	FAGEN FRIEDMAN & FULFROST LLP	Legal Services	01-0000-0-0000-3130-5889-090-503	3,100.00
221359	UNITED COACH TOURS	Transportation for students	01-0000-0-0000-3900-5821-032-322	4,500.00
220118	AT&T	CALNET 3 charges only	01-0000-0-0000-7200-5910-090-760	21,000.00
221417	ROBERT HALF TECHNOLOGY	Robert Half for HR staffing	01-0000-0-0000-7490-5899-090-716	5,000.00

PURCHASE ORDER LISTING - June 1 to June 30, 2022

P.O.	Vendor	Board Description	Account	Encumbered
222594	GRAINGER	Wareshouse supplies	01-0000-0-0000-7540-4320-090-761	109.17
220794	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-006-759	500.00
220067	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-008-070	2,000.00
221145	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-014-070	238.16
221145	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-014-759	1,461.84
220326	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	01-0000-0-0000-8200-5530-090-760	52,500.00
220434	UNITED SITE SERVICES OF CA INC	Open P.O. Rental of Portable Toilets	01-0000-0-0000-8200-5600-090-760	5,000.00
220482	SAN MATEO COUNTY	Open P.O. Environmental Health	01-0000-0-0000-8200-5899-090-760	2,550.00
222061	HERFF JONES	Graduation Supplies	01-0000-0-1110-1000-4320-033-070	250.00
220236	ACHIEVE KIDS	NPS Placement for student	01-6500-0-5760-1180-5820-090-230	12,000.00
220236	ACHIEVE KIDS	NPS Placement for student	01-6500-0-5760-1180-5870-090-230	12,000.00
220236	ACHIEVE KIDS	NPS Placement for student	01-6500-0-5760-1180-5880-090-230	36,000.00
220118	AT&T	CALNET 3 charges only	01-6500-0-5760-2700-5910-090-245	70.00
220238	AVID TRANSLATION	Translation Services	01-6500-0-5760-1190-5899-090-245	57,000.00
220428	BAYSHORE METALS INC	Open P.O. - Maintenance Metal	01-8150-0-0000-8110-4320-090-741	1,000.00
220025	BLICK ART MATRLS - DICK BLICK	Open P.O. - Art Materials	01-0000-0-1201-1000-4320-033-070	115.00
220369	BOB JR'S TOWING INC	Open P.O. - Towing Services	01-8150-0-0000-8110-5600-090-741	500.00
220413	CITY AUTO SUPPLY	Open P.O. - Misc. Vehicle supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
221433	CLAY PLANET	Supplies for Ceramics	01-0000-0-1207-1000-4320-032-070	335.00
220366	DUNN-EDWARDS CORPORATION	Open P. O. - Paint Supplies	01-8150-0-0000-8110-4320-090-741	4,000.00
220363	GRAINGER	Open P. O. - Industrial Supplies	01-8150-0-0000-8110-4320-090-741	4,000.00
220553	HILLYARD INC	Open P.O. - Custodial Supplies	01-6500-0-5760-1190-4320-005-245	1,000.00
220009	HODGE PRODUCTS INC	Oprn P.O. - Locks for lockers	01-9219-0-1230-1000-4320-032-356	300.00
220321	HOME DEPOT CREDIT SERVICES	Open P. O. - Misc. Supplies	01-8150-0-0000-8110-4320-090-741	3,500.00
220447	INTERSTATE TRAFFIC CONTROL PRO	Open P. O. - Safety Signs	01-8150-0-0000-8110-4320-090-741	4,000.00
220793	KELLY PAPER	Open P.O. - Paper	01-0801-0-1110-1000-4320-006-180	695.00
220446	LAWSON PRODUCTS INC	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	300.00
220439	LINCOLN AQUATICS	Open P. O. - Pool Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
220024	NASCO	Open P.O. - Art Supplies	01-0000-0-1201-1000-4320-033-070	433.00
220485	R & H WHOLESALE SUPPLY INC	Open P.O. Locksmith Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
220358	SOUTH SAN FRANCISCO TIRE	Open P.O - Vehicle Maintenance	01-8150-0-0000-8110-4320-090-741	1,000.00
221359	UNITED COACH TOURS	Transportation for students	01-0000-0-1110-1000-5821-032-070	500.00
221275	YANEZ, MAGALI	Private School - All Souls	01-3010-0-1110-1000-5801-016-301	4,000.00
220326	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	11-0000-0-0000-8200-5530-041-760	2,500.00
220288	HILLYARD INC	Custodial Supplies	12-6105-0-8510-1000-4320-045-830	660.00
220288	HILLYARD INC	Custodial Supplies	12-6105-0-8535-1000-4320-045-835	680.00

PURCHASE ORDER LISTING - June 1 to June 30, 2022

P.O.	Vendor	Board Description	Account	Encumbered
220288	HILLYARD INC	Custodial Supplies	12-9010-0-8533-1000-4320-045-833	660.00
220553	HILLYARD INC	Open P.O. - Custodial Supplies	12-9302-0-8510-8200-4320-005-LIFT	1,000.00
220192	DANIELSEN COMPANY	Food Products	13-5310-0-0000-3700-4340-090-820	6,000.00
220192	DANIELSEN COMPANY	Food Products	13-5310-0-0000-3700-4700-090-820	19,400.00
220193	GOLD STAR FOODS	Food Products	13-5310-0-0000-3700-4700-090-820	50,000.00
221555	LABORBAX STAFFING	LaborMax Staffing - Driver	13-5310-0-0000-3700-5899-090-820	15.20
221664	HAMILTON & AITKEN ARCHITECTS	Architectural Designs	40-9010-0-0000-8500-6210-032-926	77,720.00
221586	UNDERWOOD & ROSENBLUM INC	Civil Engineering	40-9010-0-0000-8500-6270-021-931	13,200.00
	TOTAL CHANGE ORDERS			**416,180.07**

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: August 11, 2022

RE: Warrant Register – June 1 - June 30, 2022

BACKGROUND:

The attached report lists all the Warrants issued by the District from June 1 - June 30, 2022. For the period listed above the Warrants total $3,593,559.81 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of June 1 - June 30, 2022. 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
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
AAA FIRE PROTECTION SERVICES	06/07/2022	771261	PO220381	01	0000	0	0000	8200	5899	090	760	12462065	1,124.66
AAA FIRE PROTECTION SERVICES	06/14/2022	773748	PO222605	01	0000	0	0000	8200	5899	032	760	12461721	2,129.15
AAA FIRE PROTECTION SERVICES	06/16/2022	774466	PO220381	01	0000	0	0000	8200	5899	090	760	12462685	2,333.25
AAA FIRE PROTECTION SERVICES Total													5,587.06
AAA NETWORK SOLUTIONS INC	06/28/2022	777962	PO222585	01	0000	0	0000	2424	4320	090	735	11081	1,753.82
AAA NETWORK SOLUTIONS INC	06/28/2022	777962	PO222585	01	0000	0	0000	2424	5899	090	735	11081	2,387.58
AAA NETWORK SOLUTIONS INC Total													4,141.40
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5880	090	230	30716 APR22	5,085.00
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5870	090	230	30716 APR22	1,026.00
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5820	090	230	30716 APR22	1,470.00
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5880	090	230	30717 APR22	3,051.00
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5870	090	230	30717 APR22	1,095.00
ACHIEVE KIDS	06/16/2022	774414	PO220236	01	6500	0	5760	1180	5820	090	230	30717 APR22	882.00
ACHIEVE KIDS	06/23/2022	775923	PO220236	01	6500	0	5760	1180	5880	090	230	30817	6,102.00
ACHIEVE KIDS	06/23/2022	775923	PO220236	01	6500	0	5760	1180	5870	090	230	30817	1,287.00
ACHIEVE KIDS	06/23/2022	775923	PO220236	01	6500	0	5760	1180	5820	090	230	30817	1,764.00
ACHIEVE KIDS	06/23/2022	775956	PO220236	01	6500	0	5760	1180	5880	090	230	30818	6,780.00
ACHIEVE KIDS	06/23/2022	775956	PO220236	01	6500	0	5760	1180	5870	090	230	30818	2,895.00
ACHIEVE KIDS	06/23/2022	775956	PO220236	01	6500	0	5760	1180	5820	090	230	30818	1,960.00
ACHIEVE KIDS Total													33,397.00
ADEMCO INC	06/23/2022	775944	PO220438	01	8150	0	0000	8110	4320	090	741	FM5VCY01	21.96
ADEMCO INC	06/23/2022	775957	PO220438	01	8150	0	0000	8110	4320	090	741	FP1G;K01	27.46
ADEMCO INC Total													49.42
ADVANCED CHEMICAL TRANSPORT	06/07/2022	771253	PO222447	01	8150	0	0000	8110	5860	090	741	405537	671.00
ADVANCED CHEMICAL TRANSPORT	06/30/2022	778494	PO221890	01	8150	0	0000	8110	5860	090	741	406370	2,202.70
ADVANCED CHEMICAL TRANSPORT Total													2,873.70
ADVANCED INTEGRATED PEST MGMT	06/23/2022	775947	PO220432	01	0000	0	0000	8200	5807	090	760	156978-MAY22	2,795.00
ADVANCED INTEGRATED PEST MGMT Total													2,795.00
AIRGAS USA LLC	06/07/2022	771269	PO220435	01	8150	0	0000	8110	4320	090	741	9126124874	100.43
AIRGAS USA LLC	06/07/2022	771269	PO220435	01	8150	0	0000	8110	4320	090	741	9126124873	392.15
AIRGAS USA LLC	06/30/2022	778470	PO220435	01	8150	0	0000	8110	4320	090	741	9126888086	14.13
AIRGAS USA LLC	06/30/2022	778470	PO220435	01	8150	0	0000	8110	4320	090	741	9126935930	95.33
AIRGAS USA LLC Total													602.04
AKJ EDUCATION	06/16/2022	774450	PO222215	01	3010	0	1110	1000	4200	014	301	INV0406807	994.69
AKJ EDUCATION Total													994.69
ALAMEDA ELECTRICAL	06/21/2022	775193	PO221461	01	8150	0	0000	8110	4320	090	741	S5329277.001	113.94
ALAMEDA ELECTRICAL	06/21/2022	775193	PO221461	01	8150	0	0000	8110	4320	090	741	S5331100.002	103.28
ALAMEDA ELECTRICAL Total													217.22
ALC SCHOOLS LLC	06/14/2022	773732	PO220423	01	0000	0	5760	3600	5820	090	781	27906	52,908.00
ALC SCHOOLS LLC	06/14/2022	773732	PO220423	01	0000	0	5760	3600	5820	090	781	28136	53,028.50
ALC SCHOOLS LLC	06/16/2022	774446	PO220423	01	0000	0	5760	3600	5820	090	781	28362	52,434.50

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
ALC SCHOOLS LLC	06/16/2022	774446	PO220423	01	0000	0	5760	3600	5820	090	781	1334-04/2022 FUEL	5,446.58
ALC SCHOOLS LLC	06/28/2022	777927	PO220423	01	0000	0	5760	3600	5820	090	781	28590	41,196.50
ALC SCHOOLS LLC Total													205,014.08
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	9010	0	1110	1000	5899	009	356	78039	549.90
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0000	0	0000	7300	5899	090	717	78039	3,299.40
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0801	0	1110	1000	5899	009	180	78039	549.90
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0801	0	1110	1000	5899	010	180	78039	1,099.80
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	9010	0	1110	1000	5899	009	356	77630	611.00
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0000	0	0000	7300	5899	090	717	77630	3,666.00
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0801	0	1110	1000	5899	009	180	77630	611.00
ALL CITY MANAGEMENT SVCS INC.	06/30/2022	778499	PO220495	01	0801	0	1110	1000	5899	010	180	77630	1,222.00
ALL CITY MANAGEMENT SVCS INC. Total													11,609.00
AMAZON CAPITAL SERVICES	06/02/2022	770491	PO222166	01	0000	0	1110	1000	4320	002	070	1Q4R-J1W7-MR1L	294.08
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222322	01	0000	0	1110	1000	4200	002	070	1JCH-4111-G7HQ	175.45
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222322	01	0000	0	1110	1000	4320	002	070	1JCH-4111-G7HQ	61.59
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222327	01	3010	0	1110	1000	4320	007	301	1NLV-9CVH-HKTP	563.97
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222327	01	3010	0	1110	1000	4320	007	301	1KNT-CMTW-LKJD	348.22
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222328	01	3010	0	1110	1000	4320	007	301	1F7L-XH1H-H6PR	939.91
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222381	01	3010	0	1110	1000	4320	007	301	1JCH-4111-F9WT	331.72
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222381	01	3010	0	1110	1000	4320	007	301	14WW-KHV7-JK4F	231.64
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222381	01	3010	0	1110	1000	4200	007	301	14WW-KHV7-JK4F	115.02
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222455	01	3010	0	1110	1000	4320	008	301	1CQ3-16WY-MLJQ	169.12
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222455	01	3010	0	1110	1000	4320	008	301	196R-F4LV-FMV6	(65.74)
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222482	01	3010	0	1110	1000	4320	008	301	11CJ-K6CC-LLWP	1,674.42
AMAZON CAPITAL SERVICES	06/02/2022	770486	PO222482	01	3010	0	1110	1000	4320	008	301	1WJW-3M3C-KMGY	(583.70)
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222266	01	0801	0	1110	1000	4320	013	180	16PH-Y6J7-HFKQ	143.89
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222266	01	0801	0	1110	1000	4320	013	180	1VF3-NMXN-QD71	378.24
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222266	01	0000	0	1110	1000	4320	013	070	1VF3-NMXN-QD71	10.98
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222287	01	0000	0	1110	1000	4320	021	322	11H1-QYW7-G7V7	1,039.09
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222287	01	0000	0	1110	1000	4320	021	322	1FHJ-N3MX-KTNT	15.37
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222361	01	9302	0	1110	1000	4320	090	600	1977-VY7T-MH6N	(25.98)
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222363	01	9302	0	1110	1000	4320	090	600	1FPD-4XRQ-J7YN	656.19
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222367	01	9302	0	1110	1000	4320	090	600	1VXQ-RP6L-GVPN	162.37
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222367	01	9302	0	1110	1000	4320	090	600	1PV6-LQHG-LRFX	338.54
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222368	01	9302	0	1110	1000	4320	090	600	1PYP-RWMQ-J1MC	755.51
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222368	01	9302	0	1110	1000	4320	090	600	11CJ-K6CC-LMQY	25.26
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222369	01	9302	0	1110	1000	4320	090	600	1FPD-4XRQ-GQDN	531.74
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222379	01	0000	0	0000	2424	4320	090	735	1PM9-KJ6Q-GY6K	420.20
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222453	01	9302	0	1110	1000	4320	090	600	1PC4-FT1L-KRH6	239.65
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222478	01	9302	0	1110	1000	4320	090	600	1CRH-7D94-P3HH	79.64
AMAZON CAPITAL SERVICES	06/09/2022	772206	PO222505	01	9302	0	1110	1000	4320	090	600	1YMV-TXXK-MTFH	65.85

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
AMAZON CAPITAL SERVICES	06/14/2022	773759	PO222361	01	9302	0	1110	1000	4320	090	600	1PYP-RWMQ-GD64	395.90
AMAZON CAPITAL SERVICES	06/14/2022	773765	PO222598	01	0000	0	0000	2424	4320	090	735	1PQ3-WM1K-CDCP	65.78
AMAZON CAPITAL SERVICES	06/14/2022	773765	PO222607	01	0000	0	0000	2424	4320	090	735	11TV-MNLL-9V6L	75.36
AMAZON CAPITAL SERVICES	06/16/2022	774417	PO221553	01	0000	0	1110	1000	4320	025	070	14WW-KHV7-LR6T	302.15
AMAZON CAPITAL SERVICES	06/16/2022	774417	PO222508	01	0801	0	1110	1000	4320	025	180	1D6K-GPCD-L4LH	56.01
AMAZON CAPITAL SERVICES	06/16/2022	774417	PO222510	01	0801	0	1110	1000	4320	025	180	131N-VNQF-KX37	186.78
AMAZON CAPITAL SERVICES	06/16/2022	774417	PO222513	01	0801	0	1110	1000	4320	025	180	1MJK-117X-PRMH	173.51
AMAZON CAPITAL SERVICES	06/16/2022	774417	PO222514	01	0801	0	1110	1000	4320	025	180	1MJK-117X-N34C	94.10
AMAZON CAPITAL SERVICES	06/16/2022	774441	PO222564	01	0801	0	1110	1000	4420	007	123	1DXY-LXW9-KGDV	1,098.74
AMAZON CAPITAL SERVICES	06/21/2022	775200	CM220011	01	0000	0	0000	2700	4320	032	070	1DQ3-F7V9-JJ7R	(14.27)
AMAZON CAPITAL SERVICES	06/21/2022	775200	CM220012	01	0000	0	1110	1000	4320	033	070	1TF6-DVMW-JWXC	(175.79)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220013	01	0801	0	1110	1000	4320	025	180	1W74-YRJ1-D3LF	(76.65)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220014	01	0801	0	1110	1000	4320	025	180	1JY7-XHWD-FN1R	(51.10)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220015	01	0801	0	1110	1000	4320	025	180	1QYL-RDGC-FF9L	(25.55)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220016	01	0801	0	1110	1000	4320	025	180	11YQ-MMCG-DF4M	(51.10)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220017	01	0000	0	1110	1000	4100	090	317	1XL7-CNGP-NNQW	(5.00)
AMAZON CAPITAL SERVICES	06/21/2022	775203	CM220018	01	0000	0	1110	1000	4100	090	317	17MK-QDGN-PCLC	(12.32)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO221879	01	0000	0	0000	2700	4320	022	070	1LQV-YVMT-MDQH	(116.09)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO221879	01	0000	0	0000	2700	4320	022	070	1FXL-CGL9-H3RN	116.09
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO221879	01	0000	0	0000	2700	4320	022	070	1CRH-7D94-KQRG	112.30
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222231	01	0000	0	0000	2424	4320	090	735	1RDD-DV9V-Q99N	263.70
AMAZON CAPITAL SERVICES	06/21/2022	775203	PO222359	01	9302	0	1110	1000	4320	090	600	1PM9-KJ6Q-FYPJ	2,190.82
AMAZON CAPITAL SERVICES	06/21/2022	775203	PO222359	01	9302	0	1110	1000	4320	090	600	1CW1-Q9V6-97X1	12.95
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1WH3-NGJN-7X1T	358.00
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1WJQ-3QDL-KL11	165.93
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	141R-3JYL-4MHL	(109.86)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1KWF-9DJ9-1NJ1	(141.12)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1HM3-GGKC-1NPX	(312.85)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1HKF-L14N-139V	(151.20)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1DXY-LXW9-FDDD	(109.86)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1W3D-JHD9-9CNP	(59.55)
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222532	01	9024	0	1110	1000	4320	090	600	1JNM-RFXJ-7NC1	3,196.92
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222581	01	9024	0	1110	1000	4320	022	600	1CY4-9GYC-43FV	59.17
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222581	01	9024	0	1110	1000	4320	022	600	1DXY-LXW9-LJXG	129.62
AMAZON CAPITAL SERVICES	06/21/2022	775200	PO222581	01	9024	0	1110	1000	4320	022	600	1X9W-JNQ6-1JCQ	(59.17)
AMAZON CAPITAL SERVICES	06/21/2022	775203	PV220787	01	0801	0	1110	1000	4320	025	180	1QRR-TK4D-3HV9	204.40
AMAZON CAPITAL SERVICES	06/23/2022	775937	PO222532	01	9024	0	1110	1000	4320	090	600	1R7Y-FM9P-RV37	263.64
AMAZON CAPITAL SERVICES	06/28/2022	777910	PO222353	01	9302	0	1110	1000	4320	090	600	1KCX-DRJ6-GWK3	662.96
AMAZON CAPITAL SERVICES	06/28/2022	777910	PO222366	01	9302	0	1110	1000	4320	090	600	1JK4-MX1Y-HHDK	707.70
AMAZON CAPITAL SERVICES	06/28/2022	777910	PO222600	01	9302	0	1110	1000	4320	090	600	1LQH-VWK4-9J11	98.06
AMAZON CAPITAL SERVICES	06/30/2022	778490	PO222488	01	0000	0	1110	1000	4320	008	070	1CQ3-16WY-LF4R	130.70

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
AMAZON CAPITAL SERVICES	06/30/2022	778490	PO222488	01	3010	0	1110	1000	4320	008	301	1CQ3-16WY-LF4R	1,074.81
AMAZON CAPITAL SERVICES	06/30/2022	778490	PO222488	01	0000	0	1110	1000	4320	008	070	1HTY-96CC-KHTN	383.40
AMAZON CAPITAL SERVICES	06/30/2022	778490	PO222488	01	0000	0	1110	1000	4320	008	070	1WVP-P4JN-MTV3	(33.83)
AMAZON CAPITAL SERVICES	06/30/2022	778490	PO222601	01	9302	0	1110	1000	4320	090	600	1F74-HVCM-CK77	188.08
AMAZON CAPITAL SERVICES Total													20,354.51
AMERICAN FIDELITY	06/21/2022	775201	PO220234	01	0000	0	0000	7350	5899	090	717	58868	895.30
AMERICAN FIDELITY Total													895.30
AMS.NET INC	06/30/2022	778475	PO222630	01	0000	0	0000	2424	5899	090	735	56975	883.25
AMS.NET INC Total													883.25
APPLE INC	06/02/2022	770499	PO222336	01	0000	0	1110	1000	4420	021	070	AH40294398	576.34
APPLE INC	06/07/2022	771280	PO222336	01	0000	0	1110	1000	4420	021	070	AH41002503	97.79
APPLE INC	06/28/2022	777932	PO222626	01	3010	0	1110	1000	4420	016	301	AJ06609097	2,797.51
APPLE INC	06/28/2022	777932	PO222626	01	3010	0	1110	1000	4420	016	301	AJ08921751	9,368.39
APPLE INC	06/30/2022	778483	PO222218	01	0000	0	1110	1000	4420	090	762	AH36271987	521.51
APPLE INC	06/30/2022	778483	PO222542	01	0801	0	1110	1000	4320	025	180	AJ04598550	1,075.68
APPLE INC	06/30/2022	778483	PO222542	01	0801	0	1110	1000	4320	025	180	AJ04609746	2,405.16
APPLE INC	06/30/2022	778483	PO222578	01	0801	0	1110	1000	4420	009	180	AJ02373104	158.00
APPLE INC	06/30/2022	778483	PO222580	01	0801	0	1110	1000	4320	025	180	AJ03264783	488.94
APPLE INC	06/30/2022	778483	PO222580	01	0801	0	1110	1000	4320	025	180	AJ02653443	1,367.67
APPLE INC	06/30/2022	778483	PO222580	01	0801	0	1110	1000	4420	025	123	AJ02653443	120.59
APPLE INC Total													18,977.58
ARELLANO, MARIELA	06/28/2022	777928	PV220772	01	5640	0	5001	3150	5300	090	350	REIMB FOR ASHA DUES MEM	253.00
ARELLANO, MARIELA Total													253.00
ARINES, HEIDI	06/21/2022	775196	PV220779	01	5640	0	5001	3150	5300	090	350	REF#502; ASHA MEM. REIMB	461.00
ARINES, HEIDI Total													461.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5880	090	230	606	4,100.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5820	090	230	606	2,280.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5870	090	230	606	2,646.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5880	090	230	607	4,100.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5820	090	230	607	2,280.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5870	090	230	607	2,646.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5870	090	230	608	216.00
ARISE EDUCATIONAL CENTER	06/23/2022	775924	PO220383	01	6500	0	5760	1180	5870	090	230	609	972.00
ARISE EDUCATIONAL CENTER Total													19,240.00
ARMOUR PETROLEUM SERVICE &	06/28/2022	777949	PO220319	01	8150	0	0000	8110	5600	090	741	WO-22956	175.00
ARMOUR PETROLEUM SERVICE & Total													175.00
AT&T	06/07/2022	771255	PO220118	01	0000	0	0000	7200	5910	090	760	34701763-MAY22	12,880.69
AT&T	06/07/2022	771255	PO220118	01	6500	0	5760	2700	5910	090	245	34701763-MAY22	63.95
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2 JUNE22	316.54
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5 JUNE22	316.54
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4 JUNE22	60.41

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 6 JUNE22	3,147.51
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5 JUNE22	1,084.05
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5 JUN22	316.54
AT&T	06/28/2022	777946	PO220050	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3 JUNE22	2,670.61
AT&T Total													20,856.84
ATX LEARNING LLC	06/02/2022	770500	PO221288	01	6500	0	5760	1190	5870	090	245	202204160-3045	14,400.00
ATX LEARNING LLC	06/30/2022	778484	PO221288	01	6500	0	5760	1190	5870	090	245	202205127-3147	11,475.00
ATX LEARNING LLC	06/30/2022	778484	PO221288	01	6500	0	5760	1190	5870	090	245	202205160-3148	14,400.00
ATX LEARNING LLC Total													40,275.00
AUTO EXPRESS TOWING & RECOVERY	06/23/2022	775945	PO220382	01	8150	0	0000	8110	5600	090	741	22-51432	590.00
AUTO EXPRESS TOWING & RECOVERY Total													590.00
AVALON TRANSPORTATION LLC	06/07/2022	771256	PO222612	01	6388	0	3800	1000	5821	090	318	19316	1,935.00
AVALON TRANSPORTATION LLC	06/07/2022	771256	PO222612	01	6388	0	3800	1000	5821	090	318	19315	2,007.00
AVALON TRANSPORTATION LLC Total													3,942.00
AVID TRANSLATION	06/07/2022	771257	PO220156	01	0801	0	4760	1000	5899	025	123	5141	157.50
AVID TRANSLATION	06/16/2022	774447	PO220238	01	6500	0	5760	1190	5899	090	245	5125	4,129.84
AVID TRANSLATION	06/16/2022	774447	PO220238	01	6500	0	5760	1190	5899	090	245	5128	19,620.26
AVID TRANSLATION	06/23/2022	775925	PO220238	01	6500	0	5760	1190	5899	090	245	5145	2,249.52
AVID TRANSLATION	06/30/2022	778471	PO220238	01	6500	0	5760	1190	5899	090	245	5146	5,839.24
AVID TRANSLATION	06/30/2022	778471	PO220238	01	6500	0	5760	1190	5899	090	245	5142	40,780.00
AVID TRANSLATION	06/30/2022	778471	PO220238	01	6500	0	5760	1190	5899	090	245	5144	12,272.70
AVID TRANSLATION Total													85,049.06
AWARDS AND GIFTS R US INC.	06/28/2022	777947	PO222153	01	9012	0	1110	1000	4320	025	356	51168	2,177.00
AWARDS AND GIFTS R US INC. Total													2,177.00
BARILLAS, DIANA	06/16/2022	774474	PV220780	01	5640	0	5001	3150	5300	090	350	REF#461; ASHA FEES REIMB.	225.00
BARILLAS, DIANA Total													225.00
BARNES & NOBLE	06/14/2022	773753	PO222433	01	0000	0	1110	2421	4200	014	451	4277286	312.45
BARNES & NOBLE	06/14/2022	773753	PO222433	01	3010	0	1110	1000	4200	014	301	4277286	58.02
BARNES & NOBLE Total													370.47
BAY AREA BIOSCIENCE EDUCATION	06/07/2022	771258	PO222590	01	9010	0	1110	1000	4320	090	360	INV-0426	600.00
BAY AREA BIOSCIENCE EDUCATION Total													600.00
BEACON SCHOOL	06/30/2022	778485	PO220273	01	6500	0	5760	1190	5870	090	245	MAY 22 SERVICES	46,509.00
BEACON SCHOOL Total													46,509.00
BEANS, ELIZABETH	06/28/2022	777963	PV220846	01	9010	0	1110	1000	4320	090	360	REF#508; SUPPLIES REIMB.	251.24
BEANS, ELIZABETH	06/28/2022	777963	PV220846	01	9044	0	1110	1000	4320	090	064	REF#508; SUPPLIES REIMB.	141.53
BEANS, ELIZABETH Total													392.77
BLICK ART MATERIALS	06/09/2022	772164	PO220025	01	0000	0	1201	1000	4320	033	070	8442631	2,117.42
BLICK ART MATERIALS Total													2,117.42
BLUE LINE TRANSFER	06/16/2022	774468	PO220449	01	0000	0	0000	8200	5540	090	760	1210587-MAY22	6,495.59
BLUE LINE TRANSFER Total													6,495.59
BLUUM USA INC.	06/23/2022	775966	PO222407	01	0801	0	1110	1000	4420	014	180	346349	2,163.65

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
BLUUM USA INC. Total													2,163.65
BOB JR'S TOWING INC	06/07/2022	771259	PO220369	01	8150	0	0000	8110	5600	090	741	37675	160.00
BOB JR'S TOWING INC Total													160.00
BODWIN, DIANE LITLE	06/14/2022	773743	PO220807	01	0000	0	0000	2424	5801	090	762	MAY22 SVC	453.75
BODWIN, DIANE LITLE Total													453.75
BRIGHT MORNING CONSULTING INC	06/23/2022	775928	PO222651	01	6266	0	1110	1000	5210	090	341	4931	2,600.00
BRIGHT MORNING CONSULTING INC Total													2,600.00
BROADMOOR LANDSCAPE SUPPLY	06/16/2022	774469	PO220364	01	8150	0	0000	8110	4320	090	741	58974	754.84
BROADMOOR LANDSCAPE SUPPLY	06/28/2022	777959	PO220364	01	8150	0	0000	8110	4320	090	741	60276	71.42
BROADMOOR LANDSCAPE SUPPLY Total													826.26
BROCKMEYER, JASON	06/28/2022	777973	PV220856	01	9010	0	1110	1000	4200	090	DNA	REF#526; BOOK REIMB.	132.50
BROCKMEYER, JASON Total													132.50
BSCS SCIENCE LEARNING	06/21/2022	775204	PO222653	01	9044	0	1110	1000	4320	090	064	424	2,346.00
BSCS SCIENCE LEARNING	06/28/2022	777967	PO222657	01	9044	0	1110	1000	4320	090	064	21-704	3,613.00
BSCS SCIENCE LEARNING Total													5,959.00
BSN SPORTS LLC	06/09/2022	772193	PO222280	01	0000	0	1230	1000	4320	033	070	916835389	603.49
BSN SPORTS LLC Total													603.49
BUCKLEY, DEDE	06/14/2022	773734	PV220759	01	3410	0	5001	2700	5220	090	337	MAY 22 MILEAGE REIMBURSE	16.48
BUCKLEY, DEDE	06/14/2022	773734	PV220759	01	6520	0	5001	2700	5220	090	352	MAY 22 MILEAGE REIMBURSE	1.83
BUCKLEY, DEDE Total													18.31
BURNS, HEATHER	06/07/2022	771248	PV220746	01	0000	0	1110	1000	4320	007	070	REF#464; SUPP. REIMBURSEI	36.25
BURNS, HEATHER Total													36.25
C.H. BULL COMPANY	06/21/2022	775194	PO220448	01	8150	0	0000	8110	4320	090	741	1207190	79.49
C.H. BULL COMPANY Total													79.49
CADA CENTRAL	06/23/2022	775929	PO222645	01	0000	0	0000	0000	9330	000		132410	4,820.00
CADA CENTRAL	06/28/2022	777950	PV220841	01	0000	0	0000	0000	9330	000		132924-SHORT AMT	20.00
CADA CENTRAL Total													4,840.00
CAL-STEAM	06/02/2022	770502	PO220365	01	8150	0	0000	8110	4320	090	741	4324514	47.10
CAL-STEAM	06/02/2022	770502	PO220365	01	8150	0	0000	8110	4320	090	741	4322461	104.13
CAL-STEAM	06/07/2022	771262	PO220365	01	8150	0	0000	8110	4320	090	741	4316486	24.10
CAL-STEAM Total													175.33
CALIFORNIA WATER SERVICE	06/16/2022	774408	PO220326	01	0000	0	0000	8200	5530	090	760	6907544444 MAY22	35,484.98
CALIFORNIA WATER SERVICE Total													35,484.98
CALPERS	06/21/2022	775213	PV220789	01	0000	0	0000	0000	9564	000		JUL22 1354490268	801,955.91
CALPERS	06/21/2022	775213	PV220789	01	0000	0	0000	7340	5899	090	717	JUL22 1354490268	2,004.89
CALPERS	06/21/2022	775213	PV220789	01	0000	0	0000	7600	5899	090	810	JUL22 1354490268	414.42
CALPERS	06/21/2022	775213	PV220789	01	0000	0	0000	7600	3701	090	810	JUL22 1354490268	36,058.00
CALPERS	06/21/2022	775213	PV220789	01	0000	0	0000	7600	3702	090	810	JUL22 1354490268	24,585.00
CALPERS	06/21/2022	775208	PV220791	01	0000	0	0000	7600	3701	090	810	JUL22 PREMIUMS	605.06
CALPERS	06/21/2022	775208	PV220791	01	0000	0	0000	7600	5899	090	810	JUL22 PREMIUMS	1.51
CALPERS Total													865,624.79

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
CAPITAL ENGINEERING	06/23/2022	775930	PO220173	01	3212	0	1110	1000	5899	090	329	80454	6,229.00
CAPITAL ENGINEERING Total													6,229.00
CAPRIO, LAURA	06/23/2022	775940	PV220781	01	0000	0	1110	1000	4322	090	762	REF#484; REIMB.FOR FOOD	45.22
CAPRIO, LAURA	06/23/2022	775940	PV220782	01	0000	0	1110	1000	4322	090	762	REF#482; REIMB FOR MEETIN	65.34
CAPRIO, LAURA Total													110.56
CDW GOVERNMENT INC	06/07/2022	771249	PO220084	01	0000	0	0000	2424	4320	090	735	J755154	570.25
CDW GOVERNMENT INC	06/07/2022	771249	PO221946	01	0000	0	1110	1000	4420	033	070	W822367	920.90
CDW GOVERNMENT INC	06/07/2022	771249	PO221983	01	0000	0	0000	7150	4320	090	714	S409353	451.29
CDW GOVERNMENT INC	06/07/2022	771249	PO221983	01	0000	0	0000	7150	4320	090	714	S674618	(451.29)
CDW GOVERNMENT INC	06/14/2022	773744	PO220084	01	0000	0	0000	2424	4320	090	735	X744229	26.57
CDW GOVERNMENT INC	06/14/2022	773744	PO220084	01	0000	0	0000	2424	4320	090	735	X755828	48.89
CDW GOVERNMENT INC	06/16/2022	774420	PO220084	01	0000	0	0000	2424	4320	090	735	X942025	186.90
CDW GOVERNMENT INC	06/16/2022	774420	PO220084	01	0000	0	0000	2424	4320	090	735	X584480	(121.62)
CDW GOVERNMENT INC	06/16/2022	774470	PO220084	01	0000	0	0000	2424	4320	090	735	X549540	107.88
CDW GOVERNMENT INC	06/23/2022	775958	PO220084	01	0000	0	0000	2424	4320	090	735	Z627749	130.71
CDW GOVERNMENT INC	06/23/2022	775958	PO220084	01	0000	0	0000	2424	4320	090	735	Z096765	137.43
CDW GOVERNMENT INC	06/23/2022	775958	PO220084	01	0000	0	0000	2424	4320	090	735	R622608	860.77
CDW GOVERNMENT INC	06/23/2022	775958	PO220084	01	0000	0	0000	2424	4320	090	735	S190913	(860.77)
CDW GOVERNMENT INC	06/23/2022	775958	PO222104	01	0801	0	1110	1000	4420	006	180	Z649942	1,140.50
CDW GOVERNMENT INC	06/23/2022	775958	PO222538	01	0801	0	1110	1000	4420	014	180	X289265	4,211.42
CDW GOVERNMENT INC	06/23/2022	775958	PO222538	01	0801	0	1110	1000	4420	014	180	Z577981	(1,230.09)
CDW GOVERNMENT INC	06/28/2022	777911	PO220084	01	0000	0	0000	2424	4320	090	735	X049759	168.15
CDW GOVERNMENT INC	06/28/2022	777911	PO220084	01	0000	0	0000	2424	4320	090	735	W907254	497.71
CDW GOVERNMENT INC	06/28/2022	777964	PO220084	01	0000	0	0000	2424	4320	090	735	Z281538	371.70
CDW GOVERNMENT INC	06/28/2022	777974	PO220084	01	0000	0	0000	2424	4320	090	735	Z653346	33.54
CDW GOVERNMENT INC	06/28/2022	777974	PO220084	01	0000	0	0000	2424	4320	090	735	Z685080	491.46
CDW GOVERNMENT INC	06/28/2022	777911	PO222543	01	0801	0	1110	1000	4320	025	180	X323220	4,510.35
CDW GOVERNMENT INC	06/28/2022	777911	PO222543	01	0801	0	1110	1000	4420	025	180	X415747	11,367.73
CDW GOVERNMENT INC	06/28/2022	777911	PO222544	01	0801	0	1110	1000	4420	025	180	X289895	5,167.15
CDW GOVERNMENT INC	06/28/2022	777911	PO222544	01	0801	0	1110	1000	4320	025	180	X323336	2,050.16
CDW GOVERNMENT INC Total													30,787.69
CERTIFIED LANGUAGES	06/21/2022	775225	PO220999	01	6500	0	5760	1190	5899	090	245	578210053122	342.60
CERTIFIED LANGUAGES Total													342.60
CHAN, GENEVIEVE	06/30/2022	778495	PV220852	01	9024	0	1110	1000	4320	022	600	REF#524; SUPPLIES REIMB.	139.07
CHAN, GENEVIEVE Total													139.07
CHAVEZ GROUP	06/30/2022	778472	PO220654	01	0000	0	0000	7110	5899	090	713	772	1,240.00
CHAVEZ GROUP Total													1,240.00
CHILDREN'S HEALTH COUNCIL	06/21/2022	775226	PO220246	01	6500	0	5760	1180	5880	090	230	118642	4,760.00
CHILDREN'S HEALTH COUNCIL	06/21/2022	775226	PO220246	01	6500	0	5760	1180	5870	090	230	118642	3,232.90
CHILDREN'S HEALTH COUNCIL Total													7,992.90
CHIN, KIMBERLY	06/14/2022	773745	PV220768	01	0801	0	1110	1000	5210	033	180	NHD CONF. MILEAGE	225.65

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
CHIN, KIMBERLY Total													225.65
CHRISTIAN IBARRA	06/16/2022	774452	MV220053	01	0000	0	1110	1000	4100	090	317	REFUND FOR FOUND BOOK	20.00
CHRISTIAN IBARRA Total													20.00
CITY AUTO SUPPLY	06/02/2022	770488	PO220413	01	8150	0	0000	8110	4320	090	741	3-888853	433.42
CITY AUTO SUPPLY	06/21/2022	775228	PO220413	01	8150	0	0000	8110	4320	090	741	3-890350	101.63
CITY AUTO SUPPLY	06/21/2022	775228	PO220413	01	8150	0	0000	8110	4320	090	741	3-891069	104.58
CITY AUTO SUPPLY	06/30/2022	778473	PO220413	01	8150	0	0000	8110	4320	090	741	3-891619	57.49
CITY AUTO SUPPLY	06/30/2022	778473	PO220413	01	8150	0	0000	8110	4320	090	741	3-889232	541.18
CITY AUTO SUPPLY	06/30/2022	778473	PO220413	01	8150	0	0000	8110	4320	090	741	3-868454	(37.47)
CITY AUTO SUPPLY	06/30/2022	778473	PO220413	01	8150	0	0000	8110	4320	090	741	3-887161	(94.27)
CITY AUTO SUPPLY	06/30/2022	778486	PO220413	01	8150	0	0000	8110	4320	090	741	3-892921	55.11
CITY AUTO SUPPLY	06/30/2022	778486	PO220413	01	8150	0	0000	8110	4320	090	741	3-893400	433.13
CITY AUTO SUPPLY Total													1,594.80
CITY OF SAN BRUNO	06/16/2022	774471	PO220492	01	0000	0	0000	8200	5530	090	760	630440 MAY22	95.38
CITY OF SAN BRUNO	06/16/2022	774471	PO220492	01	0000	0	0000	8200	5530	090	760	630420 MAY22	732.36
CITY OF SAN BRUNO Total													827.74
CLAY PLANET	06/02/2022	770493	PO220187	01	0000	0	1207	1000	4320	033	070	225109	2,728.94
CLAY PLANET Total													2,728.94
CLEARLITE TROPHIES	06/02/2022	770489	PO222557	01	0000	0	0000	7110	5810	090	713	88438	323.14
CLEARLITE TROPHIES	06/09/2022	772159	PO222603	01	9219	0	1202	1000	5899	032	356	88510	374.92
CLEARLITE TROPHIES	06/09/2022	772165	PO222614	01	9206	0	1110	1000	4320	032	356	88448	383.69
CLEARLITE TROPHIES	06/09/2022	772194	PO222620	01	0000	0	0000	7400	5899	090	715	88492	426.31
CLEARLITE TROPHIES	06/09/2022	772194	PO222620	01	0000	0	0000	7400	5899	090	716	88492	245.58
CLEARLITE TROPHIES Total													1,753.64
COHEN, CHERIE	06/28/2022	777969	PV220847	01	0801	0	1110	1000	5210	033	180	PBIS REG. REIMB.	50.00
COHEN, CHERIE Total													50.00
COLLEGE BOARD	06/09/2022	772166	PO220037	01	9218	0	1110	1000	4320	032	356	EP00148735	29,189.00
COLLEGE BOARD Total													29,189.00
COLLEGE BOARD, THE	06/14/2022	773754	PO222627	01	9114	0	1110	1000	4320	033	356	EP00119646	24,190.00
COLLEGE BOARD, THE Total													24,190.00
COMCAST BUSINESS	06/23/2022	775961	PO220039	01	0000	0	0000	2424	5899	090	735	8155200440616029 MAR22	100.00
COMCAST BUSINESS Total													100.00
CORODATA SHREDDING INC.	06/23/2022	775948	PO220049	01	0000	0	0000	8200	5899	090	760	1366539-MAY22	737.03
CORODATA SHREDDING INC. Total													737.03
COSSETTE, SUSAN	06/28/2022	777918	PV220815	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS JUL/AUG	1,416.12
COSSETTE, SUSAN Total													1,416.12
COUNTY COUNSEL	06/07/2022	771289	PO220087	01	0000	0	0000	7150	5889	090	714	3326	121.00
COUNTY COUNSEL	06/07/2022	771289	PO220087	01	0000	0	0000	3130	5889	090	503	3326	459.80
COUNTY COUNSEL	06/07/2022	771289	PO220087	01	0000	0	0000	7300	5889	090	717	3326	242.00
COUNTY COUNSEL	06/16/2022	774472	PO220087	01	0000	0	0000	7400	5889	090	715	3401	1,185.80
COUNTY COUNSEL	06/16/2022	774472	PO220087	01	0000	0	0000	7300	5889	090	717	3401	193.60

