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, July 18, 2024

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

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

The Board of Trustees invites the community to participate in this meeting in-person.

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: https://www.ssfusd.org/apps/pages/onlineboardmeeting
(The link will be active shortly before 7:00 p.m. on July 18)

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

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

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

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Superintendent evaluation.

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. TBD

L. PUBLIC COMMENTS

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

To comment prior to the meeting:
Public comments may be submitted in advance of the meeting through the following link: https://bit.ly/BoardMeeting07182024 beginning at 3:00 p.m. on Monday, July 15, until 3:00 p.m. on Thursday, July 18. These comments will be read by all Board members and posted on the District website's 2024-25 Board meetings at: https://www.ssfusd.org/apps/pages/meetings

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

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

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

M. INFORMATION ONLY PRESENTATION

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

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1. EDUCATIONAL SERVICES

a. Performance Management – College and Career Readiness 1

Director Marianne Hew will review student indicators in College and Career Readiness such as a-g rates, AP (Advanced Placement) Scores and FAFSA (Free Application for Federal Student Aid) completion rates within the District.

N. PRESENTATION WITH POTENTIAL ACTION - None

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

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1. ADMINISTRATION	
a. Minutes of the June 6, 2024 Regular Board meeting.	2 - 26
b. Minutes of the June 20, 2024 Regular Board meeting.	27 - 55
c. Minutes of the June 20, 2024 Special Board meeting.	56 - 57
d. Board members and the Superintendent to participate in the December 2024 annual CSBA conference.	58
e. Superintendent to participate in 2024-25 professional development conferences.	59 - 60
2. EDUCATIONAL SERVICES	
a. ECHS students to attend the Junior/Senior Prom at the California Academy of Sciences in San Francisco, CA, on May 22, 2025.	61 - 62
b. SMCOE Outdoor Education dates for 2024-25.	63 - 64
c. Consolidated Application and Reporting System Spring 2023 Data Collection and 2024-25 application for funding.	65 - 66
3. HUMAN RESOURCES	
a. Certificated Personnel Assignment Order	67 - 69
4. BUSINESS SERVICES	
a. Purchase Order Listing, May 1-31, 2024.	70 - 77
b. Warrant Register, May 1-31, 2024.	78 - 114
c. Cash Receipts, May 1-31, 2024.	115 - 126
d. Declaration of surplus items.	127 - 129
e. Gifts to the District, June 2024.	130 - 131
f. Fundraising event for the 2024-25 school year	132
g. Professional service agreement under $25,000	133 - 136

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INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Williams Uniform Complaints for the Quarter Ending 6/30/24 137 - 138

Staff will present to the Board, the Quarterly Report on Williams Uniform Complaints for the quarter ending 6/30/24, per Education Code Section 35186.

ACTION

1. ADMINISTRATION

a. Resolution No. 24-41 for Trustee Compensation 139

The Board will discuss the adoption of Resolution #24-41: To allow stipend payment for Trustee Murray who was absent from the June 20, 2024 Regular and Special Board meetings.

b. Approval of Board Member's Travel Proposal 140 - 141

Staff recommends the approval of Trustee Richardson's request to attend the CLSBA Unity Conference in Monterey, CA, August 1 through 4, 2024, as presented to the Board.

c. Approval of Superintendent's Contract Extension 142 - 144

Staff recommends the approval of the Superintendent's contract extension through June 30, 2028, as presented to the Board.

d. Approval of an Agreement with Child Care Careers (CCC) for Temporary Teaching Personnel 145 - 165

Staff recommends the approval of an agreement with CCC to provide qualified Early Childhood teachers and paraprofessionals for the 2024-25 school year, as presented to the Board.

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2. EDUCATIONAL SERVICES

a. Approval of Math Expressions Curriculum Purchase for the 2024-25 School Year 166 - 167

Staff recommends the approval to purchase the *Math Expressions* curriculum for students in grades K-5, for the 2024-25 year, as presented to the Board.

b. Approval of McGraw Hill/StudySync Renewal for the 2024-25 School Year 168 - 170

Staff recommends the approval of the McGraw Hill/StudySync ELA renewal as the core digital curriculum for students in grades 6-12 for the 2024-25 school year, as presented to the Board.

c. Approval of the SAVVAS Adoption for the 2024-25 School Year 171

Staff recommends the adoption of the SAVVAS digital high and middle school math for the 2024-25 school year, as presented to the Board.

d. Approval of an Agreement with the Regents of the University of Colorado to Provide Workshops for the 2024-25 School Year 172 - 182

Staff recommends the approval of an agreement with the Regents of the University of Colorado Institute of Cognitive Science to provide in-person workshops, for the 2024-25 school year, as presented to the Board.

e. Approval of the MOU with California College Guidance Initiative (CCGI) for the 2024-25 School Year 183 - 187

Staff recommends the approval of the MOU with CCGI to provide a data and planning infrastructure to increase postsecondary preparation and attainment for California students for the 2024-25 school year, as presented to the Board.

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f. Approval of the Leader Services Agreement for the 2024-25 School Year 188 - 194

Staff recommends the approval of the agreement with Leader Services for Special Education to continue with this program for Medi-Cal billing reimbursements for the 2024-25 school year, as presented to the Board.

g. Approval of the SMCOE Teacher Induction (BTSA) Program Agreement for the 2024-25 School Year 195 - 198

Staff recommends the approval of the SMCOE Teacher Induction (BTSA) Program agreement with the District for 2024-25, as presented to the Board.

h. Approval of the Expanded Learning Opportunity Program (ELOP) Agreements for the 2024-25 School Year 199 - 200

Staff recommends the approval of the ELOP agreements for the 2024-25 school year, as presented to the Board.

i. Approval of the Proposition 28 Annual Report for Arts and Music Education Funding for the 2023-24 School Year 201 - 203

Staff recommends the approval of the 2023-24 annual report for Proposition 28 which provides funding allocated for arts and music education in SSFUSD, as presented to the Board.

j. Approval of the Coordinator of Special Education Pre-K Programs Position and Job Description 204 - 206

Staff recommends the approval of the Coordinator of Special Education Pre-K programs position and job description to oversee the development, implementation, and assessment of programs, ensuring legal obligations and timelines are implemented, as presented to the Board.

k. Approval of New Course Implementations 207 - 254

Staff recommends the approval of the new course, Peer Counseling, for implementation at ECHS, the new CTE course, Health Sciences 2, for implementation at ECHS, and the revised course, Psychology, as a year-long course for all high schools beginning in the 2024-25 school year, as presented to the Board.

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3. BUSINESS SERVICES

a. Approval of Modification #2 to the Agreement with Hamilton + Aitken (H+A) Architects for the ECHS Central Kitchen Project 255 - 261

Staff recommends the approval of modification #2 to the agreement with H+A Architects, in the amount of $195,385, for architectural design services for the ECHS Central Kitchen Project, as presented to the Board.

b. Approval of the Agreement with Project Support Services (PSS) for the DSA Close-out of Non-certified Projects 262 - 271

Staff recommends the approval of the agreement with PSS, in the amount of $174,720, for the DSA close-out of non-certified projects for the Measure T Bond program, as presented to the Board.

c. Approval of an Agreement with Experience Janitorial Inc., for Temporary Custodial Support for the 2024-25 School Year 272 - 276

Staff recommends the approval of an agreement with Experience Janitorial, Inc., to provide temporary custodial staffing support for the 2024-25 school year, as presented to the Board.

d. Approval of Change Order #4 to the E. F. Brett and Co. Agreement for the HVAC Project Package B 277 - 320

Staff recommends the approval of Change Order #4 to the E. F. Brett Co. agreement, in the amount of $28,529, for the HVAC Project Package B, as presented to the Board.

e. Approval of Change Order #1 to the E. F. Brett and Co. Agreement for the HVAC Project Package A 321 - 370

Staff recommends the approval of Change Order #1 to the E. F. Brett Co. agreement, in the amount of $40,728, for the HVAC Project Package A, as presented to the Board.

f. Approval of an Award of Contract to Zone 4 Construction for MUR Audio Visual (AV) Project at ALMS 371 - 372

Staff recommends the approval of the award of contract to Zone 4 Construction, in the amount of $205,537, for the MUR AV project at ALMS, as presented to the Board.

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g. Approval of a 3-year Agreement with Syserco, Inc. for Building Energy Management System Support Services 373

Staff recommends the approval of an agreement with Syserco Inc., in the amount of $78,379, to provide support services for energy management, from July 1, 2024 through June 30, 2027, as presented to the Board.

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

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

August 15, 2024

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Information Technology Department
- Presentation on Summer School
- Approval of San Mateo Co. 2024-25 CSPP preschool contract
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution for Attendance Awareness Month (September)

August 29, 2024 - Board study session *(Board room)*

- Math

September 12, 2024

- Teaching and learning presentation - Buri Buri ES
- Presentation and approval of year end unaudited actuals
- Presentation on SSF Education Foundation
- Discussion of October 24 Community Forum topic(s)
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Nomination(s) for CSBA Directors-at-large Asian American and Hispanic
- Resolution on GANN limit

September 26, 2024

- Teaching and learning presentation - Westborough MS
- Update on enrollment for the 2024-25 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2024-25
- Resolution for California Week of the School Administrator (October)

October 10, 2024

- Teaching and learning presentation - ECHS
- Presentation on Facilities Department
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/24

- Update on OpTerra Energy solar savings
- Resolution honoring Native American/Alaska Native Heritage Month (November)
- Approval of ESSER III Expenditure Plan for 2024-25

October 24, 2024 - *Community Forum*

- Topic(s) TBD

November 14, 2024

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

December 14, 2024

- Teaching and learning presentation - Parkway Heights MS
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2024-25
- Presentation and approval of First interim budget report "positive certification"
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of 2025 Summer School Program

December 18, 2024 - *Reorganization meeting*

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Nalani Allen-Cantley, Senior Executive Assistant to the Superintendent, at least three working days prior to the meeting at (650) 877-8705. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.

The agenda is available for review at the District's website: www.ssfusd.org (Click on *Board, Meetings*).

A recording is made of the Open Session of each meeting. Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: ncantley@ssfusd.org

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: College Career Indicator Performance Management Board Presentation

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BACKGROUND:

Performance Management (PM) is an integrated, systematic approach that contains three parts: (Strategic planning-LCAP), collaborative learning, and accountability. PM leverages data in a timely manner. It allows for a deeper analysis of performance by drilling down to root causes (asking a lot of 'why' questions) which then helps us in determining specific actions that can be taken to improve what occurs in a classroom and improve the overall performance at a school/department. Then, there is a plan to relentlessly follow up and monitor progress to determine if growth is occurring. Assistant Superintendents and Directors will conduct some of their Board presentations in a PM template. The purpose of PM is to provide level, overall performance to determine if we are making progress towards defined metrics/targets. We will share and review student indicators in College and Career Readiness such as a - g rates, AP (Advanced Placement) Scores and FAFSA (Free Application for Federal Student Aid) completion rates.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

For information only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of June 6, 2024

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Superintendent evaluation.

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

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE - was led by President Daina Lujan.

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 - None

California School Employees Association Chapter 197 - President Jolene Malfatti said even though this has been a year of ups and downs, we made it through. She is sad to say goodbye to the many wonderful classified and certificated employees who are retiring or leaving the District for other opportunities. "I continue to be somewhat concerned about low staffing levels in our District and the high costs associated with hiring a large number of contracted employees. I'm hoping that our cabinet will work with CSEA and CTA to find ways to recruit, retain, and restore normal staffing levels with permanent employees next school year." She reported that some classified employees at Los Cerritos ES have contacted her saying they are upset to lose their principal, Robin Pang-Maganaris. While this is an HR issue, she is sympathetic to the teachers and staff advocating to retain a principal who has made positive changes at the school. Ms. Malfatti wished every graduate the best start in the next chapter of their lives and believes every employee, including the Board members, have helped contribute to the success of all the students. She wished everyone a great summer.

I. PERSONNEL COMMISSION - Assistant Superintendent J. Marwan Hannon reported that the next Commission meeting will take place on June 17, 2024.

J. ITEMS FROM THE BOARD - None

K. SUPERINTENDENT'S REPORT

a. Promotions and Graduations - Superintendent Shawnterra Moore said last week was enjoyable and celebratory with the many promotions and graduation events. "The families were happy and engaged, the students were joyful and the ceremonies were incredibly meaningful, well attended and well designed. Congratulations to all of our students." She reported to the Board and community that SSFHS had 316 graduates and ECHS had 294 graduates.

b. Summer Meals Program - Dr. Moore wanted to inform the community that all summer meals will be served on-site this year beginning next Wednesday, June 12. The programs will be the Big Lift, Extended School Year, Elevate, STEAM, and High School Enrichment sessions 1 and 2.

Meal service to the public will be at Los Cerritos ES, Spruce ES, and SSFHS. Depending on the program needs, breakfast starts at 7:30 or 7:45 a.m., and lunch at 11:30 a.m. or 12:00 noon) for different sites. Nutrition Services will also provide additional snacks that are requested by teachers to support students' learning. The summer meals program will end on July 18.

L. PUBLIC COMMENTS

Ben Peralta, a neighbor of SSFHS, spoke about the baseballs that come over his fence when the field is in use. (He showed the Board two large pails filled with baseballs that he has collected from his yard.) The other residents on Wilms Avenue are also dealing with this problem. While he appreciates the efforts to make the field safer, the problem continues and someone will get seriously hurt. He said the players are not using the batting cages or the foul ball catcher. He stressed that something needs to be done as this is a safety issue.

Anne Malik Grindy, an employee, spoke about Los Cerritos ES's principal. She said Dr. Pang-Maganaris came out of retirement to work as the interim principal and has made a big difference for every parent, student, and staff member. She has integrity, energy, radiates love, is trusted and should be retained for the school. She said, "When you make a mistake, admit it, do something about it…" "Let's do what's best for Los Cerritos and please bring back Dr. Maganaris."