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
COUNTY COUNSEL	06/16/2022	774472	PO220087	01	0000	0	0000	7150	5889	090	714	3402	72.60
COUNTY COUNSEL Total													2,274.80
CROWN CASTLE FIBER LLC	06/21/2022	775205	PO220563	01	0000	0	0000	2424	5850	090	735	1122977 JUNE 22	5,988.44
CROWN CASTLE FIBER LLC Total													5,988.44
CRUZ BARAJAS, MARTIN	06/30/2022	778476	PV220839	01	6387	0	3800	1000	4320	033	CIG	REF#493; SUPPLIES REIMB	3,815.65
CRUZ BARAJAS, MARTIN	06/30/2022	778476	PV220840	01	6387	0	3800	1000	4320	033	CIG	REF#465; SUPPLIES REIMB	23,903.27
CRUZ BARAJAS, MARTIN Total													27,718.92
CRYSTAL COMMUNICATIONS	06/28/2022	777966	PO220145	01	0000	0	0000	2700	4320	025	070	0162017-IN	338.79
CRYSTAL COMMUNICATIONS	06/28/2022	777966	PO220145	01	0801	0	0000	8300	4320	025	180	0162017-IN	571.94
CRYSTAL COMMUNICATIONS Total													910.73
CYO TRANSPORTATION SERVICES	06/30/2022	778501	PO222332	01	0000	0	1110	1000	5821	090	764	43195.43196	2,000.00
CYO TRANSPORTATION SERVICES Total													2,000.00
DAILY JOURNAL CORPORATION	06/07/2022	771260	PO222617	01	0000	0	0000	7300	5811	090	717	B3576459	423.53
DAILY JOURNAL CORPORATION Total													423.53
DALY CITY PARTNERSHIP-A.S.A.P.	06/09/2022	772171	PO222298	01	0801	0	1110	1000	5899	012	123	SKYLINE 2021-2022	11,968.12
DALY CITY PARTNERSHIP-A.S.A.P.	06/09/2022	772171	PO222298	01	0801	0	1110	1000	5899	012	180	SKYLINE 2021-2022	4,031.88
DALY CITY PARTNERSHIP-A.S.A.P. Total													16,000.00
DAN'S DRILLING & FENCING INC.	06/28/2022	777912	PO222498	01	8150	0	0000	8110	5899	033	741	5244	6,340.00
DAN'S DRILLING & FENCING INC. Total													6,340.00
DANNIS WOLIVER KELLEY	06/09/2022	772195	PO220884	01	0000	0	0000	7300	5889	090	717	277878 FUND 01	341.00
DANNIS WOLIVER KELLEY Total													341.00
DAVID T. KAWAKITA	06/02/2022	770480	PV220737	01	0000	0	1110	1000	5810	033	070	18341	210.07
DAVID T. KAWAKITA Total													210.07
DECKER EQUIPMENT	06/16/2022	774456	PO222515	01	0000	0	0000	8200	4320	025	759	426128A	1,011.01
DECKER EQUIPMENT Total													1,011.01
DELL MARKETING L.P.	06/09/2022	772172	PO222351	01	9113	0	1110	1000	4320	033	356	10586683988	3,210.14
DELL MARKETING L.P.	06/09/2022	772172	PO222351	01	0000	0	1110	1000	4320	033	070	10586683988	10,000.00
DELL MARKETING L.P.	06/09/2022	772172	PO222351	01	9130	0	1110	1000	4320	033	356	10586683988	6,000.00
DELL MARKETING L.P.	06/30/2022	778477	PO222537	01	0801	0	1110	1000	4420	022	123	10593256609	30,000.00
DELL MARKETING L.P.	06/30/2022	778477	PO222537	01	3010	0	1110	1000	4420	022	301	10593256609	44,033.66
DELL MARKETING L.P.	06/30/2022	778477	PO222579	01	0801	0	1110	1000	4320	009	180	10591466262	31,602.14
DELL MARKETING L.P. Total													124,845.94
DEMARTINI, DANIELLE	06/09/2022	772160	PV220745	01	5640	0	5001	3900	5210	090	350	REF#358; CONFERENCE REIM	200.00
DEMARTINI, DANIELLE Total													200.00
DEMCO INC.	06/14/2022	773766	PO222504	01	0801	0	1110	1000	4420	013	180	7134531	1,644.12
DEMCO INC.	06/14/2022	773766	PO222504	01	0801	0	1110	1000	4320	013	180	7134531	53.11
DEMCO INC.	06/23/2022	775920	PV220796	01	0000	0	1110	2421	4320	002	451	7130436	81.27
DEMCO INC.	06/23/2022	775920	PV220797	01	0000	0	1110	2421	4320	002	451	7125954	103.21
DEMCO INC. Total													1,881.71
DICASTRI, KARYN	06/09/2022	772181	PV220752	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	225.00
DICASTRI, KARYN Total													225.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
DIVERSIFIED STAGE INC.	06/16/2022	774453	PO222233	01	0000	0	1110	1000	5899	090	762	7142-IN	34,719.34
DIVERSIFIED STAGE INC.	06/16/2022	774453	PO222233	01	0000	0	1110	1000	5600	090	762	7142-IN	26,789.00
DIVERSIFIED STAGE INC. Total													61,508.34
DOG WASTE DEPOT	06/28/2022	777929	PO222633	01	0000	0	0000	8200	4320	090	760	489284	467.25
DOG WASTE DEPOT Total													467.25
DOLLY, LAURIE	06/09/2022	772182	PV220758	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	64.00
DOLLY, LAURIE Total													64.00
DOOLEY CORPORATION	06/16/2022	774415	PO220814	01	6500	0	5760	1190	5870	090	245	3130	6,325.00
DOOLEY CORPORATION Total													6,325.00
DORIAN STUDIO INC.	06/21/2022	775229	PO221583	01	0000	0	1110	1000	5810	022	070	IN1934639	6,615.50
DORIAN STUDIO INC. Total													6,615.50
DOUGLAS & STURGESS INC	06/09/2022	772197	PO220254	01	0000	0	1207	1000	4320	032	070	10158538	144.27
DOUGLAS & STURGESS INC Total													144.27
DUNN-EDWARDS CORPORATION	06/02/2022	770504	PO220366	01	8150	0	0000	8110	4320	090	741	2020174401	861.13
DUNN-EDWARDS CORPORATION	06/14/2022	773756	PO220366	01	8150	0	0000	8110	4320	090	741	2020174609	1,626.62
DUNN-EDWARDS CORPORATION	06/21/2022	775195	PO220366	01	8150	0	0000	8110	4320	090	741	2020174798	326.07
DUNN-EDWARDS CORPORATION	06/28/2022	777951	PO220366	01	8150	0	0000	8110	4320	090	741	2020175021	849.71
DUNN-EDWARDS CORPORATION	06/30/2022	778503	PO220366	01	8150	0	0000	8110	4320	090	741	2020175212	1,236.47
DUNN-EDWARDS CORPORATION Total													4,900.00
EAST BAY AGENCY FOR CHILDREN	06/09/2022	772198	PO222625	01	3217	0	1110	1000	5899	090	381	2021/05-SSFUSD	1,000.00
EAST BAY AGENCY FOR CHILDREN Total													1,000.00
ECKSTEIN, DONNA	06/28/2022	777919	PV220816	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	2,048.96
ECKSTEIN, DONNA Total													2,048.96
EDGEWOOD CENTER FOR CHILDREN	06/07/2022	771250	PO220384	01	6500	0	5760	1180	5870	090	230	INV31163	285.76
EDGEWOOD CENTER FOR CHILDREN	06/09/2022	772161	PO220384	01	6500	0	5760	1180	5870	090	230	INV31164	901.12
EDGEWOOD CENTER FOR CHILDREN	06/16/2022	774448	PO220384	01	6500	0	5760	1180	5880	090	230	31172	6,640.00
EDGEWOOD CENTER FOR CHILDREN	06/16/2022	774448	PO220384	01	6500	0	5760	1180	5820	090	230	31172	2,920.00
EDGEWOOD CENTER FOR CHILDREN	06/23/2022	775959	PO220384	01	6500	0	5760	1180	5870	090	230	INV31258	99.00
EDGEWOOD CENTER FOR CHILDREN	06/28/2022	777930	PO220384	01	6500	0	5760	1180	5870	090	230	INV31259	829.04
EDGEWOOD CENTER FOR CHILDREN Total													11,674.92
EDUCATION TEAM, THE	06/16/2022	774421	PO220830	01	0000	0	0000	7400	5899	090	715	525992	439.45
EDUCATION TEAM, THE Total													439.45
ELDRIDGE APPLESEED, RONNIE	06/16/2022	774475	PV220786	01	0000	0	1235	1000	4320	033	070	REF#498; SUPPLIES REIMB	170.87
ELDRIDGE APPLESEED, RONNIE Total													170.87
ESPIRITU, JULIAN	06/16/2022	774416	PV220770	01	6500	0	5760	1190	4320	090	245	LIFE SKILLS SUPPLIES REIME	54.14
ESPIRITU, JULIAN Total													54.14
EVANGELISTA, ARCHIVIR	06/16/2022	774449	PV220769	01	6500	0	5760	2490	5820	090	230	MAY 22 MILEAGE REIMBURSE	37.80
EVANGELISTA, ARCHIVIR Total													37.80
EVERDRIVEN TECHNOLOGIES LLC	06/28/2022	777948	PO220423	01	0000	0	5760	3600	5820	090	781	29010	2,925.00
EVERDRIVEN TECHNOLOGIES LLC Total													2,925.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	009	329	8972	1,560.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	012	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	006	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	021	329	8972	3,120.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	008	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	013	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	014	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	025	329	8972	3,120.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	010	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	002	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	033	329	8972	6,240.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	032	329	8972	6,240.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	031	329	8972	1,560.00
EXPERIENCE JANITORIAL INC.	06/09/2022	772173	PO221749	01	3212	0	0000	8200	5899	022	329	8972	3,120.00
EXPERIENCE JANITORIAL INC. Total													35,880.00
FAGEN FRIEDMAN & FULFROST LLP	06/14/2022	773767	PO220086	01	0000	0	0000	7400	5889	090	715	201166	1,462.50
FAGEN FRIEDMAN & FULFROST LLP	06/14/2022	773767	PO220086	01	6500	0	5760	1190	5889	090	245	201166	3,286.00
FAGEN FRIEDMAN & FULFROST LLP Total													4,748.50
FASTRAK	06/02/2022	770515	PV220741	01	0000	0	1110	1000	5899	021	ASB	I712165218334	7.00
FASTRAK	06/02/2022	770515	PV220742	01	0000	0	1110	1000	5899	021	ASB	I712166539453	7.00
FASTRAK	06/02/2022	770516	PV220743	01	0000	0	1110	1000	5899	021	ASB	I712273110362	7.00
FASTRAK	06/28/2022	777933	PV220826	01	0000	0	1110	1000	5899	033	070	I692165119498	9.05
FASTRAK	06/28/2022	777933	PV220827	01	0000	0	1110	1000	5899	033	070	I692041995340	9.05
FASTRAK Total													39.10
FERROGROUP INC.	06/16/2022	774442	PO220428	01	8150	0	0000	8110	4320	090	741	55439	739.46
FERROGROUP INC.	06/28/2022	777952	PO220428	01	8150	0	0000	8110	4320	090	741	55548	911.43
FERROGROUP INC. Total													1,650.89
FIRST ALARM	06/30/2022	778496	PV220853	01	8150	0	0000	8300	5806	090	741	686517	278.00
FIRST ALARM	06/30/2022	778496	PV220854	01	8150	0	0000	8300	5806	090	741	686648	1,186.00
FIRST ALARM Total													1,464.00
FLINN SCIENTIFIC INC.	06/09/2022	772183	PO222390	01	0000	0	1110	1000	4320	021	322	2708907	1,308.67
FLINN SCIENTIFIC INC. Total													1,308.67
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222176	01	0801	0	1110	1000	4200	021	123	486440	733.83
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222176	01	0801	0	1110	1000	4200	021	180	486440	733.83
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222176	01	0801	0	1110	1000	4200	021	123	486440F	368.56
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222176	01	0801	0	1110	1000	4200	021	180	486440F	368.56
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222181	01	0801	0	1110	1000	4200	021	180	486436	1,079.38
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222181	01	0801	0	1110	1000	4200	021	123	486436	1,079.38
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222181	01	0801	0	1110	1000	4200	021	180	486436A	401.79
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222181	01	0801	0	1110	1000	4200	021	123	486436A	401.79
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222182	01	0801	0	1110	1000	4200	021	180	486437	1,265.51
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222182	01	0801	0	1110	1000	4200	021	123	486437	1,265.52

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222182	01	0801	0	1110	1000	4200	021	180	486437A	696.98
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222182	01	0801	0	1110	1000	4200	021	123	486437A	696.98
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222183	01	0801	0	1110	1000	4200	021	180	486450	278.41
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222183	01	0801	0	1110	1000	4200	021	123	486450	278.42
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222183	01	0801	0	1110	1000	4200	021	180	486450A	185.13
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222183	01	0801	0	1110	1000	4200	021	123	486450A	185.12
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222184	01	0801	0	1110	1000	4200	021	180	486448	131.81
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222184	01	0801	0	1110	1000	4200	021	123	486448	131.81
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222185	01	0801	0	1110	1000	4200	021	180	486441	265.17
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222185	01	0801	0	1110	1000	4200	021	123	486441	265.17
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222185	01	0801	0	1110	1000	4200	021	180	486441A	172.92
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222185	01	0801	0	1110	1000	4200	021	123	486441A	172.91
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222187	01	0801	0	1110	1000	4200	021	180	486444	208.71
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222187	01	0801	0	1110	1000	4200	021	123	486444	208.71
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222187	01	0801	0	1110	1000	4200	021	180	486444A	210.30
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222187	01	0801	0	1110	1000	4200	021	123	486444A	210.30
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222188	01	0801	0	1110	1000	4200	021	180	486445	87.37
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222188	01	0801	0	1110	1000	4200	021	123	486445	87.37
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222189	01	0801	0	1110	1000	4200	021	180	486447	134.95
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222189	01	0801	0	1110	1000	4200	021	123	486447	134.94
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222190	01	0801	0	1110	1000	4200	021	123	486443	350.47
FOLLETT CONTENT SOLUTIONS	06/14/2022	773764	PO222190	01	0801	0	1110	1000	4200	021	123	486443A	346.48
FOLLETT CONTENT SOLUTIONS	06/16/2022	774476	PO222186	01	0801	0	1110	1000	4200	021	180	486446	440.60
FOLLETT CONTENT SOLUTIONS	06/16/2022	774476	PO222186	01	0801	0	1110	1000	4200	021	180	486446A	80.38
FOLLETT CONTENT SOLUTIONS	06/16/2022	774476	PO222186	01	0801	0	1110	1000	4200	021	123	486446A	143.85
FOLLETT CONTENT SOLUTIONS	06/16/2022	774476	PO222189	01	0801	0	1110	1000	4200	021	180	486447A	222.60
FOLLETT CONTENT SOLUTIONS	06/16/2022	774476	PO222189	01	0801	0	1110	1000	4200	021	123	486447A	222.59
FOLLETT CONTENT SOLUTIONS	06/21/2022	775197	PO222181	01	0801	0	1110	1000	4200	021	180	486436F	1,625.63
FOLLETT CONTENT SOLUTIONS	06/21/2022	775197	PO222181	01	0801	0	1110	1000	4200	021	123	486436F	1,570.52
FOLLETT CONTENT SOLUTIONS	06/23/2022	775921	PO222054	01	0801	0	1110	1000	4200	025	180	463339F	7,170.52
FOLLETT CONTENT SOLUTIONS Total													24,615.27
FOLLETT CONTENT SOLUTIONS LLC	06/09/2022	772199	PO222392	01	9010	0	1110	1000	4200	010	356	489821	443.92
FOLLETT CONTENT SOLUTIONS LLC	06/14/2022	773742	PO222271	01	0000	0	1110	2421	4200	012	451	487015	265.26
FOLLETT CONTENT SOLUTIONS LLC	06/14/2022	773757	PO222392	01	9010	0	1110	1000	4200	010	356	489821A	523.31
FOLLETT CONTENT SOLUTIONS LLC	06/23/2022	775960	PO220069	01	0000	0	1110	2421	4200	032	451	497027	329.99
FOLLETT CONTENT SOLUTIONS LLC	06/23/2022	775949	PO222272	01	9010	0	1110	1000	4200	006	356	487023	1,979.10
FOLLETT CONTENT SOLUTIONS LLC	06/23/2022	775949	PO222517	01	3010	0	1110	1000	4200	007	301	497177	5,833.88
FOLLETT CONTENT SOLUTIONS LLC	06/23/2022	775949	PO222517	01	3010	0	1110	1000	4200	007	301	497177A	724.23
FOLLETT CONTENT SOLUTIONS LLC	06/23/2022	775960	PO222568	01	0000	0	1110	2421	4200	009	451	502318	401.00
FOLLETT CONTENT SOLUTIONS LLC Total													10,500.69
FOLLETT SCHOOL SOLUTIONS INC	06/21/2022	775230	PO222492	01	0000	0	1110	2421	4320	025	451	1474942	152.79

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
FOLLETT SCHOOL SOLUTIONS INC Total													152.79
FREEMAN, TAYLOR	06/14/2022	773749	PV220753	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	225.00
FREEMAN, TAYLOR Total													225.00
GAMA TROPHIES	06/21/2022	775231	PO222131	01	9012	0	1110	1000	4320	025	356	49051	152.95
GAMA TROPHIES Total													152.95
GARCIA, MARCOS	06/16/2022	774422	PV220775	01	0000	0	1110	1000	4322	090	762	REF#485; LUNCH REIMBURSE	170.69
GARCIA, MARCOS Total													170.69
GEORGE, SHERYL	06/14/2022	773750	PV220751	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	253.00
GEORGE, SHERYL Total													253.00
GERTSCH, EVELYN	06/30/2022	778504	PV220855	01	0801	0	1110	1000	5210	033	180	PBIS REG. FEE REIMB.	26.50
GERTSCH, EVELYN Total													26.50
GLOBAL INDUSTRIAL	06/09/2022	772162	PO222560	01	6387	0	3800	1000	4320	033	CIG	119166272	1,342.89
GLOBAL INDUSTRIAL Total													1,342.89
GRADY, SILVIA	06/28/2022	777920	PV220817	01	0000	0	0000	0000	9534	000		012524	1,015.12
GRADY, SILVIA Total													1,015.12
GRAHAM, RONALD MICHAEL	06/02/2022	770495	PO220341	01	0000	0	1227	1000	5600	025	070	M28867	450.00
GRAHAM, RONALD MICHAEL	06/02/2022	770495	PO220341	01	0000	0	1227	1000	4320	025	070	M28867	195.47
GRAHAM, RONALD MICHAEL	06/07/2022	771265	PO220341	01	0000	0	1227	1000	5600	025	070	M31593	265.00
GRAHAM, RONALD MICHAEL	06/07/2022	771265	PO220341	01	0000	0	1227	1000	4320	025	070	M31593	43.74
GRAHAM, RONALD MICHAEL	06/07/2022	771270	PO222496	01	0000	0	1110	1000	4420	025	322	31730	5,676.41
GRAHAM, RONALD MICHAEL	06/16/2022	774473	PO220137	01	0000	0	1227	1000	5600	021	322	M32310	750.00
GRAHAM, RONALD MICHAEL	06/16/2022	774473	PO220137	01	0000	0	1227	1000	4320	021	322	M32310	159.71
GRAHAM, RONALD MICHAEL	06/16/2022	774409	PO220227	01	0000	0	1227	1000	5600	032	322	29366	90.00
GRAHAM, RONALD MICHAEL	06/16/2022	774409	PO220227	01	0000	0	1227	1000	4320	032	322	29366	5.49
GRAHAM, RONALD MICHAEL Total													7,635.82
GRAINGER	06/02/2022	770505	PO220363	01	8150	0	0000	8110	4320	090	741	9320053201	127.00
GRAINGER	06/02/2022	770505	PO220363	01	8150	0	0000	8110	4320	090	741	9307035916	38.35
GRAINGER	06/02/2022	770505	PO220363	01	8150	0	0000	8110	4320	090	741	9308453985	(38.35)
GRAINGER	06/16/2022	774410	PO222565	01	0000	0	0000	0000	9320	000		9315489667	359.96
GRAINGER	06/16/2022	774477	PO222565	01	0000	0	0000	0000	9320	000		9315624735	2,078.97
GRAINGER	06/16/2022	774477	PO222565	01	0000	0	0000	0000	9320	000		9328734216	2,634.26
GRAINGER	06/28/2022	777953	PO220363	01	8150	0	0000	8110	4320	090	741	7101181084-MAY22	2,673.30
GRAINGER	06/28/2022	777954	PO222594	01	0000	0	0000	7540	4320	090	761	9331232562	917.67
GRAINGER Total													8,791.16
GREEN CAB PENINSULA	06/28/2022	777960	PO221829	01	6500	0	5760	1190	5899	090	245	2205	6,300.00
GREEN CAB PENINSULA Total													6,300.00
HAHN, MIRANDA	06/28/2022	777970	PV220848	01	9024	0	1110	1000	4320	022	600	REF#527; STEAM SUPPLIES F	485.15
HAHN, MIRANDA Total													485.15
HALL, GREG	06/16/2022	774454	PV220771	01	0000	0	0000	0000	9589	000		REIMB. FOR STALE DATED CI	2,257.13
HALL, GREG Total													2,257.13
HALTEH, LILLIAN N.	06/28/2022	777935	PV220829	01	6500	0	5760	2490	5820	090	230	MAY22 MILEAGE	52.41

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
HALTEH, LILLIAN N. Total													52.41
HANNA INTERPRETING	06/30/2022	778487	PO221681	01	6500	0	5760	1190	5899	090	245	447038	10,595.00
HANNA INTERPRETING Total													10,595.00
HEALTH CONNECTED	06/07/2022	771266	PO220253	01	4127	0	1110	1000	5899	090	342	1951	18,000.00
HEALTH CONNECTED Total													18,000.00
HEIRLOOM ENGRAVING	06/28/2022	777941	PO222228	01	0000	0	1110	1000	4320	021	070	205685	1,522.80
HEIRLOOM ENGRAVING Total													1,522.80
HEMMERLA, KARL	06/21/2022	775192	PV220799	01	6520	0	5001	2700	5210	090	352	PARKING REIMB.	24.00
HEMMERLA, KARL Total													24.00
HERFF JONES	06/09/2022	772184	PO221985	01	0801	0	1110	1000	5810	032	180	1126116	579.38
HERFF JONES	06/09/2022	772184	PO221985	01	0801	0	1110	1000	4320	032	180	1126116	115.88
HERFF JONES	06/09/2022	772184	PO221985	01	9215	0	1110	1000	4320	032	356	1126116	1,423.18
HERFF JONES	06/09/2022	772174	PO222061	01	0000	0	1110	1000	4320	033	070	1120398	1,039.42
HERFF JONES	06/09/2022	772174	PO222061	01	0000	0	1110	1000	4320	033	070	1120398-1	153.46
HERFF JONES	06/09/2022	772174	PO222061	01	0000	0	1110	1000	4320	033	070	1119277	2,750.39
HERFF JONES	06/09/2022	772174	PO222061	01	0000	0	1110	1000	4320	033	070	1119277-1	300.56
HERFF JONES Total													6,362.27
HILLYARD/SAN FRANCISCO	06/07/2022	771251	PO220004	01	0000	0	0000	8200	4320	010	759	604737689	310.10
HILLYARD/SAN FRANCISCO	06/07/2022	771251	PO220361	01	0000	0	0000	8200	4320	090	760	604758686	1,105.33
HILLYARD/SAN FRANCISCO	06/07/2022	771282	PO220553	01	6500	0	5760	1190	4320	005	245	604713751	452.77
HILLYARD/SAN FRANCISCO	06/09/2022	772175	PO220553	01	6500	0	5760	1190	4320	005	245	604717210	24.32
HILLYARD/SAN FRANCISCO	06/16/2022	774411	PO220067	01	0000	0	0000	8200	4320	008	070	604764693	1,768.98
HILLYARD/SAN FRANCISCO	06/16/2022	774411	PO220067	01	0000	0	0000	8200	4320	008	070	604713753	398.41
HILLYARD/SAN FRANCISCO	06/16/2022	774411	PO221145	01	0000	0	0000	8200	4320	014	759	604729007	145.39
HILLYARD/SAN FRANCISCO	06/16/2022	774411	PO221145	01	0000	0	0000	8200	4320	014	070	604729007	238.16
HILLYARD/SAN FRANCISCO	06/16/2022	774411	PO221145	01	0000	0	0000	8200	4320	014	759	604720632	1,756.29
HILLYARD/SAN FRANCISCO	06/23/2022	775938	PO220055	01	0000	0	0000	8200	4320	025	759	604745766	370.43
HILLYARD/SAN FRANCISCO	06/23/2022	775938	PO220055	01	0000	0	0000	8200	4320	025	759	604737690	2,329.25
HILLYARD/SAN FRANCISCO	06/28/2022	777913	PO220794	01	0000	0	0000	8200	4320	006	759	604709308	732.76
HILLYARD/SAN FRANCISCO Total													9,632.19
HODGE PRODUCTS INC	06/14/2022	773746	PO220009	01	9219	0	1230	1000	4320	032	356	0488912-IN	2,397.46
HODGE PRODUCTS INC Total													2,397.46
HOME DEPOT CREDIT SERVICES	06/30/2022	778488	PO220321	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250 JUNE22	1,535.47
HOME DEPOT CREDIT SERVICES Total													1,535.47
HONORS GRADUATION LLC	06/07/2022	771267	PO222584	01	0000	0	1110	1000	4320	033	070	347316	197.05
HONORS GRADUATION LLC Total													197.05
HUNTLEY, MELANIE	06/09/2022	772205	PV220760	01	6500	0	5760	2490	5820	090	230	APRIL 22 MILEAGE REIMBURS	76.10
HUNTLEY, MELANIE	06/23/2022	775962	PV220830	01	6500	0	5760	2490	5820	090	230	MAY22 MILEAGE	83.71
HUNTLEY, MELANIE Total													159.81
ILLIONOIS STATE UNIVERSITY	06/07/2022	771268	PO222270	01	0801	0	1110	1000	5210	013	180	57041	657.00
ILLIONOIS STATE UNIVERSITY Total													657.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
INCIDENT IQ LLC	06/30/2022	778493	PO222640	01	0000	0	0000	0000	9330	000		3872	10,044.27
INCIDENT IQ LLC Total													10,044.27
INFINITY COMMUNICATIONS &	06/07/2022	771263	PO220994	01	0000	0	0000	2424	5899	090	735	13983	15,500.00
INFINITY COMMUNICATIONS &	06/28/2022	777934	PO220994	01	0000	0	0000	2424	5899	090	735	14001	15,500.00
INFINITY COMMUNICATIONS & Total													31,000.00
INSTRUCTIONAL COACHING GROUP	06/14/2022	773751	PO221960	01	3010	0	1110	1000	5210	008	301	14425-288-1-DB1A	497.50
INSTRUCTIONAL COACHING GROUP	06/14/2022	773751	PO221960	01	0801	0	1110	1000	5210	013	180	14425-288-1-DB1A	497.50
INSTRUCTIONAL COACHING GROUP Total													995.00
INTERSTATE TRAFFIC CONTROL	06/16/2022	774412	PO220447	01	8150	0	0000	8110	4320	090	741	250678	2,677.50
INTERSTATE TRAFFIC CONTROL	06/16/2022	774443	PO220447	01	8150	0	0000	8110	4320	090	741	250656	586.25
INTERSTATE TRAFFIC CONTROL Total													3,263.75
IRISH, KEITH	06/16/2022	774478	PV220783	01	0000	0	0000	7150	4322	090	714	REF#507; REIMB FOR CAT ME	225.00
IRISH, KEITH	06/16/2022	774478	PV220783	01	0000	0	0000	7400	4322	090	715	REF#507; REIMB FOR CAT ME	225.00
IRISH, KEITH	06/16/2022	774478	PV220783	01	0000	0	0000	7300	4322	090	717	REF#507; REIMB FOR CAT ME	225.00
IRISH, KEITH	06/16/2022	774478	PV220783	01	0000	0	0000	2110	4322	090	762	REF#507; REIMB FOR CAT ME	225.00
IRISH, KEITH	06/16/2022	774478	PV220784	01	0000	0	0000	2700	4322	090	762	REF#506; REIMB. FOR MEETII	484.08
IRISH, KEITH	06/16/2022	774478	PV220784	01	0000	0	0000	2700	4322	090	762	REF#506; REIMB. FOR MEETII	267.09
IRISH, KEITH	06/28/2022	777971	PV220851	01	9024	0	1110	1000	4322	022	600	REF#529; STEAM TEAM LUNC	168.25
IRISH, KEITH Total													1,819.42
ISLA, NATHAN	06/21/2022	775216	PV220795	01	0000	0	0000	7110	4320	090	713	SUPPLIES MAY22	17.02
ISLA, NATHAN Total													17.02
J.W. PEPPER & SON INC	06/23/2022	775922	PO220010	01	9219	0	1215	1000	4320	032	356	364310391	68.11
J.W. PEPPER & SON INC	06/23/2022	775922	PO220010	01	9219	0	1208	1000	5813	032	356	364294020	20.00
J.W. PEPPER & SON INC	06/23/2022	775922	PO220010	01	9219	0	1215	1000	4320	032	356	364310392	172.03
J.W. PEPPER & SON INC Total													260.14
JEFFERSON UNION	06/07/2022	771283	PO222619	01	6388	0	3800	1000	5810	090	318	3003	1,162.40
JEFFERSON UNION Total													1,162.40
JETTER NOZZLES STORE	06/30/2022	778489	PO221473	01	8150	0	0000	8110	4320	090	741	100001993	200.67
JETTER NOZZLES STORE Total													200.67
KELLER SUPPLY COMPANY	06/14/2022	773758	PO220419	01	8150	0	0000	8110	4320	090	741	S020498837.001	84.37
KELLER SUPPLY COMPANY Total													84.37
KELLY SPICERS STORES	06/07/2022	771284	PO222588	01	3213	0	1110	1000	4320	033	600	10964548	436.09
KELLY SPICERS STORES	06/14/2022	773747	PO222449	01	0000	0	0000	0000	9320	000		10938185	4,938.42
KELLY SPICERS STORES	06/16/2022	774479	PO220056	01	0000	0	1110	1000	4320	025	070	10964542	853.95
KELLY SPICERS STORES	06/16/2022	774413	PO220793	01	0801	0	1110	1000	4320	006	180	10922245	1,511.33
KELLY SPICERS STORES	06/21/2022	775202	PO220056	01	0000	0	1110	1000	4320	025	070	10964609	36.41
KELLY SPICERS STORES	06/28/2022	777914	PO222587	01	9024	0	1110	1000	4320	022	600	10973853	436.09
KELLY SPICERS STORES Total													8,212.29
KLEINER, JESSICA	06/14/2022	773752	PV220754	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	225.00
KLEINER, JESSICA Total													225.00
KNOWBE4 INC.	06/21/2022	775206	PO222523	01	0000	0	0000	2424	5899	090	735	186392	1,835.13

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
KNOWBE4 INC. Total													1,835.13
KOBRIN, MICHAEL	06/21/2022	775214	PV220790	01	0000	0	0000	0000	9589	000		RPL LOST P/R CK#231901	2,935.45
KOBRIN, MICHAEL Total													2,935.45
KOUTOULAS, CHRISOULA	06/07/2022	771252	PV220747	01	0000	0	1110	1000	5813	014	070	REF#471; SUPPLIES REIMB.	155.99
KOUTOULAS, CHRISOULA Total													155.99
KUWADA, LOLETA	06/28/2022	777915	PV220814	01	0000	0	1110	1000	4200	090	340	REF#436; BOOK REIMB.	69.22
KUWADA, LOLETA	06/30/2022	778497	PV220849	01	0802	0	1110	1000	5210	090	195	REF#352; DANIELSON FRAME	195.00
KUWADA, LOLETA Total													264.22
KWON, TATIANA	06/09/2022	772185	PV220755	01	5640	0	5001	3150	5300	090	350	ASHA DUES MEMBERSHIP RE	225.00
KWON, TATIANA Total													225.00
LAKESHORE	06/02/2022	770510	PO222474	01	3010	0	1110	1000	4320	008	301	856387050422	318.31
LAKESHORE	06/02/2022	770510	PO222474	01	3010	0	1110	1000	4320	008	301	856387052322	808.95
LAKESHORE	06/09/2022	772207	PO222428	01	0801	0	1110	1000	4320	014	180	222428	936.27
LAKESHORE	06/09/2022	772207	PO222428	01	0801	0	1110	1000	4320	014	180	848689051822	415.44
LAKESHORE	06/09/2022	772167	PO222509	01	0801	0	1110	1000	4320	013	180	875461050622	300.78
LAKESHORE Total													2,779.75
LASERTORIUM OFFICE SYSTEMS	06/09/2022	772186	PO220168	01	0000	0	0000	2424	5600	090	735	21809	120.00
LASERTORIUM OFFICE SYSTEMS	06/16/2022	774428	PO220168	01	0000	0	0000	2424	5600	090	735	21818	400.18
LASERTORIUM OFFICE SYSTEMS Total													520.18
LAWSON PRODUCTS INC	06/07/2022	771274	PO220446	01	8150	0	0000	8110	4320	090	741	9309576210	214.46
LAWSON PRODUCTS INC	06/07/2022	771274	PO220446	01	8150	0	0000	8110	4320	090	741	9309576212	94.54
LAWSON PRODUCTS INC Total													309.00
LE, RACHELL	06/16/2022	774423	MV220056	01	0000	0	1110	1000	4100	090	317	REFUND - TEXTBK JUN22	24.25
LE, RACHELL Total													24.25
LEADER SERVICES	06/23/2022	775917	PV220793	01	5640	0	5001	3900	5899	090	350	CDS 5870	1,416.59
LEADER SERVICES Total													1,416.59
LEE, MARGARET	06/21/2022	775237	PV220803	01	6500	0	5760	1190	5813	090	205	FEB-MAY22 SUBSCRIPTIONS	103.68
LEE, MARGARET	06/23/2022	775912	PV220798	01	5640	0	5001	3150	5300	090	350	ASHA DUES JAN22	225.00
LEE, MARGARET Total													328.68
LEON, SANDRA	06/28/2022	777921	PV220818	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	153.53
LEON, SANDRA Total													153.53
LINCOLN AQUATICS	06/09/2022	772168	PO220439	01	8150	0	0000	8110	4320	090	741	SL035037	1,193.57
LINCOLN AQUATICS	06/09/2022	772168	PO220439	01	8150	0	0000	8110	4320	090	741	SL035031	1,301.91
LINCOLN AQUATICS	06/09/2022	772168	PO220439	01	8150	0	0000	8110	4320	090	741	SL035032	602.20
LINCOLN AQUATICS Total													3,097.68
LINCOLN WHITE	06/23/2022	775931	PO222638	01	0000	0	0000	7400	5889	090	715	34	12,975.00
LINCOLN WHITE Total													12,975.00
LOUDAN, ROSELLE MARIE	06/14/2022	773760	PO221556	01	0801	0	0000	2700	5801	090	LIFT	14	1,699.08
LOUDAN, ROSELLE MARIE	06/30/2022	778458	PO221556	01	0801	0	0000	2700	5801	090	LIFT	15	1,699.08
LOUDAN, ROSELLE MARIE Total													3,398.16
LOWE'S BUSINESS ACCOUNT	06/02/2022	770481	PO220320	01	8150	0	0000	8110	4320	090	741	82131059205661 MAY22	2,986.87

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
LOWE'S BUSINESS ACCOUNT Total													2,986.87
MAO, INGRID	06/14/2022	773736	PV220762	01	3213	0	1110	1000	5210	032	346	MILEAGE LINK CREW TRAINN	73.72
MAO, INGRID Total													73.72
MARTINEZ, LEILAHNIE	06/07/2022	771275	PV220749	01	0000	0	0000	2700	5220	032	070	MAY22 MILEAGE	2.34
MARTINEZ, LEILAHNIE Total													2.34
MAXIM HEALTHCARE STAFFING	06/02/2022	770511	PO220274	01	6500	0	5760	1190	5870	090	245	E5860090132	1,368.00
MAXIM HEALTHCARE STAFFING	06/14/2022	773737	PO220274	01	6500	0	5760	1190	5870	090	245	E5856650132	12,731.15
MAXIM HEALTHCARE STAFFING	06/16/2022	774457	PO220274	01	6500	0	5760	1190	5870	090	245	E5871560132	15,880.35
MAXIM HEALTHCARE STAFFING	06/21/2022	775217	PO220274	01	6500	0	5760	1190	5870	090	245	E6030230132	8,382.65
MAXIM HEALTHCARE STAFFING	06/28/2022	777936	PO220274	01	6500	0	5760	1190	5870	090	245	E5977770132	20,260.70
MAXIM HEALTHCARE STAFFING Total													58,622.85
METCALFE, WENDY	06/16/2022	774424	PV220776	01	3410	0	5001	3900	4320	090	337	MAY22 SUPPLIES	151.23
METCALFE, WENDY	06/23/2022	775941	PV220804	01	6500	0	5760	1190	4320	090	245	APR/MAY22 SUPPLIES	100.00
METCALFE, WENDY Total													251.23
METLIFE INSURANCE COMPANY	06/21/2022	775215	PV220788	01	0000	0	0000	0000	9573	000		JUL22 PREMIUMS	3,585.73
METLIFE INSURANCE COMPANY	06/21/2022	775215	PV220788	01	0000	0	0000	0000	9573	000		JUL22 PREMIUMS	5,107.17
METLIFE INSURANCE COMPANY	06/21/2022	775215	PV220788	01	0000	0	0000	7600	3701	090	810	JUL22 PREMIUMS	13.79
METLIFE INSURANCE COMPANY Total													8,706.69
MIRT, DEBORAH	06/23/2022	775954	PV220824	01	0000	0	1110	1000	4320	009	070	SUPPLIES AUG-MAY 22	377.42
MIRT, DEBORAH Total													377.42
MOLINA, NAYELI	06/14/2022	773738	PV220763	01	3213	0	1110	1000	5210	032	346	AIR-APR22 LINK CREW TRAIN	409.20
MOLINA, NAYELI Total													409.20
MOORE, SHAWNTERRA	06/30/2022	778479	PV220842	01	0000	0	0000	7150	5210	090	714	SUPT. MTG. JUN22	258.69
MOORE, SHAWNTERRA Total													258.69
MORENO, DEANNA	06/21/2022	775238	PV220805	01	9010	0	1110	1000	4320	022	356	MAY22-AWARDS/PROM	251.91
MORENO, DEANNA	06/21/2022	775238	PV220806	01	0000	0	0000	3110	4320	022	070	AWARDS NIGHT MAY22	704.67
MORENO, DEANNA Total													956.58
MOTION INDUSTRIES INC.	06/16/2022	774429	PO220445	01	8150	0	0000	8110	4320	090	741	CA95-00024323	108.45
MOTION INDUSTRIES INC. Total													108.45
MULLASSERY, KARIE	06/02/2022	770482	PV220738	01	0000	0	1110	1000	4200	090	762	APR22 SUPPLY	34.61
MULLASSERY, KARIE Total													34.61
MURRISH, LUCAS	06/23/2022	775963	PV220831	01	6500	0	5760	2490	5820	090	230	MAY22 MILEAGE	85.68
MURRISH, LUCAS Total													85.68
MYSTERY SCIENCE INC.	06/16/2022	774436	PO222113	01	0801	0	1110	1000	4320	010	180	SP-9755	4,812.50
MYSTERY SCIENCE INC. Total													4,812.50
NASCO	06/09/2022	772176	PO220024	01	0000	0	1201	1000	4320	033	070	259708	3,781.46
NASCO	06/09/2022	772176	PO220024	01	0000	0	1201	1000	4320	033	070	260888	1,150.79
NASCO	06/21/2022	775232	PO222507	01	0801	0	1110	1000	4320	025	180	273739	61.17
NASCO	06/28/2022	777942	PO221837	01	3550	0	3800	1000	4320	032	333	283117	186.61
NASCO Total													5,180.03
NCS PEARSON INC.	06/30/2022	778480	PO222570	01	6500	0	5760	1190	5813	090	245	18087879	660.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
NCS PEARSON INC. Total													660.00
NIEVES, AMY	06/23/2022	775955	PV220825	01	0000	0	1110	1000	4320	009	070	CHARGING STATIONS 2022	154.20
NIEVES, AMY Total													154.20
NORDISCO CORPORATION	06/21/2022	775233	PO222136	01	0000	0	0000	7110	4320	090	713	386810	419.72
NORDISCO CORPORATION Total													419.72
NUDELMAN, AARON	06/21/2022	775239	PV220813	01	0000	0	1110	1000	4320	012	322	JAN-MAY22 SUPPLIES	494.36
NUDELMAN, AARON Total													494.36
OBRIEN, JUDITH	06/28/2022	777922	PV220819	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	408.22
OBRIEN, JUDITH Total													408.22
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO220083	01	0000	0	0000	2424	4320	090	735	243318793001	109.38
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222251	01	0000	0	1110	1000	4320	009	070	236678715002	416.98
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222251	01	0000	0	1110	1000	4320	009	070	236890970001	(333.58)
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222251	01	0000	0	1110	1000	4320	009	070	241279994001	(83.40)
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222405	01	9302	0	1110	1000	4320	090	600	240733547002	45.49
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222405	01	9302	0	1110	1000	4320	090	600	240733547001	131.56
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222456	01	3010	0	1110	1000	4320	008	301	240852757001	1,038.23
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222456	01	3010	0	1110	1000	4320	008	301	240863921001	25.15
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222456	01	3010	0	1110	1000	4320	008	301	240852913001	165.01
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222456	01	3010	0	1110	1000	4320	008	301	240863920001	6.00
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222456	01	3010	0	1110	1000	4320	008	301	240880460001	86.24
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222463	01	9302	0	1110	1000	4320	090	600	240750489001	210.28
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222463	01	9302	0	1110	1000	4320	090	600	240752355001	26.67
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222529	01	0000	0	1110	1000	4320	014	070	243539979001	97.88
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222555	01	6500	0	5730	1110	4320	005	205	239653047001	951.09
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222555	01	6500	0	5730	1110	4320	005	205	244760543001	56.63
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222404	01	9302	0	1110	1000	4320	090	600	240737285002	12.21
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222404	01	9302	0	1110	1000	4320	090	600	240737285001	105.86
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222404	01	9302	0	1110	1000	4320	090	600	240736849001	9.52
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222411	01	9302	0	1110	1000	4320	090	600	240743426002	23.21
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222411	01	9302	0	1110	1000	4320	090	600	240743426001	159.47
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222411	01	9302	0	1110	1000	4320	090	600	240743850001	6.43
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222417	01	9302	0	1110	1000	4320	090	600	240727691001	316.36
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222417	01	9302	0	1110	1000	4320	090	600	240727691002	30.94
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222417	01	9302	0	1110	1000	4320	090	600	240731781001	31.64
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222421	01	3010	0	1110	1000	4320	007	301	236909726001	118.96
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222444	01	9302	0	1110	1000	4320	090	600	239854298003	13.76
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222444	01	9302	0	1110	1000	4320	090	600	239854298001	371.40
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222461	01	9302	0	1110	1000	4320	090	600	240746757001	537.98
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772211	PO222461	01	9302	0	1110	1000	4320	090	600	240748428001	9.52
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222569	01	6500	0	5760	1190	4320	090	245	239538969001	56.03
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222591	01	6500	0	5760	1190	4320	090	204	245478427001	5.10

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222591	01	6500	0	5760	1190	4320	090	204	245478431001	7.35
ODP BUSINESS SOLUTIONS LLC	06/09/2022	772192	PO222591	01	6500	0	5760	1190	4320	090	204	245478422001	178.98
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222414	01	9302	0	1110	1000	4320	090	600	240744819001	138.61
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222414	01	9302	0	1110	1000	4320	090	600	240744819002	22.28
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222414	01	9302	0	1110	1000	4320	090	600	240745151001	7.91
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222567	01	6500	0	5730	1110	4320	005	205	243085632001	40.86
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222567	01	6500	0	5730	1110	4320	005	205	243085631001	28.56
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222567	01	6500	0	5730	1110	4320	005	205	243085622001	18.22
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222567	01	6500	0	5730	1110	4320	005	205	242978408001	1,150.80
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222582	01	9302	0	1110	1000	4320	090	600	244438048001	415.16
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222583	01	9302	0	1110	1000	4320	090	600	244505118002	445.36
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222583	01	9302	0	1110	1000	4320	090	600	244505118001	45.29
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222591	01	6500	0	5760	1190	4320	090	204	245478422003	13.19
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222591	01	6500	0	5760	1190	4320	090	204	245478422002	6.59
ODP BUSINESS SOLUTIONS LLC	06/16/2022	774407	PO222591	01	6500	0	5760	1190	4320	090	204	245452085001	12.50
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO220083	01	0000	0	0000	2424	4320	090	735	248336276001	19.23
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO220083	01	0000	0	0000	2424	4320	090	735	248332128001	42.06
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO220083	01	0000	0	0000	2424	4320	090	735	251324263001	104.51
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO220083	01	0000	0	0000	2424	4320	090	735	242243716001	56.33
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO220083	01	0000	0	0000	2424	4320	090	735	249056739001	60.33
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	241427909001	183.71
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	241427074001	62.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	236775566001	101.38
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	236781463001	53.82
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	241426999001	183.71
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222416	01	0801	0	1110	1000	4320	006	180	241427954001	62.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222422	01	9302	0	1110	1000	4320	090	600	238986582002	30.33
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222422	01	9302	0	1110	1000	4320	090	600	238986582001	46.37
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222422	01	9302	0	1110	1000	4320	090	600	238997914001	7.91
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222423	01	9302	0	1110	1000	4320	090	600	240753567001	76.78
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222425	01	9302	0	1110	1000	4320	090	600	239138755004	10.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222425	01	9302	0	1110	1000	4320	090	600	239138755003	20.40
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222425	01	9302	0	1110	1000	4320	090	600	239138755002	44.57
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222425	01	9302	0	1110	1000	4320	090	600	239138755001	306.16
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222426	01	9302	0	1110	1000	4320	090	600	239060852001	385.41
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222429	01	9302	0	1110	1000	4320	090	600	239186959003	10.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222429	01	9302	0	1110	1000	4320	090	600	239186959002	23.21
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222429	01	9302	0	1110	1000	4320	090	600	239186959001	417.36
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222460	01	9302	0	1110	1000	4320	090	600	239418331001	9.52
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222460	01	9302	0	1110	1000	4320	090	600	245183409001	26.58
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222460	01	9302	0	1110	1000	4320	090	600	239227485002	22.77

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222460	01	9302	0	1110	1000	4320	090	600	0.6004152001	523.43
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222462	01	9302	0	1110	1000	4320	090	600	239789575001	203.30
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777961	PO222464	01	9302	0	1110	1000	4320	090	600	239209988001	139.17
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222512	01	0801	0	1110	1000	4320	025	180	240909406001	358.53
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222512	01	0801	0	1110	1000	4320	025	180	240907777001	467.92
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222512	01	0801	0	1110	1000	4320	025	180	247992842001	40.70
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222512	01	0801	0	1110	1000	4320	025	180	242164157001	100.76
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222512	01	0801	0	1110	1000	4320	025	180	245154463001	(23.56)
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222589	01	6500	0	5730	1190	4320	005	205	242970186001	168.38
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222591	01	6500	0	5760	1190	4320	090	204	245478422004	7.19
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222597	01	6500	0	5730	1190	4320	090	204	246799793002	25.11
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222597	01	6500	0	5730	1190	4320	090	204	246799793001	186.89
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222597	01	6500	0	5730	1190	4320	090	204	246799318001	38.63
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222602	01	6500	0	5760	1190	4320	090	204	246949377001	50.52
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222602	01	6500	0	5760	1190	4320	090	204	246947746001	28.60
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246616759001	9.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246616758001	31.08
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246616757001	6.58
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246599664002	8.69
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246616746001	7.68
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	246599664003	6.59
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777972	PO222615	01	6500	0	5760	1190	4320	090	204	250586828001	14.38
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222618	01	6500	0	5760	1190	4320	090	204	249042196001	11.53
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222618	01	6500	0	5760	1190	4320	090	204	243729396003	31.30
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222618	01	6500	0	5760	1190	4320	090	204	243729408001	92.26
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222618	01	6500	0	5760	1190	4320	090	204	243729396002	11.06
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222618	01	6500	0	5760	1190	4320	090	204	243705851001	67.46
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7400	4320	090	716	246771329001	15.25
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7400	4320	090	716	246771328001	6.58
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7490	4322	090	716	247135493001	29.88
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7400	4320	090	716	247135493001	47.03
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7400	4320	090	716	246771082001	267.72
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222623	01	0000	0	0000	7400	4320	090	715	246771082001	336.59
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777975	PO222642	01	9302	0	1110	1000	4320	090	600	249827854001	223.60
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778474	PO222425	01	9302	0	1110	1000	4320	090	600	239161907001	6.43
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778498	PO222615	01	6500	0	5760	1190	4320	090	204	246599664001	167.72
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778505	PO222618	01	6500	0	5760	1190	4320	090	204	243729396001	363.53
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222624	01	6500	0	5730	1110	4320	005	205	247854876001	603.35
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222624	01	6500	0	5730	1110	4320	005	205	247855216001	83.53
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222648	01	6520	0	5001	3900	4320	090	352	250350258001	1,339.60
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222648	01	6520	0	5001	3900	4320	090	352	250350258002	395.54

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222648	01	6520	0	5001	3900	4320	090	352	250355106001	221.93
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222648	01	6520	0	5001	3900	4320	090	352	250355108001	109.85
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222648	01	6520	0	5001	3900	4320	090	352	250355111001	250.41
ODP BUSINESS SOLUTIONS LLC	06/30/2022	778506	PO222652	01	6500	0	5760	1190	4320	090	204	249778707001	168.42
ODP BUSINESS SOLUTIONS LLC Total													16,910.65
OFFICE DEPOT INC	06/28/2022	777977	PO222643	01	9302	0	1110	1000	4320	090	600	249824294001	205.47
OFFICE DEPOT INC Total													205.47
OSCAR LOPEZ CHAVEZ	06/16/2022	774418	MV220055	01	0000	0	1110	1000	4100	090	317	REFUNDFOR FOUND BOOK	42.95
OSCAR LOPEZ CHAVEZ Total													42.95
OTIS ELEVATOR COMPANY	06/02/2022	770496	PO220325	01	8150	0	0000	8110	5600	090	741	100400783922	1,750.49
OTIS ELEVATOR COMPANY Total													1,750.49
OUTDOOR SUPPLY HARDWARE	06/09/2022	772169	PO222277	01	8150	0	0000	8110	4320	090	741	681038 MAY22	287.12
OUTDOOR SUPPLY HARDWARE Total													287.12
P G & E	06/09/2022	772187	PO220607	01	0000	0	0000	8200	5510	090	760	7314282172-7 MAY22	61,264.22
P G & E Total													61,264.22
PALLITTO, TERESA	06/21/2022	775234	PV220800	01	9010	0	1110	1000	4322	021	356	Y/E MTG. JUN22	531.99
PALLITTO, TERESA Total													531.99
PAN, KRISTIE	06/21/2022	775240	PV220807	01	6500	0	5760	1190	4320	090	245	APR22 SUPPLIES	44.10
PAN, KRISTIE Total													44.10
PAREDES, WENCES	06/09/2022	772188	PV220756	01	0000	0	0000	8200	4322	090	760	SUMMER2022 MTG	105.00
PAREDES, WENCES Total													105.00
PEDROZA, VERA	06/28/2022	777923	PV220820	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	153.53
PEDROZA, VERA Total													153.53
PENA, KRYSTLE	06/28/2022	777955	PV220843	01	6500	0	5760	2490	5820	090	230	MAY22 MILEAGE	22.46
PENA, KRYSTLE Total													22.46
PENINSULA VOLLEYBALL	06/02/2022	770483	PO222593	01	9219	0	1202	1000	5899	032	356	2022-23	1,086.00
PENINSULA VOLLEYBALL Total													1,086.00
PLAYWORKS EDUCATION ENERGIZED	06/30/2022	778466	PO220228	01	9010	0	1110	1000	5899	002	356	INV0009985	13,000.00
PLAYWORKS EDUCATION ENERGIZED	06/30/2022	778466	PO220228	01	0801	0	1110	1000	5899	002	180	INV0009985	13,000.00
PLAYWORKS EDUCATION ENERGIZED Total													26,000.00
PRECIADO-RODRIGUEZ, ROSA	06/21/2022	775241	PV220810	01	5640	0	5001	3150	5300	090	350	JAN22 ASHA DUES	253.00
PRECIADO-RODRIGUEZ, ROSA Total													253.00
PROVO CANYON SCHOOL	06/23/2022	775964	PO222637	01	6500	0	5760	1180	5880	090	230	MAY 2022	3,268.00
PROVO CANYON SCHOOL	06/23/2022	775964	PO222637	01	6500	0	5760	1180	5870	090	230	MAY 2022	9,380.00
PROVO CANYON SCHOOL Total													12,648.00
QUADIENT LEASING USA INC	06/21/2022	775218	PO220045	01	0000	0	0000	7550	5600	090	718	N9447299-1	1,376.01
QUADIENT LEASING USA INC	06/21/2022	775218	PO220046	01	0000	0	0000	7550	5600	090	718	N9447299	1,801.54
QUADIENT LEASING USA INC Total													3,177.55
QUISUMBING, CHRISTINA	06/02/2022	770497	PV220739	01	0000	0	1110	1000	4200	007	070	JAN-MAR22 SUPPLIES	136.62
QUISUMBING, CHRISTINA	06/02/2022	770497	PV220739	01	0000	0	1110	1000	4320	007	070	JAN-MAR22 SUPPLIES	18.67
QUISUMBING, CHRISTINA	06/02/2022	770497	PV220740	01	0000	0	1110	1000	4320	007	070	JUN21-APR22 SUPPLIES	309.50

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
QUISUMBING, CHRISTINA	06/02/2022	770497	PV220740	01	0000	0	1110	1000	4200	007	070	JUN21-APR22 SUPPLIES	189.80
QUISUMBING, CHRISTINA Total													654.59
R & H WHOLESALE SUPPLY INC	06/07/2022	771276	PO220485	01	8150	0	0000	8110	4320	090	741	567029-00	1,315.04
R & H WHOLESALE SUPPLY INC Total													1,315.04
R S D - REFRIGERATION SUPPLIES	06/16/2022	774463	PO220455	01	8150	0	0000	8110	4320	090	741	39325279-00	302.25
R S D - REFRIGERATION SUPPLIES	06/16/2022	774463	PO220455	01	8150	0	0000	8110	4320	090	741	39325279-01	36.78
R S D - REFRIGERATION SUPPLIES	06/23/2022	775967	PO220455	01	8150	0	0000	8110	4320	090	741	39326108-00	376.94
R S D - REFRIGERATION SUPPLIES	06/28/2022	777956	PO220455	01	8150	0	0000	8110	4320	090	741	39326514-00	424.18
R S D - REFRIGERATION SUPPLIES Total													1,140.15
READY REFRESH	06/02/2022	770484	PO220591	01	0000	0	0000	2110	4322	090	762	02E0033464884	18.38
READY REFRESH	06/21/2022	775219	PO220033	01	0000	0	0000	2700	4322	032	070	12F0029550423	509.87
READY REFRESH	06/28/2022	777943	PO220026	01	9010	0	1110	1000	4322	033	356	22F3707625400	116.00
READY REFRESH Total													644.25
REDRICO, KING	06/16/2022	774425	MV220057	01	0000	0	1110	1000	4100	090	317	REFUND TEXTBK JUN22	96.00
REDRICO, KING Total													96.00
RENAUD, ELIZABETH	06/09/2022	772208	PV220757	01	5640	0	5001	3150	5300	090	350	ASHA RENWAL JAN22	73.00
RENAUD, ELIZABETH	06/21/2022	775235	PV220801	01	5640	0	5001	3150	5300	090	350	ASH RENEWAL JAN22	298.00
RENAUD, ELIZABETH Total													371.00
RESOURCE SOLUTIONS OF SF GROUP	06/23/2022	775913	PO222528	01	0000	0	0000	8200	4420	025	759	24267	1,289.11
RESOURCE SOLUTIONS OF SF GROUP Total													1,289.11
ROBERT HALF	06/07/2022	771286	PO221417	01	0000	0	0000	7490	5899	090	716	59808063	336.68
ROBERT HALF	06/07/2022	771286	PO221417	01	0000	0	0000	7490	5899	090	716	59933987	1,346.70
ROBERT HALF	06/07/2022	771286	PO221417	01	0000	0	0000	7490	5899	090	716	60064858	1,212.03
ROBERT HALF	06/16/2022	774405	PO221417	01	0000	0	0000	7490	5899	090	716	60107350	1,212.03
ROBERT HALF Total													4,107.44
ROBINSON, THOMAS	06/02/2022	770512	PV220744	01	6388	0	3800	1000	4320	033	318	ENLARGER LENS MAR22	97.41
ROBINSON, THOMAS	06/28/2022	777957	PV220844	01	6388	0	3800	1000	4320	033	318	TENT MAY22	571.35
ROBINSON, THOMAS Total													668.76
ROYAL PIN DONUTS	06/16/2022	774437	PO220592	01	0000	0	1110	1000	4322	090	762	085998	150.55
ROYAL PIN DONUTS	06/30/2022	778467	PO222655	01	9302	0	1110	1000	4322	090	600	085999	366.00
ROYAL PIN DONUTS Total													516.55
SAFETY-KLEEN SYSTEMS INC.	06/16/2022	774430	PO220463	01	0000	0	0000	8200	5860	090	760	88962087	393.39
SAFETY-KLEEN SYSTEMS INC. Total													393.39
SAMPAYAN, TERESA	06/23/2022	775914	PV220802	01	4203	0	1110	1000	4322	090	330	RFEP STUDENTS JUN22	60.45
SAMPAYAN, TERESA Total													60.45
SAMTRANS TREASURY	06/14/2022	773761	PV220761	01	6500	0	5760	2490	5820	090	230	MAY22 BUS PASSES	675.00
SAMTRANS TREASURY Total													675.00
SAN FRANCISCO STATE UNIVERSITY	06/23/2022	775968	PV220832	01	0000	0	0000	7400	5899	090	715	766256	3,000.00
SAN FRANCISCO STATE UNIVERSITY Total													3,000.00
SAN FRANCISCO WINDOW & DOOR CO	06/23/2022	775932	PO220479	01	8150	0	0000	8110	4320	090	741	45225	370.28
SAN FRANCISCO WINDOW & DOOR CO Total													370.28

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
SAN MATEO COUNTY	06/09/2022	772170	PO220482	01	0000	0	0000	8200	5899	090	760	365412	1,478.00
SAN MATEO COUNTY	06/09/2022	772170	PO220482	01	0000	0	0000	8200	5899	090	760	365413	688.00
SAN MATEO COUNTY	06/09/2022	772170	PO220482	01	0000	0	0000	8200	5899	090	760	365319	548.00
SAN MATEO COUNTY Total													2,714.00
SAN MATEO COUNTY OFFICE OF ED.	06/30/2022	778481	PO222673	01	6500	0	5760	1180	5880	090	230	18153	30,000.00
SAN MATEO COUNTY OFFICE OF ED.	06/30/2022	778481	PO222673	01	6500	0	5760	1180	5880	090	230	18338	22,500.00
SAN MATEO COUNTY OFFICE OF ED. Total													52,500.00
SAN MATEO COUNTY OFFICE OF EDU	06/16/2022	774406	PO222632	01	0000	0	0000	7400	5899	090	715	18256	410.99
SAN MATEO COUNTY OFFICE OF EDU	06/21/2022	775209	PO222646	01	3213	0	0000	7490	5899	090	346	18332	7,320.00
SAN MATEO COUNTY OFFICE OF EDU Total													7,730.99
SAN MATEO COUNTY SCHOOLS	06/16/2022	774464	PV220778	01	0000	0	0000	7602	5888	090	726	CLAIM#2022-01004	512.45
SAN MATEO COUNTY SCHOOLS Total													512.45
SANTA CLARA COUNTY OFF. OF EDU	06/30/2022	778468	PV220838	01	6500	0	5760	1180	5880	090	230	221928	76,341.00
SANTA CLARA COUNTY OFF. OF EDU Total													76,341.00
SANTIAGO GONZALEZ	06/16/2022	774419	MV220054	01	0000	0	1110	1000	4100	090	317	REFUND FOR FOUND BOOK	210.00
SANTIAGO GONZALEZ Total													210.00
SARMIENTO PEREZ, KENYA	06/16/2022	774458	MV220058	01	0000	0	1110	1000	4100	090	317	REFUND TEXTBK JUN22	46.00
SARMIENTO PEREZ, KENYA Total													46.00
SAVVAS LEARNING COMPANY LLC	06/09/2022	772189	PO222484	01	0801	0	1110	1000	5813	014	180	7027925131	23.00
SAVVAS LEARNING COMPANY LLC	06/09/2022	772189	PO222484	01	0801	0	1110	1000	4200	014	180	4026626738	1,281.58
SAVVAS LEARNING COMPANY LLC Total													1,304.58
SCHOLASTIC INC	06/09/2022	772209	PO222465	01	3010	0	1110	1000	4200	014	301	39341070	3,085.62
SCHOLASTIC INC	06/14/2022	773739	PO222483	01	3010	0	1110	1000	4200	008	301	39798011	2,178.37
SCHOLASTIC INC Total													5,263.99
SCHOOL HOUSE GROCERY	06/09/2022	772190	PO222621	01	0000	0	0000	7400	4322	090	715	9806	148.49
SCHOOL HOUSE GROCERY Total													148.49
SCHOOL OUTFITTERS	06/16/2022	774438	PO222409	01	0801	0	1110	1000	4420	014	180	INV13781309	8,151.81
SCHOOL OUTFITTERS	06/16/2022	774438	PO222409	01	0801	0	1110	1000	4320	014	180	INV13774665	377.32
SCHOOL OUTFITTERS Total													8,529.13
SCHOOL SAFETY SOLUTIONS LLC	06/23/2022	775918	PO220604	01	0000	0	0000	8200	5860	090	760	2766	2,236.80
SCHOOL SAFETY SOLUTIONS LLC Total													2,236.80
SCHOOL SERVICES OF CALIFORNIA,	06/16/2022	774431	PO220147	01	0000	0	0000	7350	5899	090	717	133656-IN	340.00
SCHOOL SERVICES OF CALIFORNIA, Total													340.00
SCIENCE COMPANY, THE	06/23/2022	775915	PO222511	01	0801	0	1110	1000	4320	025	180	C120942	299.00
SCIENCE COMPANY, THE Total													299.00
SEAWOOD PHOTO INC.	06/30/2022	778469	PO222616	01	6388	0	3800	1000	4320	033	318	GL00520221	566.80
SEAWOOD PHOTO INC. Total													566.80
SF CHRISTIAN SCHOOL	06/28/2022	777937	PO221790	01	0000	0	0000	7602	5888	090	726	017	9,679.86
SF CHRISTIAN SCHOOL Total													9,679.86
SHIFFLER EQUIPMENT SALES INC	06/07/2022	771272	PO220467	01	8150	0	0000	8110	4320	090	741	2212603600	32.00
SHIFFLER EQUIPMENT SALES INC Total													32.00

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
LAKEY BROTHERS	06/21/2022	775220	PO220457	01	8150	0	0000	8110	4320	090	741	854380816	464.78
LAKEY BROTHERS Total													464.78
SMM FACILITIES INC.	06/28/2022	777958	PV220845	01	0801	0	1110	1000	5899	033	180	25678	1,900.00
SMM FACILITIES INC. Total													1,900.00
SOUL SHOPPE	06/30/2022	778460	PO220918	01	0801	0	1110	1000	5899	002	180	BURI BURI 7.2	800.00
SOUL SHOPPE	06/30/2022	778460	PO220918	01	0801	0	1110	1000	5899	002	180	BURI BURI 7.4	800.00
SOUL SHOPPE Total													1,600.00
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46524	18.66
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46574	9.88
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46664	43.27
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46669	4.40
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46697	4.38
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46730	29.64
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46732	12.17
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46826	24.47
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46828	40.83
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	46829	23.77
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47050	600.05
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47059	69.96
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47286	3.12
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47365	14.67
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47383	36.87
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47483	14.64
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47616	6.58
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47827	76.80
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	47965	51.82
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	48064	40.30
SOUTH CITY LUMBER & SUPPLY	06/21/2022	775207	PO220360	01	0000	0	0000	8200	4320	090	760	48080	81.76
SOUTH CITY LUMBER & SUPPLY	06/23/2022	775939	PO220360	01	0000	0	0000	8200	4320	090	760	47596	1,238.70
SOUTH CITY LUMBER & SUPPLY Total													2,446.74
SOUTH SAN FRANCISCO SCAVENGER	06/16/2022	774432	PO220465	01	0000	0	0000	8200	5540	090	760	1208349	8,253.36
SOUTH SAN FRANCISCO SCAVENGER Total													8,253.36
SOUTH SAN FRANCISCO TIRE	06/07/2022	771277	PO220358	01	8150	0	0000	8110	4320	090	741	102919	1,120.83
SOUTH SAN FRANCISCO TIRE Total													1,120.83
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60813	262.50
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60815	1,319.19
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60824	87.50
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60823	87.50
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60821	350.00
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60820	175.00
SOUTHWOOD PLUMBING AND HEATING	06/02/2022	770513	PO220466	01	8150	0	0000	8110	5899	090	741	60819	350.00

August 11, 2022
Consent Agenda
Page 62

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
SOUTHWOOD PLUMBING AND HEATING Total													2,631.69
SPAULDING, JAY	06/02/2022	770485	PV220736	01	0000	0	0000	7400	4322	090	715	PANEL INTERVIEW MAY22 SU	41.50
SPAULDING, JAY Total													41.50
SPECTRUM CENTER INC.	06/28/2022	777938	PO220165	01	6500	0	5760	1180	5880	090	230	MAY22	25,970.00
SPECTRUM CENTER INC.	06/28/2022	777938	PO220165	01	6500	0	5760	1180	5870	090	230	MAY22	20,801.50
SPECTRUM CENTER INC.	06/28/2022	777938	PO220165	01	6500	0	5760	2490	5820	090	230	MAY22	5,670.00
SPECTRUM CENTER INC. Total													52,441.50
SPORTS FOR LEARNING.	06/16/2022	774465	PO222175	01	7425	0	1110	1000	5899	008	339	6652	4,655.00
SPORTS FOR LEARNING. Total													4,655.00
SSF USD/REVOLVING CASH FUND	06/23/2022	775969	PV220833	01	0000	0	0000	8200	5530	090	760	CK# 14404 CAL. WATER	525.00
SSF USD/REVOLVING CASH FUND	06/30/2022	778461	PV220836	01	0000	0	0000	0000	9589	000		CHK# 14409	3,615.45
SSF USD/REVOLVING CASH FUND Total													4,140.45
STAPLES BUSINESS CREDIT	06/16/2022	774433	PO222629	01	0000	0	0000	7350	4320	090	717	7358286212-0-1	373.58
STAPLES BUSINESS CREDIT	06/23/2022	775970	PO222641	01	0000	0	0000	7340	4320	090	717	7358901219-0-1	1,035.06
STAPLES BUSINESS CREDIT Total													1,408.64
STATE OF CA DEPT OF JUSTICE	06/30/2022	778462	PV220837	01	0000	0	0000	7400	5841	090	715	583769	658.00
STATE OF CA DEPT OF JUSTICE	06/30/2022	778462	PV220837	01	0000	0	0000	7400	5840	090	715	583769	518.00
STATE OF CA DEPT OF JUSTICE Total													1,176.00
STEPPING STONES GROUP LLC, THE	06/14/2022	773762	PO220245	01	6500	0	5760	1190	5870	090	245	M0115486	29,649.50
STEPPING STONES GROUP LLC, THE	06/16/2022	774459	PO220245	01	6500	0	5760	1190	5870	090	245	M0116912	29,022.00
STEPPING STONES GROUP LLC, THE	06/28/2022	777939	PO220245	01	6500	0	5760	1190	5870	090	245	M0117872	32,846.74
STEPPING STONES GROUP LLC, THE Total													91,518.24
STILLMAN, ALEXANDER	06/23/2022	775942	PV220812	01	0000	0	1110	1000	4320	032	070	DEC21 TV	366.90
STILLMAN, ALEXANDER Total													366.90
SUNBELT STAFFING	06/02/2022	770498	PO220275	01	6500	0	5760	1190	5870	090	245	20395942	2,831.25
SUNBELT STAFFING	06/02/2022	770514	PO220275	01	6500	0	5760	1190	5870	090	245	20402507	2,906.25
SUNBELT STAFFING	06/16/2022	774460	PO220275	01	6500	0	5760	1190	5870	090	245	20409294	2,325.00
SUNBELT STAFFING Total													8,062.50
SUTTERLEY, SHERI LYNNE	06/07/2022	771287	PO222611	01	0000	0	0000	2140	5801	090	762	101	750.05
SUTTERLEY, SHERI LYNNE Total													750.05
SWEETWATER SOUND INC	06/09/2022	772191	PO222540	01	0801	0	1110	1000	4420	014	180	32079904	988.83
SWEETWATER SOUND INC Total													988.83
T-PARTY NAPA	06/23/2022	775933	PO222146	01	0000	0	1110	1000	4320	022	070	4890	510.38
T-PARTY NAPA Total													510.38
TEC OF CALIFORNIA INC.	06/21/2022	775210	PO220359	01	8150	0	0000	8110	5600	090	741	930983G	1,109.65
TEC OF CALIFORNIA INC. Total													1,109.65
TOTAL COMPENSATION SYSTEM INC	06/07/2022	771288	PO222608	01	0000	0	0000	7600	5899	090	810	10602	4,185.00
TOTAL COMPENSATION SYSTEM INC Total													4,185.00
TRAFFIC SAFETY STORE	06/21/2022	775236	PO222516	01	0801	0	1110	1000	4320	025	180	S0864953	670.74
TRAFFIC SAFETY STORE Total													670.74
TRAN, SIERRA	06/23/2022	775943	PV220808	01	5640	0	5001	3150	5300	090	350	ASHA DUES	253.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
TRAN, SIERRA Total													253.00
TREETOP PRODUCTS INC.	06/09/2022	772178	PO222193	01	0000	0	0000	2700	4320	022	070	#S0TRE92308	1,041.90
TREETOP PRODUCTS INC. Total													1,041.90
TRUMPET BEHAVIORAL HEALTH LLC	06/07/2022	771273	PO220239	01	6500	0	5760	1190	5870	090	245	4812894 APR22	2,776.79
TRUMPET BEHAVIORAL HEALTH LLC	06/23/2022	775965	PO220239	01	6500	0	5760	1190	5870	090	245	4904861	3,459.52
TRUMPET BEHAVIORAL HEALTH LLC Total													6,236.31
TUCKER, JULIE	06/28/2022	777924	PV220821	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	908.01
TUCKER, JULIE Total													908.01
TURF & INDUSTRIAL EQUIPMENT CO	06/16/2022	774434	PO220478	01	8150	0	0000	8110	4320	090	741	IV43013	655.55
TURF & INDUSTRIAL EQUIPMENT CO Total													655.55
UNITED COACH TOURS	06/21/2022	775221	PO221359	01	0000	0	0000	3900	5821	032	322	17692ST	3,278.00
UNITED COACH TOURS Total													3,278.00
UNITED SITE SERVICES	06/16/2022	774440	PO220434	01	0000	0	0000	8200	5600	090	760	114-13083453	636.98
UNITED SITE SERVICES	06/16/2022	774440	PO220434	01	0000	0	0000	8200	5600	090	760	114-13089131	105.15
UNITED SITE SERVICES	06/16/2022	774440	PO220434	01	0000	0	0000	8200	5600	090	760	INV-00707123	1,045.58
UNITED SITE SERVICES Total													1,787.71
UPS STORE	06/23/2022	775971	PO220572	01	0000	0	0000	7400	5840	090	715	MAY22 SVC	69.98
UPS STORE	06/23/2022	775971	PO220572	01	0000	0	0000	7490	5841	090	716	MAY22 SVC	314.91
UPS STORE Total													384.89
VALDRY, AUDREY	06/28/2022	777925	PV220823	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	1,416.12
VALDRY, AUDREY Total													1,416.12
VERITIV OPERATING COMPANY	06/28/2022	777944	PO222566	01	0000	0	0000	0000	9320	000		035-32079540	429.58
VERITIV OPERATING COMPANY	06/28/2022	777944	PO222566	01	0000	0	0000	0000	9320	000		035-32079541	25.27
VERITIV OPERATING COMPANY Total													454.85
VERIZON CONNECT NWF INC.	06/21/2022	775211	PO220483	01	8150	0	0000	8110	5813	090	741	2788645	240.00
VERIZON CONNECT NWF INC. Total													240.00
VILLEDA, SAIDA	06/21/2022	775222	PV220794	01	0000	0	1110	1000	5210	032	070	AP CONF. JUN22	750.00
VILLEDA, SAIDA Total													750.00
WANG-BELT, MICHAEL	06/21/2022	775199	PV220785	01	9206	0	1110	1000	4320	032	356	REF#492; SUPPLIES REIMB.	181.54
WANG-BELT, MICHAEL Total													181.54
WANG, BETTY	06/14/2022	773740	PV220766	01	3410	0	5001	2700	5220	090	337	MAR22 MILEAGE	116.01
WANG, BETTY	06/14/2022	773740	PV220767	01	3410	0	5001	2700	5220	090	337	APR22 MILEAGE	68.91
WANG, BETTY	06/16/2022	774461	PV220777	01	3410	0	5001	2700	5220	090	337	MAY22 MILEAGE	72.07
WANG, BETTY Total													256.99
WANGSVICK, PAUL	06/30/2022	778463	PV220834	01	0000	0	1110	1000	5210	032	070	AP SUMMER 2022	600.00
WANGSVICK, PAUL Total													600.00
WARD'S NATURAL SCIENCE EST LLC	06/28/2022	777945	PO220706	01	9010	0	1110	1000	4320	090	360	8808098971	35.69
WARD'S NATURAL SCIENCE EST LLC Total													35.69
WARD, BRAD	06/07/2022	771278	PV220748	01	0801	0	1110	1000	5210	033	180	WACAC MAR22	65.00
WARD, BRAD Total													65.00
WAVE	06/14/2022	773741	PO220152	01	0000	0	0000	2424	5850	090	735	078934301-0009528	1,859.95

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
WAVE Total													1,859.95
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1206	5,591.25
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1207	5,591.25
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1210	6,250.00
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1211	2,750.00
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1218	5,378.06
WELLDOM INC	06/28/2022	777940	PO220244	01	6500	0	5760	1190	5870	090	245	1219	5,250.00
WELLDOM INC	06/30/2022	778482	PO220244	01	6500	0	5760	1190	5870	090	245	1209	14,288.00
WELLDOM INC	06/30/2022	778482	PO220244	01	6500	0	5760	1190	5870	090	245	1217	15,040.00
WELLDOM INC Total													60,138.56
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	5760	3600	5820	090	781	4484 6100 0318 1180 MAY22	4,000.00
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	8200	4320	090	760	4484 6100 0318 1180 MAY22	85.91
WELLS FARGO	06/23/2022	775936	PV220792	01	6388	0	3800	1000	5815	032	318	4484 6100 0318 1180 MAY22	9,150.00
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	7300	5813	090	717	4484 6100 0318 1180 MAY22	1,620.00
WELLS FARGO	06/23/2022	775936	PV220792	01	0801	0	1110	1000	5210	033	180	4484 6100 0318 1180 MAY22	2,882.88
WELLS FARGO	06/23/2022	775936	PV220792	01	9010	0	1110	1000	4420	010	356	4484 6100 0318 1180 MAY22	2,725.75
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	8200	4320	090	760	4484 6100 0318 1180 MAY22	239.50
WELLS FARGO	06/23/2022	775936	PV220792	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 MAY22	224.64
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	8200	4320	090	760	4484 6100 0318 1180 MAY22	266.45
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	7400	5899	090	715	4484 6100 0318 1180 MAY22	359.28
WELLS FARGO	06/23/2022	775936	PV220792	01	9010	0	1110	1000	4320	010	356	4484 6100 0318 1180 MAY22	312.93
WELLS FARGO	06/23/2022	775936	PV220792	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 MAY22	264.20
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	2424	5899	090	735	4484 6100 0318 1180 MAY22	284.18
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 MAY22	103.89
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 MAY22	598.44
WELLS FARGO	06/23/2022	775936	PV220792	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 MAY22	108.18
WELLS FARGO Total													23,226.23
WELLS FARGO FINANCIAL	06/23/2022	775919	PO220040	01	0000	0	1110	1000	5600	090	722	5020590490	6,766.80
WELLS FARGO FINANCIAL	06/23/2022	775934	PO220040	01	0000	0	1110	1000	5600	090	722	5020535137	165.25
WELLS FARGO FINANCIAL Total													6,932.05
WHITE, BONNIE	06/14/2022	773763	PV220764	01	6500	0	5760	2490	5220	090	230	APR22 MILEAGE	8.31
WHITE, BONNIE	06/14/2022	773763	PV220765	01	6500	0	5760	2490	5220	090	230	MAY22 MILEAGE	11.12
WHITE, BONNIE Total													19.43
WILBERG, ELIZABETH	06/28/2022	777926	PV220822	01	0000	0	0000	0000	9534	000		REFUND PREMIUMS 2022	1,416.12
WILBERG, ELIZABETH Total													1,416.12
WINGS LEARNING CENTER	06/16/2022	774426	PO220237	01	6500	0	5760	1180	5880	090	230	7861	1,740.00
WINGS LEARNING CENTER	06/16/2022	774426	PO220237	01	6500	0	5760	1180	5870	090	230	7861	1,428.44
WINGS LEARNING CENTER	06/16/2022	774462	PO220237	01	6500	0	5760	1180	5880	090	230	7862	4,350.00
WINGS LEARNING CENTER	06/16/2022	774462	PO220237	01	6500	0	5760	1180	5870	090	230	7862	946.76
WINGS LEARNING CENTER Total													8,465.20
WONG, NATALIE	06/21/2022	775242	PV220809	01	0000	0	1110	1000	4320	025	070	CONDUCTIVE THREAD	66.60

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
WONG, NATALIE Total													66.60
XEROX FINANCIAL SERVICES	06/21/2022	775212	PO220047	01	0000	0	0000	7550	5600	090	718	3311610	543.58
XEROX FINANCIAL SERVICES Total													543.58
YANEZ, MAGALI	06/07/2022	771279	PO221275	01	3010	0	1110	1000	5801	016	301	14	1,529.00
YANEZ, MAGALI	06/07/2022	771279	PO221275	01	3010	0	1110	1000	5801	016	301	15	1,485.00
YANEZ, MAGALI	06/16/2022	774427	PO221275	01	3010	0	1110	1000	5801	016	301	16	1,067.00
YANEZ, MAGALI Total													4,081.00
YOUNG AUDIENCES OF NORTHERN	06/23/2022	775916	PO221802	01	3213	0	1110	1000	5899	090	600	JUN22 SVC. SUMMER 22	82,680.00
YOUNG AUDIENCES OF NORTHERN Total													82,680.00
				FUND 01							**SUBTOTAL**		2,895,213.36
APPLE INC	06/30/2022	778483	PO222218	11	6391	0	4110	2490	4420	041	481	AH36271987	521.49
APPLE INC Total													521.49
AT&T	06/07/2022	771255	PO220118	11	0000	0	4110	2700	5910	041	480	34701763-MAY22	43.18
AT&T Total													43.18
CALIFORNIA WATER SERVICE	06/16/2022	774408	PO220326	11	0000	0	0000	8200	5530	041	760	6907544444 MAY22	1,541.52
CALIFORNIA WATER SERVICE Total													1,541.52
EDUCATIONAL TESTING SERVICE	06/23/2022	775946	PO221024	11	0000	0	4152	1000	5817	041	152	HS0000004491	159.00
EDUCATIONAL TESTING SERVICE Total													159.00
P G & E	06/09/2022	772187	PO220607	11	0000	0	0000	8200	5510	041	760	7314282172-7 MAY22	2,519.94
P G & E Total													2,519.94
				FUND 11							**SUBTOTAL**		4,785.13
AT&T	06/07/2022	771255	PO220118	12	6105	0	8510	2700	5910	045	830	34701763-MAY22	43.20
AT&T Total													43.20
CABANAS, JAQUELINE	06/28/2022	777968	PV220850	12	9010	0	8535	1000	4320	045	848	EOY CELEBRATION REIMB.	65.60
CABANAS, JAQUELINE Total													65.60
CALIFORNIA DEPT OF EDUCATION	06/16/2022	774451	PV220773	12	6130	0	8510	0000	8990	045	830	C-067870	1,767.00
CALIFORNIA DEPT OF EDUCATION	06/16/2022	774451	PV220774	12	6130	0	8510	0000	8990	045	830	C-067851	229.00
CALIFORNIA DEPT OF EDUCATION Total													1,996.00
CALIFORNIA WATER SERVICE	06/16/2022	774408	PO220326	12	6105	0	8535	8200	5530	045	835	6907544444 MAY22	74.31
CALIFORNIA WATER SERVICE	06/16/2022	774408	PO220326	12	6105	0	8510	8200	5530	045	830	6907544444 MAY22	51.79
CALIFORNIA WATER SERVICE	06/16/2022	774408	PO220326	12	9010	0	8533	8200	5530	045	833	6907544444 MAY22	74.31
CALIFORNIA WATER SERVICE Total													200.41
CHILDCARE CAREERS LLC	06/02/2022	770487	PO221239	12	9010	0	8533	1000	5899	005	833	529627	189.75
CHILDCARE CAREERS LLC	06/02/2022	770487	PO221239	12	9010	0	8533	1000	5899	045	833	529626	81.90
CHILDCARE CAREERS LLC	06/02/2022	770487	PO221239	12	6105	0	8510	1000	5899	045	835	529626	81.90
CHILDCARE CAREERS LLC	06/02/2022	770492	PO221239	12	9010	0	8533	1000	5899	045	833	531437	69.90
CHILDCARE CAREERS LLC	06/02/2022	770492	PO221239	12	6105	0	8510	1000	5899	045	835	531437	69.90
CHILDCARE CAREERS LLC	06/28/2022	777965	PO221239	12	9010	0	8533	1000	5899	005	833	520931	189.75
CHILDCARE CAREERS LLC	06/28/2022	777965	PO221239	12	9010	0	8533	1000	5899	005	833	524238	509.26
CHILDCARE CAREERS LLC	06/30/2022	778491	PO221239	12	9010	0	8533	1000	5899	045	833	524237	227.73
CHILDCARE CAREERS LLC	06/30/2022	778491	PO221239	12	6105	0	8510	1000	5899	045	835	524237	227.72

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
CHILDCARE CAREERS LLC	06/30/2022	778491	PO221239	12	9010	0	8533	1000	5899	045	833	533241	454.39
CHILDCARE CAREERS LLC	06/30/2022	778491	PO221239	12	6105	0	8510	1000	5899	045	835	533241	454.39
CHILDCARE CAREERS LLC Total													2,556.59
EDUCATION TEAM, THE	06/02/2022	770490	PO221756	12	9010	0	8530	1000	5899	045	832	529625	2,122.50
EDUCATION TEAM, THE	06/02/2022	770494	PO221756	12	9010	0	8530	1000	5899	045	832	531436	2,097.50
EDUCATION TEAM, THE	06/30/2022	778492	PO221756	12	9010	0	8530	1000	5899	045	832	519257	2,547.00
EDUCATION TEAM, THE	06/30/2022	778492	PO221756	12	9010	0	8530	1000	5899	045	832	524236	899.00
EDUCATION TEAM, THE	06/30/2022	778492	PO221756	12	9010	0	8530	1000	5899	045	832	525993	2,921.50
EDUCATION TEAM, THE	06/30/2022	778492	PO221756	12	9010	0	8530	1000	5899	045	832	527756	2,122.50
EDUCATION TEAM, THE	06/30/2022	778492	PO221756	12	9010	0	8530	1000	5899	045	832	533240	1,782.92
EDUCATION TEAM, THE Total													14,492.92
HILLYARD/SAN FRANCISCO	06/07/2022	771282	PO220553	12	9302	0	8510	8200	4320	005	LIFT	604713751	452.77
HILLYARD/SAN FRANCISCO	06/09/2022	772175	PO220553	12	9302	0	8510	8200	4320	005	LIFT	604717210	24.31
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	6105	0	8510	1000	4320	045	830	604725956	534.66
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	9010	0	8533	1000	4320	045	833	604725956	534.66
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	6105	0	8535	1000	4320	045	835	604725956	534.66
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	6105	0	8510	1000	4320	045	830	604729005	66.40
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	9010	0	8533	1000	4320	045	833	604729005	66.40
HILLYARD/SAN FRANCISCO	06/21/2022	775198	PO220288	12	6105	0	8535	1000	4320	045	835	604729005	66.40
HILLYARD/SAN FRANCISCO Total													2,280.26
LOUDAN, ROSELLE MARIE	06/14/2022	773760	PO221556	12	9010	0	8510	2700	5801	005	LIFT	14	3,155.42
LOUDAN, ROSELLE MARIE	06/30/2022	778458	PO221556	12	9010	0	8510	2700	5801	005	LIFT	15	3,155.42
LOUDAN, ROSELLE MARIE Total													6,310.84
LOWE'S BUSINESS ACCOUNT	06/02/2022	770481	PO222341	12	9010	0	8533	1000	4320	045	833	82131059205661-1 MAY22	86.03
LOWE'S BUSINESS ACCOUNT	06/02/2022	770481	PO222341	12	6105	0	8535	1000	4320	045	835	82131059205661-1 MAY22	86.03
LOWE'S BUSINESS ACCOUNT Total													172.06
ODP BUSINESS SOLUTIONS LLC	06/07/2022	771271	PO222440	12	9302	0	8510	1000	4320	005	LIFT	242339966001	402.99
ODP BUSINESS SOLUTIONS LLC	06/28/2022	777976	PO222654	12	9302	0	8510	1000	4320	005	LIFT	222654	39.10
ODP BUSINESS SOLUTIONS LLC Total													442.09
P G & E	06/09/2022	772187	PO220607	12	6105	0	8535	8200	5510	045	835	7314282172-7 MAY22	483.35
P G & E	06/09/2022	772187	PO220607	12	6105	0	8510	8200	5510	045	830	7314282172-7 MAY22	351.39
P G & E	06/09/2022	772187	PO220607	12	9010	0	8533	8200	5510	045	833	7314282172-7 MAY22	483.35
P G & E	06/09/2022	772187	PO220607	12	9302	0	8510	8200	5510	005	LIFT	7314282172-7 MAY22	650.51
P G & E Total													1,968.60
				FUND 12								**SUBTOTAL**	30,528.57
ADVANCED INTEGRATED PEST MGMT	06/09/2022	772203	PO220189	13	5310	0	0000	3700	5807	090	820	1988928	83.00
ADVANCED INTEGRATED PEST MGMT	06/09/2022	772203	PO220189	13	5310	0	0000	3700	5807	090	820	1988927	83.00
ADVANCED INTEGRATED PEST MGMT	06/09/2022	772203	PO220189	13	5310	0	0000	3700	5807	090	820	1988926	83.00
ADVANCED INTEGRATED PEST MGMT	06/21/2022	775223	PO220189	13	5310	0	0000	3700	5807	090	820	1993195	83.00
ADVANCED INTEGRATED PEST MGMT	06/21/2022	775223	PO220189	13	5310	0	0000	3700	5807	090	820	1993193	83.00
ADVANCED INTEGRATED PEST MGMT	06/21/2022	775223	PO220189	13	5310	0	0000	3700	5807	090	820	1993194	83.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
ADVANCED INTEGRATED PEST MGMT Total													498.00
ANDREA ISLA	06/16/2022	774467	MV220052	13	5310	0	0000	0000	8634	090	820	LUNCH MONEY REIMBURSEM	67.05
ANDREA ISLA Total													67.05
AT&T	06/07/2022	771254	PO220213	13	5310	0	0000	3700	5910	090	820	34701763-MAY22	38.14
AT&T Total													38.14
BLUECREW INC.	06/02/2022	770501	PO221842	13	5310	0	0000	3700	5899	090	820	51875	485.10
BLUECREW INC.	06/14/2022	773733	PO221842	13	5310	0	0000	3700	5899	090	820	52591	420.00
BLUECREW INC.	06/14/2022	773733	PO221842	13	5310	0	0000	3700	5899	090	820	52298	709.50
BLUECREW INC.	06/21/2022	775224	PO221842	13	5310	0	0000	3700	5899	090	820	52626	442.60
BLUECREW INC.	06/23/2022	775926	PO221842	13	5310	0	0000	3700	5899	090	820	53046	685.30
BLUECREW INC.	06/30/2022	778500	PO221842	13	5310	0	0000	3700	5899	090	820	50025	1,405.50
BLUECREW INC.	06/30/2022	778500	PO221842	13	5310	0	0000	3700	5899	090	820	50407	1,714.20
BLUECREW INC.	06/30/2022	778500	PO221842	13	5310	0	0000	3700	5899	090	820	50872	727.50
BLUECREW INC. Total													6,589.70
BONAMI BAKING COMPANY, THE	06/09/2022	772204	PO220200	13	5310	0	0000	3700	4700	090	820	P36065	393.12
BONAMI BAKING COMPANY, THE Total													393.12
DANIELSEN COMPANY	06/16/2022	774444	PO220192	13	5310	0	0000	3700	4700	090	820	278214	8,772.46
DANIELSEN COMPANY	06/16/2022	774444	PO220192	13	5310	0	0000	3700	4700	090	820	278530	7,622.97
DANIELSEN COMPANY	06/16/2022	774444	PO220192	13	5310	0	0000	3700	4340	090	820	278530	1,786.80
DANIELSEN COMPANY	06/16/2022	774444	PO220192	13	5310	0	0000	3700	4700	090	820	279361	5,720.45
DANIELSEN COMPANY	06/30/2022	778502	PO220192	13	5310	0	0000	3700	4700	090	820	279921	4,589.48
DANIELSEN COMPANY	06/30/2022	778502	PO220192	13	5310	0	0000	3700	4340	090	820	279921	1,823.40
DANIELSEN COMPANY Total													30,315.56
DAYLIGHT FOODS INC	06/02/2022	770503	PO220212	13	5310	0	0000	3700	4700	090	820	L39643	616.88
DAYLIGHT FOODS INC	06/02/2022	770503	PO220212	13	5310	0	0000	3700	4700	090	820	L40539	(539.00)
DAYLIGHT FOODS INC	06/14/2022	773735	PO220212	13	5310	0	0000	3700	4700	090	820	L38340	1,405.90
DAYLIGHT FOODS INC	06/21/2022	775227	PO220212	13	5310	0	0000	3700	4700	090	820	L46230	934.96
DAYLIGHT FOODS INC	06/23/2022	775950	PO220212	13	5310	0	0000	3700	4700	090	820	L46883	629.28
DAYLIGHT FOODS INC	06/28/2022	777916	PO220212	13	5310	0	0000	3700	4700	090	820	L46884	74.40
DAYLIGHT FOODS INC Total													3,122.42
DELOS REYES, AUBREY	06/09/2022	772196	MV220050	13	5310	0	0000	0000	8634	090	820	LUNCH MONEY REFUND	18.05
DELOS REYES, AUBREY Total													18.05
EAST BAY RESTAURANT SUPPLY INC	06/23/2022	775951	PO221237	13	5314	0	0000	3700	6430	032	820	SI972430	8,823.17
EAST BAY RESTAURANT SUPPLY INC Total													8,823.17
GOLD STAR FOODS	06/07/2022	771281	PO220193	13	5310	0	0000	3700	4700	090	820	705752-A	131.40
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4966117	116.55
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4947715	8,516.24
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4966676	22.50
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4966776	9,070.32
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4973097	2,298.09
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4982888	135.00

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4988486	131.52
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4988704	132.75
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4946444	1,234.14
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4961413	1,500.46
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4961630	168.30
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4968607	1,415.40
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4845833	5,374.18
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5098737	1,230.96
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5057588	1,255.52
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5064500	78.75
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5064948	153.00
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5064959	2,155.62
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5075664	1,456.86
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	1454564	(702.60)
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4880738	3,487.50
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4925364	293.35
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4938018	1,198.53
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4880760	5,548.25
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4902828	420.54
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4904753	351.00
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5003837	486.40
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	1447231	(500.20)
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4946613	338.40
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4947163	108.90
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4871213	211.50
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4971904	110.18
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4989897	213.84
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4995645	2,421.99
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5003127	22.50
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	4996464	1,846.72
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5003126	6,444.63
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5003525	1,058.40
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5024110	2,217.70
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5042941	1,883.28
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5043237	103.50
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5079677	87.30
GOLD STAR FOODS	06/16/2022	774445	PO220193	13	5310	0	0000	3700	4700	090	820	5038101	174.60
GOLD STAR FOODS	06/23/2022	775927	PO220193	13	5310	0	0000	3700	4700	090	820	5118673	127.80
GOLD STAR FOODS	06/23/2022	775927	PO220193	13	5310	0	0000	3700	4700	090	820	5118164	167.40
GOLD STAR FOODS	06/23/2022	775927	PO220193	13	5310	0	0000	3700	4700	090	820	4989609	9,193.90
GOLD STAR FOODS	06/23/2022	775927	PO220193	13	5310	0	0000	3700	4700	090	820	5102237	361.95

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
GOLD STAR FOODS Total													74,254.82
Y, LESLIE	06/02/2022	770506	MV220048	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH MONEY MAY	14.70
Y, LESLIE Total													14.70
MESTA, ROXANNE	06/02/2022	770507	MV220049	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH MONEY MAY	43.50
ESTA, ROXANNE Total													43.50
YERS RESTAURANT SUPPLY LLC	06/02/2022	770517	PO220120	13	5314	0	0000	3700	6430	032	820	297366	17,210.29
MYERS RESTAURANT SUPPLY LLC	06/02/2022	770517	PO221261	13	5314	0	0000	3700	4420	032	820	297368	12,415.88
MYERS RESTAURANT SUPPLY LLC Total													29,626.17
ODP BUSINESS SOLUTIONS LLC	06/02/2022	770508	PO220190	13	5310	0	0000	3700	4320	090	820	233581313001	39.10
ODP BUSINESS SOLUTIONS LLC Total													39.10
P & R PAPER SUPPLY CO	06/07/2022	771290	PO220198	13	5310	0	0000	3700	4340	090	820	60031551-00	1,118.50
P & R PAPER SUPPLY CO	06/07/2022	771290	PO220198	13	5310	0	0000	3700	4340	090	820	60036974-00	4,039.76
P & R PAPER SUPPLY CO	06/09/2022	772179	PO220198	13	5310	0	0000	3700	4340	090	820	60029812-00	1,086.12
P & R PAPER SUPPLY CO Total													6,244.38
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57837015	1,907.09
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57839481	1,866.00
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57844147	2,218.50
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57847354	2,453.88
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57850409	1,820.35
PRODUCERS DAIRY FOODS INC.	06/09/2022	772180	PO220211	13	5310	0	0000	3700	4700	090	820	57853936	2,357.69
PRODUCERS DAIRY FOODS INC.	06/09/2022	772212	PO220211	13	5310	0	0000	3700	4700	090	820	57772504	1,100.07
PRODUCERS DAIRY FOODS INC. Total													13,723.58
RYLAND CUSTOM WELDING INC.	06/09/2022	772200	PO222596	13	5310	0	0000	3700	5600	090	820	03302022-1	150.00
RYLAND CUSTOM WELDING INC. Total													150.00
SALGUT, DIANA	06/23/2022	775952	MV220059	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH MONEY JUN	27.40
SALGUT, DIANA Total													27.40
SAN MATEO COUNTY ENVIRONMENTAL	06/02/2022	770509	PO220191	13	5310	0	0000	3700	5899	090	820	365317	396.00
SAN MATEO COUNTY ENVIRONMENTAL	06/09/2022	772213	PO220191	13	5310	0	0000	3700	5899	090	820	366548	396.00
SAN MATEO COUNTY ENVIRONMENTAL	06/09/2022	772213	PO220191	13	5310	0	0000	3700	5899	090	820	366547	396.00
SAN MATEO COUNTY ENVIRONMENTAL Total													1,188.00
SYSCO FD SVCS OF SAN FRANCISCO	06/09/2022	772201	PO221896	13	5310	0	0000	3700	4700	090	820	450909330-1	(1,622.91)
SYSCO FD SVCS OF SAN FRANCISCO	06/09/2022	772201	PO221896	13	5310	0	0000	3700	4700	090	820	450989061	6,941.20
SYSCO FD SVCS OF SAN FRANCISCO	06/09/2022	772201	PO221896	13	5310	0	0000	3700	4340	090	820	450989061	20.98
SYSCO FD SVCS OF SAN FRANCISCO	06/09/2022	772214	PO221896	13	5310	0	0000	3700	4700	090	820	450974241	8,746.87
SYSCO FD SVCS OF SAN FRANCISCO	06/09/2022	772214	PO221896	13	5310	0	0000	3700	4340	090	820	450974241	352.21
SYSCO FD SVCS OF SAN FRANCISCO	06/28/2022	777917	PO221896	13	5310	0	0000	3700	4700	090	820	550031098	2,800.35
SYSCO FD SVCS OF SAN FRANCISCO	06/28/2022	777917	PO221896	13	5310	0	0000	3700	4700	090	820	550035739	6,146.59
SYSCO FD SVCS OF SAN FRANCISCO	06/28/2022	777917	PO221896	13	5310	0	0000	3700	4700	090	820	550045244	3,283.34
SYSCO FD SVCS OF SAN FRANCISCO	06/28/2022	777917	PO221896	13	5310	0	0000	3700	4700	090	820	550050225	4,116.45
SYSCO FD SVCS OF SAN FRANCISCO	06/28/2022	777917	PO221896	13	5310	0	0000	3700	4700	090	820	550058768	313.05
SYSCO FD SVCS OF SAN FRANCISCO Total													31,098.13