Amanda Sterner, a Los Cerritos ES teacher, spoke about not retaining Principal Pang-Maganaris" and told the Board, "I'm not here to ask you to change your mind as you've made it clear you have no intention of listening to anything we have to say." "Anything good or decent that Los Cerritos gets, it seems like you're trying to drive it away." She said the teachers make up for terrible choices and terrible curriculums. "And we've trained you that we will, that you don't have to take the time or the care, because we will break ourselves to make it happen." She said the Board thinks the teachers are expendable. "You talk all the time about how equity is your cornerstone. But I see no actions that represent that." "I don't know why you're determined to saddle us over and over again with staff and principals who will bring us down."

Danny Yanow, a retired Westborough MS teacher, spoke about substituting at the school. He shared that a regular sub makes $240 a day, $300 a day if they have a long-term sub job, and $300 a day is they are a retired teacher. He said, "If you want retired teachers to take long-term sub jobs and you should, as we know the curriculum, we know the students, and we know how to teach, then you need to establish a higher level of pay for retired teachers who sub long-term." This is the case in a neighboring district. He asked that the Board consider this pay increase for the next school year. He recommended reducing the 5-minute passing periods to 4 minutes and adding the minutes to first period for morning announcements. "Without daily announcements there's no way to create a unified school culture, no way to organize clubs and activities, no time when everybody in the school is on the same page and in the same room."

M. INFORMATION ONLY PRESENTATIONS

1. EDUCATIONAL SERVICES

a. 2024-25 LCAP

Assistant Superintendent Keith Irish provided a brief update on the District's 2024-25 Local Control Accountability Plan (LCAP). He said a public hearing on the LCAP will be held later on in this meeting.

Overview of SSFUSD LCAP Goals
The District's supplemental allocation is approximately $7.86M. The LCAP outlines how districts plan to achieve annual goals for all students focusing on specific areas and activities that address State and local priorities. There are 8 State priorities that the LCAP Goals must address: Student Achievement, Student Engagement, Student Outcomes, School Climate, Parental Involvement, Basic Services, Implementation of Common Core, and Course Access. Additionally, the LCAP emphasizes action services or programs that best support student learning, particularly for English Language Learners, foster youth, and socioeconomically disadvantaged students.

The 2024-25 LCAP goals align with the District's new Strategic Plan priorities resulting in five key LCAP/Strategic Plan priorities: Exceptional Instruction, Engaged Students, Purposeful Partnerships, Empowered Educators, and Equity Centered Systems. Most of the supplemental funds are allocated for additional staffing, sections, programs, services, and improving student outcomes for our students, especially for English Leaners and foster youth.

Trustee Mina Richardson noted that they had received a draft of the LCAP and asked when the final version will be submitted. Mr. Irish replied that he would try to integrate any feedback from the public hearing along with input from the County to make certain the LCAP is in alignment with the State requirements, so the final version will be presented at the June 20 Board meeting.

Dr. Chialin Hsieh said she wanted to mention how the LCAP goals are aligned to the Strategic Plan priorities.

b. Special Education Study

Anjanette Pelletier, of School Services of California, reviewed a Special Education study to offer an assessment of and recommendations on how to improve the impact of the District's program in a cost-effective and fiscally sustainable manner.

Purpose of the Study

- Creating effective, high-quality, and legally compliant Special Education programs is a goal for every California local educational agency (LEA)
- Districts are working to improve student achievement, ensure access to a broad continuum of social, emotional, behavioral, and mental health resources, and to have fiscally responsible and sustainable programs for all students.
- The pressures to achieve learning recovery, provide equitable access with inclusive practices, and hire qualified staff have amplified the challenges of running effective and efficient programs.
- The District requested a review of its Special Education Department to offer an assessment of and recommendations on how to improve the impact of its program implementation in a cost-effective and fiscally sustainable manner.
- The study used a multifaceted approach to engage with the Program and then recommended changes to help the District operate a fiscally responsible, high-quality, and legally compliant Program with a focus on inclusive practices, equity of access, and student outcomes.

Study Scope and Methodology

District Data

- Analysis of District-level data related to the program, including financial information, pupil counts, class sizes, caseloads, and staffing

Comparative Data

- Analysis of fiscal and Special Education data from LEAs of similar type and size to compare program revenues, expenditures, staffing levels, and costs

Interviews

- Interviews with District staff, including leadership and principals, special and general education staff, related services providers, and classified staff.

Ms. Pelletier said that the methods and data sources and the organization of the report were used to inform the recommendations made for the Special Education team.

Alignment

Ms. Pelletier said the Strategic Plan work is closely aligned with the LCAP and work the District's leadership team has committed to doing. "It's also clear that your Special Education Director is part of those conversations and is working to ensure that your Special Education program is also in alignment with the goals and outcomes for your community. "…your Strategic Plan goals are fantastic and inclusive goals that can meet the need of students with disabilities (SWDs)".

Alignment with Strategic Plan

- The goals of the Strategic Plan include opportunities to provide "exceptional instruction, engaging experience, and equitable and accessible opportunities and resources".
- The priorities and initiatives include "actions that foster welcoming, self-affirming, and inclusive learning" environments.
- Goals for curriculum and instruction include "tailoring teaching methods to the specific needs of" students to "close achievement gaps, promote inclusivity, and ensure every learner has access to a high-quality education".
- Staff, families, and students want differentiated instruction and support that meets the needs of all learners.
- Refined core values focus on community, relationships, resilience, and equity.

Program Strengths

- Interviews and data revealed many strengths and assets.
- The department consistently uses and analyzes student data and outcomes.
- Student needs guide service delivery, placement, and program support.
- Department policy and procedures for Special Education practices are strong, compliant, and easily available.
- Systemic themes of trust, strong communication, and clear expectations were reported by program staff.

District Enrollment and Number of SWDs

- The District has had declining enrollment in the past 12 years.
- Overall, the number of SWDs increased slightly over the same period, but year-to-year comparisons do not show a consistent pattern.
- With a slight increase in SWDs numbers, the rate of students identified for services has grown from 12.63% in 2010-11 and to 15.90% in 2021-22, while the Statewide average that year is 13.44%.

Special Education Percentage of Enrollment

For 2023-24, the current total percentage of 16.76% for SWDs continues to outpace the Statewide average. There are more SWDs in the District even with fewer pupils enrolled. Ms. Pelletier said, "We want to identify students who need support but we don't want Special Education to be the only way that students who need support can get that support. Special Education is a very expensive program and if the only resource or intervention that is available or working is Special Education, you're going to continue to see costs and [the] referral rate rise."

Organizational Effectiveness
Assessment of organizational effectiveness, and the structures in place to oversee, manage, and support students with disabilities (SWDs)

Standards and Areas of Investigation

- The ability to provide effective instructional programs to meet the needs of students and ensure high-quality outcomes is dependent upon a culture of shared organizational values and expectations and a commitment to investing in staff and operational effectiveness. This is true of all programs, including those serving SWDs
- The collective goal should ensure a focus on student needs and outcomes are at the center of decisions about resource allocation and program implementation.
- An inclusive culture provides a foundation for integrated programming and services, high-quality educational experiences for all students, and an opportunity for equitable access to supports and resources. Parent engagement and inclusive practices to meet the needs of families and students are critical components of an inclusive culture.
- The department is equity and student centered.
- Program staff and sites benefit from extensive support from the leadership team and related services providers such as psychologists.
- Clear program policies and procedures exist, and roles and responsibilities are clearly defined and understood. Regular communication provides awareness of program activities and alignment with District initiatives.
- There is a need for professional development (PD) and inclusive capacity-building training for all District staff and administration.
- Implementation of universal design for learning and research-based curriculum in the general education classes is a critical need.

Recommendations

- Establish clear policy, procedure, and communication protocols across the District.
- Continue to reinforce, communicate, and consistently implement clear and concise program policies and procedures.
- Continue PD opportunities and expansion of needed behavioral and mental health services.
- Take a more active role in the implementation and distribution of programs, including inclusive practices and access.
- Develop long-term plans to support department space and location needs.

Special Education Revenue and Expenditure
Standards and Areas of Investigation

- The Local Control Funding Formula (LCFF) has changed the way LEAs think about funding, as all students, including SWDs, generate funding to be used to provide base educational programs.
- In understanding funding, LEAs should keep in mind that Special Education is not a "stand alone" program.
  - It is meant to supplement the education offered to the general population of students and to assist SWDs in attaining the educational goals contained in their Individual Education Program (IEP).
  - Students in Special Education generate LCFF dollars first and those dollars should contribute to their educational program.
  - LEAs are required to spend the same State and local dollars on SWDs as they do on all students before any Special Education dollars are spent.
  - Services to any student, including SWDs, exclusive of IEP-required services are not a Special Education expense.
- District ranked the fourth highest in program revenue
- District ranked second highest in program expenditure and in contribution per average ADA
- District revenue per ADA was $1,267, the District per-ADA expenditure was $4,321, and the per-ADA contribution was $3,054.

<u>Outcomes</u>

- The District is spending more on program services than comparative districts and significantly more than the Statewide average for unified school districts, but they also serve more SWDs proportionately. The Statewide average for unified school districts spending is 10.26% to support 13.44% of the students.
- The District spent more per ADA on personnel and contracted service providers combined than is typical Statewide, driven primarily by the amount expended for contracted providers.
- Salaries and benefits represent the largest share of program expenditures at 69% compared to 78% for the Statewide average.
- The District's contribution to Special Education is 16.46% of the total expenses, which is slightly higher than the percentage of students being served, which is 15.90%

<u>Recommendations</u>

- Develop a formalized and collaborative budget monitoring process aligned to the budget process followed by other departments, programs, and sites.
- Review the funding and work assigned for all program staff, particularly those paid for using Special Education resources and goals.
- Continue to implement and refine District transportation policies and procedures for SWDs.

- Develop a plan for hiring full-time instructional aides to help with staff retention, improve turnover rates, and improve support for the program with behavioral and instructional needs.

Special Education Cost Drivers

Standards and Areas of Investigation

- Staffing costs are driven by the number and types of students served by the District and by the programmatic choices made by the District. Data examined includes the number of students served as a percentage of total enrollment and the percentage of students served by disability.
- Having an effective process of early intervention is a proven, fiscally responsible way to address the academic, behavioral, and/or social-emotional needs of students.
- The use of research-based curriculum and interventions is required by the IDEA and Every Student Succeeds Act prior to referral, and determination of eligibility, for Special Education.
- MTSS is a critical component of ensuring the general education system is appropriately addressing the needs of all learners, providing access to intervention and prevention support, and reserving Special Education referral and assessment for those who are truly suspected of having a disability, not just learning differences.

Outcomes

- The District serves the highest population of SWDs in the comparative group at 15.90%. The average number of students receiving Special Education services in the comparative group is 11.97%.
- Except for Specific Learning Disability (SLD), the District rate of incidence by disability is similar to the comparison group. The rate of incidence for SLD is 42% and the comparable group is 34%.
- Data shows District referrals increased significantly in 2021-22, then decreased in 2022-23. 53% of referrals were initiated by parent requests, bypassing the Student Study Team (SST) process.
- The District has embraced having an MTSS with academic and social, emotional, behavioral, and mental health components. There are several parallel support systems within the District on the positive behavior and mental health side and there is evidence of training and commitment to MTSS. While District staff believe a system of support is in progress, they indicated through interviews they do not believe these intervention strategies are consistent and fully implemented at all school sites.
- Site differences in practice, expectations, and implementation of MTSS and SST influence the number of Special Education referrals experienced.

- Special Education referral and eligibility rates indicate current intervention practices are not effective in reducing referrals to Special Education.
- There are pervasive behavioral needs across the District which are impacting Special Education staff and increasing referral rates.
- While the District employs many instructional aides, the skills and capacity of the staff to meet the intensive levels of physical and academic support for students should be monitored. Behavioral challenges, and the need for additional social-emotional support, indicate capacity building for staff to provide behavioral support is needed.

Recommendations
- Implement MTSS with fidelity.
- Consider building capacity and extending the hours of staff to provide instructional and behavioral support.
- Train staff to consistently implement an SST process and monitor the results of Tier 1 and Tier 2 interventions as part of the MTSS.

Comparative Analysis of Special Education Staffing
Outcomes
- Appropriate staffing for related services specialists meet program population needs.
- Increased need for general education behavioral support and agreement contracted behavior staff may not be meeting the need.
- The department has a team of five management staff and two classified staff to serve the program needs.
- Program Specialist roles are in high demand.
- Vacancy at Assistant Director should be reworked into a Coordinator or Program Specialist role.
- Time for onboarding, providing relevant training, and time for consultation with teacher and classified staff are priority needs.
- Program teaching staff have reasonable caseloads are within comparable LEA staffing range.
- A critical need for increased training and capacity building in the classified staff is noted.
- Need is to provide consultation and planning time between paraeducators and teachers to grow the capacity to support student independence and educational goals.
- District has two clerical/technical support staff members who handle all Special Education data monitoring, reporting, and alignment.
- Tracking of contracted staff and overlap with vacancies is crucial.

Recommendations
- Ensure monitoring and calibration of position control and position monitoring across the departments.

- Provide relevant and appropriate onboarding, training, and capacity building to classified staff.
- Develop and provide an in-house behavioral support program.

Summary of Program Review

- The Department has a strong leader and a dedicated team and staff supporting a program focused on continuous improvement and growth, including alignment with instructional practices identified in the Strategic Plan.
- The District must evaluate the implementation of MTSS, and ensure the interventions, instructional practices, and curriculum meet the needs of all students, especially those of struggling learners to ensure Special Education is not the only option for intervention.
- Site leaders and general education staff must hold shared responsibility for the teaching and learning of all students, including SWDs.
- The District's mission to provide an inclusive environment for all learners through “exceptional instruction, engaging experience, and equitable and accessible opportunities and resources” requires the commitment of all levels of the system.
- The program and department are valuable partners and critical components of meeting the needs of SWDs when the MTSS and general education program need support.