August 11, 2022
Consent Agenda
Page 70

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
TOP 10 PRODUCE	06/23/2022	775953	PO220621	13	5310	0	0000	3700	4700	090	820	543-REISSUED	665.00
TOP 10 PRODUCE Total													665.00
WELLS FARGO	06/23/2022	775936	PV220792	13	5310	0	0000	3700	4700	090	820	4484 6100 0318 1180 MAY22	454.83
WELLS FARGO	06/23/2022	775936	PV220792	13	5310	0	0000	3700	4700	090	820	4484 6100 0318 1180 MAY22	196.49
WELLS FARGO Total													651.32
WONG, JENNIFER	06/09/2022	772202	MV220051	13	5310	0	0000	0000	8634	090	820	REFUND LUNCH MNY JUN22	76.80
WONG, JENNIFER Total													76.80
				FUND 13							**SUBTOTAL**		207,668.11
ALCAL SPECIALTY CONTRACTING	06/09/2022	772163	PO220518	14	0000	0	0000	8500	6200	033	748	801170872-422	21,535.55
ALCAL SPECIALTY CONTRACTING	06/09/2022	772163	PO220518	14	0000	0	0000	8500	6200	014	748	801170872-422	47,804.00
ALCAL SPECIALTY CONTRACTING Total													69,339.55
AMS.NET INC	06/07/2022	771264	PO220610	14	0000	0	0000	8500	6270	090	732	PAY APP NO. 20	1,800.00
AMS.NET INC	06/07/2022	771264	PO220610	14	0000	0	0000	8500	6270	008	732	PAY APP NO. 20	3,600.00
AMS.NET INC	06/07/2022	771264	PO220610	14	0000	0	0000	8500	6270	010	732	PAY APP NO. 20	1,320.00
AMS.NET INC	06/07/2022	771264	PO220610	14	0000	0	0000	8500	6270	012	732	PAY APP NO. 20	4,320.00
AMS.NET INC	06/07/2022	771264	PO220610	14	0000	0	0000	8500	6270	025	732	PAY APP NO. 20	420.00
AMS.NET INC	06/16/2022	774455	PO220610	14	0000	0	0000	8500	6270	090	732	PAY APP NO.21	1,200.00
AMS.NET INC	06/16/2022	774455	PO220610	14	0000	0	0000	8500	6270	006	732	PAY APP NO.21	1,890.00
AMS.NET INC	06/16/2022	774455	PO220610	14	0000	0	0000	8500	6270	009	732	PAY APP NO.21	5,464.89
AMS.NET INC	06/16/2022	774455	PO220610	14	0000	0	0000	8500	6270	010	732	PAY APP NO.21	2,640.00
AMS.NET INC Total													22,654.89
SAVIDGE, WILLIAM	06/30/2022	778459	PO220735	14	0000	0	0000	8500	6270	032	357	MAY22 SVCS.	988.48
SAVIDGE, WILLIAM	06/30/2022	778459	PO220735	14	0000	0	0000	8500	6270	005	925	MAY22 SVCS.	988.48
SAVIDGE, WILLIAM Total													1,976.96
				FUND 14							**SUBTOTAL**		93,971.40
DANNIS WOLIVER KELLEY	06/14/2022	773755	PO220085	21	0000	0	0000	8200	5889	098	902	277878	11,922.00
DANNIS WOLIVER KELLEY	06/14/2022	773755	PO220085	21	0000	0	0000	8200	5889	098	902	277878-1	1,385.60
DANNIS WOLIVER KELLEY Total													13,307.60
				FUND 21							**SUBTOTAL**		13,307.60
AMS.NET INC	06/30/2022	778475	PO222622	40	9010	0	0000	8500	6410	090	971	57124	28,548.16
AMS.NET INC Total													28,548.16
CONEXWEST	06/07/2022	771285	PO222115	40	9010	0	0000	8200	5600	032	926	#INV-138858	12,685.53
CONEXWEST Total													12,685.53
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778465	PO221664	40	9010	0	0000	8500	6210	032	926	2021.220.03	19,005.00
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778478	PO222670	40	9010	0	0000	8500	6231	009	945	2022.050.01	5,710.50
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778478	PO222670	40	9010	0	0000	8500	6231	010	945	2022.050.01	5,710.50
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778478	PO222670	40	9010	0	0000	8500	6231	014	945	2022.050.01	5,710.50
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778478	PO222670	40	9010	0	0000	8500	6231	025	945	2022.050.01	5,710.50
HAMILTON & AITKEN ARCHITECTS	06/30/2022	778478	PO222670	40	9010	0	0000	8500	6231	032	945	2022.050.01	5,710.50
HAMILTON & AITKEN ARCHITECTS Total													47,557.50
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	008	945	5889.000-01	344.75

BOARD WARRANT REGISTER
JUNE 1 TO JUNE 30, 2022

Vendor Name	Effective Date	Warrant #	Reference #	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Payment
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	005	945	5889.000-01	218.00
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	013	945	5889.000-01	206.00
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	022	945	5889.000-01	188.00
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	008	945	5889.000-02	1,723.75
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	005	945	5889.000-02	1,090.00
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	013	945	5889.000-02	1,030.00
HIBSER YAMAUCHI ARCHITECTS INC	06/16/2022	774435	PO222554	40	9010	0	0000	8500	6231	022	945	5889.000-02	940.00
HIBSER YAMAUCHI ARCHITECTS INC Total													5,740.50
KEY ANALYTICS	06/28/2022	777931	PO221228	40	9010	0	0000	8200	5813	090	902	OC 2022-45B	6,250.00
KEY ANALYTICS Total													6,250.00
PROTECH	06/09/2022	772177	PO222606	40	9010	0	0000	8500	5899	090	954	21481	4,930.00
PROTECH	06/09/2022	772177	PO222606	40	9010	0	0000	8500	5899	090	954	22005	5,465.00
PROTECH Total													10,395.00
SAVIDGE, WILLIAM	06/30/2022	778459	PO220735	40	9010	0	0000	8500	6272	033	960	MAY22 SVCS.	988.48
SAVIDGE, WILLIAM	06/30/2022	778459	PO220735	40	9010	0	0000	8500	6275	007	963	MAY22 SVCS.	988.48
SAVIDGE, WILLIAM	06/30/2022	778459	PO220735	40	9010	0	0000	8500	6270	090	924	MAY22 SVCS.	988.48
SAVIDGE, WILLIAM Total													2,965.44
SSF USD/REVOLVING CASH FUND	06/30/2022	778461	PV220835	40	9010	0	0000	8500	6270	032	929	CHK#14405	3,600.00
SSF USD/REVOLVING CASH FUND Total													3,600.00
TRI VALLEY EXCAVATING CO INC	06/09/2022	772210	PO222610	40	9010	0	0000	8500	6275	032	926	4301	55,655.00
TRI VALLEY EXCAVATING CO INC Total													55,655.00
UNDERWOOD & ROSENBLUM INC	06/16/2022	774439	PO221586	40	9010	0	0000	8500	6270	021	931	1220-1872	8,700.00
UNDERWOOD & ROSENBLUM INC	06/16/2022	774439	PO221586	40	9010	0	0000	8500	6270	021	931	1220-1937	4,500.00
UNDERWOOD & ROSENBLUM INC Total													13,200.00
WEST COAST NETTING INC.	06/30/2022	778464	PO222665	40	9010	0	0000	8500	6270	033	935	PAY APP 1	156,750.00
WEST COAST NETTING INC. Total													156,750.00
WESTERN AUDIO/VIDEO INC.	06/23/2022	775935	PO220608	40	9010	0	0000	8500	6410	033	919	4186	4,738.51
WESTERN AUDIO/VIDEO INC. Total													4,738.51
				FUND 40								**SUBTOTAL**	348,085.64
Grand Total													**3,593,559.81**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	2,895,213.36
11	ADULT EDUCATION FUND	4,785.13
12	CHILD DEVELOPMENT FUND	30,528.57
13	NUTRITION SERVICES FUND	207,668.11
14	DEFERRED MAINTENANCE	93,971.40
21	BUILIDING FUND (BOND)	13,307.60
40	SPECIAL RESERVE	348,085.64
TOTAL WARRANT REGISTER		**3,593,559.81**

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: August 11, 2022

RE: Cash Receipts Summary – June 1 - June 30, 2022

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of June 1 - June 30, 2022. The Report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of June 1 - June 30, 2022.

RECOMMENDATION:

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

BDX110
JUNE 2022 CASH RECEIPTS REPORT
40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 01 GENERAL FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8011 REV LIMIT ST AID CURR YR	3,356,626.00	302,096.00	3,356,625.00	99.90	-	1.00	-
8012 EPA ENTITLEMENT	1,598,084.00	399,286.00	1,597,056.00	99.90	-	1,028.00	-
8021 HOMEOWNERS' EXEMPTION	349,112.67	52,366.91	349,112.67	100.00	-	-	-
8041 SECURED ROLLS TAX	78,770,208.00	1,344,498.66	78,537,733.79	99.70	-	232,474.21	0.20
8042 UNSECURED ROLL TAXES	1,174,579.23	-	1,174,579.23	100.00	-	-	-
8043 PRIOR YEARS' TAXES	166,154.63	663.35	166,817.98	100.00	-	(663.35)	-
8047 COMM REDEVLPMNT FUNDS	19,831,726.44	-	19,831,726.44	100.00	-	-	-
8091 REVENUE LIMIT TRANSFERS	(2,503,643.00)	(3,503,643.00)	(3,503,643.00)	-	-	1,000,000.00	100.00
8097 PROPERTY TAXES TRANSFERS	5,450,492.68	77,806.86	5,528,299.54	100.00	-	(77,806.86)	-
8181 SP ED ENTITL PER UDC	1,633,801.06	6,756.57	1,653,274.63	100.00	-	(19,473.57)	-
8182 SP ED DISCRETNARY GRANTS	56,709.85	-	66,142.09	100.00	-	(9,432.24)	-
8285 INTAGENCY CONTR BETW LEAS	15,600.00	4,408.56	5,652.34	36.20	-	9,947.66	63.70
8290 ALL OTHER FEDERAL REVENUE	12,151,002.75	353,368.23	6,621,863.60	54.40	-	5,529,139.15	45.50
8319 OTHER ST APPORTNMNT-PR YR	-	29,399.00	29,399.00	100.00	-	(29,399.00)	-
8520 CHILD NUTRITION	298,423.00	-	298,423.00	100.00	-	-	-
8550 MANDATED COST REIMBURSE	337,294.00	-	337,294.00	100.00	-	-	-
8560 STATE LOTTERY REVENUE	1,844,474.50	574,846.48	1,642,606.79	89.00	-	201,867.71	10.90
8590 ALL OTHER STATE REVENUES	9,094,292.29	1,255,774.00	5,554,316.31	61.00	-	3,539,975.98	38.90
8625 COM REDEVEL FUND NOT SUBJ	1,819,320.71	-	1,819,320.71	100.00	-	-	-
8631 SALE OF EQUIP & SUPPLIES	4,375.00	-	4,375.00	100.00	-	-	-
8650 LEASES AND RENTALS	807,925.51	83,239.31	716,417.38	88.60	-	91,508.13	11.30
8660 INTEREST/FY21 INTEREST INCOME	313,724.00	0.04	377,163.40	100.00	-	(63,439.40)	-
8699 ALL OTHER LOCAL REVENUE	307,785.60	64,142.37	431,346.16	100.00	-	(123,560.56)	-
8919 OTH AUTH INTRFND XFERS IN	13,301.00	13,301.00	26,602.00	100.00	-	(13,301.00)	-
TOTAL: 8000	136,891,369.92	1,058,310.34 1	26,622,504.06	92.40	-	10,268,865.86	7.50

BDX110 SAN MATEO COUNTY OFFICE OF EDUCATION #J7984 7/28/2022
JUNE 2022 CASH RECEIPTS REPORT BUDGET SUMMARY REPORT
40 South San Francisco Unified SD 6/1/2022 TO 06/30/2022 PAGE 2

Fund: 11 ADULT EDUCATION FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8091 REVENUE LIMIT TRANSFERS	160,699.00	160,699.00	160,699.00	100.00	-	-	-
8290 ALL OTHER FEDERAL REVENUE	180,347.00	-	94,505.00	52.40	-	85,842.00	47.50
8590 ALL OTHER STATE REVENUES	1,164,892.00	194,148.00	1,164,892.00	100.00	-	-	-
8631 SALE OF EQUIP & SUPPLIES	300.00	1,696.00	1,791.00	100.00	-	(1,491.00)	-
8660 INTEREST/FY21 INTEREST INCOME	17,295.00	-	15,335.99	88.60	-	1,959.01	11.30
8671 ADULT EDUCATION FEES	885.00	600.00	1,480.00	100.00	-	(595.00)	-
8699 ALL OTHER LOCAL REVENUE	100.00	-	100.00	100.00	-	-	-
TOTAL: 8000	1,524,518.00	357,143.00	1,438,802.99	94.30	-	85,715.01	5.60

BDX110 SAN MATEO COUNTY OFFICE OF EDUCATION #J7984 7/28/2022
JUNE 2022 CASH RECEIPTS REPORT BUDGET SUMMARY REPORT
40 South San Francisco Unified SD 6/1/2022 TO 06/30/2022 PAGE 3

Fund: 12 CHILD DEVELOPMENT FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8290 ALL OTHER FEDERAL REVENUE	170,835.00	51,678.00	265,786.41	100.00	-	(94,951.41)	-
8590 ALL OTHER STATE REVENUES	1,216,696.00	292,213.00	1,577,043.20	100.00	-	(360,347.20)	-
8660 INTEREST/FY21 INTEREST INCOME	8,534.00	0.23	7,304.94	85.50	-	1,229.06	14.40
8673 CHILDREN'S CENTERS FEES	7,376.00	-	-	-	-	7,376.00	100.00
8689 ALL OTHR FEES & CONTRACTS	558,808.84	15,028.36	238,027.68	42.50	-	320,781.16	57.40
8699 ALL OTHER LOCAL REVENUE	1,590,872.00	612,520.93	1,937,308.09	100.00	-	(346,436.09)	-
8911 FROM GENERAL TO CHILD DEV	100,000.00	100,000.00	100,000.00	100.00	-	-	-
8990 CONTRIB FROM RESTR REV	-	(1,996.00)	(1,996.00)	-	-	1,996.00	100.00
TOTAL: 8000	3,653,121.84	1,069,444.52	4,123,474.32	100.00	-	(470,352.48)	-

BDX110
JUNE 2022 CASH RECEIPTS REPORT
40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 13 CAFETERIA FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8222 FED REIM-BKF/FY21-FED REIM ALL	3,328,807.25	367,513.17	2,592,685.42	77.80	-	736,121.83	22.10
8227 FED.REIMB.-CHILD CARE	43,576.00	16,110.12	51,671.62	100.00	-	(8,095.62)	-
8290 ALL OTHER FEDERAL REVENUE	95,502.00	-	89,014.80	93.20	-	6,487.20	6.70
8522 ST REIMB-LNCH/FY21 STATE REIMB	125,840.13	20,589.86	146,429.99	100.00	-	(20,589.86)	-
8523 STATE REIMB.-CHILD CARE	15,000.00	348.35	1,142.15	7.60	-	13,857.85	92.30
8634 FS SALES/DAILY SALES	42,902.00	(247.50)	2,901.17	6.70	-	40,000.83	93.20
8637 STUD LCH/FY21 STUDENT CATERING	154,582.00	26,397.85	173,096.70	100.00	-	(18,514.70)	-
8638 ADLT LNCH/FY21 ADULT CATERING	297.00	141.42	372.42	100.00	-	(75.42)	-
8660 INTEREST/FY21 INTEREST INCOME	5,254.00	-	958.05	18.20	-	4,295.95	81.70
TOTAL: 8000	3,811,760.38	430,853.27	3,058,272.32	80.20	-	753,488.06	19.70

BDX110 SAN MATEO COUNTY OFFICE OF EDUCATION #J7984 7/28/2022
JUNE 2022 CASH RECEIPTS REPORT BUDGET SUMMARY REPORT
40 South San Francisco Unified SD 6/1/2022 TO 06/30/2022 PAGE 5

Fund: 14 DEFERRED MAINTENANCE FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8091 REVENUE LIMIT TRANSFERS	2,342,944.00	3,342,944.00	3,342,944.00	100.00	-	(1,000,000.00)	-
8660 INTEREST/FY21 INTEREST INCOME	80,000.00	-	76,542.14	95.60	-	3,457.86	4.30
TOTAL: 8000	2,422,944.00	3,342,944.00	3,419,486.14	100.00	-	(996,542.14)	-

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 17 SP RESRV FD(OT CPTL OTLY PRO)

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST/FY21 INTEREST INCOME	148,000.00	-	149,797.17	100.00	-	(1,797.17)	-
TOTAL: 8000	148,000.00	-	149,797.17	100.00	-	(1,797.17)	-

BDX110
JUNE 2022 CASH RECEIPTS REPORT
40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 21 BUILDING FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST/FY21 INTEREST INCOME	50,000.00	-	51,244.02	100.00	-	(1,244.02)	-
TOTAL: 8000	50,000.00	-	51,244.02	100.00	-	(1,244.02)	-

BDX110
JUNE 2022 CASH RECEIPTS REPORT
40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 25 CAPITAL FACILITIES FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST/FY21 INTEREST INCOME	60,000.00	-	56,698.35	94.40	-	3,301.65	5.50
8681 MITIGATION/DEVELOPER FEES	500,000.00	1,125,078.06	1,632,302.57	100.00	-	(1,132,302.57)	-
TOTAL: 8000	560,000.00	1,125,078.06	1,689,000.92	100.00	-	(1,129,000.92)	-

BDX110
JUNE 2022 CASH RECEIPTS REPORT
40 South San Francisco Unified SD

SAN MATEO COUNTY OFFICE OF EDUCATION
BUDGET SUMMARY REPORT
6/1/2022 TO 06/30/2022

#J7984 7/28/2022

Fund: 35 CO SCHOOL FACILITIES FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8545 SCH FACIL APPORTIONMENTS	4,153,433.00	-	4,153,433.00	100.00	-	-	-
8660 INTEREST/FY21 INTEREST INCOME	107.38	-	4,987.42	100.00	-	(4,880.04)	-
TOTAL: 8000	4,153,540.38	-	4,158,420.42	100.00	-	(4,880.04)	-

BDX110 SAN MATEO COUNTY OFFICE OF EDUCATION #J7984 7/28/2022
JUNE 2022 CASH RECEIPTS REPORT BUDGET SUMMARY REPORT
40 South San Francisco Unified SD 6/1/2022 TO 06/30/2022 PAGE 10

Fund: 40 SPECIAL RESERVE FUND CAP

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST/FY21 INTEREST INCOME	35,300.00	-	32,999.79	93.40	-	2,300.21	6.50
8912 BTW GENERAL & SP RESERVE	1,819,320.71	1,819,320.71	1,819,320.71	100.00	-	-	-
TOTAL: 8000	1,854,620.71	1,819,320.71	1,852,320.50	99.80	-	2,300.21	0.10

Fund: 73 FOUNDATION TRUST FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST/FY21 INTEREST INCOME	4,436.00	-	4,464.10	100.00	-	(28.10)	-
TOTAL: 8000	4,436.00	-	4,464.10	100.00	-	(28.10)	-

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: August 11, 2022

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 fifty-seven (57) 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 will be deposited into Fund 01. Upon Board approval, the District will dispose the items.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees declare the one hundred fifty-seven (57) 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	Net Book Value
32018	7/16/2012	1	DELL OPTIPLEX 790	6QC66V1	MONTE VERDE ES	
26711	7/10/2012	1	DELL LAPTOP	G7WLFV1	MONTE VERDE ES	
32778	8/21/2013	1	DELL LAPTOP	JC9XPX1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OTJKG1-74261-230236U	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CM-OJKG1-74261-23C-22TU	MONTE VERDE ES	
32026	7/16/2012	1	DELL OPTIPLEX 790	6Q9F6V1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OH855F-64180-85R-3MTC	MONTE VERDE ES	
22065	7/1/2015	1	DELL OPTIPLEX GX520	WCQDF-TQDYW-Q8DVH-H73WX-2JRWM	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OHDNH9-72872-44IT-C87M	MONTE VERDE ES	
33585-1	8/1/2014	1	DELL OPTIPLEX 3020	2DXVW12	MONTE VERDE ES	
27899	12/7/2011	1	DELL LAPTOP	CRMZ5R1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OH855F-64180-85R-47LC	MONTE VERDE ES	
24923	11/14/2008	1	DELL OPTIPLEX 755	8ZXQ3H1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-ONJ174-73731-74Q-4928	MONTE VERDE ES	
24085	6/11/2007	1	DELL OPTIPLEX 745	55NM2D1	MONTE VERDE ES	
24123	6/11/2007	1	DELL OPTIPLEX 745	CPGM2D1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OJ174-73731-74Q-5598	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OHDNH9-72872-44T-CANM	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OTJKG1-74261-23S-227U	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OTJKG1-74261-23C-22WU	MONTE VERDE ES	
33584-1	8/1/2014	1	DELL OPTIPLEX 3020	2DVTW12	MONTE VERDE ES	
32032	7/16/2012	1	DELL OPTIPLEX 790	6QB86V1	MONTE VERDE ES	
32035	7/16/2012	1	DELL OPTIPLEX 790	6QCC6V1	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OHDNH9-72872-44T-C9HM	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OHDNH9-72872-44T-E3KM	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OYVG53-72872-OBM-A6VU	MONTE VERDE ES	
N/A	7/1/2015	1	DELL MONITOR	CN-OTJKG1-74261-23C-22VU	MONTE VERDE ES	
33582-1	8/1/2014	1	DELL OPTIPLEX 3020	2DTTW12	MONTE VERDE ES	
33583-1	12/15/2014	1	DELL OPTIPLEX 3020	2DTWW12	MONTE VERDE ES	
32027	7/16/2012	1	DELL OPTIPLEX 790	6Q9H6V1	MONTE VERDE ES	
27469	6/30/2011	1	DELL OPTIPLEX 780	40WJDQ1	MONTE VERDE ES	
24904	7/1/2015	1	HP LASERJET PRINTER P1505N	CNBK531993	MONTE VERDE ES	
20494	7/1/2015	1	ZENITH TV	121-33490819	MONTE VERDE ES	
25612	3/2/2009	1	SMARTBOARD UF45-680	SB680-R2-639967	WESTBOROUGH MS	
25615	3/2/2009	1	SMARTBOARD UF45-680	SB680-R2-639969	WESTBOROUGH MS	
25611	3/2/2009	1	SMARTBOARD UF45-680	SB680-R2-640303	WESTBOROUGH MS	

Declaration of Surplus Items						
Fixed Asset Tag#	**Date in Service**	Qty	**Description**	**Serial Number**	**Location**	**Net Book Value**
25613	3/2/2009	1	SMARTBOARD UF45-680	SB680-R2-640309	WESTBOROUGH MS	
25616	3/2/2009	1	SMARTBOARD UF45-680	SB680-R2-639964	WESTBOROUGH MS	
31318	7/1/2015	1	HP	N/A	WESTBOROUGH MS	
11136	7/1/2015	1	HP LASERJET PRINTER 4600DN	JPDKF39832	WESTBOROUGH MS	
N/A	7/1/2015	1	DELL MONITOR	01113303NA	WESTBOROUGH MS	
N/A	7/1/2015	1	DELL MONITOR		WESTBOROUGH MS	
24120	6/11/2007	1	DELL OPTIPLEX 745	6SGM2D1	WESTBOROUGH MS	
14828	7/1/2015	1	PHILLIPS TV	YA2A0634 035258	WESTBOROUGH MS	
N/A	7/1/2015	1	PHILLIPS TV	YA1A04030 24447	WESTBOROUGH MS	
13839	7/1/2015	1	EMERSON VHS VCR	R48426962	WESTBOROUGH MS	
14817	7/1/2015	1	OVERHEAD (3M) PROJECTOR	181 00514	WESTBOROUGH MS	
01748	7/1/2015	1	OVERHEAD PROJECTOR	2033739	WESTBOROUGH MS	
37274	9/24/2015	1	DELL OPTIPLEX 3020	7TXPJ52	WESTBOROUGH MS	
07377/30845	7/1/2015	1	EMERSON VHS VCR	163-20938205	WESTBOROUGH MS	
30916	7/1/2015	1	SHARP TV	650265	WESTBOROUGH MS	
11274/31341	7/1/2015	1	DELL PC	BBXXX01	WESTBOROUGH MS	
26894	7/1/2015	1	DELL OPTIPLEX GX520	DM56X91	WESTBOROUGH MS	
01800	7/1/2015	1	ZENITH TV	221-33420056	WESTBOROUGH MS	
20368	7/1/2015	1	TOSHIBA VHS	22616331	WESTBOROUGH MS	
20369	7/1/2015	1	ZENITH TV	121-33490804	WESTBOROUGH MS	
30875	7/1/2015	1	DELL OPTIPLEX GX520	3P710B1	WESTBOROUGH MS	
	Total Items:	**57**				

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: August 11, 2022

RE: Acceptance of Gifts

BACKGROUND:

The District has received the attached list of a cash or in-kind gifts during the month of July 2022.

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school site 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 JULY 2022.

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

$6,600 – Non-Monetary donation of books, violins, and art supplies valued roughly at $6,600 from Tyler Pavlik to the SSFUSD in support of academic excellence.

$945.59 from the Benevity Community Impact Fund – American Online Giving Foundation Inc. to Spruce Elementary in support of academic excellence.

$9.71 from the Benevity Community Impact Fund – American Online Giving Foundation Inc. to Spruce Elementary in support of academic excellence.

$25.61 from the Benevity Community Impact Fund – American Online Giving Foundation Inc. to Spruce Elementary in support of academic excellence.

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: August 11, 2022

RE: Approval of 2022-23 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:

Martin Elementary School

5th Grade	Wristband Sale – To be sold before and after school, and special events. Commencing throughout the 2022-23 school year.

El Camino High School

ASB	Welcome Back Dance – Selling dance tickets at the courtyard. Commencing August 19, 2022.
Class of 2023	Senior Hoodies Fundraiser – Hoodies will be sold during senior registration. Commencing August 4, 2022.
	T-Pumps Fundraiser – Selling boba drinks after school. Commencing August 12, 2022.
	Senior Sunrise – Selling tickets and snacks. Commencing August 19, 2022 from 6:15 a.m. to 8:00 a.m.
	Spam Musubi Sale – Selling at the ECHS Welcome Back Dance. Commencing August 19, 2022.

Senior Office	Spam Musubi Sale – Selling at the ECHS Welcome Back Dance. Commencing August 19, 2022.
	Panda Express Takeover – Located at the Colma Panda Express restaurant. Commencing August 4, 2022.

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: August 11, 2022

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

$2,225	ProTech Consulting & Engineering – Conducting limited consulting services to monitor the removal of asbestos-containing materials prior to planned renovation work. Services will be conducted at the PHMS's doorway to room #4 inside room 1. Commencing July 2022.
$3,600	Orkin Pest Control – Heat Treatment for Sunshine Gardens ES's room #27's structure for drywood termites. Commencing July 2022.
Not to Exceed $15,000	Hamilton + Aitken Architects (HA Architects) – In continuation with the Facilities Master Plan support, will prepare planned improvements for 15 school sites, including the site plan showing general location of improvements, with legend and description of each. Commencing July 2022.
$7,200	TREAT Structural Engineering – Phase 1 and 2 services for the PHMS retaining wall repair. Services include examination of the existing wall followed by schematic structural sketches for proposed wall repairs. Commencing July 2022.

$10,225	Stewart Signs – Single sided full TekStar Outdoor LED Marquee Sign for Monte Verde ES, includes labor and installation. Commencing November 2022.

District Office – Ed Services

$6,750	Amplified IT, LLC – Annual licensing for the SSFUSD domain to assist staff with managing Google Classrooms. Commencing July 21, 2022 through July 20, 2023.
Not to exceed $13,600	Santa Clara County Office of Education – In collaboration with SSFUSD to provide a Community Liaison to facilitate implementation of MEP activities, support with shared data entry, data compliance, and advocacy to organize health fair type events. Commencing August 1, 2022 through June 30, 2023.
$19,000	Janet Rodriguez (Reading Intervention Coordinator and Teacher for K-8) – Acting as a liaison to facilitate requests for the evaluation process through the District using the school adopted ELA curriculum. The focus will be on students who are below the 35th percentile rank with intervention focused on targeted reading decoding, fluency, and comprehension. Commencing August 18, 2022 through June 9, 2023.
$19,777.64	TWIG Sciences – 3-hour Professional Learning Session for pilot teachers on NGSS and TWIG Science with ongoing, job-embedded coaching and modeling support. Sessions also include Investigative Journals, Module Science Kits, and multiple subscriptions for teacher and student support. Commencing July 2022.

Monte Verde Elementary School

Not to exceed $10,000	Soul Shoppe Programs – In-person training and/or online learning platform for social emotional growth via their Cultivate Connection Program. Commencing August 10, 2022 through May 26, 2023.

El Camino High School

$700	Marcelo Gallegos - A disc-jockey (DJ) who will be introducing and playing recorded popular music for the ECHS Welcome Back Dance. Commencing May 13, 2022.

$1,815	NEWSELA – PRO teacher license subscription renewal for supplemental English and Spanish education. Commencing July 1, 2022 through June 30, 2023.

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

Resolution #22-54

ATTENDANCE AWARENESS MONTH SEPTEMBER 2022

WHEREAS, Good school attendance is critical to student achievement and graduation, and we are committed to reducing chronic absenteeism rates; and

WHEREAS, Chronic absence, missing 10 percent or more of school, which can be only two or three days a month, including both excused and unexcused absences, is a proven forecaster of academic problems; and

WHEREAS, Chronic absence in kindergarten and first grade predicts students are far less likely to read proficiently at the end of third grade, which often results in course failure and subsequent dropout, which weakens our community; and

WHEREAS, School attendance improves, and chronic absenteeism is notably reduced with community-wide involvement to monitor and promote good attendance and address obstacles which keep children from getting to school; and

WHEREAS, California enacted the Local Control Funding Formula (LCFF), which encourages school districts to track and establish goals and specific actions for reducing chronic absence; and

WHEREAS, Chronic absence worsens the achievement gap between low-income students from their peers, as those students are more likely to be chronically absent and affected scholastically and socially by missing school; and

WHEREAS, Improving school climate, reducing instruction missed due to discipline policies and out-of-school suspensions, and implementing school wide positive behavior intervention and support systems and restorative justice practices can have a significant impact on improving attendance;

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby declares the month of September 2021 as Attendance Awareness Month and support activities to increase awareness of the importance of daily attendance, especially in the early grades Pre K-3.

REGULARLY PASSED AND ADOPTED this 11th day of August 2022.

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: August 11, 2022

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 0470 - COVID-19 Mitigation Plan
2. BP 1313 - Civility
3. BP 3511.1 - Integrated Waste Management
4. BP 3516.5 - Emergency Schedules
5. BP 4131 - Staff Development
6. BP 4141, 4241 - Collective Bargaining Agreement
7. BP 5141.4 - Child Abuse Prevention and Reporting
8. BP 6120 - Response to Instruction and Intervention
9. BP 6164.4 - Identification and Evaluation of Individuals for Special Education
10. BP 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School
11. BP 6164.5 - Student Success Teams

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 policies with the second reading waived.

PROPOSED
FIRST READING
08/11/2022

CSBA Sample
Board Policy

BP 0470(a)

Philosophy, Goals, Objectives, and Comprehensive Plans

COVID-19 MITIGATION PLAN
The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal or state law and/or order or local order may conflict with this policy, the law or order shall govern.
The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.
(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 5141.22 - Infectious Diseases)
(cf. 9310 - Board Policies)

To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.
COVID-19 Safety Plan
The Superintendent or designee shall establish, implement, and maintain a COVID-19 safety plan that complies with any mandatory public health guidance of the California Department of Public Health (CDPH), the COVID-19 prevention program ("CPP") consistent with the regulations of the California Division of Occupational Safety and Health, any orders of state or local health authorities, and any other applicable law and/or health order(s). The Superintendent or designee shall ensure, at a minimum, that the COVID-19 safety plan complies with all mandatory guidance and gives priority to recommended practices that are identified as being particularly effective at COVID-19 mitigation. The Superintendent or designee shall regularly review public health guidance to ensure that the district's COVID-19 mitigation strategies are current with public health mandates or recommendations.

The district's COVID-19 safety plan shall be posted on the district's web site.

COVID-19 MITIGATION PLAN (continued)

To promote transparency and facilitate decision-making regarding COVID-19 mitigation strategies, the Superintendent or designee shall report to the Board on a regular basis regarding the following:

1. Level of community transmission of COVID-19

2. COVID-19 vaccination coverage in the community and among students and staff

3. Any local COVID-19 outbreaks or increasing trends

4. Changes to local, state, and/or federal public health guidance, orders, and laws

5. Any revisions to the district's COVID-19 safety plan

Reporting to the Public Health Department

Upon learning that a school employee or student who has tested positive for COVID-19 was present on campus while infectious, the Superintendent or designee shall immediately, and in no case later than 24 hours after learning of the positive case, notify the local health officer or the local health officer's representative about the positive case. The notification shall be made even if the individual who tested positive has not provided prior consent to the disclosure of personally identifiable information and shall include all of the following information, if known: (Education Code 32090)

1. Identifying information of the individual who tested positive, including full name, address, telephone number, and date of birth

2. The date of the positive test, the school(s) at which the individual was present, and the date the individual was last onsite at the school(s)

3. The name, address, and telephone number of the person making the report

If a school has two or more outbreaks of COVID-19 and is subject to a safety review by CDPH pursuant to Education Code 32090, the Superintendent or designee shall cooperate fully with the review.

Statewide Instructional Mode Survey

On or before the second and fourth Monday of each month, the Superintendent or designee shall submit to the California Collaborative for Educational (CCEE) information required under Education Code 32091, in accordance with the form and procedures determined by CCEE.

Stakeholder Engagement and Community Relations

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee. The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

COVID-19 MITIGATION PLAN (continued)

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding community transmission levels, district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for COVID-19 mitigation strategies. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

Learning Recovery and Social-Emotional Support
The Superintendent or designee shall develop a plan for assessing students' current academic levels early in the school year to ensure that each student is provided with appropriate opportunities for learning recovery based on need. The plan may include:

1. Use of interim or diagnostic assessments

2. Review of available data from assessments within the California Assessment of Student Performance and Progress

3. Review of attendance data from the 2020-2021 school year

4. Review of prior year grades

5. Discussion of student needs and strengths with parents/guardians and former teachers

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 5147 - Dropout Prevention)
(cf. 6120 - Response to Instruction and Intervention)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6159 - Individualized Education Program)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)

COVID-19 MITIGATION PLAN (continued)

(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
(cf. 6184 - Continuation Education)

Note: Pursuant to Education Code 43522, as amended by AB 130, districts that receive Extended Learning Opportunities (ELO) grant funding are required to implement a learning recovery program that provides supplemental instruction, support for social-emotional well-being, and to the maximum extent permissible as specified in U.S. Department of Agriculture guidelines, meals and snacks, to students who are eligible for free or reduced-price meals, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020-21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.
The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)
Supplemental Instruction and Support
The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)

Targeted and intensive supports may include: (Education Code 43522)

1. Extending instructional learning time based on student learning needs including through summer school or intersessional instructional programs

2. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff

3. Learning recovery programs and materials designed to accelerate student academic proficiency, English language proficiency, or both

4. Integrated student supports to address other barriers to learning, such as:

    a. The provision of health, counseling, or mental health services

    b. Access to school meal programs

    c. Access to before and after school programs

    d. Programs to address student trauma and social-emotional learning

    e. Referrals for support for family or student needs

5. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports

COVID-19 MITIGATION PLAN (continued)

6. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility

7. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning

8. Other interventions identified by the Superintendent or designee

(cf. 6164.2 - Guidance/Counseling Services)

To ensure schoolwide implementation of the district's tiered framework of supports, the Superintendent or designee shall plan staff development that includes: (Education Code 43522)

1. Accelerated learning strategies and effective techniques for closing learning gaps, including training in facilitating quality learning opportunities for all students

2. Strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs

Reengagement for Chronically Absent Students

The Superintendent or designee shall implement strategies for identifying, locating, and reengaging students who were chronically absent or disengaged during the 2020-21 school year, including students who were kindergarten-age but who did not enroll in kindergarten. Strategies for reengaging students may include:

1. Personal outreach to families, including by staff who are known to families

2. Door-to-door campaigns

3. The use of social media to spread awareness about the implementation of COVID-19 mitigation strategies

4. Welcoming and supporting students who experienced chronic absenteeism due to the COVID-19 pandemic or who are returning to school after a long absence

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or is subject to a quarantine order to stay home in accordance with state and local health orders.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)

COVID-19 MITIGATION PLAN (continued)

Note: Pursuant to Education Code 51745, as amended by AB 130, for the 2021-22 school year all districts are required to offer independent study to meet the educational needs of students. See BP 6158 - Independent Study and 3516.5 - Emergency Schedules.

The Superintendent or designee shall ensure continuity of instruction for students who may be under a quarantine order to stay home, by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

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

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff except as allowed by law. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on their medical condition or COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

Legal Reference:
EDUCATION CODE
32090-32095 COVID-19 reporting and public health requirements
43520-43525 In-person instruction and expanded learning opportunities grants
44978 Sick leave for certificated employees
45191 Leave of absence for illness and injury, classified employees
48205 Excused absences
48213 Prior parent notification of exclusion; exemption
48240 Supervisors of attendance
49451 Exemption from physical exam; exclusion from attendance

Legal Resources continued: (see next page)

COVID-19 MITIGATION PLAN (continued)

Legal Resources continued:

GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
54950-54963 The Brown Act
12945.1-12945.2 California Family Rights Act
HEALTH AND SAFETY CODE
120175-120255 Functions and duties of local health officers
120230 Exclusion from attendance
120275 Violations of quarantine order
131080 Advice to and control of local health authorities
LABOR CODE
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 2
11087-11098 California Family Rights Act
CODE OF REGULATIONS, TITLE 5
202 Exclusion from attendance
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
CODE OF REGULATIONS, TITLE 8
3205 COVID-19 prevention
CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:
CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures
The Resource Guide: Turning Crisis into Opportunity, Delegate Assembly Report, May 2021
Understanding and Addressing Disruptions to Learning During the COVID-19 Pandemic, May 2021
CALIFORNIA COLLABORATION FOR EDUCATIONAL EXCELLENCE PUBLICATIONS
Statewide Instructional Mode Survey Frequently Asked Questions (FAQs), September 14, 2021
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Safe Return to In-Person Instruction and Continuity of Services Plan Template
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, September 1, 2021
Requirement for Universal Masking Indoors at K-12 Schools, August 23, 2021
State Public Health Officer Order of August 11, 2021
State Public Health Officer Order of June 11, 2021
CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS
COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources
CALIFORNIANS TOGETHER PUBLICATIONS
Teaching and Learning During Uncertain Times: A Review of Learning Continuity Plans
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Guidance for COVID-19 Prevention in K-12 Schools, August 5, 2021
INSTITUTE OF EDUCATION SCIENCES PUBLICATIONS
Management Resources continued: (see next page)

COVID-19 MITIGATION PLAN (continued)

Management Resources continued: (see next page)

Addressing Trauma in Educational Settings, Module 1: Impacts and Symptoms of Trauma and Relevant Strategies to Support Students, Webinar, November 2020
NATIONAL CENTER FOR LEARNING DISABILITIES PUBLICATIONS
Promising Practices to Accelerate Learning for Students with Disabilities During COVID-19 and Beyond
NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION PUBLICATIONS
Coronavirus Communications Crisis for Public Schools guide
OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
POLICY ANALYSIS FOR CALIFORNIA EDUCATION (PACE) PUBLICATIONS
Evidence-Based Practices for Assessing Students' Social and Emotional Well-Being, February 2021
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Confronting COVID-19-Related Harassment in Schools, August 2021
ED COVID-19 Handbook, Volume 1: Strategies for Safely Reopening Elementary and Secondary Schools, August 2021
ED COVID-19 Handbook, Volume 2: Roadmap to Reopening Safely and Meeting All Students' Needs, August 2021
Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
WEB SITES
CSBA: http://www.csba.org
California Collaborative for Educational Excellence: https://ccee-ca.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov
California Division of Occupational Safety and Health: https://www.dir.ca.gov/dosh
California Interscholastic Federation: https://cifstate.org/covid-19/index
Office of the Governor: https://www.gov.ca.gov
Office of Management and Budget: https://www.whitehouse.gov/omb
State of California Safe Schools for All Hub: https://schools.covid19.ca.gov
U.S. Department of Labor: https://www.dol.gov
World Health Organization: https://www.who.int

(6/20) 9/21
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CURRENT

Policy 0470: COVID-19 Mitigation Plan

Status: ADOPTED

Original Adopted Date: 10/02/2021 **| Last Reviewed Date:** 10/02/2021

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0470(a) **COVID-19 MITIGATION PLAN**

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the novel coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the global pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 5141.22 - Infectious
Diseases) (cf. 9310 -
Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for in-person classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials available health data and stats, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus in-person teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff in appropriate language and methods(hard-copy, electronically) current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the District will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such

as masks and gloves, and the sanitization of facilities. In addition, provide information if available regarding tracing, tracking of those that have been infected.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's health safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, English language learners, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, teachers and staff shall provide a caring and nurturing educational environment for students. The District may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

Teachers and Staff shall pay careful attention to students' increased mental health concerns. Mental Health Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 6164.2 -
Guidance/Counseling Services)
(cf. 6164.5 - Student Success
Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that teachers and staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to teachers and staff and parents/guardians regarding how to provide mental health support to students. The

Superintendent or designee may also provide mental health counseling to teachers and staff who are experiencing emotional difficulties as a result of COVID-19. This should be done in their proper language and via mean available (electronic and non-electronic means).

Instruction/Schedules

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students. When deemed appropriate and recommended by the Board

(cf. 6157 - Distance Learning)
(cf. 6158 - Independent Study)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in person supervision.

(cf. 6111 - School Calendar) (cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning. Distance learning should meet minimal interaction hours between Student and Teachers as recommended by the CDE.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary, in the appropriate language.

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus in-person instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into in-person on-campus instruction

2. Consider whether or not a student has experienced a regression of skills and/or lack of progress

3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services, including tutoring resources

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Grading

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments

2. Assignment of pass/no pass and Incomplete (I) grades for all courses at grades 6-12

3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means, specifically for grades TK-5

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer. Questionnaire available in other languages.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing, that are free of change.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance in various ways and languages other than English. Such notification shall direct any student who becomes positive for the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus or distance learning instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means. This absence should be considered an excused absence.

(cf. 6154 - Homework/Makeup Work)

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence. Each principal should provide to the Superintendent or designee a report on how many students aren't able to be reached per site, this report should be shared with the Board.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)

Social Distancing

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, locker rooms, fields, bullpens and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other

2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes

3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements

4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries

5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries

6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

7. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives

(cf. 3540 - Transportation)
(cf. 3543 - Transportation Safety and Emergencies)

8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities graduation ceremonies, senior trips junior and senior prom, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Face coverings and masks shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make paper towels with soap and hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents specific to clean this virus. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)

(cf. 3514.1 - Hazardous Substances)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and

disposed of safely. This information on ventilation systems should be provided and shared to parents/guardians, teachers and the Board.

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID19 transmission and follows state and national guidelines for nutrition.
(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds. No salad bars, buffets or unpackaged non-serving food should be served or offered.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4113 - Assignment)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19

2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19

3 Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine

5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of $200 per day and $10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-

campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods and other languages than just English to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students.

In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose

school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:
EDUCATION CODE
44978 Sick leave for certificated employees
45191 Leave of absence for illness and injury, classified employees
48205 Excused absences
48213 Prior parent notification of exclusion; exemption
48240 Supervisors of attendance
49451 Exemption from physical exam; exclusion from attendance
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12945.1-12945.2 California Family Rights Act
HEALTH AND SAFETY CODE
120230 Exclusion from attendance
LABOR CODE
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 2
11087-11098 California Family Rights Act
CODE OF REGULATIONS, TITLE 5
202 Exclusion from attendance
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended, especially:
2601 Paid sick leave
2620 Public health emergency leave
UNITED STATES CODE, TITLE 42
1760 Note National School Lunch program waivers addressing COVID-19
CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993
Management Resources:
CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
FAQs for 2019 Novel Coronavirus
FAQs on Grading and Graduation Requirements
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020
School Guidance on Novel Coronavirus or COVID-19, March 7, 2020
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Considerations for Schools, rev. May 19, 2020
Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to
Coronavirus Disease 2019 (COVID-19), March 25, 2020
OFFICE OF THE GOVERNOR PUBLICATIONS
Executive Order N-30-20, March 17, 2020
Executive Order N-26-20, March 13, 2020
OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel
Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
U.S. DEPARTMENT OF LABOR POSTERS
Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov
Office of the Governor: https://www.gov.ca.gov
Office of Management and Budget: https://www.whitehouse.gov/omb
U.S. Department of Labor: https://www.dol.gov
World Health Organization: https://www.who.int

PROPOSED – NEW
First Reading
8/11/2022

CSBA Sample
Board Policy

Community Relations BP 1313(a)

CIVILITY

Note: The following policy is optional and may be revised to reflect district practice.