Dr. Hsieh said this was an amazing study with a lot of important information for the District to continue to improve. She asked about the District having a lean team, but the expenditures are higher than a comparative group. Ms. Pelletier replied, “What I mean by a lean team is that there are a lot of needs in your system…in terms of supporting …things and the places you want to get. So you need support for students who are placed out of your District and in other programs. You have a large preschool population. You are trying to engage in inclusive practice at elementary and at middle and high and you also have moderate severe programs [and] you've brought back students from County programs…rolling out new curriculum and at the time that you have people asking for behavioral support and the nation is trying to implement learning recovery and return to quality learning while still dealing with chronic absenteeism. There's so many pieces to those puzzles. And your District has continually been making progress, but in terms of the number of students and the types of needs, we really are now thinking more about that very high percentage of SWDs, it makes sense you need more staff. And the only way you're going to bring that percent of SWDs down is with the type of support that your strong and full leadership team would be able to provide to your program.” She said leaders should be able to do curricular and classroom support, behavioral support, and assist new teachers. But

staff cannot be everywhere at once and without an Assistant Director, supervisory and evaluation support, the Director is handing all evaluations. Educator support for the new curriculum needs to be met and the Assistant Director position might be converted to a program specialist for curricular support. Dr. Hsieh questioned whether the District was trying to do too many things at the same time or was not prioritizing them. Ms. Pelletier said all Special Education departments are impacted by the same set of demands. Many are federal or State requirements and all districts are monitored for compliance. She said the Director is focused on reasonable items and "…when she shared with us her multi-year plan, it does require focusing on some things and making progress. So hopefully as people get more time under their belts, that that focus can continue to shift in ways that decrease both your Special Education referrals and increase your student outcomes."

Trustee Richardson asked about the English Learners. Ms. Pelletier replied that SSFUSD has a lot of multi-language learners and the assessment teams are "…doing a good job of differentiating between language needs and disability." She added that, "…the kinds of strategies and tools that you would use in all of your classrooms for English Language Learners are the same kinds of instructional strategies that are very supportive for students with any types of learning differences."

Trustee Patricia Murray said the report confirms that Director Yacoub is amazing. She asked about the District enrollment and SWDs and why if went down from 2010 to 2016 and they went up afterwards. Ms. Pelletier replied that several changes occurred including Common Core State Standards, how State assessments are done, changes in curriculum, the pandemic, and referrals to Special Education across the State. She added, "If we know that all of our students need an intervention, then maybe we should not be providing it only in Special Education."

Vice President Amanda Anthony asked if SSC spoke with parents. Ms. Pelletier replied, "At the time of our orientation call for this study, there had been quite a substantial amount of public engagement and parental engagement for your strategic planning and so the decision was made to move forward focused more on the data and staff interviews." Vice President Anthony mentioned the increased need for general education behavioral support and asked what the current or contracted staff are not doing well or are things they can improve upon. Ms. Pelletier said they interviewed principals, teacher leaders, Special Education teachers, psychologists, and behavioral staff who said current and contracted staff are being pulled into more intensive behavioral consultations than what they are used to seeing. "They are used to having classroom management skills and having different ways

of reinforcing and providing positive reinforcement…but the types of issues that they're experiencing are much more intensive, and so they feel as if they're not meeting the students' needs, so they really appreciate it when the behaviorist comes in, when the mental health staff come in, when the psychologist comes in. Those people are applying slightly more sophisticated behavioral intervention strategies that may have a foundation in psychology or in cognitive behavioral thinking or in even applied behavior analysis and looking at what is happening in the environmental analysis, and what's sustaining behavior and what replacement behaviors might be needed, and the majority of staff are saying I know those things exist and I don't know how to do them. I feel if I knew how to do them better, that I might be able to do some of that work without needing the psychologists." Vice President Anthony they need to invest more in professional development, which may increase costs in the short term. She asked if other district have done that and then seen a drop in referrals. Ms. Pelletier confirmed this happens, "Where we see districts really invest in inclusive practice, in PD to support teachers where they say they need support and then having support for the whole system, we do see improvements. And usually those improvements are both in reduced referrals or reduced suspensions, for behavioral reasons, we often see improved attendance because there's more stability and capacity in classrooms, and often there are fewer referrals to Special Education because with less behavior and more attendance, students are learning more so they're not missing out on as much instruction." She mentioned the wellness centers and said referrals improve because students then have a place to get their needs met.

President Lujan thanked Ms. Pelletier for the informative presentation and work she did. Ms. Pelletier thanked Mr. O's Director, Raj Bal, for being very involved in the Special Education expenditures.

Trustee Hsieh commented on balancing program excellence where the District's excellent Special Education program serves students well, yet our budget is higher than the State's. She said, "So balancing those two can be challenging, but it is very important for the sustainable success. So I would like to re-emphasize with all the Board members that we need to have a clear prioritization for the Special Education program aligned with our Strategic Plan…" "And the other one is the efficient resource allocation or reallocation. We cannot continue adding new money and there are so many needs for the District. The reallocation reflects our commitment to equity, and equity is not just [for] our Special Education students." Ms. Pelletier added "I am working with districts who are currently struggling with numbers in the 20s, so your efforts are having some impact.

2. BUSINESS SERVICES

a. 2024-25 Preliminary Budget

Assistant Superintendent Ted O presented information on the District's 2024-25 preliminary budget. There will be a public hearing on this version of the budget later in the agenda to provide an opportunity for the community to comment. He said on June 20 the Board will be adopting the proposed budget.

Education Code Reporting Requirements
Education Code Section 42127 (a)(1) states that:
On or before July 1 of each year, the governing board of each school district shall accomplish the following:

- Hold a public hearing on the budget to be adopted for the subsequent fiscal year
- Adopt the budget in a separate meeting
- Submit the budget to the SMCOE for approval - if the District is not able to balance the budget for all three of the years, it would not be approved.

LCAP Goals/Actions in Budget

- Under the Local Control Accountability Plan (LCAP), districts are required to put aside funds to provide additional support for the unduplicated students in the District.
- The unduplicated students include English Leaners, Students on Free and Reduced Price Meals, and Foster Youth/Homeless.
- For 2024-25, the District is required to budget $7,855,225 as LCAP-Supplement Funds to support these students
- To further support these students, as well as others, SSFUSD has budgeted additional funds as LCAP-Base.

2024-25 Assumptions

- Projected increase in property tax
- Projected for on-going RDA revenue
- District will remain Community Funded/Basic Aid
- Estimated Step & Column cost included
- Enrollment/ADA declining
- LCAP Goals/Actions are included in the budget
- Maintain contribution to Routine Restricted Maintenance
- Estimated STRS/PERS increase included
- Contribution to Special Ed and Transportation are budgeted
- Gifts and donations are budgeted when received
- Program carryovers not budgeted until books are closed

2024-25 Preliminary Budget General Fund Projected Revenues
The majority of revenue for SSFUSD is from property taxes.

REVENUES*	2024-25	PERCENTAGE
LCFF Revenue	$144,557,780	86.98%
Federal Revenue	$3,467,323	2.09%
Other State	$11,851,097	7.13%
Other Local	$6,292,416	3.79%
Transfers In	$13,301	0.01%
TOTAL	$166,181,917	100%

The State requires school districts to use the same categories for consistency in revenue and expenditures reporting. These amounts, include both restricted and unrestricted funds. They will change when the budget is finalized in two weeks.

2024-25 Preliminary Budget General Fund Projected Expenditures

EXPENDITURES*	2024-2025	PERCENTAGE
Certificated Salaries	$65,703,578	39.55%
Classified Salaries	$25,753,058	15.50%
Benefits	$43,765,500	26.34%
Books & Supplies	$5,286,155	3.18%
Services	20,308,559	12.22%
Capital Outlay	$218,534	0.13%
Other Outgo	$1,476,011	0.89%
Transfers Out	$3,634,220	2.19%
TOTAL	$166,145,615	100%

The $7.8M LCAP supplemental budget is included in these figures.

Excess Minimum Reserve Requirements

The District sets aside funds for reserved designation. This shows what the District is designating in reserves, including both the State required reserves as well as the District set aside reserves. When they are aware of a future expenditure, the District set aside is a designation because they will eventually need to pay that expenditure.

Adopted Budget
2024-25 Budget Attachment
Balances in Excess of Minimum Reserve Requirements

Reasons for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves

(Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiates the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.)

Combined Assigned and Unassigned/unappropriated Fund Balances				
Form	Fund	2024-25 Adopted Budget		
				Add total of Object Codes 9780/9789/9790 from:
01	General Fund	$28,681,531.00	<--	a) Form 01
17	Special Reserve Fund for Other Than Capital Outlay Project	$17,243,983.00	<--	b) Form 17
	Total Assigned and Unassigned Ending Fund Balances	$45,925,514.00		
	District Standard Reserve Level	3%	<--	Source: Form 01CS Line 10B-4
	Less District Minimum Reserve for Economic Uncertainties	$0	<--	Source: Form 01CS Line 10B-7
	Total Assigned & Unassigned Ending Balance in Excess of Minimum	$45,925,514.00		

Reasons for Fund Balances in Excess of Minimum Reserve for Economic Uncertainties:			
SACS Form	Fund	2024-25 Adopted Budget	Description of Need
01	General Fund	$1,165,081.0	STRS/PERS Projected Increases 27/28 & 28/29
01	General Fund	$8,500,000.0	Property Tax Re-Payment - Litigation (Est.)
01	General Fund	$3,000,000.0	Set aside for Reduced Class-size for Gr. 4 & 5 Title I
01	General Fund	$11,749,130.0	Set aside for maintaining ongoing salaries paid with one-time expiring/depleted stimulus funds
01	General Fund	$4,267,320.0	Set aside to cover on-going non-FTEs costs paid with one-time expiring/depleted stimulus funds
17	Special Reserve Fund for Other Than Capital Outlay Project	$4,243,983.00	Reserve for insurance deductible for flood and
17	Special Reserve Fund for Other Than Capital Outlay Project	$13,000,000.00	3-months Payroll Reserve to cover district deficit
	Total of Substantiated Needs	$45,925,514.00	
	Remaining Unsubstantiated Balance	$0.00	Balance should be Zero

Next Steps

- June 20, 2024: Adoption of the 2024-25 LCAP and Budget
- September 2024: 2023-24 Unaudited Actuals
- December 2024: 2024-25 First Interim Report

Trustee Richardson commended Mr. O for his diligent work and for keeping the District solvent.

Dr. Hsieh thanked Mr. O for staying within the budget and keeping the Board aware of any issue. She asked if the revenue covers the expenditures and there is no negative spending at this point. Mr. O replied they are projecting a lot more revenue in the coming years to help cover any deficit spending.

Trustee Murray thanked Mr. O and his team for their great job. Vice President Anthony and President Lujan echoed this compliment.

N. PRESENTATION WITH POTENTIAL ACTION - None

O. CONSENT AGENDA

Trustee Mina Richardson acknowledged the $50K donation from the Alcalde family for their scholarship fund and how the SSF Ed Foundation has given schools new books and sports uniforms.

MOTION #104 (Murray/Hsieh) to approve Item 1a, Minutes to the regular Board meeting, April 25, 2024; Item 1b, Minutes to the regular Board meeting, May 9, 2024; Item 1c, Minutes to the special Board meeting, May 11, 2024; Item 2a, ECHS staff member to travel to Boston, MA; Item 2b, SSFHS staff member to travel to Santa Barbara, CA; Item 2c, SSFHS staff member to travel to Anaheim, CA; Item 3a, Certificated Personnel Assignment Order; Item 4a, Gifts to the District, May 2024; Item 4b, 2023-24 and 2024-25 fundraising events; Item 4c, Professional service agreements under $25,000. Motion Carried. (Unanimous)

PUBLIC HEARINGS

a. 2024-25 Draft Local Control Accountability Plan (LCAP)

A public hearing provided an opportunity for members of the public to comment on the draft 2024-25 Local Control Accountability Plan (LCAP).

The Board meeting was suspended to open the public hearing at 8:16 p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 8:16 p.m.

b. 2024-25 Preliminary Budget

A public hearing provided an opportunity for members of the public to comment on the 2024-25 preliminary budget.

The Board meeting was suspended to open the public hearing at 8:17p.m.

There were no public comments.

The public hearing was closed and the Board meeting resumed at 8:17 p.m.

ACTION

1. ADMINISTRATION

a. Adoption of Policies for the November 5, 2024 Governing Board Election and Resolution #24-38 Calling for an Election of Two (2) Governing Board Members and Approval of the Service Agreement with the San Mateo County Elections Division

Vice President Anthony noted that the candidate statement is expensive and can be prohibitive for candidates who have not raised a lot of money for their campaign. She suggested that for future policies, the District could possibly consider bearing the cost for the statement which would help to increase the diversity of people willing to run.

MOTION #105 (Murray/Anthony) to adopt the policies for a 200-word limit on a candidate's statement, the candidate is charged for their statement, and in the event of a tie, the candidate will be selected by lot and adopt Resolution #24-38 Calling for an Election of Two (2) Governing Board Members (Areas A and B) and approval of a service agreement with the San Mateo County Elections Division. (AYES: Anthony, Hsieh, Lujan, Richardson, Murray; NOES: None). Motion Carried. (Unanimous)

b. Approval of Updated SSFUSD Governance Handbook

Dr. Hsieh said the old Board goals would be replaced with the priorities which align with the Strategic Plan priorities. For example, priority one, Exceptional Instruction – Every student experiences exceptional instruction that is aligned with our Portrait of a Graduate, is aligned with the Strategic Plan priority. The following graphic was included in the revised Governance Handbook and posted on the District website.



MOTION #106 (Murray/Anthony) to approve the SSFUSD Governance Handbook, which was updated at the May 11, 2024 Board workshop with the change noted above. Motion Carried. (Unanimous)

c. Approval of Board of Trustees Compensation

MOTION #107 (Hsieh/Murray) to approve a three percent compensation increase for a total of $466.83 per month, and the continuation of a monthly $100 stipend for mileage expenses for Board members for the 2024-25 school year. (AYES: Hsieh, Lujan, Murray, Richardson; NOES: Anthony). Motion Carried on a 4-1 vote.

The Board recessed at 8:30 p.m. for a break and reconvened at 8:40 p.m.

2. EDUCATIONAL SERVICES

a. Approval of an Agreement with Newsela to Provide Online Services for the 2024-25 School Year

MOTION #108 (Hsieh/Anthony) to approve an agreement with Newsela, an instructional online tool/platform featuring articles on current events to support relevant curriculum in the 2024-25 school year. Motion Carried. (Unanimous)

b. Approval of Supplementary Instructional Materials for the 2024-25 School Year

MOTION #109 (Murray/Hsieh) to approve the supplementary instructional materials submitted for adoption for the 2024-25 school year. Motion Carried. (Unanimous)

c. Approval of an Agreement with the Boys and Girls Club of the Peninsula (BGCP) for Summer Services

Trustee Richardson asked if the District hires the teachers. Mr. Irish replied that the $170K, to be paid to the BGCP, for the Expanded Learning Opportunity Program (ELOP) in the months of June and July, is State funded. The only District money, from the General Fund, is the $7K to the BGCP to support the transportation of the Future Grads Program students to Foothill College.

Dr. Hsieh pointed out that in the first paragraph of the agreement, the ‘e’ in June is missing.

MOTION #110 (Anthony/Murray) to approve an agreement with the BGCP to provide ELOP Summer Services for K-6 grades, and

transportation for high school students to Foothill College with the correction noted above. Motion Carried. (Unanimous)

d. Approval of the ILC Illustrative Mathematics (IM) Curriculum and Digital Access Quote for the 2024-25 School Year

Vice President Anthony asked if this item will be brought back for the Board to decide whether to adopt for K-12. Mr. Irish stated that it would only be grades 3 through 12, grade 3 through Algebra 2. She asked if the recommendation were to only be for a portion of those grades, such as 6-8 or 9-12, would it be adopted piecemeal or only the complete grades. Mr. Irish replied there are currently different publishers for different grade spans and the piecemeal was possible. Vice President Anthony asked if the books are different than what was piloted this year. He said they are the same books. She noted that some opinions the Board received about the pilot and curriculum were inconsistent and, "…it actually doesn't matter what curriculum you choose. Illustrative Mathematics is about how we teach so if you are changing your teaching strategies it doesn't matter what curriculum you receive." She added, "I just want to put that on the record, that I think it will be real important to address both of those sides as we go through this pilot. And figure out...if it is about changing your teaching methods and we are really talking about professional development about how kids learn math and the curriculum isn't the most important thing, which I have to believe that it has a pretty big impact, then I just want to make sure that we're addressing those." Mr. Irish said 48 teachers will be participating in the pilot and Educational Services. knows they need to provide professional support through monthly collaborations at site level on instructional shifts. He noted that they will need periodic updates to be transparent and provide opportunities for teachers to look through the instructional materials. Vice President Anthony said she wants to make sure the Board can figure out how to address feedback in a meaningful way. "…if we're going to be implementing this, can we co-create assessments maybe not as part of the pilot, but as part of our implementation plan so that we're not asking teachers to all create their own assessments and then everybody's stressed out about it."

MOTION #111 (Richardson/Murray) to approve a quote for participating educators to pilot the IM curriculum and provide recommendations on whether to adopt it or consider an alternative for the 2025-26 school year. Motion Carried. (Unanimous)

e. Approval to Continue the Air Tutors Program for the 2024-25 School Year

MOTION #112 (Anthony/Richardson) to approve continuing and expanding the Air Tutors program which ensures the accessibility for District students with learning disabilities to work with and develop a relationship with a specific tutor designed to address their needs. Motion Carried. (Unanimous)

f. Approval to Continue Contracts Which Fulfill the Curricular Needs of Students with Disabilities for the 2024-25 School Year

MOTION #113 (Richardson/Anthony) to approve contracts in order to fulfill the curricular needs of students with Individualized Education Plan (IEP) agreements for the 2024-25 school year. Motion Carried. (Unanimous)

g. Approval to Continue Contracts with Non-Public Schools (NPSs) and County Programs for the 2024-25 School Year

MOTION #114 (Anthony/Richardson) to approve contracts in order to provide Special Education placements at Non-Public Schools (NPS) and County Programs for students with Individual Educational Plan (IEP) agreements for the 2024-25 school year. Motion Carried. (Unanimous)

h. Approval to Continue Contracts with Agencies Which Provide Transportation Services for the 2024-25 School Year

MOTION #115 (Murray/Anthony) to approve continuing to work with transportation agencies in order to fulfill Individualized Education Plan (IEP) agreements for the 2024-25 school year. Motion Carried. (Unanimous)

i. Approval to Continue Contracts with Agencies Which Provide Interpretation and Translation Services for the 2024-25 School Year

Trustee Richardson asked what signing or language interpretation this request is for. Mr. Irish replied it is a requirement for IEPs where parents request translated documents in their language. The entire IEP document is translated for Spanish speakers and interpreters attend the meetings. Interpretation for all families is provided to make sure they understand what is happening at the meetings, especially concerning IEPs.

MOTION #116 (Murray/Hsieh) to approve continuing to work with interpretation and translation agencies in order to fulfill Individualized Education Plan (IEP) procedural safeguards for the 2024-25 school year. Motion Carried. (Unanimous)

j. Approval to Continue Contracts with Non-Public Agencies (NPAs) Which Provide Mental Health Services for the 2024-25 School Year

MOTION #117 (Richardson/Hsieh) to approve continuing to work with mental health care providers to fulfill Individualized Education Plan (IEP) service agreements for the 2024-25 school year. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Approval of Triennial Update to the SMCOE Provision of Educational Services to Expelled Students

MOTION #118 (Anthony/Murray) to approve an up-to-date description of the District's program(s) for their expelled students and submission of same to the San Mateo County Office of Education. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

a. Resolution No. 24-37 for Budgetary Increases and Year End Transfers

MOTION #119 (Murray/Hsieh) to adopt Resolution #24-37: for Budgetary Increases and Transfers at year end of the FY2023-24. (AYES: Anthony, Hsieh, Lujan, Richardson, Murray; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 24-40 to Reappoint Citizens Bond Oversight Committee (CBOC) Members

MOTION #120 (Murray/Hsieh) to adopt Resolution #24-40: To reappoint members Miguel A. Nava, Daniela Jonguitud, and Vishal Patel, to the Independent CBOC. (AYES: Anthony, Hsieh, Lujan, Richardson, Murray; NOES: None). Motion Carried. (Unanimous)

c. Approval of an Award of Contract to Zone 4 Construction for Conversion of a Lab to a Classroom at ECHS

L. PUBLIC COMMENTS *(continued)*

Megan Connery, an ECHS teacher, said this item was overlooked when the other science classrooms were converted to math classrooms. She noted that the amount of money is in line with the amount of work needed for the remodel. She shared that the teacher for that classroom will appreciate the change. Trustee Richardson asked how many students will be using the converted classroom. Ms. Connery replied 180.

MOTION #121 (Murray/Richardson) to approve the award of contract to Zone 4 Construction, in the amount of $172,449, for the conversion of a lab to a classroom at ECHS. Motion Carried. (Unanimous)

d. Approval of a Proposal from Campbell Keller for Human Resources Department Workstations

MOTION #122 (Murray/Hsieh) to approve a proposal from Campbell Keller to provide furniture and set-up for the workstations in the relocated HR Department. Motion Carried. (Unanimous)

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

June 20, 2024

- Presentation on SLO MOU with student data
- Information on Daybreak Mental Health and approval of MOU
- Approval of Children's Center Program annual self-evaluation reports
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2024-25
- Approval of agreement with Imagine Learning (Edgenuity credit recovery) for 2024-27
- Approval of Local Indicators
- Approval of Qualtrics agreement for 2024-25
- Approval of YSB Counseling and Safe School Advocates Services agreement for 2024-25
- Approval of CCAP Dual Enrollment for 2024-27
- Approval to increase facility use fees for 2024-25
- Approval to increase District rental/leasing rates for 2024-25
- Approval of 2024-25 LCAP
- Adoption of 2024-25 Preliminary Budget
- Approval to continue NPS contracts for 2024-25
- Resolution on Education Protection Account Funds

July 18, 2024

- Presentation on Information Technology Department
- Approval of Superintendent's contract extension
- Approval for Superintendent and Board to participate in the annual CSBA Conference
- Approval for Superintendent to participate in 2024-25 conferences and seminars
- Approval of SMCOE Outdoor Education dates for 2024-25
- Williams report for 4th quarter ending 6/30/24
- Approval of Scoot Education MOU
- Approval of Swing Education MOU
- Approval of Education Team MOU

August 15, 2024

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Summer School
- Approval of San Mateo Co. 2024-25 CSPP preschool contract
- Approval of Consolidated Application and Reporting System Spring 2023 data collection
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution for Attendance Awareness Month (September)

September 12, 2024

- Teaching and learning presentation - TBD
- Presentation and approval of year end unaudited actuals
- Discussion of October 24 Community Forum topic(s)
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Resolution on GANN limit

September 26, 2024

- Teaching and learning presentation - TBD
- Presentation on the SSF Education Foundation
- Approval of San Mateo Co. 2024-25 CSPP preschool contract
- Update on enrollment for the 2024-25 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2024-25
- Approval of SMCOE Induction Program agreement for services in 2024-25
- Resolution for California Week of the School Administrator (October)

October 10, 2024

- Teaching and learning presentation - TBD
- Presentation on Genentech and Science
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/24
- Update on OpTerra Energy solar savings
- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of ESSER III Expenditure Plan for 2024-25

October 24, 2024 - *Community Forum*

- Topic(s) TBD

November 14, 2024

- Teaching and learning presentation - TBD
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Update on Safe School Plans
- Public Hearing on Educator Effectiveness Block Grant

December 14, 2024

- Teaching and learning presentation - TBD
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2024-25
- Presentation and approval of First interim budget report "positive certification"
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of the Effectiveness Educator Block Grant
- Approval of 2025 Summer School Program

December 17, 2024 ***- Reorganization meeting***

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Richardson spoke about the many events she attended which included a Senior breakfast, an ECHS BBQ, the Spruce ES promotion, and the SSFHS graduation ceremony. She said it was another wonderful year and wished everyone a nice vacation.

Dr. Hsieh wished everyone a great, safe, summer break.

Trustee Murray congratulated all the graduates. She also attended several promotions, lunches, breakfasts, and graduation ceremonies. "I want to thank all of our teachers and staff for everything they do. Our kids end up in these graduation gowns because of you. And we appreciate it."

Vice President Anthony reported that she had a great time attending the promotions and graduations. "Thank you for a great year, have a great summer, good luck, stay cool."

President Lujan hoped everyone has a wonderfully restful summer. She said she has a Board meeting at JUHSD on December 17 and therefore could not attend the SSFUSD Board meeting that night.

ADJOURNMENT – 9:03 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of June 20, 2024

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

OPEN SESSION - 6:00 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:00 p.m.

1. To consider the appointment of one (1) public employee to the position of Director of Human Resources, in accordance with Government Code Section 54956.
2. Conference with Labor Negotiators
   Agency Designated Representative: District Assistant Superintendent for HR/Student Services
   Employee Organization: SSFCTA
3. Superintendent evaluation.

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

B. ROLL CALL

Board Members:	Ms. Amanda Anthony - Present Dr. Chialin Hsieh - Present Ms. Daina Lujan - Present Mrs. Patricia Murray - Absent Mrs. Mina Richardson - Present
Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Present Mr. Ted O, Assistant Superintendent, Business Services - Present

C. PLEDGE OF ALLEGIANCE - was led by President Daina Lujan.

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

MOTION #123 (Hsieh/Richardson) to approve the appointment of Jennifer Smith to the position of Director of Human Resources. (AYES: Anthony, Hsieh, Richardson; NOES: None; ABSTAIN: Lujan). Motion Carried on a 3-0-1 vote.

F. REVIEW OF AGENDA

Assistant Superintendent Ted O requested to pull Action Item 4f and Assistant Superintendent J. Marwan Hannon requested to pull Action Item 3e.

G. PTA COUNCIL REMARKS - None

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators - President Elizabeth Bales Stutes expressed her support for the CTA's tentative agreement and urged the Board to pass it. The Adult Education program is in the middle of their summer school session. She attended the CACAS conference remotely with some fantastic sessions on new teaching techniques and practices shared from other Adult Ed. programs in the State.

South San Francisco Classroom Teachers Association - President Shari Giusti reported that 96% of the District's teachers approved the CTA tentative agreement. "I feel that this agreement shows the dedication and commitment to work together for our teachers and students. It is an extensive list of updated contract language, including some groundbreaking work in the subject of class size, providing hopefully a more equitable approach to Title 1 elementary schools. It will also allow for continued conversations that might lead to more permanent changes for secondary class size language in the future. As much as this process has had a positive outcome, in reflection, there is still some work to do in communication between teachers and the administration." She said stronger and more transparent communication this year might not have resulted in so much turbulence during negotiations. Ms. Giusti said she hopes the District and SSFCTA can continue to create community and connection in the future. She thanked the Trustees and Cabinet members for working with the CTA and being patient with them.

California School Employees Association Chapter 197 - None

I. PERSONNEL COMMISSION - Assistant Superintendent Hannon reported that the last Commission meeting was held on June 17, 2024. The next Commission meeting will take place on August 19, 2024.

J. ITEMS FROM THE BOARD

Trustee Mina Richardson reported a Juneteenth celebration was being held on Saturday, June 22 at the SSF main library. "There will be a short film and talk on buffalo soldiers and African Americans in the Civil War. The program will end with a Q & A session, a display of Civil War artifacts, and traditional Juneteenth red velvet cupcakes."

K. SUPERINTENDENT'S REPORT

a. Summer School - Superintendent Shawnterra Moore provided an update on the District's summer school programs which are catering to the different educational needs. The Big Lift Inspiring Summers is being held at Spruce ES and Los Cerritos ES, STEAM is happening at ALMS, and high school credit recovery is at SSFHS. Baden is hosting the ATP and the extended school year. The first day went smoothly and teams are making attendance calls and continue to manage enrollment and wait lists effectively.

b. New Los Cerritos ES Principal - Dr. Moore introduced Karen Hong, the new Los Cerritos ES Principal. Ms. Hong said she attended Monte Verde ES and WMS before her family moved to San Francisco. "My educational journey in SSFUSD has provided me the skills to learn, to navigate my future, and to serve this community that I hold very dear in my heart as the principal at Los Cerritos is truly an honor. I would like to thank the Board and the District for placing your trust in me. The responsibility of leading a school is something that I do not take lightly, and I'm committed to learning from the Los Cerritos community and ensuring that the school is a place where every student can thrive. I want to take this opportunity to also acknowledge the pain that is in the community. There are deep emotions and uncertainty of the unknown as shared. In partnership with the school district, I look forward to leading the work to help the community rebuild, heal, and thrive. I'm committed to being present to support the healing as I work alongside the staff. I look forward to listening and collaborating with parents and community members, and serving the students so that they can learn, navigate their future, and have a positive impact on the community. I know that by working together, we can achieve great things. Thank you again for this incredible opportunity to serve in the SSFUSD. I look forward to leading with integrity and collaborating with all of you to ensure the success of the school community."