The Governing Board recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

(cf. 0415 - Equity)
(cf. 5137 - Positive School Climate)

Note: The First Amendment of the U.S. Constitution and Article 1, Section 2 of the California Constitution provide strong protection as to speech related to district business.

In addition, pursuant to Government Code 54954.3 and the court's decision in Baca v. Moreno Valley Unified School District, the Governing Board must not prohibit public criticism of district policies, procedures, programs, services, acts, omissions, or employees, even if the speech is clearly defamatory. See BB 9323 - Meeting Conduct. Pursuant to Government Code 54957.9 and the court's decisions in Norse v. City of Santa Cruz and City of San Jose v. Garbett, the Board is authorized to remove persons who willfully disrupt or disturb a meeting, provided that the action actually interferes with the proceedings of the meeting or poses a credible threat of violence that would place reasonable persons in fear for their safety or the safety of others.

Compared to community members, districts have greater authority to regulate the speech of district employees when they are acting in the scope of their employment with the district. Furthermore, court decisions have found that the First Amendment rights of public school students in the school setting are not necessarily the same as the rights of adults in other settings and must be applied in light of the special circumstances of the school environment. In Hazelwood School District v. Kuhlmeier, the U.S. Supreme Court ruled that when a school has not, by policy or practice, opened up a school-sponsored activity for unrestricted use by students, the school may limit student expression as long as its decision is reasonably related to "legitimate pedagogical concerns." See BP/AR 5145.2 - Freedom of Speech/Expression.

Districts should consult legal counsel before placing restrictions on employee, student, or community member speech/expression in an effort to maintain civility.

The Board understands that the First Amendment provides strong protection for speech. However, the Board expects that all speech and expression will comport with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

CIVILITY (continued)

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 9323 - Meeting Conduct)

Note: The following optional paragraph reflects traits included in the definition of civil behavior provided by the National Council for the Social Studies Connected.

Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district. Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints. Such practices may be incorporated into governance standards adopted by the Board or Superintendent and/or professional standards or codes of conduct for employees as specified in district policies and regulations.

(cf. 2111 - Superintendent Governance Standards)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 9005 - Governance Standards)

Students, staff, parents/guardians, and community members should be educated in the recognition, development, and demonstration of civil behavior. The Superintendent or designee may incorporate related concepts in the curriculum, provide staff development activities, and/or communicate this policy to the school community.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development
(cf. 4331 - Staff Development)

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

CIVILITY (continued)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.2 - Bomb Threats)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5138 - Conflict Resolution/Peer Mediation)

Behavior by students or staff that is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence, or behavior that is in any other way unlawful, is prohibited and is subject to discipline in accordance with law and as specified in district policy and regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)
(cf. 5145.9 - Hate-Motivated Behavior)

Legal Reference:
EDUCATION CODE
200-262.4 Educational equity
32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes
32212 Classroom interruptions
32280-32289.5 School safety plans
35181 Governing board authority to set policy on responsibilities of students
35291-35291.5 Rules
44050 Employee code of conduct; interaction with students
44807 Teachers' duty concerning conduct of students
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48900-48926 Suspension and expulsion, especially:
48907 Exercise of free expression; rules and regulations
48950 Speech and other communication
49330-49335 Injurious objects
Legal Reference continued: (see next page)

CIVILITY (continued)

Legal Reference: (continued)

CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
54954.3 Opportunity for public to address legislative body; regulations
54957.9 Disorderly conduct of general public during meeting; clearing of room
PENAL CODE
243.5 Assault or battery on school property
415.5 Disturbance of peace of school
422.55 Definition of hate crime
422.6 Civil rights; crimes
626-626.11 School crimes
627-627.10 Access to school premises
653b Loitering about schools or public places
653.2 Electronic communication devices; threats to safety
CALIFORNIA CONSTITUTION
Article 1, Section 2 Freedom of speech and expression
Article 1, Section 28 Right to safe schools
U.S. CONSTITUTION
Amendment 1, Freedom of speech and expression
COURT DECISIONS
City of San Jose v. Garbett (2010) 190 Cal.App.4th 526
Norse v. City of Santa Cruz (9th Cir. 2010) 629 F.3d 966
Baca v. Moreno Valley Unified School District (1996) 936 F.Supp. 719
Hazelwood School District v. Kuhlmeier (1988) 484 U.S. 260

Management Resources:

CSBA PUBLICATIONS
Superintendent Governance Standards
Professional Governance Standards for School Boards, June 2019
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California's Social and Emotional Learning: Guiding Principles, 2018
Social and Emotional Learning in California: A Guide to Resources, October 2018
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Professional Standards for Education Leaders (CPSEL), February 2014
NATIONAL POLICY BOARD FOR EDUCATIONAL ADMINISTRATION
Professional Standards for Educational Leaders, October 2015
WEB SITES
CSBA: https://www.csba.org
California Department of Education: https://www.cde.ca.gov
California Office of the Attorney General: https://oag.ca.gov
Center for Safe and Responsible Internet Use: https://www.ewa.org/organization/center-safe-and-responsible-internet-use
Commission on Teacher Credentialing: https://www.ctc.ca.gov
National Council for the Social Studies Connected: https://connected.socialstudies.org
National Policy Board for Educational Administration: https://www.npbea.org
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education: https://www.ed.gov
U.S Equal Employment Opportunity Commission: https://www.eeoc.gov

6/21

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PROPOSED
First Reading
8/11/2022

CSBA Sample
Board Policy

Business and Noninstructional Operations BP 3511.1(a)

INTEGRATED WASTE MANAGEMENT

Note: The following policy may be revised to reflect district practice. Pursuant to Public Resources Code 42630, **districts and** schools are encouraged to assist cities and counties in meeting the solid waste diversion goals set by Public Resources Code 41780. . **Pursuant to Public Resources Code 42649.2 and 42649.81, businesses, including schools, are required to arrange for recycling services if the amount of solid or organic waste they produce meets the thresholds specified in law and the accompanying administrative regulation. The California Department of Resources Recycling and Recovery (CalRecycle) offers** resources **identifying** waste management strategies, available funding sources, and education **and school waste reduction** programs that **provide curriculum to** link instruction on integrated waste management and environmental concepts with student action projects at school sites

The Governing Board believes that the conservation of **water, energy, and other** natural resources**,** the protection of the environment**, and the implementation of an effective waste diversion program** are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and~~/or~~ implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

(cf. 0100 - Philosophy)
(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)

The district's **integrated waste management** program shall include strategies designed to **promote waste management practices of source reduction, recycling, and composting to** help the district reduce **and recycle** solid and **organic** waste, **properly dispose of potentially hazardous materials,** improve efficiency in **the** use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

(cf. 3300 - Expenditures and Purchases)
(cf. 3517 - Facilities Inspection)

INTEGRATED WASTE MANAGEMENT (continued)

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 7131 - Relations with Local Agencies)

Note: CalRecycle provides grants and related information to eligible schools for developing and implementing integrated waste management programs. For more information, see CalRecycle's web site.

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program**,** including applying for available grants or other cost-reduction incentives.

The Superintendent or designee **may** provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and **the manner in which integrated waste management strategies impact such efforts**.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6142.5 - Environmental Education)
(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

Legal Reference: (continued)

INTEGRATED WASTE MANAGEMENT (continued)

Legal Reference:

EDUCATION CODE
17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards
17072.35 New construction grants; use for designs and materials for high performance schools
32370-32376 Recycling paper
33541 Environmental education
PUBLIC RESOURCES CODE
*25410-**25422** Energy conservation assistance*
*40050-40063 **I**ntegrated waste management*
*41780-**41786** Waste diversion*
42620-42622 Source reduction and recycling programs
42630-42647 School site source reduction and recycling
42649-42649.7 Recycling of commercial solid waste
42649.8-42649.87 Recycling of organic waste

Management Resources:

CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY PUBLICATIONS
Frequently Asked Questions
Recycling and Organics Recycling Guide for Schools Poster
Where to Put It: Recycling, Composting, and Trash Bin Signage
WEB SITES
CSBA: http://www.csba.org
California Department of Resources Recycling and Recovery:
https://www.calrecycle.ca.gov/Recycle/Schools
California Division of State Architect: http://www.dgs.ca.gov/dsa
California Energy Commission: http://www.energy.ca.gov
California Environmental Protection Agency: http://www.calepa.ca.gov
U.S. Environmental Protection Agency: http://www.epa.gov

(11/01 7/12) 6/21

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eserved.

CURRENT

Board Policy

Integrated Waste Management

BP 3511.1
Business and Noninstructional Operations

The Governing Board believes that the conservation of natural resources and the protection of the environment are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

(cf. -0100 - Philosophy)
(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

(cf. 3300 - Expenditures and Purchases)
(cf. 3517-Facilities Inspection)

The Superintendent or designee may collaborate with city, county and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 7131 - Relations with Local Agencies)

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reducing incentives.

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reduction incentives.

To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6142.5 - Environmental Education)
(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and may provide an update to the Board on its effectiveness.

Legal Reference:
EDUCATION CODE
8700-8707 Environmental education
17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards
17072.35 New construction grants; use for designs and materials for high performance schools
32370-32376 Recycling paper
33541 Environmental education
PUBLIC RESOURCES CODE
25410-25421 Energy conservation assistance
40050-40063 Waste management; integrated waste management
41780 Waste diversion
42620-42622 Source reduction and recycling programs
42630-42647 School site source reduction and recycling
42649-42649.7 Recycling of commercial solid waste
CODE OF REGULATIONS, TITLE 14
17225.12 Commercial solid waste

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Resources Recycling and Recovery: http://www.calrecycle.ca.gov/ReduceWaste/Schools
California Division of State Architect: http://www.dgs.ca.gov/dsa
California Energy Commission: http://www.energy.ca.gov
California Environmental Protection Agency: http://www.calepa.ca.gov
U.S. Environmental Protection Agency: http://www.epa.gov

Policy approved: March 28, 2013

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
South San Francisco, California

PROPOSED
FIRST READING
08/11/2022

CSBA Sample
Board Policy

BP 3516.5(a)

Business and Noninstructional Operations

EMERGENCY SCHEDULES

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 6112 - School Day)

Note: **Pursuant** to Education Code 41422 and 46392, a district may apply to the Superintendent of Public Instruction **to obtain apportionment credit for days and minutes lost due to emergency closure and material decreases in attendance due to emergency events such as** a fire, flood, **impassable roads,** epidemic, earthquake, **imminence of a major safety hazard, strike involving transportation services to students provided by a nonschool entity**, or other "extraordinary condition" so that it may receive full **average daily attendance apportionment**.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction **(SPI)** the necessary forms **and/or affidavits** for obtaining approval of **apportionment credit for** the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)
(cf. 6111 - School Calendar)

Note: Education Code 46393, as added by AB 130 (Ch. 44, Statutes of 2021), requires districts submitting affidavits regarding emergency events occurring after September 1, 2021 to certify that the district has a plan for offering independent study to impacted students.

For school closures due to emergency events occurring after September 1, 2021, the Superintendent or designee shall develop a plan for offering independent study within 10 days of school closure to any student impacted by the emergency condition. The plan shall also address the establishment, within a reasonable time, of independent study master agreements as specified in BP 6158 - Independent Study. The plan shall

EMERGENCY SCHEDULES (continued)

require reopening in person as soon as possible once allowable under the direction from the city or county health officer. The Superintendent or designee shall certify that the district has a plan for independent study in the affidavit submitted to the SPI pursuant to Education Code 46392. (Education Code 46393)

(cf. 6158 - Independent Study)

Note: Vehicle Code 34501.6 mandates the Governing Board of any district that provides student transportation to adopt procedures that limit the home-to-school operation of school buses when atmospheric conditions reduce visibility to 200 feet or less; see AR 3543 - Transportation Safety and Emergencies for language implementing this mandate. The following **optional** paragraph may be revised to reflect district practice.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely notice **in advance** of any resulting changes in the school calendar or school day schedule.

Legal Reference:(see next page)

EMERGENCY SCHEDULES (continued)

Legal Reference:

EDUCATION CODE
41420 Required length of school term
41422 Schools not maintained for 175 days
46010 Total days of attendance
*46100-**46208** Attendance; maximum credit; minimum day*
46390 Calculation of ADA in emergency
46391 Lost or destroyed ADA records
46392 Decreased attendance in emergency situation
46393 Certification of plan for independent study
VEHICLE CODE
34501.6 School buses; reduced visibility

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE
90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Frequently Asked Questions - Form J-13A
WEB SITES
California Department of Education: http://www.cde.ca.gov

(11/99 7/10) 9/21

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CURRENT

Board Policy

Emergency Schedules

BP 3516.5
Business and Noninstructional Operations

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 6112 - School Day)

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating or when the school day schedule is changed or the school is closed.

(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent or designee shall ensure that supervision is provided in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

(cf. 6111 - School Calendar)

Legal Reference:
EDUCATION CODE
41422 Schools not maintained for 175 days
46010 Total days of attendance
46100-46192 Attendance; maximum credit; minimum day
46390 Calculation of ADA in emergency
46392 Decreased attendance in emergency situation
VEHICLE CODE
34501.6 School buses; reduced visibility

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

PROPOSED
FIRST READING
08/11/2022

CSBA Sample
Board Policy

Certificated Personnel BP 4131(a)

STAFF DEVELOPMENT

Note: Staff development is not one of the enumerated items within the scope of collective bargaining pursuant to Government Code 3543.2. However, the Public Employment Relations Board (PERB) has found that some aspects of staff development may be negotiable if they are related to an enumerated subject of bargaining, such as working hours, wages, or other enumerated terms or conditions of employment**; see** United Faculty of Contra Costa Community College District v. Contra Costa Community College District. Because the terms "staff development" and "training" are not always clear, their negotiability, in the absence of an agreement, may be determined by PERB on a case-by-case basis.

The following paragraph has been expanded to emphasize the importance of student well-being and related professional development in the area of social-emotional development and learning. Social- emotional learning is a strategy utilized to improve school climate, which benefits all students including students at higher risk of harassment. See Items #4 and 7 below regarding diverse student populations and school climate, respectively.

The Governing Board believes that, in order to maximize student learning**,** achievement, **and well-being,** certificated staff members must be continuously learning and improving **relevant** skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills**,** become informed about changes in pedagogy and subject matter**, and strengthen practices related to social-emotional development and learning**.

(cf. 6111 - School Calendar)

Note: Education Code 52060-52077 require districts to develop a local control and accountability plan (LCAP) which includes goals aligned with state and local priorities, specific actions aligned to meet those goals, and a budget aligned to fund those specific actions; see BP/AR 0460 - Local Control and Accountability Plan. The district's staff development program should be aligned with its priorities and goals as outlined in the LCAP and other applicable district and school plans.

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, **when creating, reviewing, and amending** the district's staff development program. **The Superintendent or designee** shall ensure that the district's staff development program is aligned with district priorities for student **learning,** achievement **and well-being**, school improvement objectives, the local control and accountability plan, and other district and school plans.

STAFF DEVELOPMENT (continued)

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)

Note: Items #1-11 below are **optional** and may be revised to reflect district practice.

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.2 - World Language Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6142.94 - History-Social Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

Note: The State Board of Education's California Digital Learning Integration and Standards Guidance, adopted pursuant to SB 98 (Ch. 24, Statutes of 2020), provides recommendations for staff development regarding technology-based learning. It encompasses curriculum and instructional guidance for mathematics, English language arts, and English language development, including a framework for addressing critical standards, formative and diagnostic assessment, recommended aggregate time for instruction and independent work by grade, and guidance on embedding social- emotional supports for students into technology-based learning curriculum. Although this guidance was written in response to COVID-19, it is intended to be used as a resource for the re-envisioning of education and digital teaching and learning.

Education Code 51745-51749.6, as amended by AB 130 (Ch. 44, Statutes of 2021), contain specified requirements for districts offering technology-based instruction pursuant to an independent study program. See BP/AR 6158 - Independent Study.

3. Use of technologies to enhance instruction **and learning, including face-to-face, remote, or hybrid instruction**

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)

STAFF DEVELOPMENT (continued)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
(cf. 6158 - Independent Study)
(cf. 6163.4 - Student Use of Technology)

Note: Pursuant to Education Code 218, the California Department of Education (CDE) has developed and/or updated resources, available on its web site, for use in schools serving students in grades 7-12 for in-service training for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) students, and strategies to increase support for LGBTQ students which improve overall school climate. Pursuant to Education Code 218, districts that serve students in grades 7-12 are encouraged to use such resources to provide training at least once every two years to teachers and other certificated staff.

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students **with characteristics specified in Education Code 200 and/or 220, Government Code 11135, and/or Penal Code 422.55**

(cf. 0410 - Nondiscrimination/Harassment)
(cf. 0415 - Equity)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6141.5 - Advanced Placement)
(cf. 6171 - Title I Programs)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, **acceptance, and civility**, including conflict resolution**,** hatred prevention**, and positive behavioral interventions and supports**

(cf. 1313 - Civility)
(cf. 5131 - Conduct)

STAFF DEVELOPMENT (continued)

(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5145.9 - Hate-Motivated Behavior)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

Note: The following paragraph has been expanded to include social-emotional learning and trauma-informed practices.

The Collaborative for Academic, Social, and Emotional Learning describes social-emotional learning as, "the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions."

Trauma-informed practices include recognizing and responding appropriately to students who have experienced trauma in order to minimize disruption to learning, academic achievement, and physical and emotional well-being.

10. Knowledge of topics related to student **mental and physical** health, safety, and welfare**, which may include social-emotional learning and trauma-informed practices**

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

11. Knowledge of topics related to employee health, safety, and security

(cf. 3514.1 - Hazardous Substances)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.12 - Title IX Sexual Harassment Complaint Procedures)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

STAFF DEVELOPMENT (continued)

(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 44277 encourages districts to establish individualized professional growth programs for teachers and other educators based on a needs assessment and to evaluate such programs based on specified criteria. Districts may assist teachers with preliminary credentials to meet the qualifications required for a professional clear credential, and are required to provide support and guidance to teachers participating in internship programs (Education Code 44325-44328, 44450-44468, and 44830.3) and teachers who possess a short-term staff permit (5 CCR 80021), **a** provisional internship permit (5 CCR 80021.1), or **an** emergency permit (Education Code 44300; 5 CCR 80023-80026.6); see AR 4112.2 - Certification and AR 4112.21 - Interns.

The Superintendent or designee shall, in conjunction with teachers, interns, and administrators, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4131.1 - Teacher Support and Guidance)

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)

STAFF DEVELOPMENT (continued)

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement **and well-being**.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE
200 Educational equity
218 Lesbian, gay, bisexual, transgender, queer, and questioning student resources
220 Prohibition of discrimination
44032 Travel expense payment
44259.5 Standards for teacher preparation
44277 Professional growth programs for individual teachers
44300 Emergency permits
44325-44328 District interns
44450-44468 University internship program
44830.3 District interns
45028 Salary schedule and exceptions
48980 Notification of parents/guardians; schedule of minimum days
51745-51749.6 Independent study
52060-52077 Local control and accountability plan
56240-56245 Staff development; service to persons with disabilities
*99200-**99204** ~~99206~~ Subject matter projects*
GOVERNMENT CODE
3543.2 Scope of representation of employee organization
11135 Discrimination
PENAL CODE
422.55 Hate crime
CODE OF REGULATIONS, TITLE 5
13025-13044 Professional development and program improvement
80021 Short-term staff permit
80021.1 Provisional internship permit
80023-80026.6 Emergency permits
UNITED STATES CODE, TITLE 20
1681-1688 Discrimination based on sex or blindness, Title IX
*6601-**6692** Preparing, training, and recruiting high quality teachers and principals*

Legal Reference continued: (see next page)

STAFF DEVELOPMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE TITLE 29
794 Rehabilitation Act of 1973, Section 504
UNITED STATES CODE TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
12101-12213 Americans with Disabilities Act
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
*United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB **Dec.** No. 804, 14 PERC P21,085*

Management Resources:

CSBA PUBLICATIONS
Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Digital Learning Integration and Standards Guidance, June 2021
Social and Emotional Learning in California, A Guide to Resources, October 2018
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
*California Standards for the Teaching Profession **(CSTP)**, 2009*
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Professional Learning: http://www.cde.ca.gov/pd
California Department of Education, Supporting LGBTQ+ Students: https://www.cde.ca.gov/pd/ee/supportlgbtq.asp
California Subject Matter Project: http://csmp.ucop.edu
Collaborative for Academic, Social, and Emotional Learning: https://casel.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Public Employment Relations Board: https://perb.ca.gov

(12/13 7/15) 9/21

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CURRENT

Board Policy
Staff Development

BP 4131
Personnel

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district and school plans.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4.Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching English Language Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6171 - Title I Programs)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)

5.Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6.Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

7.Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)

8.Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

10. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.5 - Sex Offender Notification)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)
(cf. 3350 - Travel Expenses)

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0500 - Accountability)

Legal Reference:
EDUCATION CODE
41530-41533 Professional Development Block Grant
44032 Travel expense payment
44259.5 Standards for teacher preparation
44277 Professional growth programs for individual teachers
44325-44328 District interns
44450-44468 University internship program
44570-44578 Inservice training, secondary education
44580-44591 Inservice training, elementary teachers
44630-44643 Professional Development and Program Improvement Act of 1968
44700-44705 Classroom teacher instructional improvement program
45028 Salary schedule and exceptions
48980 Notification of parents/guardians: schedule of minimum days
56240-56245 Staff development; service to persons with disabilities
99200-99206 Subject matter projects
GOVERNMENT CODE
3543.2 Scope of representation of employee organization
CODE OF REGULATIONS, TITLE 5
13025-13044 Professional development and program improvement
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:
CSBA PUBLICATIONS
Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Standards for the Teaching Profession, 2009
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Professional Development: http://www.cde.ca.gov/pd
California Subject Matter Projects: http://csmp.ucop.edu
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy adopted: March 12, 2015

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
South San Francisco, California

PROPOSED
First Reading
8/11/2022

CSBA Sample
Board Policy

Certificated and Classified Personnel BP 4141(a)
4241

COLLECTIVE BARGAINING AGREEMENT

Note: The following **optional** policy addresses the implementation of the collective bargaining agreement adopted by the Governing Board following a process of negotiations with the exclusive representatives of employees. See BP 4143/4243 - Negotiations/Consultation for information about the bargaining process.

The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4143/4243 - Negotiations/Consultation)

Note: Districts should consider deleting policies and administrative regulations on topics covered in collective bargaining agreements or retaining them only after determining that the provisions in the policy or regulation are consistent with the adopted agreements. Some policies or regulations may also need to be retained and/or modified when they pertain to unrepresented employees. Should a contract and a policy conflict, the district may be required to grant the benefits in both documents, even if the district believed that the contract was intended to supersede the policy. See BB 9310 - Board Policies.

If the district has adopted a merit system pursuant to Education Code 45220-45320, then its classified employees are subject to the rules prescribed by the district's personnel commission, except when the subject matter is within the scope of representation and is included in a negotiated agreement. Such districts may revise the following paragraph to clarify that the negotiated agreement supersedes any conflicting rules of the personnel commission.

In United Teachers of Los Angeles v. Los Angeles Unified School District, the California Supreme Court held that a provision in a collective bargaining agreement that directly conflicts with the Education Code cannot be enforced.

Following adoption of the collective bargaining agreement, the Superintendent or designee shall review related Board policies and recommend to the Board any action needed to maintain consistency with the agreement. Whenever a Board policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement. **Whenever a law conflicts with a provision in the collective bargaining agreement, the law will prevail as to those employees for whom the law applies.**
(cf. 9310 - Board Policies)

COLLECTIVE BARGAINING AGREEMENT (continued)

Upon request by the Public Employment Relations Board, the Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments. (8 CCR 32120)

Legal Reference:

EDUCATION CODE
35035 Additional powers and duties of superintendent, transfer authority
35036 Voluntary transfers
35160 Authority of governing boards
35160.1 Broad authority of school districts
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 8
31001-32997 Regulations of employee relations boards
COURT DECISIONS
Janus v. American Federation of State, County and Municipal Employees, Council 31 (2018) 138 S.Ct. 2448
United Teachers of Los Angeles v. Los Angeles Unified School District (2012) 54 Cal. 4th 504
Round Valley Teachers Association (1996) 13 Cal. 4th 269

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html

(10/95 3/07) 6/21

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CURRENT

Board Policy
Collective Bargaining Agreement

BP 4141
Personnel

The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

(cf. 4140/4240 - Bargaining Units)
(cf. 4143/4243 - Negotiations/Consultation)

Following adoption of the collective bargaining agreement, the Superintendent or designee shall review related Board policies and recommend to the Board any action needed to maintain consistency with the agreement. Whenever a Board policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement.

(cf. 9310 - Board Policies)

Upon request by the Public Employment Relations Board, the Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments. (8 CCR 32120)

Legal Reference:
EDUCATION CODE
35035 Additional powers and duties of superintendent, transfer authority
35036 Voluntary transfers
35160 Authority of governing boards
35160.1 Broad authority of school districts
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 8
31001-32997 Regulations of employee relations boards

Management Resources:

CSBA PUBLICATIONS
Collective Bargaining DVD-ROM
Maximizing School Board Governance: Collective Bargaining
WEB SITES
CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html

Policy adopted: November 18, 2010

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
South San Francisco, California

CURRENT

Board Policy
Collective Bargaining Agreement

BP 4241
Personnel

The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

(cf. 4140/4240 - Bargaining Units)
(cf. 4143/4243 - Negotiations/Consultation)

Following adoption of the collective bargaining agreement, the Superintendent or designee shall review related Board policies and recommend to the Board any action needed to maintain consistency with the agreement. Whenever a Board policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement.

(cf. 9310 - Board Policies)

Upon request by the Public Employment Relations Board, the Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments. (8 CCR 32120)

Legal Reference:
EDUCATION CODE
35035 Additional powers and duties of superintendent, transfer authority
35036 Voluntary transfers
35160 Authority of governing boards
35160.1 Broad authority of school districts
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 8
31001-32997 Regulations of employee relations boards

Management Resources:
CSBA PUBLICATIONS

Collective Bargaining DVD-ROM
Maximizing School Board Governance: Collective Bargaining
WEB SITES
CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html

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

PROPOSED
First Reading
8/11/2022
PROPOSED

CSBA Sample
Board Policy

Students BP 5141.4(a)

CHILD ABUSE PREVENTION AND REPORTING

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141.5 - Mental Health)
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Prevention

Note: The following **optional** section may be revised to reflect district practice.

The district's instructional program **may provide** age-appropriate and culturally sensitive child abuse prevention curriculum **which** explain**s** students' right to live free of abuse, include**s** instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform**s** students of available support resources, and teach**es** students how to obtain help and disclose incidents of abuse.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Note: The following paragraph is **optional**. Education Code 51900.6authorizes districts to provide age-appropriate instruction in sexual abuse and sexual assault awareness and prevention in grades K-12, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians. It also requires the State Board of Education and Superintendent of Public Instruction to consider addressing these issues in the next revision of the state health education content standards and curriculum framework.

CHILD ABUSE PREVENTION AND REPORTING (continued)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

Note: Pursuant to Education Code 33133.5, posters notifying students of the appropriate telephone number to call to report child abuse or neglect are available on the California Department of Education's web site in five languages. Education Code 33133.5 encourages districts to post the appropriate version or versions of the poster in an area of the school where students frequently congregate.

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

Note: The following paragraph is for use by districts that serve students in grades 7-12. Education Code 215.5 requires districts that issue or reissue student identification cards to have the telephone number of the National Domestic Violence Hotline (1-800-799-7233) printed on either side of student identification cards.

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

(cf. 5142 - Safety)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

Note: The Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3) identifies persons who are mandated to report known or suspected child abuse or neglect and establishes procedures for filing a report; see the accompanying administrative regulation.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Note: Education Code 44252 requires that teachers applying to the Commission on Teacher Credentialing for a new credential or a renewal of their credential read and sign a statement that they understand the duties imposed on them as mandated reporters pursuant to Penal Code 11164-11174.3.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Note: Education Code 44691 and Penal Code 11165.7 require districts to annually train their employees regarding the duties of mandated reporters; see the accompanying administrative regulation. However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from the duty to report suspected child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters **as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)**

Legal Reference:

EDUCATION CODE
215.5 Student identification cards with National Domestic Violence Hotline telephone number
*32280-**32289.5** Comprehensive school safety plans*
33133.5 Posters of telephone number for students to report child abuse or neglect
33195 Heritage schools, mandated reporters
33308.1 Guidelines on procedure for filing child abuse complaints
44252 Teacher credentialing
44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education
*51900.6 Sexual abuse and sexual assault awareness and prevention **instruction***
CODE OF CIVIL PROCEDURE
340.1 Damages suffered as a result of childhood sexual abuse
PENAL CODE
152.3 Duty to report murder, rape, or lewd or lascivious act
*273a Willful**ly causing** unjustifiable **pain or mental suffering** of child; endangering life or health*
286 Crime of sodomy
287 Crime of oral copulation
288 Definition of lewd or lascivious act requiring reporting
289 Crime of sexual penetration
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
***3200-3205** ~~4650~~ Filing complaints with CDE~~;~~ special education students*
UNITED STATES CODE, TITLE 42
11434a McKinney-Vento Homeless Assistance Act; definitions
COURT DECISIONS
Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources: (see next page)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Management Resources:

CSBA PUBLICATIONS

Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report Form:
~~*http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf*~~
https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

California Department of Education, ***Child Abuse Prevention Training and Resources*** ~~*Safe Schools*~~*: http://www.cde.ca.gov/ls/ss/ap*

California Department of Social Services, ***Information Resources Guide****: http://www.childsworld.ca.gov*

U.S. Department of Health and Human Services, Child Welfare Information Gateway:
https://www.childwelfare.gov

(11/04 12/14) 6/21

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CURRENT

Board Policy
Child Abuse Prevention And Reporting

BP 5141.4
Students

It shall be the policy of the South San Francisco Unified School District to inform all school employees of the legal requirements to report known or reasonably suspected incidences of child abuse. All school employees who enter into employment after January 1, 1985, shall sign a written acknowledgment of his/her legal requirements to report child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse. Employees shall be informed of the:

1. Legal requirements to make a report.

2. Appropriate child protective agency to which they are to report.

3.Internal procedures for reporting to the child protective agency as well as the school and district administration.

4.Legal protection and confidentiality provided to reporting individuals, and

5.Penalties for failing to make a report.

The identity of all employees who report under this policy shall be confidential and disclosed only to child protective agencies.

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child.

Legal Reference:
EDUCATION CODE
32280-32288 Comprehensive school safety plans
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education
PENAL CODE
152.3 Duty to report murder, rape, or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.4 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
4650 Filing complaints with CDE, special education students

Management Resources:
CDE LEGAL ADVISORIES
0514.93 Guidelines for parents to report suspected child abuse
WEB SITES
California Attorney General's Office, Crime and Violence Prevention Center: http://safestate.org
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
California Department of Social Services, Children and Family Services Division: http://www.childsworld.ca.gov
U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: http://nccanch.acf.hhs.gov

Policy adopted: November 18, 2010

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
South San Francisco, California

PROPOSED- NEW
FIRST READING
08/11/2022

CSBA Sample
Board Policy
Instruction BP 6120(a)

RESPONSE TO INSTRUCTION AND INTERVENTION

The Governing Board desires to **improve learning and behavioral outcomes for all students by providing** a high-quality, data-driven educational program **that** meet**s** the learning and behavioral needs of each student and reduce**s** disparities in achievement among subgroups of students. Students who are not making academic progress pursuant to district measures of performance **and/or are struggling behaviorally** shall receive intensive instruction and intervention supports designed to meet individual learning needs**, with progress monitored**.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0415 - Equity)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011- Academic Standards)

The Superintendent or designee shall convene a team **that may include, as appropriate, staff with knowledge of curriculum and instruction, student services, special education, and instructional and behavioral support,** certificated personnel**,** other district staff, and parents/guardians to assist in designing the district's Response to Instruction and Intervention (RtI^2) system, based on an examination of indicators of district and schoolwide student achievement **and social-emotional well-being**.

(cf. 0500 - Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5147 - Dropout Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6179 - Supplemental Instruction)

The district's RtI^2 system shall include instructional strategies and interventions with demonstrated effectiveness and be aligned with the district curriculum and assessments. **The Superintendent or designee may conduct ongoing screening to determine student needs, analyze data, identify interventions for students not making adequate academic progress, monitor the effectiveness of the interventions, and adjust interventions according to efficacy.**

RESPONSE TO INSTRUCTION AND INTERVENTION (continued)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.91 - Reading/Language Arts Instruction)
*(cf. **6142.92** - Mathematics Instruction)*
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6190 - Evaluation of the Instructional Program)

The district's RtI^2 system shall include research-based, standards-based, culturally relevant instruction for students in the general education program; universal screening and continuous classroom monitoring to determine students' needs and to identify those students who are not making progress; criteria for determining the types and levels of interventions to be provided; and subsequent monitoring of student progress to determine the effectiveness of the intervention and to make changes as needed.

Additionally, the districts RtI^2 system shall provide for:

1. High-quality classroom instruction

2. High expectations

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

3. Assessments and data collection

4. Problem-solving systems approach

5. Research-based interventions

6. Positive behavioral support

7. Fidelity of program implementation

8. Staff development and collaboration, which may include training in the use of assessments, data analysis, research-based instructional practices and strategies **and** emphasize a collaborative approach of professional learning communities among teachers within and across grade spans

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

9. Parent/guardian and family involvement, including collaboration and engagement

RESPONSE TO INSTRUCTION AND INTERVENTION (continued)

The Superintendent or designee shall ensure that parents/guardians are involved at all stages of the instructional**,** ~~and~~ intervention**, and progress monitoring** process. Parents/guardians shall be kept informed of the services that **have and** will be provided, the strategies being used to increase the student's rate of learning, **the supports provided to improve behavioral difficulties,** and the performance data that **has and** will be collected.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

10. Consideration of further evaluation utilizing RtI^2 data

The RtI^2 system may be utilized as one component when considering the referral of a student for evaluation for special education or other services

(cf. 6159 - Individualized Education Program)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.5 - Student Success Teams)
*(cf. 6164.6 - Identification and **Education** Under Section 504)*

Legal Reference:
EDUCATION CODE
56329 Assessment, written notice to parent
56333-56338 Eligibility for specific learning disabilities
56500-56509 Procedural safeguards
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act, especially:
1416 Monitoring, technical assistance, and enforcement
CODE OF FEDERAL REGULATIONS, TITLE 34
300.301-300.11 Evaluations, reevaluations, and additional procedures for identifying children with specific learning disabilities
COURT DECISIONS
M.M. v. Lafayette School District (9th Cir. 2014) 767 F.3d 842

RESPONSE TO INSTRUCTION AND INTERVENTION (continued)

Management Resources: (see next page)

Management Resources:

CSBA PUBLICATIONS
Best Practices in Special Education, Governance Brief, May 2019
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Disproportionality Calculation Methodologies
NATIONAL COUNCIL ON DISABILITY PUBLICATIONS
IDEA Series: Every Student Succeeds Act and Students with Disabilities, February 2018
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 201

Management Resources: (continued)

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
National Center for Learning Disabilities RTI Action Network: http://www.rtinetwork.org
National Council on Disability: https://ncd.gov
U.S. Department of Education: http://www.ed.gov

(7/09) 9/21

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FIRST READING

08/11/2022

CSBA Sample
Board Policy

BP 6164.4(a)

Instruction
IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION

The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)
(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall establish a comprehensive **child find** system that includes procedures for the identification, screening, referral, **assessment,** and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the special education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include **systematic** methods for utilizing referrals from parents/guardians, teachers, **agencies,** appropriate professionals, and **other members of the public**, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the regular instructional program. (Education Code 56302)

Note: Education Code 56301 **mandates** policy ensuring the following notification. See the accompanying administrative regulation for specific notification requirements.

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals **for special education services**. (Education Code 56301)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 4112.23 - Special Education Staff)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.6 - Parental Notifications)
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE
44265.5 Professional preparation for teachers of impaired students
56000-56885 Special education programs, especially:
56043 Timelines affecting special education programs
56195.8 Adoption of policies
*56300 **56305** Identification of individuals with disabilities*
*56320 **56330** Assessment*
56333-56338 Eligibility criteria for specific learning disabilities
56340-56347 Instructional planning and individualized education program
56381 Reassessment of students
56425-56432 Early education for individuals with disabilities
56441.11 Eligibility criteria, children ages 3-5
56445 Transition to grade school; reassessment
56500-56509 Procedural safeguards
GOVERNMENT CODE
95000-95029.5 California Early Intervention Services Act
CODE OF REGULATIONS, TITLE 5
3021-3029 Identification, referral and assessment
3030-3031 Eligibility criteria
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act, especially:
1412 State eligibility
1415 Procedural safeguards

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34
104.35 Evaluation and placement
104.36 Procedural safeguards
300.1-300.818 Individuals with Disabilities Education Act, especially:
300.301-300.306 Evaluations and reevaluations
300.323 When IEPs must be in effect
300.502 Independent educational evaluation
FEDERAL REGISTER
Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
COURT DECISIONS
Timothy O. v. Paso Robles Unified School District (9th Cir. 2016) 822 F.3d 1105
M.M. v. Lafayette School District (9th Cir. 2014) 767 F.3d 842
Compton Unified School District v. Addison, (9th Cir. 2010) 598 F.3d 1181
N.B. and C.B v. Hellgate Elementary School District (9th Cir. 2008) 541 F.3d 1202
Hood v. Encinitas Union School District (2007) 486 F.3d 1099

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Practitioners' Guide for Educating English Learners with Disabilities, 2019
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs: http://www.ed.gov/about/offices/list/osers/osep
(11/08 11/10) 9/21

Policy Reference UPDATE Service
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CURRENT

Board Policy

Identification And Evaluation Of Individuals For Special Education

BP 6164.4
Instruction

The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)
(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include methods for utilizing referrals from parents/guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56301)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 4112.23 - Special Education Staff)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.6 - Parental Notifications)
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Legal Reference:
EDUCATION CODE
44265.5 Professional preparation for teachers of impaired students
56000-56885 Special education programs, especially:
56195.8 Adoption of policies
56300-56304 Identification of individuals with disabilities
56320-56331 Assessment
56333-56338 Eligibility criteria for specific learning disabilities
56340-56347 Instructional planning and individualized education program
56381 Reassessment of students
56425-56432 Early education for individuals with disabilities
56441.11 Eligibility criteria, children ages 3-5
56445 Transition to grade school; reassessment
56500-56509 Procedural safeguards
GOVERNMENT CODE
95000-95029.5 California Early Intervention Services Act
CODE OF REGULATIONS, TITLE 5
3021-3029 Identification, referral and assessment
3030-3031 Eligibility criteria
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1412 State eligibility
1415 Procedural safeguards
CODE OF FEDERAL REGULATIONS, TITLE 34
104.35 Evaluation and placement
104.36 Procedural safeguards
300.1-300.818 Individuals with Disabilities Education Act, especially:
300.301-300.306 Evaluations and reevaluations
COURT DECISIONS
Hood v. Encinitas Union School District, (2007) 486 F.3d 1099

Management Resources:
FEDERAL REGISTER
Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs:
http://www.ed.gov/about/offices/list/osers/osep

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

PROPOSED
FIRST READING
08/11/2022

CSBA Sample
Board Policy
Instruction BP 6164.41(a)

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL

The Governing Board recognizes its obligations under **state and** federal to **locate,** identify**, evaluate,** and provide equitable services to children voluntarily enrolled by their parents/guardians in private schools located within the district.

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Superintendent or designee shall ensure that activities to locate, identify, and evaluate children with disabilities enrolled by their parents/guardians in private schools within the district are comparable to activities undertaken for individuals with disabilities aged three to 22 in public schools within the district. (**Education Code 56171;** 34 CFR 300.131)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Pursuant to 34 CFR 300.132 and 300.133, a district must spend a "proportionate share" of federal funds on **parentally-placed** private school children with disabilities. See the accompanying administrative regulation. However, the law is unclear as to the district's obligation to provide services to such children if the district's proportionate share of federal funds has been expended before the end of the school year or if an identified student's needs do not fall within the types of services agreed to in the consultation process with private school representatives. Legal counsel should be consulted as appropriate.

The Superintendent or designee shall develop a budget for the provision of services to children with disabilities enrolled by their parents**/guardians** in private school based on the proportionate share of federal funds received and the number of eligible children, including the possibility of mid-year enrollees, and the types of services to be provided.

Legal Reference: (see next page)

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL (continued)

Legal Reference:

EDUCATION CODE
56000 Education for individuals with exceptional needs
56020-56035 Definitions
56170-56177 Children in private schools
56195.8 Adoption of policies for programs and services
56300-56385 Identification and referral, assessment
56500-56509 Procedural safeguards, including due process rights
56600-56606 Evaluation, audits and information
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
*1400-1482 Individuals with Disabilities Education Act**, especially:*
1412 State eligibility
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act
CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Assistance to states for the education of students with disabilities, especially:
*300.130-~~300.140~~ **300.144** Children with disabilities enrolled by their parents in private schools*
FEDERAL REGISTER
Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
COURT DECISIONS
Agostini v. Felton, (1997) 521 U.S. 203

Management Resources:

***U.S.** DEPARTMENT OF EDUCATION PUBLICATIONS*
Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
*Questions and Answers on Serving Children with Disabilities Placed by Their Parents **in** Private Schools, **April 2011***
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education and Rehabilitative Services:
http://www.ed.gov/about/offices/list/osers

(3/07) 9/21

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CURRENT

Board Policy

Children With Disabilities Enrolled By Their Parents In Private School

BP 6164.41
Instruction

The Governing Board recognizes its obligations under federal and state law to identify and provide equitable services to children voluntarily enrolled by their parents/guardians in private schools located within the district.

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Superintendent or designee shall ensure that activities to locate, identify, and evaluate children with disabilities enrolled by their parents/guardians in private schools within the district are comparable to activities undertaken for individuals with disabilities aged three to 22 in public schools within the district. (34 CFR 300.131; Education Code 56171)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

The Superintendent or designee shall develop a budget for the provision of services to children with disabilities enrolled by their parents in private school based on the proportionate share of federal funds received and the number of eligible children, including the possibility of mid-year enrollees, and the types of services to be provided.

Legal Reference:
EDUCATION CODE
56000 Education for individuals with exceptional needs
56020-56035 Definitions
56170-56177 Children in private schools
56195.8 Adoption of policies for programs and services
56300-56385 Identification and referral, assessment
56500-56509 Procedural safeguards, including due process rights
56600-56606 Evaluation, audits and information
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act
CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Assistance to states for the education of students with disabilities, especially:
300.130-300.140 Children with disabilities enrolled by their parents in private schools
COURT DECISIONS
Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:
UNITED STATES DEPARTMENT OF EDUCATION PUBLICATIONS
Questions and Answers on Serving Children with Disabilities Placed by Their Parents at Private Schools, March 2006
FEDERAL REGISTER
Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs:
http://www.ed.gov/about/offices/list/osers/osep

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

PROPOSED
FIRST READING
08/11/2022

CSBA Sample
Board Policy

BP 6164.5(a)

Instruction

STUDENT SUCCESS TEAMS

The Governing Board encourages the collaboration of parents/guardians, **certificated and classified staff**, administrators**,** and**/or the** student**, as appropriate,** in evaluating the strengths and needs of students having academic, attendance**, social, emotional,** or behavioral difficulties and in identifying strategies and programs that may assist **such** students **in maximizing their potential**. The Superintendent or designee shall establish student success teams **(SST)** as needed to address individual student needs.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)

The Superintendent or designee shall establish **and maintain** a process for initiating **the** referral**s** of students to **SSTs, which may include referral by district staff, parents/guardians, and/or agency representatives**. **The Superintendent or designee may also establish and maintain a process for responding to SST referrals, which may include a determination by the district as to whether an SST shall be convened for an individual student.**

Each SST may collect and analyze relevant student data, as appropriate. The SST may also review the student's educational history, work samples, strengths and areas for growth, and identify available resources and strategies.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5141.6 - School Health Services)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6164.2 - Guidance/Counseling Services)

Each **SST** shall develop **a plan to support the student which incorporates** intervention strategies. Such strategies may include changes in program placement or instructional methods, recommendation of supplemental educational services, parent involvement strategies, **social,**

STUDENT SUCCESS TEAMS (continued)

emotional and/or behavioral interventions, discipline, referrals to other agencies or resources, and/or other appropriate interventions.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5141.3 - Health Examinations)
(cf. 5141.5 - Mental Health)
(cf. 5144 - Discipline)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6020 - Parent Involvement)
(cf. 6120 - Response to Instruction and Intervention)
(cf. 6158 - Independent Study)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6171 - Title I Programs)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(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 **SST** shall monitor the student's progress, evaluate the extent to which the recommended strategies have been implemented, **make adjustments to the plan,** and develop additional interventions as needed.

The SST process shall not delay or deny a referral for evaluation for eligibility for special education, as may be required under state or federal law.

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Districts that have established multi-tiered systems of support (MTSS) may integrate SSTs into such frameworks. The California Department of Education describes MTSS as an integrated, comprehensive framework for districts that focuses on common core state standards, core instruction, differentiated and student-centered learning, individualized student needs, and the alignment of systems necessary for academic, behavioral, and social success. MTSS is connected to the eight state priorities in the local control and accountability plan, and encompasses inclusive academic instruction as reflected in the California state standards and frameworks, response to instruction and intervention, behavior instruction such as positive behavioral interventions and supports and restorative practices, and social-emotional learning.

The following paragraph is optional and should be deleted by districts that do not have an established MTSS.

STUDENT SUCCESS TEAMS (continued)

The Superintendent or designee may integrate SSTs into the district's multi-tiered system of support, including identification of students who need additional support, the level(s) of support, appropriate interventions, monitoring of progress, and whether the goal of intervention has been met.

(cf. 0460 - Local Control and Accountability Plan)

To strengthen the effectiveness of SSTs, the Superintendent or designee may provide staff development in the identification of students who may need additional support, implementation of measurable and targeted interventions, and monitoring of progress and goal attainment.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

Legal Reference:

EDUCATION CODE
8800-8807 Healthy Start support services for children
48260-48273 Truancy
48400-48454 Continuation education
49600-49604 Educational counseling
*51745-**51749.6** Independent study programs*
52060-52077 Local control and accountability plan
54400-54425 Programs for disadvantaged children
54440-54445 Migrant children
56300-56305 Identification and referral
WELFARE AND INSTITUTIONS CODE
4343-4352.5 Primary interventions program, mental health
18986.40-18986.46 Interagency children's services

Management Resources:

CSBA PUBLICATIONS
Best Practices in Special Education, Governance Brief, May 2019
U.S DEPARTMENT OF EDUCATION PUBLICATIONS
Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
WEB SITES
*California Department of Education**, multi-tiered systems of support: http://www.cde.ca.gov/ci/cr/ri***
National Dropout Prevention Center: http://www.dropoutprevention.org
U.S Department of Education, Office of Special Education Programs: https://www2.ed.gov/about/offices/list/osers/osep

(9/90 3/04) 9/21

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CURRENT

Status: ADOPTED

Policy 6145.5: Student Organizations And Equal Access

Original Adopted Date: 11/18/2010

The Governing Board believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. Prior to meeting on school grounds, all student groups shall be authorized by the principal or designee in accordance with Board policy and administrative regulation.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3452 - Student Activity Funds)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

The Board encourages students to pursue interests and clubs which may not directly relate to the district's curriculum and, to that end, has created a limited open forum.

All student-initiated groups shall be given equal access to meet on school premises during noninstructional time without regard to their religious, political, philosophical, or other speech content. The Board shall ensure that: (20 USC 4071, 4072)

1. The meeting shall be voluntary and student-initiated.
2. There shall be no sponsorship of the meeting by the school or staff. The term sponsorship means that school staff are promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes shall not constitute sponsorship of the meeting.
3. Employees of the school shall be present at religious meetings only in a nonparticipatory capacity.
4. The meeting shall not materially and substantially interfere with the orderly conduct of educational activitieswithin the school.
5. Nonschool persons shall not direct, conduct, control, or regularly attend activities of student groups.

(cf. 1330 - Use of School Facilities)

(cf. 3515.2 - Disruptions)

(cf. 5145.2 - Freedom of Speech/Expression)

All student clubs or groups shall have equal access to the school media to announce meetings, including the public address system, the school newspaper, bulletin boards, and school web site. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored.

All noncurriculum-related student groups shall be given equal access to meeting space, school equipment, and supplies.

No school shall deny equal access or a fair opportunity to meet, or otherwise discriminate against, any group officially affiliated with the Boy Scouts of America, or with any other youth group listed as a patriotic society in Title 36 of the United States Code, for reasons based on the membership or leadership criteria or oath of allegiance to God and country. (20 USC 7905)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: August 11, 2022

RE: Approval of updated and revised SSFUSD Governance Handbook

---

BACKGROUND:

The Board of Trustees participated in a Board Retreat on October 24, 2015. During this retreat, the Governance Team developed the South San Francisco Unified School District Governance Handbook, which documents aspects of the effective governance system and the agreements made about norms and operating protocols developed and/or amended during the workshop.

During subsequent Board workshops, slight revisions to the plan have been made. The Board held their most recent workshop on July 16, 2022 and made additional revisions. With this new handbook, the current Trustees will also sign off, indicating their support and agreement of its contents.

The workshop conversations were focused on:

- Reviewing and discussing the Board Governance Handbook protocols and commitments
- Reviewing and discussing Board Self-Evaluation results
- Discussing strengths and areas to work on as a Board
- Identifying specific ways to improve in areas identified as needing to improve

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the updated SSFUSD Board Governance Handbook.

South San Francisco Unified School District
South San Francisco Unified School District | 398 B Street, South San Francisco,CA 94080 | (650) 877-8700 Phone | (650) 583-4717 Fax

South San Francisco Unified School District

Draft Governance Handbook

Board of Trustees

Founding Board Members	Current Board Members
Judith M. Bush, *President*	John C. Baker, *President*
Patrick A. Lucy, *Vice President*	Mina A. Richardson, *Vice President*
Maurice D. Goodman, *Clerk*	Daina R. Lujan , *Clerk*
Rosa G. Acosta, *Trustee*	Chialin Hsieh, *Trustee*
Rick Ochsenhirt, *Trustee*	Patricia A. Murray, *Trustee*

Superintendent

Dr. Shawnterra Moore

EFFECTIVE GOVERNANCE
Unity of Purpose, Roles, Responsibilities, Norms and Protocols

*This document reflects the governance team's work on the creation of a framework for effective governance. This process involves **ongoing** discussions and agreements about unity of purpose, roles, responsibilities, norms, and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.*

*On **October 24, 2015, May 14, 2016**, **December 17, 2016, August 23 & 24, 2017, April 7, 2018**, **June 2, 2018, February 5 & 6, 2019, May 18, 2019, October 26, 2019**, **December 15 & 16, 2020**, **June 5, 2021**, and **July 16, 2022**, South San Francisco Unified School District Board of Trustees and Superintendent participated in workshops on Effective Governance with the California School Boards Association. This document reflects the governance team's discussions about developing and sustaining a framework for effective governance. The notes reflect highlights of their ongoing conversations about unity of purpose, roles, responsibilities, norms, and protocols that enable the governance team to continue to perform its responsibilities in a way that best serves all students.*

TABLE OF CONTENTS

UNITY OF PURPOSE

I Became a Board Member/Superintendent Because.....3

What We Believe/Value about Public Education and the Children We Serve.....3

What We Are Proud of 4

What We Hope to Accomplish ..... 4 - 5

Our Vision..... 5 - 6

Our Mission Statement 6

Board Goals 7

District Pillars (Priorities) for 2021 - 2022 7

Our Vision for Our Graduating Students 8

ROLES AND RESPONSIBILITIES

A Discussion of Roles.....8

The Board's Responsibilities. ..... ….. 9 -10

What the Board Needs from the Superintendent……..…….10

What the Superintendent Needs from the Board……...11

What Board Members Need from Each Other……..11

POSITIVE GOVERNANCE TEAM CULTURE

Norms ..... .12

Meeting Guidelines ..... .13

SUPPORTIVE STRUCTURES AND PROCESSES (Protocols)

Protocols..... 14 - 24

GOVERNANCE AGREEMENTS SIGNATURE PAGES.....….25

UNITY OF PURPOSE

I Became a Board Member/Superintendent Because I…

- Care for my community.
- Wanted to make the district a better district with equity for all.
- Believe in public education; it makes us a better society and I love the district and wanted to help move it forward.
- Have a deep desire and commitment to lead and serve and to empower others. I believe in equity for all students and want to capitalize on talents for all.
- Wanted to help kids like mine succeed.
- Believe that all children deserve an amazingly rich experience.
- Wanted to represent a part of the community that has been underrepresented for years.
- Have been called to do this work, working in deference to children, especially, system-dependent children. I have a deep desire and belief that staff and the community, all of us, have the capability and talent to shape the future for our students and leave a positive imprint on their lives.

UNITY OF PURPOSE

What We Believe and Value about Public Education and the Children We Serve:

- Everybody should be served and provided a great, excellent education – it makes us a better society.
- Every child should learn at high levels.
- Education is our society's greatest equalizer.
- All children matter.
- The sky is the limit.
- All of the above!

UNITY OF PURPOSE

What We Are Most Proud of About this District:

- Leadership:
  - ✓ Our great Superintendent and cabinet provide strong administrative leadership for the district by developing unity and collaborative teamwork.
  - ✓ The overall passion and commitment of our leadership team for and to our students
  - ✓ We do our best to focus on our students.
  - ✓ Our leadership and programs focus on the students.
  - ✓ The creativity and dedication of all
- Its success and diversity
- Our students and staff
- The partnerships that we have with the biotech industry, educational institutions, the cities within our jurisdiction and businesses in South San Francisco.
- The ongoing professional development of the Board and staff in support of our students
- The Board's cohesive, collaborative approach

UNITY OF PURPOSE

What We Hope to Accomplish:

- Build and strengthen an equity focused culture on behalf of the students of the district. Model and communicate our expectations of working together, respect, collaboration, and professionalism because it will truly help to raise morale, the culture, and communication which will overall, raise student achievement and learning.
- Eliminate disparities between peer groups and create opportunities to make **all** of our children college and career ready.
- Close opportunity gaps by creating opportunities to thrive.
- Provide an excellent education for **all** students in order to close the achievement gap.
- Put in place policies that allow our students to share their tremendous abilities with our community.
- Work together to effectively become a high-performing, highly skilled, high-functioning, equity-focused district.
- Improve and increase district enrollment.

- Develop unity as a team and as a district: Board – Schools –Students. Give the students of our district a sense of belonging while empowering them to believe in themselves by providing resources and support.
- Acceptance and respect of each other. Communicate to our students that they are our priority.
- Build an open, creative, comprehensive, and effective leadership team.
- Promote creative ideas resulting in better education of our students and making this a good place to learn, work and play.
- Provide a safe and healthy environment with a culture of moving forward for **all** of our students.
- Recruit, support and retain high quality staff in a fiscally responsible way in order to better serve **all** of our students.
- We need to ensure that we are all driving in the same direction in order to make a positive impact on our students and their learning - **"CAR:" C**ommunication, **A**chievement, **R**elationships –Creating a culture of excellence for all!

South San Francisco Unified School District Vision

In South San Francisco Unified School District, we pride ourselves on providing students with relevant learning **EXPERIENCES**, giving them opportunities to ***EXPLORE*** and cultivate innovation and collaboration. We will foster and **EMBRACE** diversity of people and diversity of thought, while pushing all students to **EXCEL** in order for them to grow into resilient and confident people.

PROVIDE RELEVANT LEARNING EXPERIENCES

Students will…

- Thrive as learners by engaging in experiences driven by intellectual curiosity, desire for cultural competency and discovery.

- Learn in welcoming environments that provide differentiated approaches, experiences, and opportunities.

CULTIVATE INNOVATION AND COLLABORATION

Students will…

- Explore the possibilities of connecting interests and talents to result in viable college and career options.

- Share and collaborate with peers and adults of varying cultural backgrounds to attain personal and academic growth.

FOSTER DIVERSITY OF PEOPLE & DIVERSITY OF THOUGHT

Students will…
- Respect cultures, values, traditions, and points of view that are not their own.

- Connect with and contribute to communities and cultures beyond the classroom.

GROW RESILIENT AND CONFIDENT PEOPLE

Students will….
- Engage in programs that promote their development as well-rounded members of the local and global communities.

- Accept that failure is a vital part of becoming an independent thinker while not accepting failure as the final result.

- Succeed as an individual thinker and as part of a culturally diverse group.

- Tackle complex problems and acquire the skills and knowledge that qualify them for their chosen future.

South San Francisco Unified School District

MISSION STATEMENT

The mission of the South San Francisco Unified School District, through collaboration with home and community, is to graduate responsible, productive, and environmentally aware citizens who have the academic and social skills necessary to contribute to a changing global society, through active participation in a quality instructional program defined by a challenging and creative curriculum which ensures opportunities for a diverse population to experience individual expression and collaborative problem solving in a safe and stimulating environment.

BOARD GOALS
2018 – 2019 *

*At their June 5, 2021 meeting, Trustees reviewed the goals and determined that they are still relevant.

Using the South San Francisco Unified School District's Vision and Local Control Accountability Plan as the foundation, the Board will work to:

Goal 1 - Ensure all students thrive and capitalize on life's opportunities.

Goal 2 - Ensure equity throughout the district by means of:

- Raising academic achievement for all students.
- Assuring fiscal responsibility and accountability.
- Providing the facilities to ensure an environment for successful teaching and learning.

Goal 3- Enhance relationships with all families, partner agencies and all other constituents for the benefit of all students.

DISTRICT PILLARS (PRIORITIES)
2021 - 2022

- Academic Excellence (Teaching and Learning)
- Talent Management (Human Resources)
- Operational and Fiscal Stewardship (Budgeting)
- Community engagement and connectedness (School Climate & Safety)

Our Vision for Our Students: When Our Students Graduate from South San Francisco USD, We Want Them to Be…



GAINING CLARITY ON ROLES AND RESPONSIBILITIES

The Role of the Board and Superintendent - CSBA:

School Board "Trustees" are the representatives of the people, elected to ensure the district schools educate the students in consideration of the interests of the local community. The role of the School Board is to govern the school district.

The superintendent is hired by the school board to provide the professional expertise in the day-to-day operations of the district. The role of the Superintendent is:

1. To work with the school board to develop an effective governance leadership team.
2. To serve as the chief administrative officer for the school district.
3. Recommend and implement Board approved policies.

Performing Board Responsibilities - CSBA:

We <u>Set the Direction</u> for the community's schools by:

- Focusing on student learning.
- Understanding district needs/utilizing baseline data.
- Generating, reviewing, and revising directional documents: (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate inclusive process is used to develop these documents.
- Ensuring these documents are the driving force for all district efforts.

We <u>establish an effective and efficient Structure</u> for the school district by:

- Focusing on the needs of the student.
- Employing the Superintendent.
- Setting policy for hiring of other personnel.
- Setting policies.
- Setting direction for and adopting the curriculum.
- Establishing budget priorities and adopting the budget.
- Overseeing facilities issues.
- Providing direction for and voting to accept collective bargaining agreements.

We <u>Provide Support</u> through our behavior and actions by:

- Modeling professionalism and appropriate communications for our students.
- Acting with a professional demeanor that models the district's beliefs and vision.
- Making decisions and providing resources that support mutually agreed upon priorities and goals.
- Upholding Board approved district policies.
- Ensuring a positive personnel climate exists.
- Being knowledgeable about district efforts and able to explain them to the public.
- Working collaboratively with the Superintendent to ensure District success.

We <u>Ensure Accountability</u> to the public by:

- Welcoming student voice through Board Meeting participation.
- Evaluating the Superintendent and ourselves
- Monitoring, reviewing, and revising policies.
- Serving as a judicial and appeals body.
- Monitoring student achievement and program effectiveness and requiring program changes as indicated.
- Monitoring and adjusting district finances.
- Reviewing facilities issues
- Monitoring the collective bargaining process

We <u>Act as Community Leaders</u> by:

- Soliciting feedback from students.
- Speaking with a common voice about district priorities, goals, and issues.
- Engaging and involving the community in district schools and activities.
- Communicating clear information about policies, programs, and fiscal conditions of the district.
- Educating the community and the media about issues facing the district and public education.
- Advocating for students, district programs and public education to the general public, community, and local, state, and national leaders.

GAINING CLARITY ON ROLES AND RESPONSIBILITIES AND ENHANCING TEAM COMMUNICATION:

What the Board Needs from the Superintendent:

- Effective, open, honest, timely communication
- Trust
- Respect
- Time, commitment, and dedication
- Feedback
- Empathy and understanding
- Support and reassurance
- Emailing the Board, as soon as possible, regarding communication with the city, and providing necessary additional information in the Friday update.
- Paraphrasing to ensure understanding.
- Getting clarification from the whole Board on requests from individual Board Members. Put the item on the agenda in order to get Board direction before taking action.
- Scheduling one-on-ones.
- Acknowledging Board directives, action items, timelines, as appropriate, and providing updates on where we are on various processes/issues.

What the Superintendent Needs from the Board:

- Clear descriptive goals and direction from the Board, not from individuals
- Ensure that direction is given to the Superintendent by the Board as a whole, not by individual Board Members.
- Board Members may share new ideas or request information and/or future agenda items in writing to the Superintendent or at the meeting under "Good and Welfare" and "Future Agenda Items." Pending consensus of the Board, the Superintendent and Board President will confer as to appropriate response to the request, possibly providing the information in the *Friday Update* and/or placement on a future agenda, per BB 9322, *Agenda/Meeting Materials*.
- Effective, open, honest, timely communication
- Trust
- Respect
- Time, commitment, and dedication
- Feedback
- Being open-minded and flexible
- Empathy and understanding
- Support and reassurance
- Trusting her judgment on the selection of the appropriate communication processes regarding issues and "hot topics."
- Using the term, "Broken bones, gushing blood," to signify a true emergency when communicating with her. Otherwise, assume that she will get back to you, as soon as, she is able.
- Telling her the source of the information you are sharing.
- Judging the source of information
- Paraphrasing for understanding
- Scheduling time to meet with the Superintendent and pertinent Cabinet Members.
- Being mindful of social media use
- If an issue or conflict arises between any two members of the team, they will resolve it privately and not involve anyone else on the team.

What Board Members Need from Each Other:

- Effective, open, honest, timely communication
- Trust
- Respect
- Time, commitment, and dedication
- Feedback
- Empathy and understanding
- Support and reassurance
- Paraphrasing for understanding
- Sharing new ideas during "Good and Welfare" or "Future Agenda Items."

- Supporting new Board Members and Student Board Members -
- Welcoming student voice through Board Meeting participation.
- If an issue or conflict arises between any two members of the team, they will resolve it privately and not involve anyone else on the team.

South San Francisco Unified School District Governance Team

AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP

Governance Team Norms and Protocols:

The Board of Education for the South San Francisco Unified School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public's interest in schools, and to ensure a high-quality education is provided to each student. To effectively meet district challenges, the Board and Superintendent must function together as a governance leadership team. Agreed upon behaviors or norms, and operating procedures or protocols, support consistent behavior and actions among team members. The purpose of the South San Francisco Unified School District governance team agreements is to ensure a positive and productive working relationship among Board Members, the Superintendent, district staff, students, and the community. Norms and protocols are developed by and for the members of the governance team and may be modified over time as needed.

Our Agreements to Facilitate Governance Leadership:

South San Francisco Unified School District Norms

Our Governance Team wishes to create a culture that demonstrates …

- **Equity**
- **Inclusion**
- **Respect**
- **Trust**
- **Open, Honest Communication**
- **Empathy and Understanding**
- **Professional Behavior**
- **Collaboration**

- **Patience**
- **Assuming Positive Intent**

In support of these norms, we have adopted the following meeting guidelines:

Governance Team Meeting Guidelines

The Governing Board believes its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board Members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

Therefore, we agree to:

- Focus on the best interests of our students.
- Be supportive of classified, certificated, and administrative staff, for the benefit of all students.
- Stay focused on our goals and priorities and avoid getting sidetracked.
- Ensure that there are **"no surprises"** – We will let people know about questions or concerns ahead of time.
- Respect one another - be prompt, listen, follow through on governance agreements and assume positive intent.
- Use active listening - We will wait to speak until another individual has finished speaking.
- Respect differences, show respect and never dismiss or devalue others.
- Remember the importance of hearing from each member: We will keep our remarks brief, on topic and to the point so that all opinions can be heard.
- Be professional when we do not agree and address process, not personalities.
- Communicate in ways that are not prohibited by confidentiality.
- Promote a transparent and open public process and explain the basis of decisions.

- Be responsible for using meeting time wisely; we will start meetings on time, return from breaks promptly and avoid unnecessary interruptions.
- Build effective working relationships.
- Work toward the future, learning from the past.

Protocols

STRUCTURE AND PROCESS

Effective governance teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the governance team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles. The following protocols were developed at our Governance Workshops.

Protocols to Facilitate Governance Leadership:

SSFUSD Governance Team Communication Protocols

The South San Francisco Unified School District Governance Team (Governing Board Members, Superintendent, and Cabinet Level Staff) believes effective communication is vital to ensuring the success of the school district and to keeping team members well-informed. The governance team agrees to practice effective communication through the following protocols:

TOPIC:	PROTOCOL:
Basic Understandings Regarding Communication	**Rationale:** • We are ambassadors for the district and want to build public confidence in the school district. • We want to keep people in the present, not the past and positively informed about current district achievements. **We agree to the following:** • No surprises • An atmosphere of clear, open communication will be fostered. • A welcoming and inclusive culture will be the expectation for all sites and District Office. • The Superintendent will be in charge of day-to-day operations of the district. • Board Members will be very clear with constituents and staff that a defined process will be used to address complaints/concerns. • When Board Members receive concerns/complaints, they will share them with the Superintendent. • Board Members will support the Superintendent's decisions. If individual Board Members disagree with the Superintendent, they will let the Superintendent know privately rather than in public or via the press. • When an issue or conflict arises between any two members of the Governance Team, the two individuals will discuss the matter and work through it directly and outside of the meeting. They will not involve an intermediary. • When making statements in public, such as to the media or other public entities, etc., we will: ✓ Speak in a respectful, professional, nonconfrontational manner as ambassadors/representatives of South San Francisco Unified School District. ✓ Not repeat negatives. ✓ State our name and clarify when we are speaking as an individual or as a Member of the Board. ✓ Develop and state a limited number of clear, concise speaking points. ✓ When appropriate, utilize speaking points developed by the Superintendent. ✓ Not go off message. ✓ Never say, "no comment," but instead direct the individual to the appropriate person in the district.

TOPIC:	PROTOCOL:
Communication among Board Members	**We agree to the following:** • Individual Board Members will be open, honest, and professional with each other. • When individual Board Members have relevant information pertaining to the district, they will share that information with the Superintendent who will then inform the rest of the board.

TOPIC:	PROTOCOL:
Communication with Community & Staff Members	**We agree to the following:** • If a community member contacts all members of the Board about a complaint or concern, the Board President will acknowledge receipt on behalf of the Board and will then forward the matter to the Superintendent. • If a community member contacts an individual Board Member, the Board Member will acknowledge the contact and will refer the matter to the Superintendent. • The Superintendent or designee will respond to the individual(s) involved in a timely and thorough manner and will keep the Board informed regarding the situation and response. • Board Members will support the Superintendent's decisions. If individual Board Members disagree with the Superintendent, they will let the Superintendent know privately rather than in public or via the press. • If Board Members receive concerns from staff, they will notify the Superintendent. • The above procedures apply to contact through social media, as well as other forms of communication. • When receiving a verbal complaint/concern, Board Members must remember to redirect constituents back into the system at the appropriate level. Board Members will also then inform the Superintendent of the situation. Board Members will refrain from hearing/discussing issues that may come before them in their judiciary role.

TOPIC:	PROTOCOL:
Email Response Templates	**Rationale:** We wish to be consistent in our responses and adhere to the principles outlined in BB 9200, *Limits of Board member Authority*. **Therefore, we agree to use the following templates when responding to emails:** Communication Templates- Responding to Community: **General:** Board president responses should include four key elements and should carefully balance honoring the person who spoke up while not committing the board or district to any specific action as decisions are only made in board meetings when the members of the board can deliberate. The typical response includes: 1. A thank you * For example: Thank you for you for reaching out. 2. Validation for the person communicating to the board. Typically, it is helpful to join the validation with a value shared by the board and Superintendent. * For example: I really appreciate you sharing your concerns about field use. Ensuring students have access to fields to support their physical, social, and emotional development is a key priority for the school board and Superintendent. 3. An appropriate next step if one is applicable * For example: I have included the superintendent on this response so that she may direct the appropriate staff to follow up with you to develop a better understanding of the factors contributing toward this challenge. * For example: I have included the superintendent on this response so that she is informed that this is a particular challenge that has been shared with the Board. 4. A statement about the board communication protocol * For example: Per board protocol, only the Board President will respond to communications to keep the School Board in compliance

	with the Brown Act, but all Board Members do read all communications, so thank you for reaching out about this matter! **Employee/Personnel/Staffing Matters:** Thank you for your email. The Board, Superintendent and staff strive to ensure that every student in SSFUSD has a positive, enriching school experience and your input is critical to helping us ensure that we reach this goal. Given the strict confidentiality laws related to any personnel matter, I am not at liberty to discuss any staffing matter and I appreciate your understanding regarding the confidentiality of the matter. While I cannot comment on personnel matters, I do want to communicate that I highly value your reaching out about the concern you raised, and I will forward your communication to the Superintendent so that she or the staff member she designates can look into the matter further. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications, so thank you for reaching out about this matter! **Negotiations:** Thank you for your email. The Board and Superintendent highly value all members of the staff within South San Francisco Unified School District, and we really appreciate your thoughts. We appreciate that the staff of South San Francisco Unified School District is absolutely essential in ensuring that every child thrives. Negotiations are highly confidential, so I am not at liberty to discuss collective bargaining and I appreciate your understanding regarding the confidentiality of the matter. While I cannot comment on negotiations, I do want to communicate that I highly value your reaching out as it helps inform the Board's and Superintendent's thinking as we move through the negotiations process. I have included the Superintendent on my response so that she is aware of these thoughts. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications, so thank you for reaching out! **School Safety:** Thank you for your email. Please know that safety of our students is our highest priority for the South San Francisco Unified School District. Children need to feel safe to learn and we strive to ensure all

	students attending our schools, feel safe and can focus on learning, free from any type of distractions. I have included the Superintendent on this communication so that she or the staff member she designates can look into the matter further. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications. Thank you for your communication as we all recognize and place a high value on keeping all students safe in SSFUSD. **School Traffic:** Thank you for your email! Ensuring students get to and from school safely so that they can focus on learning while they are in class and arrive home safely is a definite priority for the Board and Superintendent. Children need to feel safe in order to learn. I have included the Superintendent on this communication so that she or the staff member she designates can look into the matter further. As appropriate, they will work in partnership with law enforcement. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications. Thank you for your communication as we all recognize and place a high value on keeping all students safe in SSFUSD. **Culture and Climate:** Thank you for your email. Creating a positive, inclusive, and welcoming climate at every school within South San Francisco Unified is a key priority for the board and Superintendent. The board and Superintendent recognize that staff, students, and families thrive when they feel welcomed and valued. I have included the Superintendent on this communication so that she or the staff member she designates can look into the matter further. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications, so thank you for reaching out about this matter! Thank you so much! **Community Concerns (Fields and Childcare):** Thank you for your email. The South San Francisco Unified School District Board of Trustees and Superintendent want to ensure that every student thrives. As such, we firmly believe in supporting the

	social, emotional, cognitive, and physical development of students. We appreciate that access to (INSERT appropriate general category (field or childcare) is a critical component of supporting the development of our students. Our school district works in partnership with the city to make progress toward achieving this goal. I have included the Superintendent on this communication so that she or the staff member she designates can follow up with additional information as appropriate. Per board protocol, only the Board President will respond to communications to keep the School Board in compliance with the Brown Act, but all Board Members do read all communications, so thank you for reaching out about this matter! Thank you so much!

TOPIC:	PROTOCOL:
Statements on Social Media Platforms	**Rationale:** We wish to adhere to the guiding principles, that: • We speak with one voice. • There are "no surprises." • We all receive the same information**.** **Therefore, we agree to the following:** • Statements made on social media by any Board Member will not make assumptions about the opinions of other Board Members or the District unless the Board has taken formal action on that item or issue. • We will proceed with caution because people assume that we speak for the Board. • We will be mindful of politically charged and polarizing issues/situations and be very cautious in these situations. • All individual statements will include a disclaimer stating clearly that this is a personal opinion, and not the opinion of the Board. • We will never post statements that might possibly be a Brown Act violation.

TOPIC:	PROTOCOL:
Communication with the Press Both Oral and Written	**We agree to the following:** • If the press contacts a Board Member, in most cases, the Board Member will refer the individual to the Board President and Superintendent who will then respond. • During a crisis, Board Members will always refer the reporter to the Superintendent, as she will have the most up-to-date information. • If a Board Member experiences an unexpected impromptu interaction with a member of the press, the Board Member will not make assumptions about the opinions of other Board Members or the District, unless the Board has taken formal action on that item or issue. • The Board Member may comment on approved Board actions but will refrain from commenting on pending items and/or items that may come before the Board in the future. • When asked about non-District matters, Board Members will be clear that they are speaking as an individual and not as a Board Member and that the opinions expressed are theirs and theirs alone. Board Members will never make assumptions about the opinions of other Board Members or the District unless the Board has taken formal action on that item or issue. • Closed session deliberations will not be discussed outside of closed session. • The Superintendent, Board President or designee will be proactive in providing information to the press, especially in times of an emergency or controversy.

TOPIC:	PROTOCOL:
Scheduling Meetings with Staff Members	**We agree to the following:** • If a Board Member wants to meet with cabinet members or site administrators, the Board Member will notify the Superintendent in advance. • Board Members acknowledge the importance of respecting staff time constraints.

TOPIC:	PROTOCOL:
Committee Appointments	**Rationale: It is important to have a protocol on this topic, because…** • This procedure will give everyone a chance to serve on various committees and… • It will prevent confusion. **Therefore, we agree that:** • The Board President and a returning member (preferably the Clerk) will sit on the City/School Subcommittee. The Vice President will serve as the alternate. • The Vice President and another Board Member (preferably a new Member) will serve on the Bylaws Committee. • The final Trustee will serve on the County Committee for District Reorganization and any City Adhoc sub-committees. • Additional appointments will be decided upon by a vote of the Board. • As a guideline, it is recommended that service on any one committee will be limited to two years.

TOPIC:	PROTOCOL:
One-on-One Meetings with the Superintendent	**Rationale:** We wish to clarify the purpose and what transpires at those meetings. **Purpose of One-on-One Meetings:** The purpose of these meetings is to check-in, answer clarifying questions, provide updates, as needed and to keep the Superintendent informed about "hot topics" that are brewing in the community. **We agree to the following regarding our One-on-One Meetings:** **Do's:** • Utilize the time to check-in with each other with statements, such as, "How are you?" • Board Members will share information that they are hearing out in the community, especially regarding "hot topics." • Board Members will ask clarifying questions. • We will remember to send those questions to the Superintendent in advance, whenever possible, so that she has the information available for us at the time of our meeting. • Email, "Google Docs" and "Meeting Memos" are acceptable forms of communication. • Notify the Superintendent in advance if we have questions regarding other departments so that she can invite those

	individuals to the meeting. • The Superintendent will provide updates to Board Members. • Board Members will be aware of staff time required to answer questions and whether or not the item is relevant to current goals and issues/programs or projects. • Meeting time will be limited to 30 minutes to an hour. **Don'ts:** • Individual Board Members will refrain from giving the Superintendent or any other staff members direction during these meetings or at any other time. That is the domain of the entire Board, as stated in BB 9200, *Limits of Board Member Authority.* Board Members will take all such requests to Board Meetings and raise the issues during "Future Agenda Items" for the consideration of the entire Board. This includes requests that have been given to the Superintendent in the past.

TOPIC:	PROTOCOL:
Board Meeting Management – Effective Deliberation, Public Comment	**Rationale:** • The Board Meeting is a meeting to conduct district business in public. • We honor people's opinions, but an appropriate process must be in place in order to have orderly meetings. **Therefore:** • The Board President facilitates the Board discussion and manages public input. • When opening public comment, the Board President will refer to the public input guidelines on the board meeting agenda, as stated in BB 9323. • Each item will have a 20-minute time limit for public comment. Three minutes are allotted per person. • The Board President may ask the public to limit their comments to new information. • Board Members will direct their questions/comments to the Board President and not communicate directly with members of the public. • The Vice President will time public comment. • The Board President has discretion to add time to the discussion if the majority of the Board agrees. **Managing Action items:** Step 1. The Board President will introduce the item.

	Step 2. The Superintendent or other staff will provide a presentation of background information and a recommendation, if necessary. Step 3. Board Members may ask questions for clarification. Step 4. The Board President will open the issue for public comment. Step 5. After public comment is complete, the Board President will close public comment. Step 6. The Board will discuss the item and vote.

TOPIC:	PROTOCOL:
Site Visits	**Rationale: It is important to have a protocol on this topic…** • To ensure that there are "no surprises" to the principals or the Superintendent. • So that we are all aware of the procedures and expectations to create clarity. • To serve as a reminder that site visits help us stay informed about the schools and programs. They validate the good work that is happening in the district. They are not evaluative in nature and should not be disruptive. **Therefore, we agree that…** • **formal site visits** will be organized by the Superintendent and we all agree to adhere to the following procedures: - A master calendar will be developed and shared with the Board and administration to ensure that everyone is aware of the schedule. - Board Members will respond to the invitations so that the Superintendent and principals are aware of who will be in attendance. - Reminders about upcoming visits will be sent out in advance. - The Team will meet with the principal, who will share highlights about the school and items that are a source of pride. -The Superintendent will ask Board Members what they would like to see. • Board Members will inform the Superintendent when they wish to make individual site visits and she will inform the principals. • **During all site visits:** - The Governance Team will arrive at the school wearing their badges.

	- Everyone will sign in at the office. - All members of the Team will ensure that interactions with teachers and students do not disrupt instruction. • **This is a pilot year for this process. The team will review and evaluate it next year.**

TOPIC:	PROTOCOL:
Adding Items to the Agenda	**<u>Rationale</u>:** A clear, consistent procedure is needed so that all Board Members understand the process and have the ability to add items to the agenda, including resolutions. **Therefore, we agree that:** • Any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. • Board Members may share new ideas or request information and/or future agenda items in writing to the Superintendent or at the meeting under "Good and Welfare" and "Future Agenda Items." • **Pending consensus of the Board**, the Superintendent and Board President will confer as to appropriate response to the request, possibly providing the information in the Friday Update and/or placement on a future agenda, per BB 9322, *Agenda/Meeting Materials.* • Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. • The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated. • Board Members will consider the following when adding an item to a future agenda: a. The impact that the item will have on district resources, and staff time and workload. b. The impact the item will have on achieving Board adopted district/LCAP goals. • The Board President and Superintendent will determine when each Board approved new item will be agendized.

We have reviewed and agree to follow the aforementioned governance team norms and protocols in order to support a positive and productive working relationship among the South San Francisco Unified School District Board of Trustees, Superintendent, staff, students, and the community. We shall renew this agreement annually.

Amended on this 11th day of August 2022.

John C. Baker, Board President	Mina A. Richardson, Vice President
Daina R. Lujan, Board Clerk	Dr. Chialin Hsieh, Trustee
Patricia A. Murray, Trustee	Dr. Shawnterra Moore, Superintendent

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: August 11, 2022

RE: Approval of Sufficient Instructional Materials, Resolution #22-55

BACKGROUND:

Under existing law, school districts must annually hold a public hearing regarding the appropriation and disbursement of instructional materials throughout the district. The Williams Settlement (SB 550) adds a new term and definition of "sufficient instructional materials." Each student is to have textbook and appropriate materials in the four core academic areas to use in the classroom and to take home. This does not equate to two copies. In addition, every school district must make statements of sufficiency for instructional materials for foreign language, health courses, and laboratory science equipment for grades 9-12 science classes. School districts are required to conduct this hearing before the end of the eighth week of the school year.

FISCAL IMPLICATIONS:

Due to our Community Funded status, we do not receive State aid through the LCFF model; however, we will pay for instructional materials through our unrestricted general fund.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #22-55 confirming and certifying that the School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution No. #22-55

SUFFICIENT INSTRUCTIONAL MATERIALS

WHEREAS, The Board of Trustees of the South San Francisco Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on August 11, 2022, at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the eighth week from that day) and which did not take place during or immediately following school hours, and;

WHEREAS, The Board of Trustees provided at least ten days notice of the public hearing posted in at least three public places with the South San Francisco Unified School District that stated the time, place, and purpose of the hearing, and;

WHEREAS, The Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, Information provided at the public hearing and to the Board of Trustees at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English Learners, in the South San Francisco Unified School District, and;

WHEREAS, The definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials compiled to address a shortage, and;

WHEREAS, Between the 2008-09 through the 2022-23 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the *South San Francisco Unified School District* have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, Sufficient textbooks and instructional materials were provided to each student, including English Learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- **Mathematics**

  Houghton Mifflin Harcourt, Math Expressions California Edition, © 2015 for Grades K – 5 Mathematics classes.
  Grade K Consumable Student Edition ISBN: 9780544272460
  Grade 1 Consumable Student Edition ISBN: 9780544266544
  Grade 2 Consumable Student Edition ISBN: 9780544268845
  Grade 3 Consumable Student Edition ISBN: 9780544268746
  Grade 4 Consumable Student Edition ISBN: 9780544267947
  Grade 5 Consumable Student Edition ISBN: 9780544269248

  Pearson California Digits, © 2015 for Grades 6-8 Mathematics classes.
  Grade 6 Student Companion Write-in Worktext ISBN: 9780133284034
  Grade 7 Student Companion Write-in Worktext ISBN: 9780133284041
  Grade 7 Accelerated Student Write-in Worktext ISBN: 9780133318234
  Grade 8 Student Companion Write-in Worktext ISBN: 9780133284058

  Pearson CA Algebra 1 Common Core Edition © 2015 for Grade 8-9
  ISBN: 9780328927104 for Grade 8 and Grade 9 Mathematics classes.

  Pearson CA Geometry Common Core Edition © 2015 ISBN: 9780133315387 for High School Mathematic classes.

  Pearson CA Algebra 2 Common Core Edition © 2015 ISBN: 9780133315424 for High School Mathematic classes.

  Pearson, Precalculus Common Core Edition © 2015
  ISBN: 978-0-13-353919-6, for High School Mathematics Classes

  Key Curriculum Press, Calculus: Concepts and Applications, 2nd Edition, 2009
  ISBN: 978-1-55953-654-7, for High School Mathematics Classes

  Pearson-Prentice Hall, Statistics: Informed Decisions Using Data, 5th Edition, 2017 ISBN: 978-0-13-413353-9

  Bedford, Freeman and Worth Publishing, Economics for AP & Economics by Example, 1st Edition for High School AP Macroeconomics Classes. ISBN: 1429273038

- **Science**

  Full Optical Science System (FOSS), California Edition, 2007 Grades K-5
  Grade K Science Resource Book - Animals (pkg/8) ISBN: 1-59821-310-5
  Grade K Science Resource Book - Trees (pkg/8) ISBN: 1-59821-311-3
  Grade K Science Resource Book - Wood and Paper (pkg/8) ISBN: 1-59821-312-1
  Grade 1 Science Resource Book - Plant and Animals (pkg/8) ISBN: 1-59821-314-8
  Grade 1 Science Resource Book - Air and Weather (pkg/8) ISBN: 1-59821-314-8
  Grade 1 Science Resource Book - Solids and Liquid (pkg/8) ISBN: 1-59821-315-6

Grade 2 Science Resource Book - Insects and Plants (pkg/8) ISBN: 1-59821-313-X
Grade 2 Science Resource Book - Pebbles, Sand and Silt (pkg/8) ISBN: 1-59821-381-0
Grade 2 Science Resource Book - Balance and Motion (pkg/8) ISBN: 1-59821-317-2
Grade 3 Science resource Book ISBN: 1-59242-995-5
Grade 4 Science Resource Book ISBN: 1-59242-996-3
Grade 5 Student Resource Book ISBN: 1-59242-997-1

Twig Science Grades K-5 © 2020

Grade K, Module 1, TwigBook: My Big Nature Adventure ISBN: 978-1-78916-116-8
Grade K, Module 2, TwigBook: Marble Run Engineer ISBN: 978-1-78916-117-5
Grade K, Module 3, TwigBook: Be Prepared ISBN: 978-1-78916-118-2
Grade K, Module 4, TwigBook: I Can ISBN: 978-1-78916-119-9
Grade 1, Module 1, TwigBook: Museum of Leafology ISBN: 978-1-78916-120-5
Grade 1, Module 2, TwigBook: Animal Reporters ISBN: 978-1-78916-121-2
Grade 1, Module 3, TwigBook: Shadow Town ISBN: 978-1-78916-122-9
Grade 1, Module 4, TwigBook: Patterns in the Sky ISBN: 978-1-78916-123-6
Grade 2, Module 1, SE TwigBook: My Journey West ISBN: 978-1-78916-124-3
Grade 2, Module 2, SE TwigBook: Masters of Materials ISBN: 978-1-78916-125-0
Grade 2, Module 3, SE TwigBook: Save the Island ISBN: 978-1-78916-126-7
Grade 2, Module 4, SE TwigBook: A Garden for Life ISBN: 978-1-78916-127-4
Grade 3, Module 1, SE TwigBook: The Ultimate Playground ISBN: 978-1-78916-128-1
Grade 3, Mod 2, SE TwigBook: Welcome to the Biodome ISBN: 978-1-78916-129-8
Grade 3, Mod 3, SE TwigBook: How to Survive an Ice Age ISBN: 978-1-78916-130-4
Grade 3, Module 4, SE TwigBook: Weather Warning HQ ISBN: 978-1-78916-131-1
Grade 4, Module 1, SE TwigBook: Egg Racers ISBN: 978-1-78916-132-8
Grade 4, Module 2, SE TwigBook: Sparks Energy Inc. ISBN: 978-1-78916-133-5
Grade 4, Mod. 3, SE TwigBook: Time-Traveling Tour Guides ISBN: 978-1-78916-134-2
Grade 4, Mod 4, SE TwigBook: Earthquake Engineering ISBN: 978-1-78916-135-9
Grade 4, Module 5, SE TwigBook: Super Survivors ISBN: 978-1-78916-136-6
Grade 5, Module 1, SE TwigBook: Matter Mysteries Hotline ISBN: 978-1-78916-137-3
Grade 5, Module 2, SE TwigBook: Yellowstone: Uncovered ISBN: 978-1-78916-138-0
Grade 5, Module 3, SE TwigBook: H2O Response Team ISBN: 978-1-78916-139-7
Grade 5, Module 4, SE TwigBook: Galactic Guidebook ISBN: 978-1-78916-140-3

Pearson Prentice Hall, Focus on Earth Science, California Edition, 2008
ISBN 013-3609049, for Grade 6 Science Classes

Pearson Prentice Hall, Focus on Life Science, California Edition, 2008
ISBN 0133609139, for Grade 7 Science Classes

Pearson Prentice Hall, Focus on Physical Science, California Edition, 2008
ISBN 0133609227, for Grade 8 Science Classes

McDougal Littell, Life Science, 2005 ISBN: 0-618-30367-7 for High School Life Science Classes

Holt, Physical Science, 2004 ISBN: 0-03066469-1 for High School Integrated Science Classes

Holt McDougal, Earth Science, 2010 ISBN: 0-55-400539-5, for High School Earth Science Classes

Prentice Hall, Biology, California Edition, 2007 ISBN: 0-13-201352-5 for High School Biology Classes

Prentice Hall, Chemistry, California Edition, 2008 ISBN: 0-13-201304-5 for High School Chemistry Classes

Pearson, Health © 2010 ISBN: 0-13-367250-6 for High School Health Classes.

Glencoe, Physics: Principles and Problems, California Edition, 2008 ISBN: 0-07-878738-6 for High School Physics Classes

Prentice Hall, College Physics © 2014 ISBN: 0-13-344767-7

Pearson, AP CAMPBELL BIOLOGY IN FOCUS AP EDITION 2E, 2017 ISBN: 9780134588995 for High School AP Biology Classes

Current Publishing Corp., Life on an Ocean Planet © 2006 ISBN: 1-878663-34-8 for ECHS Marine Science Class.

EMC/PARADIGM PUBLISHING, Biotechnology: Science for the New Millennium 2nd Ed. © 2017 ISBN: 978-0-7638-6806-2 for High School Biotechnology Classes.

- **History-Social Science**

Scott Foresman, History-Social Science, Social Studies, California Edition 2006 Grades K-5
Grade K Consumable Student Edition ISBN: 0-328-20049-2
Grade 1 Consumable Student Edition ISBN: 0-328-20050-6
Grade 2 Consumable Student Edition ISBN: 0-328-20051-4
Grade 3 Consumable Student Edition ISBN: 0-328-16671-5
Grade 4 Consumable Student Edition ISBN: 0-328-16672-3
Grade 5 Consumable Student Edition ISBN: 0-328-16673-1

McGraw-Hill, IMPACT CA World History and Geography/Ancient Civilizations 2019 ISBN 978-0-07-675590-5 for Grade 6 Social Studies classes.

McGraw-Hill, IMPACT CA World History and Geography/Medieval and Early Modern times 2019 ISBN 978-0-07-675597-4 for Grade 7 Social Studies classes.

McGraw-Hill, IMPACT CA United States History and Geography/Growth and Conflict 2019 ISBN 978-0-07-675568-4 for Grade 8 Social Studies classes.

McGraw-Hill, IMPACT CA World History Culture and Geography 2019 ISBN 978-0-07-675576-9 for Grade 10 Social Studies classes.

McGraw-Hill, IMPACT CA United States History and Geography Continuity and Change 2019 ISBN 978-0-07-675580-6 for Grade 11 Social Studies classes.

McGraw-Hill, IMPACT CA Principles of Economics 2019 ISBN 978-0-07-675555-4 for Grade 12 Social Studies classes.

McGraw-Hill, IMPACT CA Principles of American Democracy 2019 ISBN 978-0-07-675563-9 for Grade 12 Social Studies classes.

McGraw-Hill, IMPACT CA Geography The Human and Physical World 2019 ISBN 978-0-07-668046-7 for High School 9-12 Social Studies classes.

McGraw-Hill, IMPACT CA Understanding Psychology 2019 ISBN 978-0-07-663194-0 for High School 9-12 Social Studies classes.

Pearson, American Government, 11th AP Edition, 2011, ISBN: 978-0132610001 for High School AP American Government Classes.

Bedford/St. Martin, Henretta America's History, 8th Ed, © 2014
ISBN: 1-45762893-7 for High School AP US History Classes.

Bedford, Freeman Worth, AP Ways of the World Volume 1 & 2, 3rd Edition, 2016 ISBN: 9781319092047 for High School AP World History Classes.

Seven Stories Press, A Young People's History of the United States, 2009 revised edition. ISBN: 978-1583228692 for High School Ethnic Studies Class.

Bedford, Freeman, & Worth High School Publishers, A History of Western Society 12th Ed. © 2017 ISBN: 1-31903598-1 for High School AP European History Classes.

- **English/Language Arts, including the English Language Development Component of an Adopted Program**

McGraw-Hill, Wonders California Edition, © 2017, for Grades TK-5 Language Arts Classes. (TK does not have a textbook.)
Grade K Bundle (text, practice book) ISBN: 978-0-07-897411-3
Grade 1 Bundle (text, practice book) ISBN: 978-0-07-897412-0
Grade 2 Bundle (text, practice book) ISBN: 978-0-07-897416-8
Grade 3 Bundle (text, practice book) ISBN: 978-0-07-897419-9
Grade 4 Bundle (text, practice book) ISBN: 978-0-07-897420-5
Grade 5 Bundle (text, practice book) ISBN: 978-0-07-897424-3

McGraw-Hill, StudySync, © 2017 for Middle School and High School Language Arts Classes.
Grade 6 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680302-6
Grade 7 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680310-1
Grade 8 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680334-7
Grade 9 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680342-2
Grade 10 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680351-4
Grade 11 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680369-9
Grade 12 Bundle (Consumable Text, practice book and novels) ISBN: 978-0-07-680382-8

Holt McDougal, Perrine's Literature: Structure, Sound & Sense, 10th Edition 2009, ISBN: 978-1-4130-3308-3, for High School AP Literature Classes.