L. PUBLIC COMMENTS

Megan Connery, an ECHS teacher, spoke about transfers from SSFHS to her school. Last year, ECHS had 230 students with room for at least 70 more students, but few transfers were approved. She said, “According to the District's website, approvals are based on space availability with priority based on school board policy. Well, the Board's policy says it desires to provide enrollment options that meet the diverse needs and options of District students and parents/guardians.” “This low number of students in one grade level will affect all classes, from core classes to electives. This is now going to be an ongoing problem for the next three years. There won't be enough students to have multiple sections of certain classes, particularly electives.” She noted that SSFHS had over 350 students last year. For 2024-25, ECHS will have room for at least another 30 students. She asked the Board to reevaluate the transfer policy between the two schools. “Maybe the District could open enrollment again for parents who want to transfer their children from SSFHS to ECHS.

M. INFORMATION ONLY PRESENTATIONS

1. ADMINISTRATION

a. 2023-24 and 2024-25 Priorities

Superintendent Moore reviewed the 2023-24 District priorities, how they are aligned to the Strategic Plan, the highlights and challenges, and discussed the 2024-25 priorities which will focus on exceptional instruction and implementing equity-centered systems.

2023-24 Priorities
Last year, the Board adopted the following priorities aligned to their expectation and vision of being equity-centered and increasing access for all District students.

<u>Academic Excellence (Teaching and Learning) DP 1</u>

- Prioritize efforts and implement systems to improve academic excellence across the District (the “what”)
- Aligned, coherent CIA & PL (prof. learning - below is “the how”)
  - Collaborative Cycle of Inquiry with a specific focus on planning rigorous, engaging lessons and teaching in ways that are relevant and engaging to students (more student discourse and agency in their learning).
  - Use and monitor the use of scope and sequence via classroom visits
  - Provide professional learning tied to the collaborative Cycle of Inquiry planning and teaching steps and supporting HR in other EDS specific learning opportunities.
  - Work in collaboration with HR regarding the FfT instructional framework.

  - Visiting classrooms, collecting data, giving feedback, and reporting out
- Performance management (process and tools for turning our strategies into actions that are progress monitored (continuous improvement)
- Implementation of programs and strengthening systems to be more equitable

Talent Management (Human Resources) DP 2

- Recruitment, hiring, placement, training, retention, and negotiations through an equity lens
  - Utilize evaluation system to establish baseline data and determine a plan and system for more targeted support for continued growth & improvement in order to improve student outcomes.
  - Targeting recruitment more intentionally; utilizing engaging methods to show our commitment to inclusion, equity, and excellence
  - Shifting hiring practices that align to our aspirations for DEIB
  - Work in collaboration with EDS to align to professional learning to gauge teacher and staff performance and support needed (eventually compare to student outcome data)
- Performance management (process and tools for turning our strategies into actions that are progress monitored (continuous improvement)
  - Monitoring and reporting out on goals and actions to gauge success
- Implementation of programs and strengthening systems to be more equitable
  - Launching a PL system (tiered and differentiated)

Community Engagement and Connectedness (School Climate & Safety) DP 3

- Prioritize efforts and implement systems to improve chronic absenteeism across the District
- Deepen systematic implementation of programs, practices, processes and alternative supports with:
  - Restorative discipline practices
  - School safety (including MOU with police)
  - Social, emotional, and mental health supports
  - Alternative to Suspension/Expulsion Program
  - Online registration
  - Student Advisory committee
- Performance management (process and tools for turning our strategies into actions that are progress monitored (continuous improvement)

- Implementation of programs and strengthening systems to be more equitable

Operational and Fiscal Stewardship (Budgeting) DP 4

- Allocation of resources equitably
  - Deepen understanding of needs at each site and align resources and monitor implementation to gauge success
- Implement beginning phases of the school bond facility measure
- Securing grants to support priorities
- Investment in staff via financial resources
  - PL and negotiations
- Performance management (process and tools for turning our strategies into actions that are progress monitored (continuous improvement)
  - Implementation of programs and strengthening systems to be more equitable

Continued Efforts 2023-24 and beyond

Educational Equity

- Educational Equity as our throughline and anchor for everything we implement
- Equity & Student Centered Strategic Plan

Culture

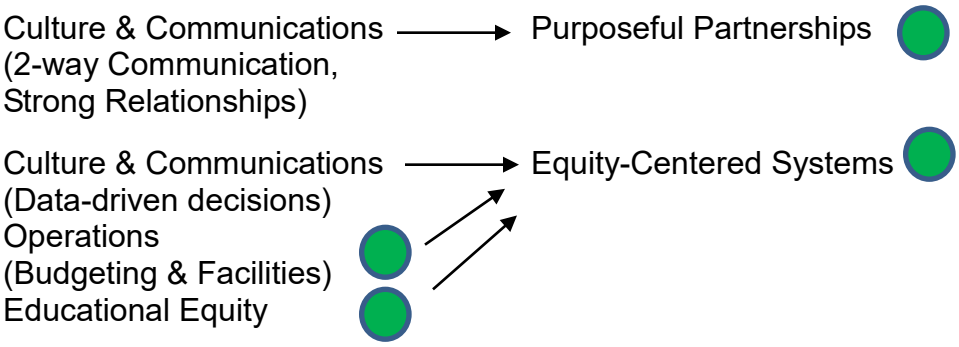
- Building positive, trusting, inclusive relationships & excellent customer service across all sites
- Strengthen and evaluate partnerships
- Further establishing that of a data-driven culture to understand progress and use that to drive our professional learning foci

Communication

- Continue to utilize communication tools to ensure two-way communication and transparent information sharing

In February, they aligned the priorities to the District's new Strategic Plan. Community feedback was used to integrate the new 5-year Strategic Plan Priorities.

2023-24 Priorities		**5-Year Strategic Plan Priorities**
Academic Excellence	→	Exceptional Instruction
Community Engagement (Absenteeism & student culture)	→	Engaged Students
Talent (Hiring/recruitment & Professional learning)	→	Empowered Educators



Dr. Moore said they monitored their progress to see if they were on track in completing each priority. Some priorities were on track with significant progress made and some were still in progress. They slowed down and refocused their efforts on where they are headed. "What worked well, what didn't work well, what were our intended impacts and did we meet them or not." The colored dots above indicate priorities with significant progress made (green) and those in progress (yellow).

Challenges

Clarity: During this past year we focused on many new initiatives

- Solution: Next year we will focus on two main priorities - Exceptional Instruction and Equity-Centered Systems and align our professional learning. This will allow us to go deep on how to continually improve our instructional practices.

Capacity: Our central office team is stretched between responding to site needs + launching and leading these change efforts.

- Solution - Hired a new Chief of Strategy and Communications and will develop a reorganization plan that demonstrates how resources can/will be used to more effectively support the SSFUSD Strategic Plan.

Data: It is taking more time than expected to create the tools and gather/analyze the data we need to measure the impact of our work.

- Solution - Hiring a partner to help with an equity audit of our finances and work closely with our Chief of Strategy and Communications to help with progress monitoring.

Next School Year – The main focus will be on **exceptional instruction** at all grade levels and continue to implement **equity-centered systems**.

1. Exceptional Instruction
   - Continue our Collaborative Inquiry Cycles (a process of continuous improvement) at schools, so we can reflect on what is working instructionally, and where/how we can adjust with a laser like focus on equity.

- Roll out science curriculum, and train leaders and staff on what exceptional instruction looks like using these curricula and pilot new math curriculum.
- Build a bank of high-quality instructional strategies.

2. Engaged Students
   - Engage students to co-create a vision for welcoming, self-affirming, and inclusive learning environments.

3. Purposeful Partnerships
   - Provide customer service training for office and District staff.

4. Empowered Educators
   - Develop a Portrait of an Educator that is aligned to a Portrait of a Graduate.

5. Equity-Centered Systems
   - Portrait of a Graduate will be embedded in everything that we do.
   - Implement a focused, transparent annual planning process.
   - Implement an equity-centered school facilities plan to meet the needs of all students and staff.

Superintendent Moore said these priorities are ones which align professional learning and collaboration "…so that we can really prioritize how we engage students and how we prepare students to exemplify and embody the outcomes in the Portrait of a Graduate." She shared that the Board has adopted this as part of their work as indicated in the Governance Handbook. "The rationale is to make sure that we are aligned and coherent from the boardroom to the classroom, and the idea is that we continue to work together to serve all students exceptionally well but also equitably well. And this is part of our long term Strategic Plan and vision."

Trustee Richardson thanked Dr. Moore for the clear direction which anyone can follow and she has noticed that the District is moving in the right direction. "…it's a slow process, and we have challenges…but we're hopeful that we're going forward with your leadership."

Dr. Chialin Hsieh shared with the public that the entire District, staff, and the leadership team is working nonstop to achieve the Strategic Plan next year. She said she appreciated Dr. Moore's leadership in moving forward. Dr. Hsieh noted regarding capacity, "…that the Chief of Strategy and Communication will develop a reorganization plan that demonstrate how resources can be used to support our Strategic Plan." She asked if the current staffing structure and the budget are equipped to support the Strategic Plan implementation. Also, are there outdated positions to update or revise to meet current demands. She

recommended taking time to reflect and embrace changes. "Change is never going to be easy, and we want to make sure that we bring people along with us." Lastly, she spoke about building trust which increases speed and decreases costs. "…we continue to build our trust among our faculty, our teachers, and our administration. And our Strategic Plan will be there." She thanked Dr. Moore for her leadership.

President Lujan thanked Dr. Moore for the presentation and said this plan was driven through being open to feedback and reflection.

Superintendent Moore acknowledged the Board and said "…none of this would have been possible without your support, and I really just have an incredible team, a team that sits with me there on the dais but also the team of teachers and classified staff and parents and community members who really came forward to help develop this plan. This is our community's plan. It is our promise to our students about what we want and we aspire for all of them."

N. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. HUMAN RESOURCES

a. Law Enforcement Contacts Summary for 2023-24

Director Ryan Sebers reviewed the end-of-year law enforcement contacts summary for the 2023-24 school year. He introduced SLO Michael Valdes with whom he works.

Law Enforcement Contact Summary 2023-24
Mr. Sebers said this is the year of stability where everyone has had the chance to understand the expectations of the MOU.

- There were a total of 164 contacts as reported by the school site administrators in which officers or some form of law enforcement, excluding the probation department, was involved. 104 were initiated by a school site, 60 instances were initiated either by police, parents, a community member, or another agency, and 84 included SLO consultations and assistance in a partnership situation.
- 144 incidents were handled by SSFPD, 11 by DCPD, 4 by San Bruno PD, 3 by BART PD, and 2 by the San Mateo County Probation Department.

Contacts by school sites
Director Sebers explained that a contact does not mean an issue or an illegal thing occurred. If means the police could be following up on

information or possibly some criminal activity. He showed the distribution for schools with the highest number of contacts being the secondary sites.

Purpose of contacts
The most common reasons for police to come to a school were to investigate a CPS report or follow-up, and any kind of threats, sexual harassment, trespassing, doing risk assessments for mental health or suicidal ideation, welfare checks, or attendance-related issues which have a counseling component.

Student information
Mr. Sebers provided a grade distribution with the number of contacts, which could change with any given year. He said there is no real reason why one grade level would be higher than any others. 8th, 10th and 11th grade had the largest number of contacts in 2023-24. 46 students were involved with the SpEd contacts and 36 students were English Language Learners. Homeless and foster youth accounted for three students involved in the cases. Male students had 94 contacts and female students had 74 contacts. He noted that the data indicates multiple students can be involved within a contact.

Contacts by race/ethnicity and enrollment
This information shows the ethnicity/race breakdown against the baseline of the District's student population. Mr. Sebers noted the proportionality is consistent with the District's student population. The highest subgroup is Hispanic/Latinx with 85 students, which is the highest subgroup of District students at 49%.

Race/Ethnicity		Enrollment	
		Students	Percentage
85	Hispanic/Latinx	4062	48.82%
21	Filipino	1690	20.31%
15	Chinese	1175	14.12%
12	African America	145	1.74%
10	White	544	6.54%
4	Amer. Indian/Alaska Native	90	1.08%
2	Cambodian	14	0.17%
2	Other Asian	134	1.61%
2	Other Pacific Is.	88	1.06%
1	Asian Indian	127	1.53%
17	Unknown		

Student/Staff Survey

Director Sebers said a clause in the MOU indicates the following: “An internal survey of school administration, staff, and student representatives who have had interactions with law enforcement officers on campus will be conducted. The number of student representatives whose input will be sought will vary according to grade level. The survey will be primarily concerned with perceptions of safety and security relative to the program.”

A survey was sent to students, staff, and administrators, who had any contact with SLOs in any way. School teams encouraged families to participate and employees that worked with these situations to provide their feedback. He reported that out of the 24 responses received, 5 were students, 10 were school staff, and 9 were school administrators.

Survey responses

Scoring values: 1 = unsafe to 5 = very safe

- ***Do you feel safe at school?***
  3 respondents listed ‘3’, 8 listed ‘4’, and 13 listed ‘5’.
  “We did have three responses that indicated a medium level of feeling safe at school, which that's something that we have to address and that is an important perception to improve.”

- ***How do you view police school liaison officers (SLOs) when they visit the school campuses?***
  91.7% responded that it was a positive experience and 8.3% had no opinion.

- ***Do SLOs have a positive impact on the culture and climate of the school?***
  91.7%% said ‘yes’, 8.3% had no opinion.