Bedford St. Martin, The Language of Composition, 3rd Edition, 2018 ISBN: 9781319056148 for High School AP Language Composition Classes.

Scholastic Read 180, ISBN: 506290 for Grades 9-12 Intensive Intervention Language Arts, ELD classes.
Stage C R-book, ISBN: 0439670791

Houghton Mifflin Harcourt, English 3D – Issues 2016 for Grades 4-12 English Language Development.
Course A Volume 1 ISBN 978-0-545-82302-9
Course B Volume 1 ISBN 978-0-545-82288-6
Course C Volume 1 ISBN 978-0-545-62973-7

Cengage Learning, Academic Vocabulary Toolkit, 1st Edition Kinsella 2018 for Grade 3-12 English Language Development/Intervention.
AVT Grade 3 ISBN 9781305079106
AVT Grade 4 ISBN 9781305079335
AVT Grade 5 ISBN 9781305079342
AVT Grade 6 ISBN 9781305661929
AVT Grade 7 ISBN 9781337296212
AVT Grade 8 ISBN 9781337296229
AVT 1 Grade 9-12 ISBN 9781111827465

WHEREAS, Sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes; and

WHEREAS, Laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOW, THEREFORE, BE IT RESOLVED that for the 2022-23 school year, the South San Francisco Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Regularly passed and adopted this 11th day of August 2022.

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: Keith B. Irish – Assistant Superintendent of Educational Services and Categorical Programs

DATE: August 11, 2022

RE: Approval of the Agreement with NEWSELA to Provide On-line Services for the 2022-23 school year.

BACKGROUND:

NEWSELA is an instructional online content tool/platform that features high-interest articles on current events, literature to science. It allows teachers to find articles with appropriate reading levels for their students. The articles also feature questions and writing prompts that align with the common core standards.

NEWSELA will also provide three virtual District-wide Professional Development (PD) sessions throughout the year for staff to participate in.

FISCAL IMPLICATIONS:

Total cost for the services provided, including three virtual PD sessions is $52,530.00, which will be paid out of the General Fund.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with NEWSELA in the amount of $52,530.00 for the 2022-23 school year.

Newsela Inc.
500 5th Ave, FL 28
New York, NY 10110

Customer Agreement

Billing Information:
Billing Frequency: Upfront in full
Payment Terms: Net 30
Billing Schedule: Upon Contract Signature

Customer Agreement No. **Q-83662**
Newsela Sales Rep: Carrie Aviles
Contact Email: carrie.aviles@newsela.com
Offer Date: July 8, 2022
Expiration Date: June 30, 2022

To:
Keith Irish
South San Francisco Unified School District
398 B St
South San Francisco, CA 94080-4423

Qty	Products/Services	List Price
1	Newsela	$52,530.00
	[redacted]	
	Contract Grand Total	**$52,530.00**

*See table above or Appendix for Product/Services details and License Dates.

The subscription for the above-identified Newsela Products/Services will commence and end as defined above, or in the License Dates Section of the Appendix in this Customer Agreement. By signing this agreement, the Customer agrees to the pricing per product breakdown underlying this quote which will be provided by Newsela upon request at any time and will also be provided on the invoice unless requested otherwise.

Failure of the Customer to make use of the Products/Services during their respective License Dates specified herein will not extend Newsela's obligation to deliver those Products/Services beyond those dates.

Following the Subscription End Date, unless prohibited by law, this Customer Agreement will automatically renew for the Products/Services licensed hereunder for successive periods equal in length to the greater of the Term or 12 months (a 'Renewal Term'), unless either party provides the other party with written notice of cancellation at least thirty (30) days prior to the then current Subscription End Date. Prices in any Renewal Term will increase by up to 10% above the applicable pricing (excluding any One-Time Discounts) in the prior Contract Term, unless Newsela provides notice of different pricing at least 60 days prior to the applicable Renewal Term.

The Customer agrees to pay the Contract Grand Total set forth above per the Billing Terms noted above upon execution of this Customer Agreement. Service will be suspended at Newsela's discretion if payment is not received by Newsela in accordance with the Billing Terms noted above. Failure of the Customer to use the Products/Services will not relieve Customer of its obligation to pay hereunder.

This Customer Agreement is subject to Newsela's Terms of Use, Newsela's Privacy Policy and, where applicable, any Terms and Conditions, Master Services Agreement or other binding RFP or binding bid signed by and between the Parties ("Service Contract").

Terms of Use: https://newsela.com/pages/terms-of-use/
Privacy Policy: https://newsela.com/pages/privacy-policy/

The Service Contract constitutes the entire agreement between the parties with regards to this subject matter, and supersedes all prior written or oral understandings, proposals, bids, offers, negotiations, agreements or communications of every kind. The Customer's internal requirements for Purchase Orders does not relieve Customer of its obligation to pay Newsela for all years included herein. This Customer Agreement and the terms contained herein are intended only for the Customer and should be kept confidential.

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice (if applicable). If the contracting entity is exempt from sales tax, please send the required tax exemption documents immediately to salestax@newsela.com.

Purchase Order Information
If you need a Purchase Order, please fill out the following information.

PO Required: No
PO Number:
PO Amount:

Billing Information
Provide the billing service representative to whom the invoice should be addressed.

Bill-To Name: keith irish
Bill-To Email: kirish@ssfusd.org
By initialing here, I agree that the billing details stated above are current and accurate. _____

The individual executing this Customer Agreement has the authority to execute this agreement and bind the Customer, and Newsela has the right to rely on that authorization. The individual executing this Customer Agreement also certifies that there is funding in place for years included herein.

Authorized Signature:	Date of Signature:

Appendix

School	Products/Services	License Dates
Buri Buri Elementary	Newsela ELA	07/01/22 - 06/30/23
Buri Buri Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Junipero Serra Elementary	Newsela ELA	07/01/22 - 06/30/23
Junipero Serra Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Monte Verde Elementary	Newsela ELA	07/01/22 - 06/30/23

Monte Verde Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Martin Elementary	Newsela ELA	07/01/22 - 06/30/23
Martin Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Alta Loma Middle School	Newsela Social Studies	07/01/22 - 06/30/23
Alta Loma Middle School	Social Emotional Learning Middle School Collection	07/01/22 - 06/30/23
Baden High (Cont.)	Newsela Social Studies	07/01/22 - 06/30/23
Baden High (Cont.)	Social Emotional Learning High School Collection	07/01/22 - 06/30/23
Community Day	Newsela ELA	07/01/22 - 06/30/23
Community Day	Newsela Social Studies	07/01/22 - 06/30/23
Community Day	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Community Day	Social Emotional Learning High School Collection	07/01/22 - 06/30/23
El Camino High School	Newsela Social Studies	07/01/22 - 06/30/23
El Camino High School	Social Emotional Learning High School Collection	07/01/22 - 06/30/23
Los Cerritos Elementary	Newsela ELA	07/01/22 - 06/30/23
Los Cerritos Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Parkway Heights Middle School	Newsela Social Studies	07/01/22 - 06/30/23
Parkway Heights Middle School	Social Emotional Learning Middle School Collection	07/01/22 - 06/30/23
Ponderosa Elementary School	Newsela ELA	07/01/22 - 06/30/23
Ponderosa Elementary School	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Skyline Elementary	Newsela ELA	07/01/22 - 06/30/23
Skyline Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
South San Francisco Adult	Newsela ELA	07/01/22 - 06/30/23
South San Francisco Adult	Newsela Social Studies	07/01/22 - 06/30/23
South San Francisco Adult	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
South San Francisco Adult	Social Emotional Learning High School Collection	07/01/22 - 06/30/23
South San Francisco High School	Newsela Social Studies	07/01/22 - 06/30/23
South San Francisco High School	Social Emotional Learning High School Collection	07/01/22 - 06/30/23
South San Francisco Unified School District	Individual Virtual Add-On Session	07/01/22 - 06/30/23
Spruce Elementary	Newsela ELA	07/01/22 - 06/30/23
Spruce Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Sunshine Gardens Elementary	Newsela ELA	07/01/22 - 06/30/23
Sunshine Gardens Elementary	Social Emotional Learning Elementary Collection	07/01/22 - 06/30/23
Westborough Middle School	Newsela Social Studies	07/01/22 - 06/30/23
Westborough Middle School	Social Emotional Learning Middle School Collection	07/01/22 - 06/30/23

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: August 11, 2022

RE: Approval of New and Revised Course Proposals

The following courses are submitted to the Board of Trustees for consideration and approval for implementation beginning with the 2022-23 school year:

- Controversial Issues (new/existing)
- Biotech 5 & 6 Honors (revision)

Each course is presented below with background information including whether the course is new or a revision to an existing course, an overview of course content, audience, and monitoring. (Details on both courses follow this memo.) These courses have been developed by SSFUSD teachers as a collaborative effort across schools and are aligned with school and District priorities as well as California Curriculum Standards. As part of the review process, course development teams and site administrators were required to consider the impact on the master schedule and staffing, and how students would be supported to access and successfully complete the course.

I. Controversial Issues in American Society

BACKGROUND:

This elective course was designed as an interdisciplinary course for long-term English Learners who have completed the ELD course series and have not yet been redesignated. In this class, students continue to develop their academic language skills through reading, writing, and discussing a range of current social issues. This course also serves to provide these students a Designated ELD period of instruction in addition to their English course. The Controversial Issues course was first offered at SSFHS two years ago and now is offered at ECHS as well, but was not brought to the Board for approval. The course is also being submitted for UC/CSU approval as an interdisciplinary (“G”) course.

Course Description
From affirmative action to physician-assisted suicide, abortion to mandatory military service, this course will engage students in the study, discussion and debate of current controversial topics in the United States. In grappling with these moral questions, students will dig into the research on these issues, apply concepts of political philosophy, evaluate conflicting source material and arguments, and attempt to answer the question, "What is the right thing to do?"

The units will follow the following structure: present the topic, research, read and analyze sources, engage in structure writing activities, debates and discussions, and culminate in a position paper on a self-determined topic relating to the overall unit focus.

Audience
This course is recommended for long-term English Learners who have completed the ELD course series and would benefit from continued ELD instruction.

FISCAL IMPLICATIONS:

This course has been offered at SSFHS for two years and at ECHS for one year. Course enrollment fluctuates depending on student need each year.

Potential Impact
This course should positively impact the achievement of our long-term English Learner students by providing a Designated ELD course to support their academic language development, as measured by standardized test scores, course grades, and progress toward graduation and college eligibility requirements. Taking this course does remove one elective option for students, however, so there may be an impact on some elective courses.

Monitoring Progress and Effectiveness
The viability of the program will be monitored with both quantitative and qualitative data including course enrollments and completions, grades, Summative ELPAC and Redesignation rates, UC/CSU A-G rate, California Dashboard College and Career Readiness rates, and student and teacher feedback.

II. Biotechnology 5 and 6 Honors

BACKGROUND:

The Biotech program is one of the standout programs in SSFUSD's high schools. Biotech 5 & 6 is the capstone course and students may apply for dual enrollment credit through Skyline College. The Biotech 5 & 6 course teacher has worked

with other teachers in the region and CTE Coordinator Ms. Rockett to revise the course for Honors credit. Adding the Honors credit would appeal to students who may otherwise opt for an AP Science course instead of Biotech 5 & 6, and brings the course into alignment with many other Biotech programs in the region which offer Honors for their capstone course. This course has been submitted to UC as a "D" laboratory science course with Honors credit.

Course Description
This immersive laboratory experience is designed to promote discovery research from start to finish. Working in teams, students conduct research projects that incorporate microbiology, virology, and molecular biology techniques and involve the use of bioinformatics tools and other computational analysis software. Emphasis is on critical reading on scientific literature, improving critical thinking skills to evaluate the hypothesis, and becoming an expert in certain laboratory techniques. Also addressed will be critical aspects of the research process including record keeping, troubleshooting experiments, ethics, laboratory safety and citizenry, scientific writing mechanics, and project responsibilities and ownership.

Audience
This course is intended for students who have completed Biotech 3 & 4 and wish to continue in the CTE pathway with an emphasis on research.

FISCAL IMPLICATIONS:

This course has been offered at SSFHS for several years. While the course revision to add Honors credit may result in an increase in student enrollments, we anticipate it will maintain its current staffing of ONE section.

Potential Impact
Adding Honors credit to this course may incentivize students to continue in the CTE pathway instead of opting for other elective courses including AP Science courses. This may have an impact on some elective courses.

Monitoring Progress and Effectiveness
The viability of the program will be monitored with both quantitative and qualitative data including course enrollments and completions, grades, CTE pathway completion rate, UC/CSU A-G rate, California Dashboard College and Career Readiness rates, and student and teacher feedback.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the existing course, Controversial Issues in Society, for continued implementation at ECHS and SSFHS as well as the revised course,

Biotech 5 and 6 with Honors, for implementation at SSFHS, beginning in the 2022-23 school year.

New Course Proposal Form

Author Kimberly Moss	Date 08/01/2022

Course Title	Controversial Issues in American Society
Course Description	From affirmative action to physician-assisted suicide, abortion to mandatory military service, this course will engage students in the study, discussion and debate of current controversial topics in the United States. In grappling with these moral questions, students will dig into the research on these issues, apply concepts of political philosophy, evaluate conflicting source material and arguments, and attempt to answer the question, "what is the right thing to do?" The units will follow the structure: present the topic, research, read and analyze sources, engage in structure writing activities, debates and discussions, and culminate in a position paper on a self-determined topic relating to the overall Unit focus.
Length of Course	X Year
Grade Level	X 9-12
Department	❑ English ❑ Mathematics ❑ Science ❑ Social Science ❑ World Language ❑ Physical Education ❑ Visual & Performing Arts ❑ Career Technical Education* X Interdisciplinary Elective / ELD
	*If CTE, indicate the Industry Sector and Pathway:
Prerequisite	Students are identified for this course based on English Learner status, ELPAC and CAASPP scores, and course history
Corequisite	

Is Course A-G	☐ No	**X** Yes. If yes indicate the A-G category ❑ A- History ❑ B- English ❑ C- Math ❑ D- Science (lab) ❑ E- World Language ❑ F- Fine Art (cannot be taught online) X G- Elective ❑ History/Social Science ❑ English X ELD ❑ Math ❑ Math/Computer ❑ Lab Science Biology/ Life Science ❑ Physical Science ❑ Integrated Science ❑ Language other than English ❑ Visual and Performing Arts X Interdisciplinary
Honors Credit?	**X** No	❑ Yes

Is the course Online, Hybrid, or Classroom Based?	Classroom based

Please answer the questions below:

1. **Rationale for Course: Please describe the need for this course/change. (Considerations might include graduation requirements, student interest, differentiation for student need, compliance issues)**

This elective course was designed as an interdisciplinary course for long-term English Learners who have completed the ELD course series and have not yet been redesignated. In this class, students continue to develop their English language skills through reading, writing, and discussing a range of current social issues. Explicit instruction of academic language such as GLAD strategies are built into the teaching and learning routines of the course so that students have repeated opportunities to practice and hone their skills. This course also serves to provide these students a Designated ELD period of instruction in addition to their English course.

2. **Do you have sufficient highly qualified staff to teach this course?**

Yes; teachers with EL authorization

3. **Do you have the necessary facilities, equipment, and materials?**

Yes. This course uses the English 3D reader, one of our District-adopted instructional materials, as well as other readings and articles available through our online databases and adopted instructional materials.

4. **What is the anticipated enrollment in this course?**

Enrollment in this course will fluctuate with the number of English Learners and their course loads. For the 2021-2022 school year, there were 132 students enrolled (6 sections); for the 2022-2023 school year, schools are projecting 5 sections of up to 30 students each.

5. **Funding**

Items Needed	**Estimate Cost (if known)**
Textbooks	*No additional cost; using instructional materials already on hand*
Supplementary materials	*No additional cost; using instructional materials already on hand*
Staffing	
Technology	
Other	

COURSE OVERVIEW

In 3 - 5 sentences, describes overarching content and goals of the course
From affirmative action to physician-assisted suicide, abortion to mandatory military service, this course will engage students in the study, discussion and debate of current controversial topics in the United States as they further develop their written and oral academic English skills. The units will follow the structure: present the topic, research, read and analyze sources, engage in structure writing activities, debates and discussions, and culminate in a position paper on a self-determined topic relating to the overall Unit focus.

COURSE CONTENT [DUPLICATE THE TABLE FOR EACH UNIT] Number of Units __7__ (minimum of 6 for a yearlong course)

Unit 1: Course Introduction and Criminal Justice
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
In Unit 1, students are introduced to the course, research methods, and structure of the course. Students then go on to study major controversies in the American criminal justice system. Suggested topics to include: capital punishment; prisoner rights; prison-industrial complex; police brutality; gun control; the legalization of drugs, prostitution, and gambling; three-strikes laws; government-sponsored torture; racial profiling.
Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?
Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively. *Socratic Seminar:* Students will participate in multiple Socratic seminars per unit. In seminars, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various

opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 1, students will write a position paper on a self-determined topic relating to criminal justice. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue, but to also show how that stance relates to other positions/authors.

Students will debate various topics in Unit 1 relating to criminal justice.

Unit 2: Education and Family

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In the second unit of the course, students research, discuss and debate current controversial topics in education and issues surrounding the American family. Suggested topics to include: Affirmative action; "school choice"; school prayer; intelligent design in school; standardized testing; the value of a college education; student loans; corporal punishment; polygamy; multilingualism.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 2, students will write a position paper on a self-determined topic relating to education and family. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will

craft a paper that not only asks for them to state and defend a position on an issue, but to also show how that stance relates to other positions/authors. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Students will debate the topics in Unit 2 relating to the intersection of education and family values and core beliefs.

Unit 3: Corporate Responsibility

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In the third unit of the course, students research, discuss and debate current controversial issues surrounding corporate responsibility related to in medicine, science, and the environment. Suggested topics to include: euthanasia; cloning; vaccines; stem cell research; genetic engineering/GMOs; abortion; animal testing; drug patent laws; ethics behind zoos and aquariums; environmental degradation; water rights; fracking, plastics.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 3, students will write position papers on a self-determined topic relating to medicine, science or the environment. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue but to also show how that stance relates to other positions/authors.

Students will debate the topics in Unit 3 relating to the moral and financial responsibility of corporations.

Unit 4: Civil Liberties and the Media

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 4 finds students researching, discussing, and debating current issues surrounding American civil liberties and the media. Suggested topics to Include: PATRIOT Act; NSA spying; censorship; hate speech; media bias; body image in media; net neutrality; the "digital divide"; intellectual property and piracy; cancel culture.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 4, students will write a position paper on a self-determined topic relating to civil liberties and the media. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue, but to also show how that stance relates to other positions/authors.

Students will debate the topics in Unit 4 relating to civil liberties and the media.

Unit 5: Business and the American Economy

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In Unit 5, students begin discussing controversies surrounding business and the economy in the United States today. Suggested topics to include: Deregulation; tax cuts for wealthy Americans; minimum wage; wage theft; privatization of Social Security; wealth inequality; outsourcing of American jobs; monopoly ownership; media control.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 5, students will write a position paper on a self-determined topic relating to American business practices and the impact on the economy. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue but to also show how that stance relates to other positions/authors.

Students will debate the following topics in Unit 5 relating to the American economy and the impact on workers.

Unit 6: Government and Politics

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In Unit 6, students research, discuss, and debate major issues in American government and politics. Suggested topics include: length of campaign cycles; Citizens United decision; lobbying; term limits; electoral college; campaign finance reform; immigration reform; voter ID laws; mandatory national service.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 6, students will write a position paper on a self-determined topic relating to government and politics. After

researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue, but to also show how that stance relates to other positions/authors.

Students will debate the topics in Unit 6 relating to politics and the impact on the people's civil rights.

Unit 7: United States' Foreign Policy

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In our final unit, students will engage in the study of American foreign policy and the controversies that constantly surround it. Suggested topics to include: Drone strikes; nuclear proliferation; climate change; "War on Terror"; globalization; "just war" theory; genocide/ethnic violence.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Position Paper: Students will write position papers on a variety of topics throughout the school year. Students will engage in a variety of writing activities and assignments leading up to the final position paper. At select points in the year, position papers will be workshopped in order for students to further develop their abilities to write clearly and persuasively.

Socratic Seminar: Students will participate in multiple Socratic seminars per unit. In seminar, students work out their positions on issues more openly with classmates. There are no "generated" arguments prior to seminars (as there will be in more formal debate); instead, Socratic seminar gives students the opportunity to feel out various opinions on topics and discuss them in a less structured environment.

Structured Debate: Students will participate in two to three formal debates per unit. In these debates, opposing sides research and develop arguments in favor of their position, anticipate counterarguments and develop rebuttals, and participate in a formal debate. In structured debate throughout the year, students will continue to develop and hone in on the skills required for effective oral argumentation.

Assessments: (Fall and Spring finals. Include proficiency scale)

For Unit 7, students will write a position paper on a self-determined topic relating to the morality US foreign policy. After researching the aforementioned topics and discussing/debating the topic in a classroom setting, students will craft a paper that not only asks for them to state and defend a position on an issue, but to also show how that stance relates to other positions/authors.

Students will debate the topics in Unit 7 in relation to the morality of US foreign policy.

Instructional Materials

List instructional Materials for this Course (you should list all material used in the course of the year)

Type of Material:	Title	Author	Publisher	Edition, Year	URL	Primary book/ read it

Textbook, literary text, manual, periodical, scholarly article, website, primary doc, other						its entirety? Yes, no
text	Justice: What's The Right Thing To Do?	Michael Sandel	Farrar, Straus and Giroux	2009		no
text	English 3D Course C: Issues		Houghton Miffler Harcourt	2014		yes
Online database	ProCon.org				ProCon.org	

Signatures:

Site Approval by		Date
District Approval by		Date

Course Code Information (District Office Use Only)

Course Title	
Short Course Title	
Course ID	
Department	
Grade High-Low	
State Category Code	

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
CTE COURSE PROPOSAL FORM

COURSE TITLE	Biotechnology 5 & 6 Honors: Research Project in Biotechnology

INDUSTRY SECTOR: Place an **"X"** in the box that represents the Industry Sector for this course.			
	Agriculture and Natural Resources	**X**	**Health Science & Medical Technology**
	Arts, Media, & Entertainment		**Hospitality, Tourism, and Recreation**
	Building and Construction Trades		**Information and Communication Technologies**
	Business and Finance		**Manufacturing and Product Development**
	Education, Child Development, and Family Services		**Marketing, Sales, and Services**
	Energy, Environment, and Utilities		**Public Services**
	Engineering and Architecture		**Transportation**
	Fashion and Interior Design		

CAREER PATHWAY List the name of the career pathway.	Health Science & Medical Technology

COURSE LEVEL: Place and **"X"** in the box that represents the course level.		
	Introductory	A survey course that introduces the broad body of knowledge of the subject area
	Concentration	A course that focuses on advanced instruction in the specific content area that would lead to a capstone course
X	Capstone	A course which requires students to make real life application of the academic and technical knowledge learned within the pathway.

Introductory	**Concentrator**	**Capstone**
Biotech 1 & 2	Biotech 3 & 4	Biotech 5 & 6 H

CALPADS CODE	
GRADE LEVELS SERVED	12th Grade

PREREQUISITES	Biotechnology 3 & 4 and/or instructor's approval Algebra 1
LENGTH OF COURSE & ACADEMIC CREDIT	One academic year

UC A-G	Has this course been submitted to UC for A-G approval? X Yes If yes, what area? X D - Science Submission Date: 08/01/2022
DUAL ENROLLMENT	Yes, BTEC 480 and BTEC 484 BTEC 480 Biotechnology Project I (1.5 unit) BTEC 484 Biotechnology Research Project I (1.5 unit) Skyline College accredited
INDUSTRY CERTIFICATIONS	None
OCCUPATIONS FOR IDENTIFIED PATHWAY	Biomedical engineer Biochemist Medical scientist Biological technician Microbiologist Process development scientist Business development manager Product manager Regulatory affairs coordinator Pharmaceutical sales
COURSE OVERVIEW	Please write 3-5 sentences explaining the course content. Immersive laboratory experience designed to promote discovery research from start to finish. Working in teams, students conduct research projects that incorporate microbiology, virology, and molecular biology techniques and involve the use of bioinformatics tools and other computational analysis software. Emphasis is on critical reading on scientific literature, improving critical thinking skills to evaluate the hypothesis, and becoming an expert in certain laboratory techniques. Also addressed will be critical aspects of the research process including record keeping, troubleshooting experiments, ethics, laboratory safety and citizenry, scientific writing mechanics, and project responsibilities and ownership.
COURSE OBJECTIVES	Upon successful completion of this course, a student will meet the following outcomes: 1. Demonstrate knowledge of key disciplinary concepts & their relationship to biological systems. 2. Demonstrate knowledge of research projects. 3. Develop technical expertise/confidence through hands-on experience. 4. Develop problem-solving skills associated with conducting experiments. 5. Effectively work in both individual and collaborative contexts.

STUDENT OUTCOMES	Upon successful completion of this course, a student will be able to: 1. Perform a primary literature search on a biological concept. 2. Work cooperatively in a group to formulate and evaluate a research project. 3. Practice molecular biology techniques used in biotechnology to drive the hypothesis. 4. Organize and maintain documentation research projects in the required format. 5. As a group interacts with a Principal Investigator in order to be a part of a research team. 6. Be an active participant in a cGLP laboratory and be able to plan and maintain local levels of stock, cleanliness, preparedness, and safety according to Standard Operating Procedures. 7. Students will gain fluency with standard microbiology lab techniques and the ability to perform these properly and safely. 8. Students will develop an original, publication-level hypothesis and perform experiments to test this hypothesis. 9. Students will gain experience with skills essential for success in independent research including planning, data collection, time management, data interpretation, collaboration and problem-solving. 10. Students will discover a unique biological entity and characterize b
INSTRUCTIONAL MATERIALS / TEXTBOOKS	1. Virus Discovery - A platform for Ultra-Structural Investigations and Genome Annotationl, 2016E. R. Sanders and J. M Parker Ed's. Microbiology, Immunology and Molecular genetics University of California- Los Angeles. 2. Online discovery manuals such as those published by SEAPHAGES.org 3. A Student Handbook for Writing in Biology Sixth Edition. 2021. Knisely K.

Course Content	
UNIT 1	Title: Model Organism - Isolation, Purification, and Amplification
	Unit Overview Using previous knowledge learned in biology, students advance their understanding in a model organism. Students isolate, purify, and amplify a novel bacteriophage (virus that infects bacteria) from an environmental sample in preparation for their student-driven experiment. Students will document their discovery process in a laboratory journal. As a unit assessment, students deliver a purified phage sample for DNA isolation and sequencing.
	Student Outcomes Students isolate and purify a bacteriophage from environmental sample Students use critical thinking skills to plan, manage, and conduct research. Students use digital libraries to review scientific literature Students use laboratory notebooks to document the research process
	Key Assignments 1. Laboratory journals 2. Reading assessments
	Culminating Project 1. Student phage sample is documented in a laboratory journal. The sample has a high titer and is purified as evident on plaque assays.
	Anchor Standards Anchor Standard 2.0 Communications Acquire and accurately use Health Science and Medical Technology sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats. (Direct alignment with LS 9-10, 11-12.6) 5.6 Read, interpret, and extract information from documents. Anchor Standard 5.0 Problem Solving and Critical Thinking Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Health Science and Medical Technology sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)
	Pathway Standards A5.2 Use a variety of methods, including literature searches in libraries, computer databases, and online for gathering background information, making observations, and collecting and organizing data A4.0 Recognize basic concepts in cell biology and become familiar with the laboratory tools used for their analysis. A7.5 Demonstrate accurate record-keeping and follow good laboratory practice (GLP) for lab notebooks.

	Assignment Summary Students are given primary and secondary literature regarding bacteriophage biology. Through reading assessments, students learn the bacteriophage life cycle, host biology, virology, and molecular biology techniques. Students are required to document their phage discovery in a laboratory journal as evidence.
	Laboratory Activity In the lab, students will prepare media to culture the host and phage. Students will isolate bacteriophages present in their chosen environmental sample and test for their ability to infect your bacterial host by using one of two techniques: direct isolation or enriched isolation. The steps students use to detect phage in these samples take advantage of the bacteriophage infection cycle. Students document their novel phages through titer and plaque morphology. Students will examine the phage's phenotype and predict the genotype based on previous literature.
UNIT 2	Title: DNA Isolation and Characterization
	Unit Summary Students will isolate and characterize the chosen model organism. Students will extract DNA from a purified and amplified phage sample. They will also utilize molecular biology techniques such as gel electrophoresis, restriction enzyme digests, and UV spectrophotometry to analyze the DNA quality. As a culminating project, students will present a team presentation on their research discovery process as well as writing an experimental proposal that includes an original research hypothesis.
	Student Outcomes Students will extract DNA from a high titer purified bacteriophage lysate Students will run agarose gel electrophoresis and UV spectrophotometer to inspect DNA quality Students will perform restriction enzyme digest on genomic DNA Students will present their project progress as a team Students will write an experimental proposal that includes an original research hypothesis
	Key Assignments 1. Laboratory journals 2. Pre-proposal and proposal
	Culminating Project 1. Team presentation on phage discovery process
	Anchor Standards CTE Anchor Standard 9. Work productively in teams while integrating cultural and global competence. Career-ready individuals positively contribute to every team as both team leaders and team members. They apply an awareness of cultural differences to avoid barriers to productive and positive interaction. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.
	Pathway Standards CTE A3.3 Employ standard techniques of DNA extraction, purification, restriction digests, bacterial cell culture, and agarose gel electrophoresis and document and evaluate results.

	Assignment Summary Using knowledge from Unit 1 and previous biology knowledge, students synthesize an original research question to investigate a research question regarding their model organism. The written proposal will need to define the independent and dependent variable, rationale, and primary literature references for proposal approval. As a culminating project, students summarize their environmental sample isolation process in a team oral presentation.
	Laboratory Activity In the lab, students will extract genomic DNA from their model organism in preparation for characterization and DNA sequencing. To check the quality and novelty of their organism's DNA, students will run restriction enzyme digest on an agarose gel. If students have successfully extracted DNA, they will send the samples to a sequencing facility.
UNIT 3	Title: Student-driven Research Experiments
	Unit Summary In this unit, students execute their proposed experiment. Their research must be hypothesis-driven, testable, and cost-effective. The proposed experiment should contribute to some knowledge of biotechnology applications. As a culminating project, students synthesize a scientific poster and present it in a symposium.
	Student Outcomes Students will execute their approved proposed experiment
	Key Assignments 1. Laboratory journal
	Culminating Project 1. Scientific Poster
	Anchor Standards 5.1 Identify and ask significant questions that clarify various points of view to solve problems.
	Pathway Standards A1.2 Describe the use of model organisms in biotechnology research and manufacturing. A4.0 Recognize basic concepts in cell biology and become familiar with the laboratory tools used for their analysis.
	Assignment Summary Students summarize and present their research on a scientific poster. Highlight will include application of research in biotechnology research. Students will learn the scientific writing mechanics to synthesize an abstract, hypothesis, figures and results, discussion, and future direction. As a culminating experience, students present the scientific posters to instructors, peers, and community members in a poster symposium.

	Laboratory Activity In the lab, students will further characterize their research subject. These proposed experiments can involve techniques like performing polymerase chain reactions, optimizing protocols, bioinformatics and statistical analysis, electron microscopy, bacterial cell culture, enzyme-linked immunosorbent assay, and other biotechnology techniques.
UNIT 4	Title: Bioinformatics Analysis
	Unit Summary In this unit, students will perform manually annotating a novel model organism genome. Using bioinformatics tools, students annotate gene location calls and predict protein functions using publicly available biotechnology databases. As a culminating project, students will write an annotation report specifying the proposed function of the gene.
	Student Outcomes Students will analyze sequenced DNA using various bioinformatics tools Students will write an gene annotation report regarding the proposed function of the gene
	Key Assignments 1. Annotation journal
	Culminating Project 1. Gene annotation report
	Anchor Standards 4.1 Use electronic reference materials to gather information and produce products and services.
	Pathway Standards A4.5 Discuss the structure and function of the macromolecules that compose cells, including carbohydrates, lipids, DNA, RNA, and protein molecules. A5.0 Integrate computer skills into program components
	Assignment Summary Students will write a three to four page annotation report. The lab report will discuss the overall purpose of the manual annotation projects, methods used and a thorough discussion of the data. Students should site one to two papers that were used to investigate the role that their particular chosen gene plays within the model organism. Students will use bioinformatic tools such as NCBI BLAST and other annotation software to provide putative functions.
	Laboratory Activity After students have sequenced their model organism, they will perform genome comparison as well as gene location call using bioinformatic analysis softwares. These *in-silico* labs will specifically reinforce previous learned knowledge on transcription and translation. Specifically, students will learn and determine the translational frame as well as ribosome binding sites using annotation tools. Lastly, students will submit the annotated genome to a publicly available database to contribute to the scientific community.

Assessments

Students will design and present a scientific poster explaining their research project and findings to an authentic audience of peer students, teachers, community members, and industry professionals.

The presentation must address the following key points:

- What is your overall project goal?
- How did the experimental approach help your team achieve this goal? (Overall methodology flow chart.)
- What is/are the hypothesis(ses) being tested? Briefly describe your overall experimental approach, where you focused any troubleshooting efforts and why.
- Describe your results, and discuss the potential significance of experimental findings – why will the scientific community be excited about your discoveries?
- What's next? (Consider future experiments – what will you be doing if you retake the class?)
- What do you expect to learn about your phage from genome annotation and comparative analysis?

For BioTech 5/6 H, posters must include these figures:

- A figure that helps audience understand the background
- Procedural flowchart
- EM of your phage
- Gram stain
- Representative plaque assay

Supporting Texts and Materials

Poxleitner M, Pope W, Jacobs-Sera D, Sivanathan V, Hatfull G. 2018. Phage discovery guide. Howard Hughes Medical Institute, Chevy Chase, MD.

Pope WH, Jacobs-Sera D, Russel AR, Cresaw GS, Hatfull GF. 2017. SEA-PHAGES bioinformatics guide. Howard Hughes Medical Institute, Chevy Chase, MD.

Jordan, T. C., Burnett, S. H., Carson, S., Caruso, S. M., Clase, K., DeJong, R. J., Dennehy, J. J., Denver, D. R., Dunbar, D., Elgin, S. C., Findley, A. M., Gissendanner, C. R., Golebiewska, U. P., Guild, N., Hartzog, G. A., Grillo, W. H., Hollowell, G. P., Hughes, L. E., Johnson, A., King, R. A., … Hatfull, G. F. (2014). A broadly implementable research course in phage discovery and genomics for first-year undergraduate students. mBio, 5(1), e01051-13. https://doi.org/10.1128/mBio.01051-13

Williamson, K. E., Schnitker, J. B., Radosevich, M., Smith, D. W., & Wommack, K. E. (2008). Cultivation-based assessment of lysogeny among soil bacteria. Microbial ecology, 56(3), 437-447.

Stella, E. J., Franceschelli, J. J., Tasselli, S. E., & Morbidoni, H. R. (2013). Analysis of novel mycobacteriophages indicates the existence of different strategies for phage inheritance in mycobacteria. PLoS One, 8(2), e56384.

Marinelli, L. J., Fitz-Gibbon, S., Hayes, C., Bowman, C., Inkeles, M., Loncaric, A., ... & Modlin, R. L. (2012). Propionibacterium acnes bacteriophages display limited genetic diversity and broad killing activity against bacterial skin isolates. MBio, 3(5), e00279-12.

Klyczek, K. K., Bonilla, J. A., Jacobs-Sera, D., Adair, T. L., Afram, P., Allen, K. G., ... & Hatfull, G. F. (2017). Tales of diversity: genomic and morphological characteristics of forty-six Arthrobacter phages. PloS one, 12(7), e0180517.

Ackermann, H. W. (2007). 5500 Phages examined in the electron microscope. Archives of virology, 152(2), 227-243.

Reagents and Materials are found here:
https://phagediscoveryinstructorguide.helpdocsonline.com/appendix-b-recipe-cards

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Swing Education Memorandum of Understanding (MOU)

BACKGROUND:

The South San Francisco Unified School District has a continued need for substitutes to fill teacher vacancies on a daily basis. Over the past few of years, a greater need for substitutes has occurred due to additional trainings and professional development for our District and school sites. We've had a Memorandum of Understanding and yearly contract with Swing Education the last four years.

Swing Education Services provides school districts access to their pool of substitute teachers. Swing Education provides verification services, which includes confirmation of a negative TB test; results of Live Scan Fingerprint Background Check that conforms to California law; Swing Education substitutes are credentialed or have a 30-day emergency permit. Swing Education assures their substitutes meet the same guidelines as required by our district, but their substitutes may work in multiple districts. A substitute that wishes to work in several districts would need to complete employment requirements for every district. Swing Education removes that obstacle by being the single host for verification which allows a substitute to work in different school district throughout the year.

Swing Education pay their substitutes directly and bill us for substitutes we use only. The rate of payment to Swing Education for a daily substitute is the same rate we would pay our substitute, $260 per day or $298 long term.

We anticipate using Swing Education's substitute pool for district pool for district and site vacancies as well as daily substitutes to cover PLC and professional development staff vacancies that are planned well in advance.

FISCAL IMPLICATIONS:

There will be an increase in the cost of substitutes, but we are unable to predict the fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Memorandum of Understanding with Swing Education to support the South San Francisco Unified School District with our need of substitute credential teachers.

This **Platform & Services Agreement** ("Agreement") is entered into on_____ by and between Swing Education, Inc. ("Swing Education," "we" or "us") and the School(s) listed on the signature page ("School" or "you"). Swing Education agrees to provide you with access to the Swing Education Platform & Services ("Platform"), which allows the School and School representatives to post and manage Requests for substitute teachers and related professionals ("SwingSubs") on the Swing Education website at www.swingeducation.com ("Website").

This Agreement will apply regarding the obligations and relationships between School, Swing Education and each SwingSub (though SwingSubs are not party to this Agreement). Each SwingSub will be a W-2 employee as a prerequisite to being able to see and fill your Requests on the Platform.

1. Services. Swing Education agrees to provide you with:

(a) **Access to the Services**, which allows authorized School users to post Requests for SwingSub on the Platform, track and manage those Requests, and view information about the SwingSubs.

(b) **Access to Our Verification Services - California.** Swing Education verifies/does the following, as applicable, to determine whether a SwingSub is eligible/cleared to work for Schools.

i. **Teaching Credentials.** Swing Education verifies whether a SwingSub teaching professional holds a substitute teaching permit or standard professional teaching credential, by having the SwingSub upload or submit such document to the Platform. Swing Education marks such SwingSubs as credentialed (or similar language) on the Platform. Swing Education also tracks the expiration date (if one exists) of such document. If such document expires while the SwingSub is a registered member of the Service, Swing Education will shortly thereafter label the SwingSub teaching professional as non-credentialed (or similar language). Note that School is responsible for ensuring accuracy of SwingSub Requests where a permit or credential is or is not required.

ii. **CA DOJ Live Scan Fingerprint Background Check**. Swing Education verifies that a SwingSub working in California is eligible to work as a teacher before the SwingSub is allowed to fill Requests on the Website. Swing Education does this by reviewing the results of the individual's completed Live Scan check issued by the State of California Department of Justice (DOJ) using California Education Code guidelines. Subsequent changes to the SwingSub's status are sent from the DOJ to Swing Education. Swing Education prevents a SwingSub from filling Requests and/or removes the SwingSub from the Platform if changes render the SwingSub ineligible to teach, shortly after receiving notice of such changes.

iii. **TB Test**. Swing Education determines whether a SwingSub has obtained required TB tests before allowing a SwingSub to fill Requests on the Platform (according to this form, www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment.pdf).

iv. **Child Abuse Reporting - Mandated Reporter.** Swing Education will make all SwingSubs aware of their child and dependent adult abuse reporting obligations. Swing Education will also require all SwingSubs to confirm that they have undergone CA state Mandated Reporter Training within 6 weeks of completion of their first assignment through the Platform and annually thereafter, by signing a Suspected Child Abuse Reporting Acknowledgement Form. A copy of each signed form will be kept on file with Swing Education.

(c) **Verification Process**. Swing Education reserves the right to change any of the verification processes described above if such process become impossible or impractical to carry out as described.

(d) **Limitations**. Swing Education provides the Services as a venue for connecting Schools and SwingSubs. Swing Education does not provide any education training, equipment, curriculum for teaching classes or students at any School, nor any other education services to either Schools or SwingSub, other than that specified below. Swing Education does not participate in, and the Services expressly do not include, the relationship or interaction between Schools and SwingSubs, except to provide a Platform for Schools to post Requests and for SwingSubs to review and accept those Requests.

(e) **Relationship with SwingSubs**. Swing Education withholds and pays payroll taxes with regard to SwingSub wages but does not exercise any control over their schedules. School issues work Requests for SwingSubs to fill. School works with SwingSubs on-site and in person and thus has direct feedback and information on the actions and performance of SwingSubs. Swing Education makes no warranty or representation as to the effectiveness, competence, skill, background, record, or behavior of the SwingSubs beyond what is covered by the Verification Services above. The parties believe, and will operate with the understanding that, School is not a co-employer of the SwingSubs.

2. Acceptance of Related Terms. By signing this Agreement, you agree to any Appendix, Schedule, or Exhibit included with this Agreement. You also agree to the Website Master Terms of Service and Privacy Policy (the "Website Terms") (www.swingeducation.com/tc) available on the Swing Education website. In the event of conflict of any terms, the terms of this Agreement shall control.

3. Payments. Payments will be made to Swing Education according to the following:

(a) **Work Requests & Daily Rates.** School shall fill out work Requests for SwingSubs, specifying the work stop and start times for each work day of the Request. The School works with Swing Education to designate a "Daily Rate" or Rates, via the Platform and/or by separate communication with Swing Education, and/or as listed below. The "Half Daily Rate" is 50% of the Daily Rate. The Daily Rate applies to any Day over four (4) and no more than eight (8) hours ("Full Day") and the Half Daily Rate applies to any Day of four (4) hours or less ("Half Day"). A "Short-Term" Request is a Request up to and including 21 days, and a "Long-Term" Request is a Request that exceeds 21 days.

(b) **Amounts Due.** The "Preliminary Amount Due" is the sum of the "Estimated Daily Amounts" for each Day of the Request, based on the Daily Rate and Half Daily Rate. Swing Education will adjust each Estimated Daily Amount with relevant surcharges for overtime or if the SwingSub is not given legally-required meal or rest breaks, to arrive at "Daily Adjusted Amounts", and a total "Adjusted Amount Due".

(c) **Cancellation**. Request(s) accepted by a SwingSub, then canceled outside of 24 hrs of the initial work time, are not subject to any fees. If a Request is canceled less than 24 hrs from the initial work time, then the Amount Due will be subject to the Preliminary Amount Due for the first Day of the Request.

(d) **Invoicing.** Payment for the services of a SwingSub will be made to Swing Education according to the following. Swing Education charges and invoices, according to one of these options: Option A - Deposit Model, which includes an initial deposit, and Option B - Pay As You Go, as outlined in Exhibit A: Payment Options.

(e) **Deviations from Request.** While SwingSubs will be instructed to track their actual time worked, School must also inform Swing Education of any Work Deviations (from School's point of view) between the work times in a Request and actual time worked (including Work Deviations from mandated breaks) by 11:59pm on Friday of the same week of the relevant day for such Work Deviations to be reflected on an invoice, via the appropriate interface on the Platform. SwingSubs shall also have the right to submit such Work Deviations, and the actual invoice will be reconciled using all known facts about the actual time worked.

(f) **Invoice Disputes.** School must identify any invoice item Dispute to Swing Education within 14 days of the invoice by emailing support@swingeducation.com, in order to Dispute such invoice item. All known facts about the actual time worked shall be used in amending such invoice items.

4. Recruitment & Off-Platform Use. If you wish to hire or contract directly with a SwingSub, you agree to pay Swing Education a $2,500 finder's fee. This recruitment fee does not apply to SwingSubs who previously worked directly for the School. School shall not issue off-Platform Requests to SwingSubs, including by communicating directly with a SwingSub. Making such an off-platform request is grounds for Termination with Cause. If School wishes to provide an additional (bonus) wage to a SwingSub, School will make prior arrangements with Swing Education by emailing support@swingeducation.com or via other means as directed by Swing Education. Swing Education will invoice School for such additional (bonus) wages. For additional (bonus) wages made through means other than those outlined above, Swing Education will invoice School for such additional (bonus) wage(s) plus an additional 100% handling fee.

5. Term and Termination. Term. This Agreement shall be in effect for one year from the Effective Date, thereafter this Agreement shall automatically renew at the anniversary date of the Effective Date unless provided 30 days prior written notice of the intent to terminate this Agreement by either party.

(a) **Termination for Cause.** Either party may seek Termination for Cause of this Agreement at any time during its term for a breach of obligations under this Agreement. Upon timely written notice of such breach, the breaching party has 30 days to cure such breach to reasonable satisfaction of both parties. Failure to cure the breach after 30 days will allow the aggrieved party to terminate the Agreement immediately upon receipt of such written notice by the aggrieved party.

(b) **Termination.** This Agreement may terminate by election of either party in accordance with the above, or shall terminate naturally if School fails to seek Engagement of any SwingSub for a period of more than 9 months.

(c) **Effect of Termination.** Termination does not extinguish obligations to pay or rights to seek payment for Invoices outstanding under this Agreement. Upon termination, Swing Education shall have 30 days to reconcile all payments due, and return any remaining Account Balance. All or any portion of the Account Balance may be used by Swing Education to (i) cure School's default in payment of invoices and (ii) pay services completed at the School in advance of the Amount Due being collected from the School.

6. Disclaimer of Warranties. The Services are provided "as is" without any warranty and Swing Education expressly disclaims any and all warranties, express, implied or statutory, including warranties of title, noninfringement, merchantability, and fitness for a particular purpose. Except as expressly set forth herein, Swing Education expressly disclaims, and you expressly release Swing Education from, any and all liability whatsoever for any damages, suits, claims and/or controversies that have arisen or may arise from and/or in any way relate to any acts or omissions of users on or off the Platform, including without limitation the provision of any services by any SwingSub. Furthermore, beyond the Verification set forth above, Swing Education makes no warranty, representation or condition as to the effectiveness, competence, skill, background, record, or behavior of the SwingSubs. You hereby release Swing Education from any and all liability whatsoever for any damages, suits, claims, and/or controversies that have arisen or may arise from and/or in any way relate to any acts or omissions of the SwingSubs while they are engaged by you, on your premises, and/or performing the duties for which you engage with them.