Mr. Sebers said this year an open feedback section was added to give the community an opportunity to share their opinions. The feedback was overwhelmingly positive, especially with comments for Officer Valdes for the work he has done at the schools. Responders indicated they felt the SLO presence was positive and they appreciated the interaction. “…there's definitely a shift away from anything that would resemble some kind of a heavy-duty structured strict law enforcement system, but instead to someone that just is positive almost like a school staff member that can be consulted and be spoken to.” The police assisting at events, such as Ruby Bridges Day, was well received. Other comments included, “The officers are wonderful with the students. They definitely help make the kids feel safe in the community and help them feel more comfortable around officers in general.” Mr. Sebers said having the officers back visiting campus and establishing positive relationships is healthy for the environment.

Growth, Partnership, and Improvement
Director Sebers spoke about the two following programs.

Every 15 Minutes
This is a two-day anti-drunk driving education program to change some of the students' decision-making habits. It is a dramatized real-time emergency response to a situation. It is held annually at either ECHS or SSFHS, managed by school staff, and put on by the police. Students viewed a video of the accident and aftermath at a school assembly. This program is funded by a grant made available by the CA Office of Traffic Safety, facilitated by the California Highway Patrol. SSFPD applies for the grant on behalf of SSFUSD.

Youth Enrichment Series (YES) Program
It is a five-week program for 5th graders and focuses on positive decision-making, communication, handling peer situations, bullying, online dangers, and substance abuse.

SSFUSD Staff Training Opportunities
The District wants to provide more opportunities to train staff in various reporting procedures and different best practices for handling prevention of social media/electronic financial and personal information exploitation, reporting procedures for cases of sexual assault/battery and improving emergency response drills and procedures.

Dr. Hsieh said the District has come a long way and every year things are improving. "I really appreciate everything you do and build the trust among our schools and with our SLO officer and then all the comments here. It's so amazing how we appreciate their work to support our students. So please continue doing this amazing job."

Trustee Richardson said the District is moving forward with the program but wanted to know how punitive behaviors are being handled. Mr. Sebers replied, "The main thing is that we're looking comprehensively at what is going on in the life of a student, and there is no such thing as one disciplinary response fits all." The District Expectation for Student Success document is a thorough look at how certain issues can occur and the range of possible responses. "These can be anything from student counseling to referring students to additional mental health resources to a combination of those, to a combination of what we would consider to be certain traditional disciplinary measures. And then we infuse all of that with a restorative lens by using our Alternative to Suspension program, which has within it several ways in which we do things like substance use prevention and education, we do what's called brief intervention counseling, we do customized restorative practice work, so it's a fairly large world of how we address a student's issues through what's called a progressive

disciplinary lens. And using restorative practices." He noted that he has data which shows a significant reduction in suspensions. Trustee Richardson asked if Mr. Sebers ever had a reason to call the police to come to a school for this. He said he does not call on this since he consults at a different level that is more procedural and a process, which does not count as a school contact-related issue. Trustee Richardson said in next year's report, she would like to see if the behavior of some students is considered offensive to staff and if it has improved.

Trustee Richardson inquired whether officers show up in civilian clothes instead of their uniform, which is part of the MOU. Mr. Sebers said in the MOU Section 3g, it states "…if doing so is practical and will not interfere with other duties when working on District campuses, the SLO will wear an alternate uniform to present a more casual appearance." This is how Officer Valdes is usually dressed when visiting staff. If an officer is doing double duty, responding to community issues and assisting schools, they would wear their usual uniform.

Vice President Amanda Anthony thanked Mr. Sebers for the presentation. She noted that African American students continue to be disproportionally represented in calls. She asked when the survey was distributed. Mr. Sebers replied it happens during the end of the school year. She wondered, "If that's part of the reason we don't get the student response we want to see. If we could look at doing the student follow-ups more closely to when the incident happened?" Mr. Sebers said he would consider that. She asked if there is a way to gather more student feedback since the comments are mostly from adults. Mr. Sebers said "…the assistant principals that were in charge at the secondary sites were really trying their best to encourage student feedback." She said a student who came from a home where some things may have happened might not want to reflect on it.

Vice President Anthony commented on the numbers beginning to rise in middle school, but the main program, such as substance abuse is later in high school. She asked if it would be possible to look at middle schools for other programs that might help with some of these things. He replied, "We have our Restorative Processes Coordinator who's been working on building site teams rather than having a District kind of central place to do the Alternate to Suspension Program." One of the biggest pushes they are trying to make is customizing the programs for a school's need.

President Lujan said she is grateful for the SSF PD partnership and the support from the City and the police for some programs. "…when we have a community focused on students and coming together for

students, good things can happen. And I've watched a big transition, and good things are happening." She thanked Officer Valdes and also Chief Campbell for his support of the program.

ACTION

1. HUMAN RESOURCES

a. Approval of the SSFUSD SSFPD MOU Version #16 Renewal with Changes

MOTION #124 (Hsieh/Anthony) to approve the renewal of version #16 of the MOU between SSFUSD and SSFPD, updated for the 2024-25 school year, and for the Board to consider biannual or triennial renewal terms for subsequent years. Motion Carried. (Unanimous)

N. CONSENT AGENDA

Trustee Richardson asked about Item 1b, the updated Board meetings calendar and whether the date for the reorganization had changed. President Lujan replied it was changed since she was unable to attend on December 17 and the other Trustees wanted to honor her as she leaves the Board. So there will be two meetings in the month of December. On the 12th, the regular meeting will be held and on the 18th, the reorganization will be the only item on the agenda. The reorganization cannot be held until 15 days after the elections. Vice President Anthony confirmed that the Board Policies and Bylaws Committee met last year and the Board approved having a separate December meeting just for the reorganization in election years.

MOTION #125 (Hsieh/Anthony) to approve Item 1a, Minutes to the regular Board meeting, May 23, 2024; Item 1b, Revised 2024-25 Board calendar; Item 1c, Children's Center Program 2023-24 annual self-evaluation; Item 1d, Children's Center CSPP AB 110 rate increase contract for 2024-25; Item 1e, Star Vista agreement for 2024-25; Item 2a, SSFHS staff member to travel to San Diego, CA; Item 2b, Director to travel to Anaheim, CA; Item 2c, SSFHS staff member to travel to Downington, PA; Item 2d, District staff members to travel to San Diego, CA; Item 2e, Special Education staff member to travel to Anaheim, CA; Item 2f, PHMS ASB students to travel to Anaheim; Item 3a, Certificated Personnel Assignment Order; Item 3b, Classified Personnel Assignment Order; Item 4a, Purchase Order Listing, April 1-30, 2024; Item 4b, Warrant Register, April 1-30, 2024; Item 4c, Cash Receipts, April 1-30, 2024; Item 4d, Declaration of surplus items; Item 4e, Gifts to the District for June 2024; Item 4f, Fundraiser events for the 2024-25 school year; Item 4g, Professional service agreements under $25,000; Item 4h, District facility use fees increase for FY2024-25; Item 4i, District lease rates increases for FY2024-25. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. BUSINESS SERVICES

a. 2024-25 District Budget

Assistant Superintendent O provided highlights of the updated 2024-25 Proposed District Budget and Multi-Year Projections for 2025-26 and 2026-27.

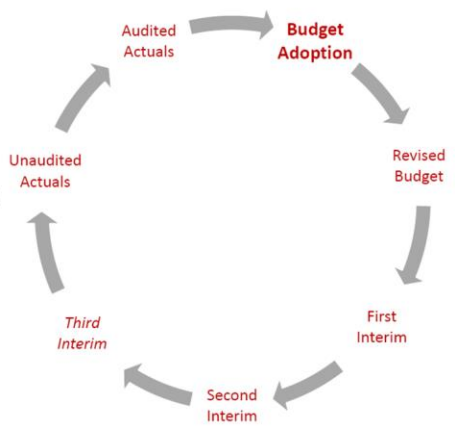
Education Code Reporting Requirements
Education Code Section 42127 (a)(1) states that:
On or before July 1 of each year, the governing board of each school district shall accomplish the following:

- Hold a public hearing on the budget to be adopted for the subsequent fiscal year
- Adopt the budget in a separate meeting
- Submit the budget to the SMCOE for approval - if the District cannot balance the budget for all three years, it is not approved.

Annual Budget Cycle

At each period, we:

- Update budget
- Certify District's financial condition
- Present summary to Board of Education
- Submit copies to County Office of Education and State



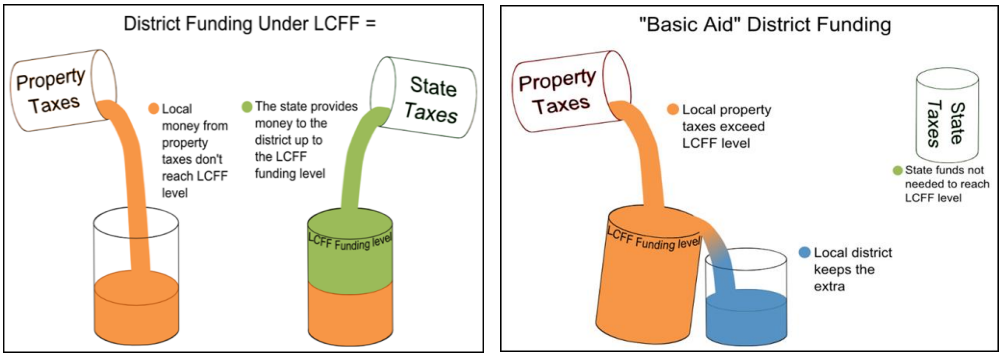
Considerations When Developing a Budget

- Can the District consolidate services or oversight to achieve efficiencies?
- Can the District apply technology or identify workarounds to reduce costs?
- What costs can be cut versus small allocations of positions?
- Can fees or grants cover the costs of providing the service?
- Can the District reduce service levels rather than cut a program?
- Is there a growing demand for the service or does it reach vulnerable population?
- Is the program mandated? If so, can costs be reduced?

LCAP Goals/Actions in Budget

- Under the Local Control Accountability Plan (LCAP), districts are required to put aside funds to provide additional support for the unduplicated students in the District.
- The unduplicated students include English Leaners, Students on Free and Reduced-Price Meals, Foster Youth, and Homeless.
- For 2024-25, the District has budgeted $7,855,225 as LCAP-Supplement Funds to support these students.
- The LCAP is made up of multiple goals and multiple actions within each goal.
    - **Goal 1** - Academic Achievement
    - **Goal 2** - Professional Development
    - **Goal 3** - Student, Parent and Community Engagement
    - **Goal 4** - Special Education

Funding for School District – LCFF vs. Basic Aid



The State backfills LCFF money. With Basic Aid districts, any overflow goes to the district and the State pays nothing to reach the LCFF level. SSFUSD is among the 10% of California school districts which are basic aid.

2024-25 SSFUSD Budget Assumptions

- Projected increase in property tax
- District will remain Community Funded/Basic Aid
- Estimated Step & Column cost included
- Enrollment/ADA declining
- LCAP Goals/Actions are included in the budget
- Maintain contribution to Routine Restricted Maintenance
- Estimated STRS/PERS increase included
- Contribution to Special Ed and Transportation are budgeted
- Lottery, Mandated Cost Block Grant and EPA are budgeted
- Est. Prop 28 Arts Education Program Funding is budgeted
- Gifts and donations are budgeted when received
- Program carryovers, including one-time stimulus funds, not budgeted until books are closed

2024-25 Proposed Budget General Fund Projected Revenues
The majority of revenue for SSFUSD is from property taxes.

REVENUES	2024-25	PERCENTAGE
LCFF Revenue	$144,785,192	86.82%
Federal Revenue	$3,549,575	2.13%
Other State	$11,851,097	7.11%
Other Local	$6,560,880	3.93%
Transfers In	$13,301	0.01%
TOTAL	$166,760,045	100%

The State requires school districts to use the same categories for consistency in revenue and expenditures reporting. These amounts, include both restricted and unrestricted funds.

2024-25 Proposed Budget General Fund Projected Expenditures

EXPENDITURES	2024-2025	PERCENTAGE
Certificated Salaries	$65,703,579	39.76%
Classified Salaries	$25,934,556	15.69%
Benefits	$43,848,466	26.54%
Books & Supplies	$4,650,496	2.81%
Services	$19,840,629	12.01%
Capital Outlay	$151,156	0.09%
Other Outgo	$1,483,971	0.90%
Transfers Out	$3,634,220	2.20%
TOTAL	$165,247,073	100%

2025-26 & 2026-27 MYP Assumptions
- Property tax increases – estimated at 4% & 4%
- Estimated RDA revenue is budgeted
- Estimated STRS/PERS increase included
- Estimated Step & Column costs included
- Enrollment/ADA projected to decrease by 2% per year
- LCAP Goals/Actions are included in the budget
- Mandated Block Grant and Lottery Funds are budgeted
- Contributions to Special Ed and Transportation
- Maintains contributions to Routine Restricted Maintenance program

	STRS	PERS	SUI	COLA	Lottery	Mandated Block Grant	ADA
23-24	19.10%	26.68%	0.05%	8.22%	$249	$110.65	7,384.95
24-25	19.10%	27.05%	0.05%	1.07%	$249	$111.83	7,238.09
25-26	19.10%	27.60%	0.05%	2.93%	$249	$115.11	7,094.17
26-27	19.10%	28.00%	0.05%	3.08%	$249	$118.65	6,953.12

SSFUSD's contribution to the employee pensions is a significant cost to the District and increase each year. The PERS rate is projected to be 28% by 2026-27. The reason for the increase is because the State is no longer putting any funds towards buying down the cost to districts.

Multi Year Projection Unrestricted (Before Designations)

GENERAL FUND UNRESTRICTED Multi-Year Projections	Proposed Budget 2024-2025	Projected Budget 2025-2026	Projected Budget 2026-2027
Revenues & Other Financing Sources			
LCFF/State Aid/Property Tax	$ 138,607,312	$ 142,557,867	$ 146,660,605
Federal Revenues	$ -	$ -	$ -
State Income	$ 2,942,999	$ 2,946,177	$ 2,949,892
Local Income	$ 2,394,223	$ 2,394,223	$ 2,394,223
Transfers in	$ 13,301	$ 13,301	$ 13,301
Other Sources	$ -	$ -	$ -
Contributions	$ (37,362,094)	$ (39,012,094)	$ (40,662,094)
Total	**$ 106,595,741**	**$ 108,899,474**	**$ 111,355,927**
Expenditures & Other Financing Uses			
Certificated Salaries	$ 48,170,716	$ 48,893,276	$ 49,626,675
Classified Salaries	$ 15,659,035	$ 15,893,921	$ 16,132,330
Employee Benefits	$ 25,807,063	$ 26,711,044	$ 27,629,088
Books & Supplies	$ 2,742,653	$ 2,852,654	$ 2,852,654
Services and Operating	$ 12,674,339	$ 13,683,924	$ 14,846,811
Capital Outlay	$ 87,316	$ 87,316	$ 87,316
Other Outgo	$ (170,649)	$ (243,937)	$ (307,273)
Transfers Out	$ 112,296.00	$ 112,296	$ 112,296
Other Uses	$ -	$ -	$ -
Total	**$ 105,082,769**	**$ 107,990,494**	**$ 110,979,897**
Net Increase / (Decrease)	**$ 1,512,972**	**$ 908,980**	**$ 376,030**
Beg. Balance	$ 26,134,690	$ 27,647,662	$ 28,556,642
Ending Fund Balance	**$ 27,647,662**	**$ 28,556,642**	**$ 28,932,672**

Multi Year Projection Restricted (Before Designations)

GENERAL FUND RESTRICTED Multi-Year Projections	Proposed Budget 2024-2025	Projected Budget 2025-2026	Projected Budget 2026-2027
Revenues & Other Financing Sources			
LCFF/State Aid/Property Tax	$ 6,177,879	$ 6,177,879	$ 6,177,879
Federal Revenues	$ 3,549,575	$ 3,549,575	$ 3,549,575
State Income	$ 8,908,098	$ 8,585,214	$ 8,585,214
Local Income	$ 4,166,658	$ 4,166,657	$ 4,166,657
Transfers in	$ -	$ -	$ -
Other Sources	$ -	$ -	$ -
Contributions	$ 37,362,094	$ 39,012,094	$ 40,662,094
Total	**$ 60,164,304**	**$ 61,491,419**	**$ 63,141,419**
Expenditures & Other Financing Uses			
Certificated Salaries	$ 17,532,864	$ 17,795,857	$ 18,062,795
Classified Salaries	$ 10,275,521	$ 10,242,728	$ 10,396,369
Employee Benefits	$ 18,041,403	$ 18,334,589	$ 18,769,111
Books & Supplies	$ 1,907,842	$ 2,121,437	$ 2,405,760
Services and Operating	$ 7,166,290	$ 7,643,155	$ 8,085,357
Capital Outlay	$ 63,841	$ 108,103	$ 108,103
Other Outgo	$ 1,654,619	$ 1,723,626	$ 1,792,000
Transfers Out	$ 3,521,924.00	$ 3,521,924	$ 3,521,924
Other Uses	$ -	$ -	$ -
Total	**$ 60,164,304**	**$ 61,491,419**	**$ 63,141,419**
Net Increase / (Decrease)	**$ -**	**$ -**	**$ -**
Beg. Balance	$ 7,122,141	$ 7,122,141	$ 7,122,141
Ending Fund Balance	**$ 7,122,141**	**$ 7,122,141**	**$ 7,122,141**

Mr. O said the restricted or categorical program funds must be used for a specific purpose.

Multi-year Projection - Projected Ending Fund Balances

This shows the District's projected Ending Fund Balance for both the Unrestricted and Restricted budgets combined. These amounts are prior to the State required designations and the District designations.

Unrestricted and Restricted Funds	Estimated Actual 2023-24	Proposed Budget 2024-25	Projected Budget 2025-26	Projected Budget 2026-2027
Revenues	$ 175,451,755	$ 166,746,744	$ 170,377,593	$ 174,484,046
Interfund Transfer In	13,301	13,301	13,301	13,301
Total Sources of Funds	$ 175,465,056	$ 166,760,045	$ 170,390,894	$ 174,497,347
Expenditures *	$ 196,654,035	$ 161,612,853	$ 165,847,694	$ 170,487,097
Interfund Transfer Out	3,590,257	3,634,220	3,634,220	3,634,220
Total Usage of Funds	$ 200,244,292	$ 165,247,073	$ 169,481,914	$ 174,121,317
Net Incr/Decr in Fund Balance	$ (24,779,236)	$ 1,512,972	$ 908,980	$ 376,030
Beginning Fund Balance	$ 58,036,067	33,256,831	34,769,803	35,678,783
Projected Ending Fund Balance	$ 33,256,831	$ 34,769,803	$ 35,678,783	$ 36,054,813

The bottom row shows the projected ending fund balance for the District for the next three years. This is still before some of the State required designations, as well as some of the District designations that we have to put aside.

Ending Fund Balance Designations

GENERAL FUND Unrestricted and Restricted Funds	Estimated Actual 2023-24	Proposed Budget 2024-25	Projected Budget 2025-26	Projected Budget 2026-27
Estimated Actual/Projected Ending Fund Balance	*33,256,831*	*34,769,803*	*35,678,783*	*36,054,813*
Nonspendable				
Revolving Cash	25,103	25,100	25,100	25,100
Stores	73,576	75,000	75,000	75,000
Prepaid Expenditures	236,562	200,000	200,000	200,000
Restricted	7,122,141	7,122,141	7,122,141	7,122,141
Committed	0	0	0	0
Assigned/Designated				
STRS/PERS Increases: 2026-27	359,384	401,688	401,688	401,688
STRS/PERS Increases: 2026-27 & 2027-28	733,791	763,393	763,393	763,393
Property Tax Repayment - Litigation (Est.)	8,500,000	8,120,127	8,417,366	8,361,426
Cover Salaries Paid w/One-time Stimulus Funds	0	6,800,000	6,800,000	6,800,000
Cover Programs Paid w/One-time Stimulus Funds	379,000	3,000,000	3,400,000	3,600,000
Reserve:				
Reserved for Economic Uncertainties	10,011,665	8,262,354	8,474,096	8,706,066
Undesignated Reserve	6,194,612	0	0	0

For consistency, the State requires districts to separate their ending fund balances into five categories. These designations are non-spendable, restricted, committed, assigned, and undesignated/unassigned. SSFUSD's designations fall under the assigned/designated category.

Positions Funded with One-time Funds

SSFUSD has many positions that are funded with one-time State stimulus funds that are ending or will be depleted in 2024-25. Once these funds expire or are used up, these positions will need to be eliminated unless another funding source is identified. These positions equal about 28.3 FTEs and $3.2M.

Grant	Resource Description	Expires	FTE	Positon Types	Amount
6053	Chd Dev CA PreK Plan & Implementation	6/30/2025	4.80	Para-Transitional TK	$ 335,939.00
6266	Educator Effectiveness Block Grant	6/30/2026	1.00	Coordinator-Multi-Tier Systm	$ 200,750.00
			0.83	TOSA - Social Science	$ 106,283.00
7435	Learning Recovery Emergency Block Grant	6/30/2025	1.00	Administrative Assistant	$ 92,761.00
	(Approx. $2.8M left at end of 2023-24))	All Spent	4.00	Counselor-Wellness	$ 484,604.00
			1.00	Counselor on Special Asgmt	$ 155,627.00
			3.67	Office Assistant-Attendance	$ 285,545.00
			1.00	Psychologist-Special Assgn	$ 172,010.00
			3.00	School Communtiy Liaison	$ 239,072.00
			1.00	Teacher - ELD Intervention	$ 163,721.00
			4.00	Teachers (TOSA)-RTI	$ 528,317.00
			2.00	TOSA - Special Ed	$ 312,165.00
			1.00	TOSA -Tech	$ 106,587.00
			28.30	**Yearly Total**	**$ 3,183,381.00**

Positions Paid with One-time Stimulus Funds

SSFUSD has some large expenditures that are funded with one-time stimulus funds that will end or be depleted in 2024-25. Once these funds expire or are used up, they will need to be eliminated unless

another funding source is identified. These positions equal about 21.7 FTEs and $2.6M.

Grant	Descriprion Of Resource	Funds Expiring	PO Amount	Grand Total
6266	EDUCATOR EFFECTIVENESS GRANT	6/30/2026		$ 336,000.00
	Various PD Opportunities for Staff (Estimate)		$ 336,000.00	
6762	ARTS, MUSIC, & INSTR. MTLS DISCETIONARY BLK GRANT	6/30/2025		$ 2,250,650.00
	Air Tutors LLC		$ 390,000.00	
	Legarza Sports		$ 777,650.00	
	Touchmath, Spire, Goalbook, Teen Talk, Etc.		$ 251,000.00	
	SIPPS Trace & Write Workbooks		$ 80,000.00	
	PAX Training via online		$ 15,000.00	
	IXL Learning Licenses		$ 85,000.00	
	Qualtrics Districtwide License		$ 15,000.00	
	Youth Service Bureau (YSB) - Mental Health		$ 637,000.00	
	TOTAL			$ 2,586,650.00

Next Steps

- June 20, 2024 - Adoption of the 2024-25 Proposed Budget
- September 2024 - 2023-24 Unaudited Actuals
- December 2024 - 2024-25 First Interim Report

Trustee Hsieh thanked Mr. O for the wonderful presentation. The Board may use the slide with questions when considering planning a budget when they plan how the budget aligns with the Strategic Plan. Also, she appreciates the set aside for the block grants so there are funds to support the Strategic Plan. Mr. O confirmed that those are one-time funds to cover the balance for the next three years and other ongoing funding will be needed to continue beyond that.

Trustee Richardson asked if the TOSAs will continue to be State funded with one-time stimulus funds so they can be counted on for the following year. Mr. O referenced his presentation of last year where the TOSAs and paraeducators were charged to the one-time stimulus funds, but the District was fortunate enough to move some of them to the unrestricted side so they can continue to work. He said, “However, we do have still a lot that's expiring for the year after next, so we can't cover everything unless we get some huge increase in General Ed funds that's ongoing. So, because these are one-time funds, we'll need to make some tough decisions unless we get some additional funding to cover that or to keep all or some of the positions.

Vice President Anthony thanked Mr. O for his presentation and said she hopes they will not need to make too many hard decisions going forward.

ACTION *(continued)*

1. ADMINISTRATION

a. Approval of Individual Board Member Annual Spending Accounts and Possible Increase

President Lujan stated that each Trustee has a total annual spending allowance of $2,000 and it was requested to bring this item back for discussion.

Trustee Richardson recommended increasing the allotment by $500.

Vice President Anthony said the intention of this spending account is to ensure the budget allowed for Board members to attend events and be present in the community. "The CSBA annual conference…Delegate assemblies, Masters in Governance, all of those things are exempted from this $2,000 limit." She has found the $2,000 is more than sufficient for the events she attends. She wondered about a conference beyond the CSBA one and if a different process would be needed to evaluate that instead of the spending account.

Trustee Richardson said she sees it as professional development and part of the governance mindset acquired by going to these conferences. "People from the community need to understand that there's another way of doing things…and you only learn that in these conferences."

President Lujan said she likes the idea of a Trustee bringing something forward where the Board considers whether it aligns with District priorities. She suggested a process where one Trustee could gift some of the funds to another Trustee if they are not using them. Vice President Anthony equated this idea to a bank. Dr. Hsieh said they would not need to increase the amount, but could support one another using this concept.

President Lujan recommended, if the Board was in agreement, that the Board Policies and Bylaws Committee codify the sharing of funds is included in the policy. She reiterated what was being proposed was "…to implement the addition of creating a bank where if someone didn't spend $2,000…the person [who] needed some money, could come to the Board and…if [the request] aligns with District priorities, let's add my balance to the bank so that way you would have additional funds to draw from. So that way we keep our spending amount the same as staff and we don't put ourselves above staff but we give ourselves the flexibility to support each other."

MOTION #126 (Anthony/Hsieh) to approve keeping their current annual spending accounts at $2,000 for each Board Member and

having the Board Policies and Bylaws Committee update the bylaw to implement the addition of creating a bank where a Trustee's unused funds could be used by another Trustee with Board approval. Motion Carried. (Unanimous)

2. EDUCATIONAL SERVICES

a. Approval of 2024-25 Local Control Accountability Plan (LCAP)

Assistant Superintendent Keith Irish said on June 7, he, Assistant Superintendent O, and Director Raj Bal met with the SMCOE who provided feedback on the LCAP. They incorporated the feedback to make sure the LCAP is compliant. He is thankful that along with all the team members in Business Services, Director Marianne Hew helped make corrections and that the LCAP is now in alignment with the District's Strategic Plan and will be approved by the County office

MOTION #127 (Hsieh/Richardson) to approve the 2024-25 LCAP and authorize submission of same to the San Mateo County Office of Education. Motion Carried. (Unanimous)

b. Approval of SSFUSD Local Performance Indicators Self-reflection for 2024-25

Vice President Anthony asked why the District self-rated a '3' on Common Core math and only a '2' on NGSS as she thought we were further along on NGSS than math. Mr. Irish replied that the self-rating occurs in May. "When I look at LCFF priority two implementation of State standards…I judge our progress in every subject area, ELA math, science, social science, health, [and] world language, that we would have District adopted curriculum, scope and sequence with end of unit assessments. So, for South City, we have ELA and math scope and sequence already in place. Obviously we're going to have to shift and update it with our new adoption after the year. So that's how I rate it. NGSS has just been implemented and we're building the scope and sequence for elementary…" "Next year is the first year that all teachers are going to be required to implement multiple units so that's why I judge it like that." It is the same with science starting at middle and high school. When it was adopted, staff was sent for OpenSciEd training and there is no existing scope and sequence which is why he self-rated it. "And maybe with your suggestion, I'm being too harsh on us and I can definitely reflect that for next year."

MOTION #128 (Hsieh/Anthony) to approve the District's 2024-25 self-assessment of its progress on local performance indicators based on the LCFF State priorities. Motion Carried. (Unanimous)

a. Approval of an Agreement with the College and Career Access Pathways (CCAP) for the 2024-2027 School Years

Mr. Irish said SSFUSD would like to maintain the partnership with the community colleges and continue building pathways and dual enrollment.