7. Insurance. Swing Education shall, at its own cost and expense, acquire and maintain at all times while Swing Education is providing services to School, sufficient insurance to adequately protect the respective interests of the parties, including:

(a) **Commercial General Liability** insurance, including Product Completed Operations, Personal Injury and Advertising Injury insurance of $1M per occurrence, $2M aggregate
(b) **Umbrella Liability** insurance of $2M Each Occurrence and in the Aggregate
(c) **Professional (Errors and Omissions) Liability** insurance covering Swing Education's legal liability for damages arising out of Swing Education's performance of the services of $2M per claim
(d) **Sexual Abuse & Molestation** insurance of $1M per occurrence and $3M in the aggregate
(e) **Workers' Compensation** insurance

8. Limitation of Liability. Swing Education takes its verification responsibilities seriously. Our verification responsibilities are limited to those specifically outlined in Section 1, and we cannot ensure the accuracy of the results we receive from any third party. Each party to this Agreement shall defend, indemnify and hold harmless the other party, including affiliates and each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against all claims of third parties, to the extent arising out of (a) that party's gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by that party of any of its representations, warranties, or covenants under this Agreement, unless in either (a) or (b) the claim is proximately caused by the gross negligence or willfulness misconduct of the other party. Except as required by law, neither party will be liable to the other for more than the amount received by Swing Education from you in the twelve-month period preceding the date a claim is first asserted.

9. Federal & Other Mandated Obligations to SwingSubs.
(a) While Swing Education will be the employer of SwingSubs, because School determines the schedules of SwingSubs and directs them as to the manner and means of work on a daily basis, School agrees to treat SwingSubs similar to employees with respect to all relevant federal and other laws protecting the rights of employees.
(b) School shall provide a safe, clean work environment that complies with all applicable local, state and federal laws, including but not limited to, federal OSHA and equivalent state agency requirements. School agrees to treat SwingSubs in a manner similar to its own employees with respect to any situation which Swing Education cannot address due to the nature of the working relationship of the parties (e.g., Swing Education has no presence on or control of work sites). School Requests will include and incorporate any required training time so that SwingSubs will be compensated for such training. School shall indemnify and hold Swing Education harmless against and from any claims made or brought by a SwingSub or a third party as a result of School's breach of these obligations except in case of a workers' compensation claim finding.

10. Third Parties and Subsidiaries. School understands that Swing Education may use third parties, such as its own subsidiaries, as well as administrative organizations ("ASOs"), and professional employer organizations ("PEOs"), to carry out its obligations under this Agreement.

11. Entire Agreement. This Agreement constitutes the sole and entire agreement with respect to the subject matter contained herein, and supersedes all others, both written and oral, except as otherwise explicitly provided above. This Agreement is valid only if signed by School within 60 days of the Effective Date listed above.

[*Signature Page Follows*]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective officers thereunto duly authorized.

SWING EDUCATION, INC.

Michael Teng

Michael Teng
CEO

Date: _July 22nd, 2022_____

Email:
mike@swingeducation.com

Address:
700 S. Claremont Street
San Mateo, CA 94402

SCHOOL:

_____

Name:

Title:

Date:

Email:

Address:

Exhibit A: Payment Options

Swing Education charges a Daily Rate or Rates as agreed to with School, according to one of the below options. Swing Education will invoice school on a periodic basis, no less than once a month.

☐ **Option A – Deposit Model**. Under Option A, upon execution of this contract, Swing Education will Invoice the School a Deposit Amount of $78,516 which the School will pay within 30 days. If the Deposit Amount is not paid within 30 days, Swing Education reserves the right to suspend or terminate School's use of the Services, or switch the School to Option B, with notice. This Deposit Amount will be held by Swing Education against Requests that are made by School in the last two calendar months of the School year beginning on May 1 (the "Deposit Period"). During the Deposit Period, Swing Education will draw down against the Deposit Amount for Requests (Swing Education will continue to invoice the School as usual, as a way of maintain ongoing records).
Any funds remaining of the Deposit Amount will be rolled over to the following school year unless School submits a request at www.swingeducation.com/support that such funds be reimbursed; Reimbursement request(s) must be submitted on or before May 31, in which case any remaining funds will be reimbursed as soon as is practical after the Deposit Period, and in no case later than June 30. No interest will accrue or be paid on any of the Deposit Amount, including the remaining funds reimbursed to School. If the Deposit Amount is insufficient to cover the Requests during the Deposit Period, Swing Education will invoice School and School will pay such invoices as provided for above.
Swing Education reserves the right to increase the Deposit Amount to more accurately approximate School usage over two months based upon actual usage. In such case, Swing Education will invoice the School for the Additional Amount needed to meet the new Deposit Amount. If the Additional Amount is not paid within 30 days, Swing Education reserves the right to suspend or terminate School's use of the Services, or switch the School to Option B, with notice.

Under Option A, for a Short-Term Request Swing Education will charge a $260 Daily Rate for a Request that requires a Teaching Credential (as described in Section 1) and a $223 Daily Rate for a Request that does not require a Teaching Credential. For a Long-Term Request, Swing Education will charge a $298 Daily Rate for a Request that requires a Teaching Credential and $255 Daily Rate for a Request that does not.

Late Payments. Any invoice not paid within 30 days will be considered late. Late payments shall accrue interest at a rate equal to the lesser of one and one half percent (1.5%) per month or the maximum rate permitted by applicable law, from due date until paid, plus Swing Education's reasonable cost of collection. If any invoice is not paid within 90 days, Swing Education also reserves the right to immediately suspend or terminate School from the Platform, with notice (or, in the alternative, switch the School from Option A to Option B, if possible).

Appendix A: Standard Service Terms - Version January 15, 2021

The below terms, in addition to any terms in a signed Agreement between a School and Swing Education, Inc. ("Swing Education"), apply. In the event of conflict, the terms of that signed Agreement will control.

1. Termination, Late Payments, Recruitment.

(a) **Termination for Cause**. Either party may seek Termination for Cause of this Agreement due to breach of obligations under this Agreement. Upon timely written notice of such breach, the breaching party has 30 days to cure such breach to the reasonable satisfaction of both Parties. Failure to cure the breach after 30 days will allow the aggrieved Party to terminate the Agreement immediately upon receipt of such written notice by the aggrieved Party.

(b) **General Termination**. This Agreement may terminate by election of either party in accordance with the above, or shall terminate naturally if School fails to seek Engagement of any SwingSub for a period of more than 9 months.

(c) **Effect of Termination.** Termination does not extinguish obligations to pay or rights to seek payment for Invoices outstanding under this Agreement. Upon termination, Swing Education shall have 30 days to reconcile all payments due, and return any remaining Account Balance. All or any portion of the Account Balance may be used by Swing Education to (i) cure School's default in payment of invoices and (ii) pay services completed at the School in advance of the Amount Due being collected from the School.

(d) **Late Payments**. Late payments shall accrue interest at a rate equal to the lesser of one and one half percent (1.5%) per month from the due date until paid, plus Swing Education's reasonable cost of collection.

(e) **Recruitment.** If you want to hire or contract directly with a SwingSub, you agree to pay Swing Education a $2,500 finder's fee to cover costs associated with finding, screening and onboarding the SwingSub, and anticipated loss of revenue.

2. FERPA Compliance. The Family Educational Rights and Privacy Act ("FERPA") requires that U.S. Schools that receive certain federal funds obtain prior written consent from a parent or guardian of a minor student ("Parent") before disclosing any educational records regarding such student ("Educational Records") to third parties. While Swing Education does not anticipate any disclosure of records, if you are a School and FERPA applies to you, you hereby agree to the following:

(a) You shall designate your selected SwingSub as an "other school official" under FERPA, who has a "legitimate educational interest" in using and accessing such Educational Records, and you hereby represent and warrant that (a) you have obtained all consents necessary in connection with disclosing any Educational Records directly or indirectly to Swing Education, Users, or otherwise in connection with the Services, and (b) Your disclosures described in (a) are not and will not be a violation of FERPA; and you shall not disclose to Swing Education any information protected by FERPA, and that you shall indemnify and hold harmless Swing Education for any disclosures, inadvertent or otherwise, from you, your authorized users, administrators, teachers, staff, students, or other persons who have access to such information.

3. Dispute Resolution. *This section contains procedures for MANDATORY BINDING ARBITRATION AND A CLASS ACTION WAIVER.*

(a) **Applicability of Arbitration Agreement.** All claims and disputes (excluding claims for injunctive or other equitable relief as set forth below) in connection with this Agreement or the use of any product or service provided by Swing Education, that cannot be resolved informally or in small claims court shall be resolved by binding arbitration on an individual basis under the terms of this Arbitration Agreement. Unless otherwise agreed, all arbitration proceedings shall be held in English. This Arbitration Agreement applies to you and Swing Education, and to any subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns, as well as all authorized or unauthorized users or beneficiaries of services or goods provided under this Agreement.

(b) **Notice Requirement and Informal Dispute Resolution.** Before either party may seek arbitration, the party must first send to the other party a written notice of dispute ("Notice") describing the nature and basis of the claim or dispute, and the requested relief. A Notice to Swing Education must be sent to: Michael Teng, CEO, Swing Education, Inc., 700 S. Claremont Street, Suite 200, San Mateo, CA 94402 and mike@swingeducation.com. After the Notice is received, you and Swing Education may attempt to resolve the claim or dispute informally. If you and Swing Education do not resolve the claim or dispute within thirty (30) days after the Notice is received, either party may begin an arbitration proceeding. The amount of any settlement offer made by any party may not be disclosed to the arbitrator until after the arbitrator has determined the amount of the award, if any, to which either party is entitled.

(c) **Arbitration Rules.** Arbitration shall be initiated through the American Arbitration Association ("AAA"), an established alternative dispute resolution provider ("ADR Provider") that offers arbitration as set forth in this section. If AAA is not available to arbitrate, the parties shall agree to select an alternative ADR Provider. The rules of the ADR Provider ("Arbitration Rules") shall govern all aspects of the arbitration, including but not limited to the method of initiating and/or demanding arbitration, except to the extent such rules are in conflict with this Agreement. The arbitration shall be conducted by a single, neutral arbitrator. Any claims or disputes where the total amount of the award sought is less than Ten Thousand U.S. Dollars (US $10,000.00) may be resolved through binding non-appearance-based arbitration, at the option of the party seeking relief. For claims or disputes where the total amount of the award sought is Ten Thousand U.S. Dollars (US $10,000.00) or more, the right to a hearing will be determined by the Arbitration Rules. Any hearing will be held in a location within 100 miles of your residence, unless you reside outside of the United States, and unless the parties agree otherwise. If you reside outside of the U.S., the arbitrator shall give the parties reasonable notice of the date, time and place of any oral hearing. Any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Each party shall bear its own costs (including attorney's fees) and disbursements arising out of the arbitration and shall pay an equal share of the fees and costs of the ADR Provider.

(d) **Additional Rules for Non-Appearance Based Arbitration.** If non-appearance based arbitration is elected, the arbitration shall be conducted by telephone, online and/or based solely on written submissions and the specific manner shall be chosen by the party initiating the arbitration. The arbitration shall not involve any personal appearance by the parties or witnesses unless otherwise agreed by the parties.

(e) **Time Limits.** If you or Swing Education pursue arbitration, the arbitration action must be initiated and/or demanded within the statute of limitations (i.e.,

the legal deadline for filing a claim) and within any deadline imposed under the Arbitration Rules for the pertinent claim.

(f) **Authority of Arbitrator.** If arbitration is initiated, the arbitrator will decide the rights and liabilities, if any, of you and Swing Education, and the dispute will not be consolidated with any other matters or joined with any other cases or parties. The arbitrator shall have the authority to grant motions dispositive of all or part of any claim. The arbitrator shall have the authority to award monetary damages, and to grant any non-monetary remedy or relief available to an individual under applicable law, the Arbitration Rules, and this Agreement. The arbitrator shall issue a written award and statement of decision describing the essential findings and conclusions on which the award is based, including the calculation of any damages awarded. The arbitrator has the same authority to award relief on an individual basis that a judge in a court of law would have. The award of the arbitrator is final and binding upon you and Swing Education.

(g) **Waiver of Jury Trial.** THE PARTIES HEREBY WAIVE THEIR CONSTITUTIONAL AND STATUTORY RIGHTS TO GO TO COURT AND HAVE A TRIAL IN FRONT OF A JUDGE OR A JURY, instead electing that all claims and disputes shall be resolved by arbitration under this Arbitration Agreement. Arbitration procedures are typically more limited, more efficient and less costly than rules applicable in a court and are subject to very limited review by a court. In the event any litigation should arise between you and Swing Education in any state or federal court in a suit to vacate or enforce an arbitration award or otherwise, YOU AND SWING EDUCATION WAIVE ALL RIGHTS TO A JURY TRIAL, instead electing that the dispute be resolved by a judge.

(h) **Confidentiality.** All aspects of the arbitration proceeding, including but not limited to the award of the arbitrator and compliance therewith, shall be strictly confidential. The parties agree to maintain confidentiality unless otherwise required by law. This paragraph shall not prevent a party from submitting to a court of law any information necessary to enforce this Agreement, to enforce an arbitration award, or to seek injunctive or equitable relief.

(i) **Severability.** If any part or parts of this Arbitration Agreement are found under the law to be invalid or unenforceable by a court of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed and the remainder of the Agreement shall continue in full force and effect.

(j) **Right to Waive.** Any or all of the rights and limitations set forth in this Arbitration Agreement may be waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Arbitration Agreement.

(k) **Survival.** This Arbitration Agreement will survive the termination of your relationship with Swing Education.

(l) **Small Claims Court.** Notwithstanding the foregoing, either you or Swing Education may bring an individual action in small claims court.

(m) **Emergency Equitable Relief.** Notwithstanding the foregoing, either party may seek emergency equitable relief before a state or federal court in order to maintain the status quo pending arbitration. A request for interim measures shall not be deemed a waiver of any other rights or obligations under this Arbitration Agreement.

(n) **Claims Not Subject to Arbitration.** Notwithstanding the foregoing, claims of defamation, violation of the Computer Fraud and Abuse Act, and infringement or

misappropriation of the other party's patent, copyright, trademark or trade secrets shall not be subject to this Arbitration Agreement.

(o) **Courts**. In any circumstances where the foregoing Arbitration Agreement permits the parties to litigate in court, the parties hereby agree to submit to the personal jurisdiction of the courts located within San Mateo County, California, for such purpose.

4. General Provisions.

(a) **Attorneys' Fees**. The prevailing party in any suit, action or proceeding, including arbitration, arising out of or relating to this Agreement shall be entitled to receive in addition to all other damages, the costs incurred by such party, including reasonable attorneys' fees and expenses and court costs.

(b) **Notices**. All notices, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the designated email for Notice of a party. A Notice is effective only upon receipt by the receiving party, as designated below and as on the signature page, should they differ.

i. Michael Teng, CEO, Swing Education, Inc., 700 S. Claremont Street, Suite 200, San Mateo, CA 94402, mike@swingeducation.com
ii. School: As on signature page of signed Agreement.

(c) **Severability**. If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

(d) **Waiver**. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by any party shall be construed as a waiver of any failure, breach or default not expressly identified by such written waiver. No failure to exercise, or delay in exercising, or any single or partial exercise of any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof.

(e) **Assignment**. Neither party may assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the other party. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve the assigning or delegating party of any of its obligations hereunder.

(f) **Successors and Assigns**. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

(g) **Governing Law**. This Agreement and all matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice or conflict of law provision or rule (whether of the State of California or any other jurisdiction).

(h) **Non-Discrimination.** Swing Education represents that it will exercise equal opportunity in the registration and assignment of all SwingSubs and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, source of income, or political

affiliation in programs, activities, services, benefits, or employment in connection with this Agreement. Swing Education agrees not to discriminate on any of these bases in its practices and policies.

(i) **Confidentiality.** Both parties may receive information that is proprietary and/or confidential to the other party, or to its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this agreement or as required by law. No knowledge, possession or use of School's confidential information will be imputed to Swing Education as a result of a SwingSub's access to such information.

(j) **Employer For Wages.** Swing Education shall be the employer (similar to a professional employer organization) of SwingSubs for purposes of wages/payroll taxes and workers' compensation. Swing Education may also, in its discretion, provide health or other benefits to SwingSubs, even if not required by law.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Scoot Education Memorandum of Understanding (MOU)

BACKGROUND:

The South San Francisco Unified School District has a continued need for substitutes to fill teacher vacancies on a daily basis. Over the past few years, a greater need for substitutes has occurred due to additional trainings and professional development for our district and school sites. We would like to build partnerships with third party providers of support staff with a Memorandum of Understanding.

Scoot Education provides school districts access to their pool of substitute teachers and classified staff. Scoot provides verification services, which includes confirmation of a negative TB test; results of Live Scan Fingerprint Background Check that conforms to California law; Scoot Education substitutes are credentialed or have a 30-day emergency permit. Scoot Education assures their substitutes meet the same guidelines as required by our district, but their substitutes may work in multiple districts. A substitute that wishes to work in several districts would need to complete employment requirements for every district. Scoot Education removes that obstacle by being the single host for verification which allows a substitute to work in different school district throughout the year. Scoot Education pay their substitutes directly and bill us for substitutes we use only.

We anticipate using Scoot Education's substitute pool for district and site vacancies as well as daily substitutes to cover PLC and professional development staff vacancies that are planned well in advance.

FISCAL IMPLICATIONS:

There will be an increase in the cost of substitutes, but we are unable to predict the fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Memorandum of Understanding with Scoot Education to support the South San Francisco Unified School District with our need of substitute credential teachers.

AGREEMENT FOR STAFFING SERVICES

THIS AGREEMENT, effective Thursday, June 23, 2022 is between Scoot Education, Inc., 5670 Wilshire Blvd, #1970, Los Angeles CA 90036 ("Scoot" "Us" "We"), and,

South San Francisco Unified School District

398 B Street, South San Francisco, California, 94080

("Customer" "You" "Yourself").

PART A - GENERAL CLAUSES

The following clauses are common to both the provision of substitute teachers and placement services.

1. DEFINITIONS

Annualized Gross Salary (AGS)	Means the annualized sum of all remuneration payable to a candidate placed (or sought for placement) in accordance with these terms (and if part time, calculated on a pro-rata basis).
Assignment	Means the hire or acceptance, in accordance with parts B and C of this Agreement, of one or more of our employees to perform work at your premises or anywhere else specified by you and approved by us.
Candidate	Means anyone: (a) who is seeking a permanent placement position through us; or (b) whom we have identified as a person: (i) who might consider seeking a permanent placement position through us; and (ii) about whom we are able to provide relevant information regarding that person's suitability for a permanent placement position.
Confidential Information	Means any information which you access or which is communicated to you in the course of our engagement by you and which is identified as confidential; or which you should reasonably expect to be confidential. It includes, but is not limited to: any trade secrets or information relating to our customers, or clients; customer requirements; employees and officers, employees of clients or customers; suppliers; workers; terms of trade; pricing lists or pricing structures; marketing information and plans; intellectual property; inventions; business plans or dealings; technical data; financial information and plans; designs; product lines; research activities; software and the source code of any such software, of ours. Confidential Information also means any information which Scoot or Scoot employees' access or which is communicated to Scoot or Scoot employees in the course of Scoot's engagement by Customer which is identified as confidential or

	which Scoot or Scoot employees should reasonably expect to be confidential. It includes, but is not limited to: confidential and/or proprietary information concerning Customer's operations and/or activities, including but not limited to information about Customer's students, families, employees, donors, business affairs, and financial plans. It does not include information that is generally available in the public domain unless by unauthorized use or disclosure or which you are required to disclose by law.
Substitute Bubble	Substitute Bubbles are a group of day-to-day substitute teachers who are assigned to Customer school(s) for a specific period of time. Substitutes within a bubble are always assigned to Customer and must be used for short-term assignments, not long-term positions.
Substitute Teacher	Means one of Scoot's employees (including where the context requires their employee's agents and sub-contractors) assigned to work for Customer in accordance with Part B of this Agreement.
TeachStart Fellow	Means one of Scoot's employees (including where the context requires their employee's agents and sub-contractors) who is enrolled in the TeachStart program and is assigned to work for Customer in accordance with Part B of this Agreement. TeachStart Fellows hold at least a state substitute teacher permit.
Placement	Means the Placement of Scoot's Candidate with Customer. Unless otherwise agreed in writing, the Placement Date will be the date that a Candidate accepts any offer of employment with, or engagement to provide services to, Customer.

2. ACCEPTANCE

You will be regarded as having entered in to this Agreement when any of the following occur:

(a) by signing and returning a copy of this Agreement;

(b) by confirming acceptance of this Agreement in writing;

(c) by requesting us to supply substitute teachers after receiving this document;

(d) by requesting us to supply candidates for potential placement after receiving this document;

(e) by authorizing a time sheet for one or more of our substitutes; or

(f) by paying one of our invoices for the provision of substitute or placement services.

3. CONFIDENTIALITY

The pricing in Exhibit A is confidential between Scoot and Customer. Customer will be permitted to use the Exhibit in connection with its business operations, responses to California Public Records Act requests, and other uses as required by law.

Scoot will provide to the Customer within the time requirements required by law, any public records subject to a properly framed public records request.

3. NOTIFICATION OF CLAIMS

(a) Customer and Scoot agree (i) to immediately notify each other in writing of any asserted claim but in no event later than five (5) business days of either discovery of the occurrence upon which the claim may be based or learning of the claim, whichever occurs first, and (ii) to permit Scoot or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused.

(b) Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld.

4. TERM; TERMINATION

The term of this Agreement begins as of the date hereof and will continue in effect until canceled by either party upon not less than thirty (30) days prior written notice to the other. Scoot reserves the right to terminate this Agreement immediately in the event of delinquent payments. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination. Scoot reserves the right to issue an amended fee schedule (Exhibit A) at the commencement of each academic term.

5. NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall hire or solicit the employment of the other party's regular, full-time employees (i.e., not including substitute teachers) during the term of this Agreement and for a period of twelve (12) months thereafter.

6. MISCELLANEOUS

6.1 Notices

i) Any notices or other communications under this Agreement must be in writing or sent by e-mail with a request for confirmation and must be clearly marked as a communication related to the terms of this Agreement. Addresses shall be:

For Customer: 398 B Street, South San Francisco, California, 94080

For Scoot: 5670 Wilshire Blvd, #1970, Los Angeles CA 90036

ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by e-mail; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

6.2 Severability; Waiver

The unenforceability of any part of this Agreement shall not render the remainder unenforceable. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any future breaches or remedies.

6.3 Assignment

This Agreement may not be assigned without the prior written consent of the other party. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns.

6.4 Amendments

This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties except that special addenda for purposes of specific assignments may be adopted, as to that assignment, through the exchange of e-mails containing the agreed upon terms and a return e-mail clearly accepting such terms.

6.5 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

6.6 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice or conflict of law provision or rule.

6.7 Entire Agreement

This Agreement, its Exhibits (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

PART B – SUBSTITUTE TEACHER SERVICES

The provisions within this Part apply to the provision of temporary substitute teachers and should be read in conjunction with the relevant provisions of Part A.

1. SERVICES

Scoot will assign to Customer temporary employees to perform services, typically as short or long-term substitute teachers (hereafter generally referred to as "Substitutes".) The Substitutes shall report to the sites requested by Customer and shall be under Customer's supervision while assigned. Any additional assignments to a Substitute must be agreed to between Scoot and Customer in a written addendum to this Agreement.

2. PAYMENT FOR SERVICES

Scoot shall invoice Customer on a weekly basis which invoice is to be paid within seven (7) days of receipt. The rate of pay is set forth in Exhibit A. If you have any issue with an invoice, you agree to raise it specifically before the due date and to timely pay that portion of the invoice which is not questioned. Late charges will be imposed on any unpaid fees at the rate of eight (8%) per annum or the maximum amount allowable by applicable law, whichever is less.

3. SCOOT'S COMMITMENTS

3.1. Scoot will use its best efforts to recruit, employ and assign qualified Substitutes for assignments as requested by Customer.

3.2. Scoot will screen Substitutes before employing them to verify that all substitute teachers have submitted to a live-scan criminal history check via the DoJ and FBI with ongoing arrest notifications. Scoot will ensure all Substitutes comply with the requirements of Education Code Section 45125.1 et seq. before they are permitted

to perform services for the Customer. If Scoot is notified of any arrest or other similar infraction regarding an active Substitute, Scoot will immediately remove that Substitute from service and notify the Customer.

3.3. All Substitute Teachers must have a physician-signed chest x-ray or physician signed risk assessment form proving that no risk factors are present or proving a negative tuberculosis test result within 60 days of employment with Scoot Education or more recent.

3.4. Scoot will verify that all Substitutes are eligible to work in the United States.

3.5. Scoot will provide all Substitutes with a means to report their working time and shall pay all Substitutes their wages and provide them all benefits for which they are eligible as Scoot employees.

3.6. Scoot shall handle all payroll-related tax and other withholding, as appropriate and shall provide Workers' Compensation insurance for all Substitutes.

3.7. Scoot shall protect Customer's Confidential Information and the Confidential Information of Customer's pupils including by requiring all Substitutes to execute a Confidentiality Agreement.

3.8. Scoot shall require all Substitutes comply with Customer's policies and procedures when the Substitute is on Assignment to the Customer and shall further comply with any reasonable requests by Customer for Substitutes to execute other documents such as documents Customer may require regarding any Intellectual Property a Substitute may develop while assigned to Customer.

3.9. Scoot shall comply with all applicable laws, regulations and ordinances applicable to it as a temporary staffing agency and as the employer of the Substitutes.

4. CUSTOMER COMMITMENTS

4.1. Customer shall provide Substitutes with a safe and suitable workplace including appropriate training regarding any special hazards, evacuation procedures, etc.

4.2. Customer shall provide Substitutes with an orientation regarding all other applicable workplace expectations including school rules, student discipline, grading and homework policies, etc.

4.3. Customer shall supply Substitute with appropriate lesson plans and educational materials and will provide usual and customary supervision of Substitute while Substitute is on assignment to Customer.

4.4. Customer shall provide Scoot with a prompt notice of any injury or altercation involving a Substitute as well as any performance issue or complaint. Customer will permit Scoot to participate in any investigation should it so desire.

4.5. Customer shall be specifically responsible for the conduct of Substitute with respect to any keys, cash, and confidential information and records of students and the Customer's regular employees to which Substitute has access during the assignment. Customer also assumes responsibility (except to the extent covered by Workers' Compensation) in connection with any use of Customer vehicles or equipment in connection with the assignment.

4.6. Customer agrees that unless separately set forth in an addendum to this Agreement, Customer shall not assign a Substitute sole custody of a single student, sole responsibility for supervising more than one classroom of students at a time, or administering or maintaining custody of any student medications.

4.7. Customer shall comply with all applicable laws, regulations and ordinances. No actions undertaken by Customer under this Agreement violate the terms of any other contract including any collective bargaining agreement.

4.8. Any qualifications or characteristics Customer requests for any assignment are based on essential bona fide occupational qualifications the determination of which is Customer's sole responsibility. Scoot is not responsible for screening Substitutes based on any qualifications or criteria which are not specifically disclosed by Customer.

4.9. Customer will inform Scoot if Customer currently subscribes to CalSTRS or becomes a member of CalSTRS.

5. BILLING & PAYMENT TERMS

5.1. Invoices

Scoot will invoice Customer each week for the services of the Substitutes at the rates set forth in Exhibit A or such other rates as the parties may agree upon at the time of Assignment. Any modification to rate must be set forth in writing and accepted by both parties. An e-mail exchange agreeing to a rate change will be deemed sufficient evidence of such an agreement but it will only apply to the specific position under assignment.

5.2. Taxes

Any sales or use taxes that apply to sales to Customer will be added to Customer's invoices as a separate item. Scoot will pay for any taxes that apply to the services of or compensation paid to the Substitutes.

5.3. Expenses

Expenses incurred by Substitutes within the scope of their assignment (for example, mileage to attend meetings) will be charged to the Customer, passed through without mark up.

6. WORKERS' COMPENSATION AND LIABILITY INSURANCE

Scoot will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance:

6.1 Workers' Compensation

Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;

6.2 Commercial General Liability

Commercial general liability insurance with a $2,000,000 combined single limit per occurrence / $4,000,000 aggregate and includes contractual liability and personal injury coverage;

6.3 Automobile Liability

Hired and non-owned auto liability insurance with a $1,000,000 combined single limit per occurrence;

6.4 Abusive Acts Coverage

Abusive Acts occurrence based liability insurance with a $3,000,000 combined single limit per occurrence / $3,000,000 aggregate;

Scoot will provide Customer with a certificate of this insurance coverage upon request.

7. INDEMNIFICATION BY SCOOT

7.1. Scoot will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, to the extent of the insurance limits set forth in Section 6, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:

i) Scoot's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Scoot's capacity as the general employer of the Assigned Employees; and

ii) Breach of any obligation of Scoot contained in this Agreement.

7.2 Scoot's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages, (ii) the extent that Damages are due to Customer's failure to fulfill its duties, (iii) the extent that any Damages are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or (iv) the extent that Customer is required to indemnify Scoot against such Damages under Section 9.

8. INDEMNIFICATION BY CUSTOMER

8.1 To the extent permitted by law, Customer will indemnify, defend and hold harmless Scoot and its directors, officers, employees and agents from and against all Damages imposed upon or incurred by Scoot other than for job-related bodily injury or death of a Substitute covered by Workers' Compensation, arising out of any of the following:

i) Customer's failure to comply with its obligations under applicable laws, regulations, ordinances or other contracts;

ii) Any claims asserted against Scoot or its Substitute by students, their parents or representatives, Customer personnel or business invitees, or other third parties arising from conduct of the Substitute while on assignment with Customer (except to the extent that such claim is determined to have been caused by the negligence of Scoot or the failure of Scoot full time staff personnel to reasonably fulfill their obligations regarding the recruitment, screening, and hiring of the Substitute); or

iii) Breach of any obligation of Customer contained in this Agreement;

8.2 Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential Damages or (ii) to the extent any Damages are caused by any negligent act or omission or intentional misconduct of Scoot, its officers, employees or agents.

9. SUBSTITUTE NON-SOLICITATION

Customer is prohibited from hiring Substitutes to serve as substitutes directly employed by Customer during the term of this Agreement and for twelve (12) months hereafter unless engaging in Scoot's temp-to-perm program as outlined in Exhibit A.

SIGNATORIES

Signed: James Sanders	Signed: _____
Name: James Sanders	Name: _____
Title: CEO	Title: _____
Date: Thursday, June 23, 2022	Date:

EXHIBIT A
FEES FOR SUBSTITUTES

This Exhibit A is incorporated and made part of the Agreement between Scoot and Customer. The pricing in Exhibit A is confidential and proprietary, to the extent allowable by applicable law. Customer agrees not to disclose the contents of Exhibit A to persons or entities not party to this Agreement without Scoot's written permission, to the extent allowable by applicable law.

Substitutes will be assigned to the following positions and at the following rates:

School bill rate[+]	Half-day rate (4 hours or less)	Short-term day rate	Long-term day rate#
Teaching Assistant (non-credentialed)	$224	$334	$367
Teacher (Emergency 30-day substitute permit or California credential)	$267	$399	$439
TeachStart ParaPro Fellow	N/A	$334	$334
TeachStart Scholar or Scholar+ Fellow	N/A	$439	$439
Special Education Credential in SpEd role	$321	$479	$527

[+] Because Scoot Substitutes are non-exempt hourly employees, additional charges over and above the standard Daily Bill Rate will apply in the event that the Substitute is called upon to work overtime meaning working more than eight (8) hours in a work day or more than 40 hours in a work week for the same Customer. Overtime is paid at 1.5x the Substitute's hourly pay rate and will be marked up at the same rate as the standard daily pay. Substitutes are instructed by Scoot that they should seek the approval of a duly designated supervisor at the Customer site before incurring overtime but, of course, the need to ensure proper supervision of pupils may necessitate a Substitute staying over even if the designated supervisor is not immediately available. Consistent with professional best practices, Scoot Substitutes are directed to maintain supervision over assigned students until they are relieved by appropriate school personnel.

[#] A Substitute will be considered in long-term status if the same substitute has been scheduled at a Customer school for an assignment that is for more than 15 consecutive work days or an assignment has extended beyond 15 consecutive work days (half-days and full-days are counted the same) in the same academic year.

FEES FOR TEMP-TO-PERM

Scoot pricing for temp-to-perm placements is based upon the category of the Substitute, timing of hire, or number of days the Scoot employee has worked at the hiring school during a single school year.:

TEMP TO PERM FEES FOR TEACHING ASSISTANTS AND TEACHERS (NON TEACHSTART FELLOWS)	
Days worked in school year	**Fee^**
1 - 90 days worked	10% of AGS to a minimum of $5,000
91 - 180 days worked	5% of AGS to a minimum of $2,500
180+ days worked	$1,000

^Fee is based upon the total, annualized gross salary (AGS), including any additional allowances or benefits that can be monetized listed on contract between Customer and Scoot employee.

TEMP TO PERM FEES FOR TEACHSTART FELLOWS	
Hire date	**Fee**
September 1 to March 1	$10,000
March 2 to May 31	$5,250
June 1 to August 31	Delayed fee of $5,250[+]

[+] When hiring a TeachStart Fellow for a full-time teacher of record position, the temp-to-perm fee will be due after six months of direct employment with Customer.

DISCOUNTS FOR SUBSTITUTE BUBBLES

A discount will be applied to any substitute assigned to a Substitute Bubble with Customer. Discounts are calculated based on size of bubble committed to by Customer and length of commitment according to the below table:

		Number of substitutes in bubble						
		1-5	**6-10**	**11-15**	**16-20**	**21-30**	**31-40**	**41-50**
Bubble length (days)	**1 month**	1%	2%	3%	4%	5%	6%	7%
	3 months	3%	4%	5%	6%	7%	8%	9%
	School year	6%	7%	8%	9%	10%	11%	12%

The following terms apply to a Substitute Bubble:

1. Bubble discounts are applied retroactively at the start of each month for the previous month's bubble via an invoice discount or refund in the event the invoice amount is less than the discount amount
2. If a Substitute Bubble is larger in size than originally committed to by Customer, the larger discount will be applied according to the above table
3. If a Substitute Bubble is smaller in size than originally committed to by Customer due to Scoot being unable to source the requested number of substitutes, the originally agreed discount will be applied
4. Customer will have the option to renew a Substitute Bubble at the end of each commitment period
    a. Customer shall not have the option to decrease Substitute Bubble size or length other than at the time of a renewal
    b. Customer can choose to increase the size or extend the length of a Substitute Bubble at the start of each month and the larger discount will be applied to future invoices
    c. Substitute Bubbles may be cancelled ahead of the notice period should an uncontrollable event force Customer to close its school(s) for a prolonged period (e.g., closure due to a pandemic or government order)
5. The Bubble Length is the length of commitment determined in calendar days. The Bubble Length also serves as the notice period for bubble cancellation
    a. All Substitute Bubbles must end on the last Friday of the month in which the renewal date falls
    b. Substitute Bubbles are active on any instructional school day, non-student days are not included
6. Substitute Bubbles are considered long term assignments as they are at least 15 days in length
7. Should a substitute teacher who was part of a Substitute Bubble move to a long-term position with Customer (defined as a single assignment scheduled for 15 days or more), the Customer will be given the choice of backfilling that substitute teacher to maintain Bubble size or decreasing the size of the Bubble however that may also decrease the Substitute Bubble discount applied to future invoices

EXHIBIT B
SUBSTITUTE CANCELLATION POLICY

Customer must cancel a substitute assignment no later than midnight before the assignment. If a cancellation is made before this time, no fee will be charged to the school. Cancellations made on the same day of the shift will result in a half-day charge according to the pricing in Exhibit A.

SCOOT GUARANTEE

Scoot stands behind the quality and appropriateness of any candidate we recommend or assign to Customer school. However, Scoot understands that at times unforeseen circumstances can deliver undesirable results.

SUBSTITUTE TEACHERS

Should a Scoot substitute not satisfy requirements of the assigned position within the first 90 minutes of a half-day shift or the first four hours of a full-day shift, there will be no fee charged to the school or Scoot will diligently work to replace the substitute as quickly as possible by another suitably skilled and qualified substitute teacher.

To avoid a charge, the school must:

(a) Inform Scoot of the termination of the shift before the substitute leaves the school grounds
(b) Allow Scoot a reasonable opportunity to resolve matters directly with the substitute teacher
(c) The school must provide feedback on the reason(s) for the termination/cancellation

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year - Tiffany Tan

---

BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Tiffany Tan is an employee at El Camino High School. Ms. Tan requires a Variable Term Waiver under Education Code Section 442521(b), Basic Skills Requirement (BSR) and Education Code Section 44253.3, EL Authorization for Credential. Ms. Tan will have this authorization upon passage of the BSR and EL Authorization in May 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Tiffany Tan, certificated employee at El Camino High School.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year – Ana Aquino

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BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Ana Aquino is an employee at our Hillside Early Childhood Special Education Program. Ms. Aquino requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), Education Code 44265, Professional Preparation Program, and Education Code Section 44253.3, EL Authorization for Credential, Ms. Aquino. will have this authorization upon passage of the BSR in May 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Ana Aquino, certificated employee at Hillside Pre-School.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year – Margaret Lee

---

BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Margaret Lee is an employee at our Special Education Department. Ms. Lee requires a Variable Term Waiver under Education Code Section 44270, Professional Program for a Preliminary Services Credential, Ms. Lee is currently enrolled in a Preliminary Administrative Services Credential Program will be recommended for the credential by May of 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Margaret Lee, certificated employee at Special Education Department.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year – Lilian Mangubat

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BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Lillan Mangubat is an employee at our Junipero Serra Elementary School. Ms. Mangubat requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Ms. Mangubat. will have this authorization upon passage of the BSR in May 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Lillan Mangubat, certificated employee at Junipero Serra Elementary School.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year – Faride Bustios

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BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Faride Bustios is an employee at our Hillside Early Childhood Special Education Program. Ms. Bustios requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), Education Code 44265, Professional Preparation Program, and Education Code Section 44253.3, EL Authorization for Credential, Ms. Bustios. will have this authorization upon passage of the BSR in May 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Faride Bustios, certificated employee at Hillside Pre-School.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Jay Spaulding, Ed. D., Assistant Superintendent, Human Resources and Student Services

DATE: August 11, 2022

RE: Approval of Variable Term Waiver for the 2022-23 School Year – Julian L. Espiritu

---

BACKGROUND:

The Variable Term Waiver (VTW) is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. The VTW will provide the applicant with additional time to complete the requirements for the credential that authorizes the service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

Julian L. Espiritu is an employee at our Adult Education. Mr. Espiritu requires a Variable Term Waiver under Education Code Section 44252 (b), Basic Skills Requirement (BSR), and Education Code Section 44253.3, EL Authorization for Credential, Mr. Espiritu. will have this authorization upon passage of the BSR in May 2023.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the VTW. There are no fiscal implications for the District.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Variable Term Waiver for Julian L. Espiritu, certificated employee at Adult Education.

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: August 11, 2022

RE: Approval of Agreement with Canon for Managed Printer Services

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BACKGROUND:

In February 2022, SSFUSD accepted a donation of eight hundred Canon printers from a neighboring school district. The Information Technology (IT) Department is currently working to place them in classrooms throughout the District and replace the oldest printers as needed. The District currently has almost fifty different types of printers, with 28 unique color models and 20 unique black models in the HP printer fleet. This donation will allow the IT Department to standardize its printers and reduce the number of different types of printers in the District, which gives the District an opportunity to economize its toner costs and simplify technical support, management, and maintenance.

The District would like to add these printers to a Managed Printer Services Program. Under this program, a printer can automatically order toner cartridges when it reaches a low toner threshold, and they will be delivered directly to the site. The cost for the toner is included in the contract. This process alleviates office staff from having to place orders for toner and maintaining an inventory of toner onsite. This will enable the District to see a significant reduction in toner costs moving forward. The Managed Print Services includes the following:

- OEM Toner, Parts, Maintenance Kits, & Labor for Supported Devices
- Active Fleet Management with Auto Toner Fulfillment & Monitoring
- Usage Reporting and Fleet Data Available on a portal we will set up
- Level 1 Help Desk
- No Minimum Volume Commitment- Pay Only For What You Print

FISCAL IMPLICATIONS:

The costs per impression/page are:

- Black & White - $0.01712
- Color - $0.09520

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees authorize the Business Services Department to accept the agreement from Canon Solutions for Managed Print Services.

Canon

Managed Print Services Agreement

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MPS Control#:MPS0005551

Salesperson: Jeff Carvahlo
Order Date: 05/26/2022

Customer ("You")	Customer Account:				
Company:	SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT				
Address:	398 B ST				
Address 2:					
City:	SOUTH SAN FRANCISCO	**County:**	**State**: CA	**Zip**:	94080-4423
Contact:	Joe Siam				
Phone:	650.877.5230	**Email**:	jsiam@ssfusd.org		
IT Contact:	Joe Siam				
Phone:	650.877.5230	**Email**:	jsiam@ssfusd.org		

MPS Details	
Initial Term	**Requested Start Date***:06/15/2022
36 months	*At least 10 business days after Order Date above and CSA's receipt of completed Exhibit(s) A, A-MICR and/or B, with printed configuration page(s) for each printer.
MPS Consultants:	Glen Hitchens

The Printers covered by this MPS Schedule are listed on **Exhibit(s) A, A-MICR, and/or B.**

Coverage Plan	**Toner Type**	**Estimated Quarterly Print Volume**		**Quarterly Base Charge**		**Cost Per Impression ("CPI")- Fleet Plan**	
		B&W	**Color**	**B&W**	**Color**	**B&W**	**Color**
Fleet	OEM	0	0	$0.00	$0.00	$0.01712	$0.09520

CSA utilizes only genuine OEM toner for Canon and HP devices. Third party compatible toner is utilized for non-Canon/HP devices when 3rd Party is indicated as the Toner Type above.

Your Estimated Population of Types and Quantities of Printers upon which pricing is Based. Fleet Plan pricing is above and individual Printer pricing is below.

Exhibit A (Premier Plan)

Qty	Make	Model	CPI B&W	CPI Color
100	Canon	imageCLASS LBP228dw	-	-
1	HP	LaserJet Enterprise 600 M	-	-
1	HP	LaserJet Enterprise 600 M	-	-
2	HP	LaserJet Enterprise M605d	-	-
50	HP	LaserJet M402dn	-	-
2	HP	LaserJet M402n	-	-
1	HP	LaserJet M426fdn	-	-
2	HP	LaserJet M426fdw	-	-

Exhibit B (Standard Plan)

Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-

Exhibit A-MICR (Premier Plan)

Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-

THIS MPS AGREEMENT IS ENTERED INTO PURSUANT TO, AND INCORPORATES CSA'S GENERAL TERMS AND MANAGED PRINT SERVICES TERMS (RIDER E), AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS (THE "AGREEMENT") WHICH ARE INCORPORATED HEREIN. BY YOUR SIGNATURE BELOW, YOU AGREE TO PAY THE CHARGES AS SPECIFIED HEREIN, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT, AND SUBJECT TO ANY WRITTEN AMENDMENT SPECIFICALLY REFERENCING THIS MPS AGREEMENT AND MUTUALLY AGREED TO BY THE PARTIES. CUSTOMER REPRESENTS THAT EXECUTION OF THIS AGREEMENT HAS BEEN DULY AUTHORIZED. THE UNDERSIGNED SIGNER REPRESENTS THAT THEY ARE AUTHORIZED TO EXECUTE THIS AGREEMENT ON CUSTOMER'S BEHALF. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

Customer's Authorized _____

Printed Name _____ Title _____ Date _____

August 1, 2022 Page 272 Action

Canon

Managed Print Services Agreement

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MPS Control#:MPS0005551

Salesperson: Jeff Carvahlo
Order Date: 05/26/2022

August 11, 2022

Exhibit A (Premier Plan) - continued

Qty	Make	Model	CPI B&W	CPI Color
1	HP	LaserJet P4014n	-	-
1	HP	LaserJet P4015tn	-	-
27	HP	LaserJet Pro M404DN	-	-
6	HP	LaserJet Enterprise M553n	-	-
1	HP	LaserJet Pro M254dw	-	-

Exhibit B (Standard Plan)- continued

Exhibit A- MICR (Premier Plan) -continued

Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-

Page 273
Action

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

William Savidge - Facilities Management Consultant

DATE: August 11, 2022

RE: Authorization to Execute a Notice of Completion for the South San Francisco High School Fencing Phase II Project

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BACKGROUND:

The South San Francisco High School Baseball Field Fencing Phase II Project is for the completion of required fencing by extending netting along the right field and backstop fence locations. The work was added to ensure that foul balls do not leave the playing field and prevent any impacts on neighboring property.

The Board of Trustees ratified staff's approval of the contract for construction with West Coast Netting, Inc. on December 9, 2021. The contractor completed the work in late July, including all punchlist items, and it is appropriate at this time to file the attached Notice of Completion with the County.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees authorize District staff to execute and file the Notice of Completion for the South San Francisco High School Baseball Field Fencing Phase II Project.

RECORDING REQUESTED BY

Mr. Ted O
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

AND WHEN RECORDED MAIL TO:

Mr. Ted O
South San Francisco Unified School
District 398 B Street
South San Francisco, CA 94080

R & S Code 6103

SPACE ABOVE THIS LINE FOR
RECORDER'S USE

Notice of Completion*

Notice is hereby given that Ted O, the undersigned, agent of the owner of the certain lot, piece, and or parcel or parcels of land, the **South San Francisco High School**, situated in San Mateo County, State of California.

That the South San Francisco Unified School District as owner of said land, did, on the ninth (9th) day of December 2021, approve a contract with the original contractor whose name is West Coast Netting, Inc. for the work done and the materials furnished under that contract as follows:

South San Francisco High School Baseball Field Fencing Ph. II Project 03-21 at South San Francisco High School, 400 B St., South San Francisco, CA 94080. On the twentieth (20th) day of July 2022, the above-reference contract or work of improvement, as a whole, was completed by West Coast Netting, Inc. for the South San Francisco Unified School District.

The names and addresses and interests of all the owners of said property are as follows:

Name and Address	**Nature of Interest or Estate**
South San Francisco Unified School District 398 B Street South San Francisco,CA 94080	Owner

By _____
Ted O
Authorized Agent for SSFUSD

VERIFICATION

I am Ted O, the agent of the owner of the property described in the foregoing notice. I have read the foregoing notice and know the contents thereof and the same of my own knowledge. I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated:_____at South San Francisco,California

_____
Ted O

*This document is to be recorded in the office of the County Recorder in which the site is located within 10 days after completion.