Dr. Hsieh said she supports this, but had to recuse herself.

Trustee Richardson asked about bringing back Home Economics as a career pathway or whether it is in line with the Culinary Arts program. Mr. Irish confirmed that the Culinary Arts program is what was previously referred to as Home Economics and it is one of the District's most successful dual partnerships. She is glad to see some District students go from that program to further their education.

Vice President Anthony said she was excited about the college success and student success strategies. "I think that's really beneficial for all students, whether or not you're in the specific career pathways. And in my day job, one of the things we talk a lot about is getting kids ready for the workplace, and how many soft skills and things that they still need to learn before they take their first jobs. And I hope that more students can access this."

MOTION #129 (Anthony/Richardson) to approve an agreement for a dual enrollment partnership with the CCAP for the July 1, 2024-June 20, 2027 school years. (AYES: Anthony, Hsieh, Richardson; NOES: None; ABSTAIN: Lujan). Motion Carried on a 3-0-1 vote.

The Board recessed at 8:30 p.m. for a break and reconvened at 8:40 p.m.

b. Approval of the Qualtrics Agreement for the 2024-27 School Years

MOTION #130 (Anthony/Hsieh) to approve the Qualtrics 3-year agreement and trainer support to provide District users a tool to collect input and feedback from educational partners where precise analytics are desired to inform policies and decision-making for the 2024-27 school years. Motion Carried. (Unanimous)

c. Approval for Teachers to Participate in a Pilot with Imagine Learning's Illustrative Mathematics (IM)

MOTION #131 (Anthony/Hsieh) to for teachers to participate in a year-long pilot with Imagine Learning's Illustrative Mathematics (IM) during the 2024-25 school year. Motion Carried. (Unanimous)

d. Approval of Renaissance DnA Agreement for the 2024-27 School Years

Mr. Irish pointed out Illuminate was bought by Renaissance DnA, a web-based assessment and data system that enables staff to create assessments in ELA, Math, and science. Vice President Anthony asked about that the Qualtrics agreement that was just approved. Mr. Irish said Qualtrics tracks what students respond and ties that in to a parent or guardian response. Renaissance DnA helps them analyze data quicker and see who is actually participating. Previously, a Google survey was used where participants had to self-report. They use Qualtrics for surveys data.

MOTION #132 (Anthony/Hsieh) to approve an agreement with Renaissance DnA, formerly Illuminate DnA, to provide a data management system for the District. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

b. Approval of CTA Tentative Agreement

MOTION #133 (Hsieh/Richardson) to approve the tentative agreement, dated June 5, 2024, between the SSFUSD and the SSFCTA. Motion Carried. (Unanimous)

c. Approval of Contracts with the Youth Services Bureau (YSB) School Counseling, Safe School Advocates Services, and the Alternative to Suspension Program for 2024-25

MOTION #134 (Anthony/Richardson) to approve the contracts for services with the YSB of the YMCA to continue supporting additional counseling at all District schools for the 2024-25 school year. Motion Carried. (Unanimous)

d. Approval of Daybreak Health MOU for the 2024-25 School Year

MOTION #135 (Richardson/Anthony) to approve the Daybreak Health MOU to provide the District with counseling services for students for the 2024-25 school year. Motion Carried. (Unanimous)

e. Approval of the Director of Policy, Operations, and Special Projects Unrepresented Classified Management Position and Job Description

This item was pulled.

f. Approval of the Reclassification of the HR Personnel Assistant Position, Salary, and Job Description Following the CSEA Chapter #197 Ratification

MOTION #136 (Anthony/Hsieh) once CSEA Chapter #197 ratifies the reclassification of the Personnel Assistant to the position, salary, and job description of the Leaves and Benefits Technician, the Board approves the reclassification. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

a. Adoption of 2024-25 Proposed District Budget

MOTION #137 (Anthony/Hsieh) to adopt the 2024-25 Proposed District Budget and the Multi-Year Projections for 2025-26 and 2026-27 and authorize submission of same to the San Mateo County Office of Education. Motion Carried. (Unanimous)

b. Resolution No. 24-39 for Education Protection Account Funds

MOTION #138 (Anthony/Hsieh) to adopt Resolution #24-39: To receive and disburse the revenues derived from Proposition 30 taxes into the Education Protection Account fund. (AYES: Anthony, Hsieh, Lujan, Richardson; NOES: None). Motion Carried. (Unanimous)

c. Approval of an Award of Contract to R & S Construction for the Repair of a Retaining Wall on off Parkway Heights MS

Vice President Anthony thanked the City's Public Works Department for bringing this to the District's attention.

MOTION #139 (Richardson/Hsieh) to approve the award of contract to R & S Construction, in the amount of $267,000, for the repair of a retaining wall on Chestnut Avenue off Parkway Heights MS. Motion Carried. (Unanimous)

d. Approval of Change Order #3 to the E. F. Brett and Co. Agreement for the HVAC Project Package B, Project #16-23

MOTION #140 (Hsieh/Anthony to approve Change Order #3 to the E. F. Brett Co. agreement, in the amount of $152,193, for the HVAC Project Package B, Project #16-23. Motion Carried. (Unanimous)

e. Approval of Amendment #1 to the Kathleen Moore and Associates Agreement for Measure T Bond Program

MOTION #141 (Hsieh/Richardson) to approve amendment #1 to the agreement with Kathleen Moore and Associates, in the amount of $60,000, for the development of educational specifications for the Measure T Bond Program. Motion Carried. (Unanimous)

f. Approval of the Designation of Authority to the Superintendent or Designee to Award a Contract for the Alta Loma MS AV System

This item was pulled.

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

Trustee Hsieh asked about two potential study sessions, one on math and the other on college readiness. President Lujan said she would work with Dr. Moore on scheduling them.

July 18, 2024

- Presentation on Facilities Department
- Presentation on College and Career Readiness
- Approval of Superintendent's contract extension
- Approval for Superintendent and Board to participate in the annual CSBA Conference
- Approval for Superintendent to participate in 2024-25 conferences and seminars
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Approval of Bay Ed Fund MOU
- Approval of Scoot Education MOU
- Approval of Swing Education MOU
- Approval of Education Team MOU
- Williams report for 4th quarter ending 6/30/24

August 15, 2024

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Information Technology Department
- Presentation on SSF Education Foundation
- Presentation on Summer School
- Approval of San Mateo Co. 2024-25 CSPP preschool contract
- Approval of Consolidated Application and Reporting System Spring 2023 data collection
- Resolution for Attendance Awareness Month (September)

September 12, 2024

- Teaching and learning presentation - TBD
- Presentation and approval of year end unaudited actuals

- Discussion of October 24 Community Forum topic(s)
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Nomination(s) for CSBA Directors-at-large Asian American and Hispanic
- Resolution on GANN limit

September 26, 2024

- Teaching and learning presentation - TBD
- Update on enrollment for the 2024-25 school year
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2024-25
- Approval of SMCOE Induction Program (BTSA) agreement for 2024-25
- Resolution for California Week of the School Administrator (October)

October 10, 2024

- Teaching and learning presentation - TBD
- Presentation on Genentech and Science
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/24
- Update on OpTerra Energy solar savings
- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2024-25

October 24, 2024 - *Community Forum*

- Topic(s) TBD

November 14, 2024

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

December 12, 2024

- Teaching and learning presentation - TBD
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2024-25
- Presentation and approval of First interim budget report “positive certification”
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of 2025 Summer School Program

December 18, 2024 - *Reorganization meeting*

- Resolution ratifying November 5 election
- Ceremonial Oath of Office for new Board member(s)

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Richardson reported that she attended the Personnel Commission meeting and found the numerous paraeducator openings are discouraging. She wished everyone a nice summer.

Trustee Hsieh told everyone to have a great summer and stay healthy.

President Lujan also wished everyone a great summer.

ADJOURNMENT - 9:03 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Special Meeting of June 20, 2024

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

OPEN SESSION – 8:53 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members:
Ms. Amanda Anthony - Present
Dr. Chialin Hsieh - Present
Ms. Daina Lujan - Present
Mrs. Patricia Murray - Absent
Mrs. Mina Richardson - Present

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

C. PUBLIC COMMENTS - None

ACTION

1. EDUCATIONAL SERVICES

a. Approval of the Coordinator of After-School and Extended Learning Opportunities (ELO) Programs Position and Job Description for the 2024-25 School Year

Vice President Amanda Anthony she was excited about this position as it will help coordination of the many providers and give a single point of contact for parents. Assistant Superintendent Keith Irish said he appreciated the support and when he took on the responsibility in 2023-24, it was difficult to get to all the 12 school sites and the Boys and Girls Club to see what was going on. He noted that the person in this position would be working during the 3 to 6 p.m. or the 1 to 6 p.m.

timeslot for kinder, they will provide crucial input and feedback. The program would transition into Student Services. Vice President Anthony hopes this person will be able to get students assigned earlier so parents can plan around that.

Trustee Richardson asked if this is the first year or did someone else run the program earlier. Mr. Irish replied that he and his Executive Assistant, Sonia Losno, did the majority of the work this year. She asked if this is connected with the City. He said this would be an internal person who would work with each ELOP provider.

MOTION #142 (Anthony/Hsieh) to approve the Coordinator of After-School and ELO Programs position and job description for the continued success and improvement of the District's after-school and extended learning initiatives for the 2024-25 school year. Motion Carried. (Unanimous)

b. Approval to Continue Contracts with Non-Public Agencies (NPAs) to Provide Staffing for the 2024-25 School Year

Trustee Richardson commented that the cost of $6,978,000 is a lot of money being spent on Special Education, partly due to staffing through the expensive private sector.

MOTION #143 (Richardson/Anthony) to approve to continue working with these NPAs to provide Special Education staffing in order to fulfill Individualized Education Plan (IEP) service agreements for the 2024-25 school year. Motion Carried. (Unanimous)

2. BUSINESS SERVICES

a. Approval of Rejection of all Bids for the Alta Loma MS MUR Audio Video System and Authorization to Re-bid the Project

MOTION #144 (Anthony/Richardson) to approve the rejection of all public bids received for the Alta Loma MS MUR AV System Project and authorize staff to re-bid the project in the near future. Motion Carried. (Unanimous)

ADJOURNMENT - 8:58 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: July 18, 2024

RE: Board Members' and Superintendent's participation in the 2024 CSBA Annual Conference

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BACKGROUND:

This year, CSBA is holding their annual conference in-person in Anaheim, CA. Optional pre-conference workshops will be held on Wednesday, December 4, and general sessions will take place from Thursday, December 5, through Saturday, December 7. The focus of this conference is to bring district leaders together for professional learning, networking, and advocacy. The pre-conference workshops will cover the following topics: Orientation for New Trustees, Legal Symposium for Experienced Board Members, Advanced Governance Skills for Transformational Leadership, and a Board President's Workshop.

FISCAL IMPLICATIONS:

The early registration fee for the 3-day general sessions is $775 per person and the pre-conference workshops are $500 per person. In addition to the registration fees, the combined costs of travel, lodging, meals, and transportation are approximately $1,960 per person. The conference registration and workshop fees are being paid through the appropriate Board and Superintendent accounts.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the costs for Board members and the Superintendent to participate in the 2024 CSBA Annual Conference in Anaheim, CA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: July 18, 2024

RE: Superintendent's participation in 2024-25 Professional Learning Conferences/Sessions

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BACKGROUND

In my role as Superintendent, I attend various conferences, workshops, symposiums, etc. during each school year as part of my professional learning system. These are annual events which provide opportunities for valuable networking and offer professional development on current critical leadership and educational issues.

Listed below are only some of the upcoming events for 2024-25. The information has been obtained from the organizations' websites. At this time, it is unknown whether some event(s) will be held virtually, instead of in-person. Unless posted on their websites, the registration fees listed below are based on the prior year's events and will likely be lower if the event is held virtually.

I also participate in specific superintendent professional learning groups and occasionally they also have meetings in northern/southern California and if available, I may also try to attend. In these sessions, we are engaged in professional reading on the latest trends in education, we discuss the implications for our practice, we share resources, we give updates on current practices, challenges, and success in our respective districts, and we engage in protocols to help us think through challenges and offer various possible ways to approach and lead through them. They are a productive use of time and provide us with job-alike colleagues with whom to lean on for support and to celebrate one another's successes. I appreciate the Board's support of these sessions as well as all professional learning opportunities. As I have in the past, I am happy to bring back key information and share with the Board as well.

Below are the annual professional learning sessions I seek approval for and attend, when I am able.

1. **California City School Superintendents Conference**, anticipated to take place in Burlingame, CA, October 2024, and April 2025, $175 registration fee for each.

2. **ACSA Leadership Summit**, San Diego, CA, November, 14-16, 2024, $699 registration fee.

3. **Cambiar Catalyst Professional Learning,** Indianapolis, Indiana, September 23-27, 2024; and, Lone Rock, Colorado – July 28 – August 1, 2025. *No cost to SSFUSD* for in-person sessions; all other sessions will be virtual*. *This is a new opportunity for the 2024-2025 school year.*

4. **ACSA Superintendent's Symposium**, Monterey, CA, January 29-31, 2025, $700 registration fee.

5. **CAAASA Annual Round Up and Professional Development Summit**, anticipated being in Berkeley, CA, September, 2024 and San Diego, CA, March 2025, $750 registration fee for each.

FISCAL IMPLICATIONS:

The registration fees are included in the above-listed events. The registration fees and any travel expenses will be paid through the appropriate Superintendent budget.

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Superintendent's participation in the 2024-25 professional learning conferences listed and any additional, similar ones which may be scheduled during the year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Briano, Principal, El Camino High School

DATE: July 18, 2024

RE: Approval of Permission for El Camino High School Students to Attend the Junior/Senior Prom at the Academy of Sciences in San Francisco, May 22, 2025

BACKGROUND:

The purpose of this event on May 22, 2025 is to provide students with an evening dedicated to commemorate the closure of Junior and Senior year and give them the opportunity to participate in a formal event. The Senior class advisors Ms. Rachel McDonald, Mr. David Yanover, and Ms. Erin Perusse, along with ECHS administration and campus security will accompany/chaperone roughly 600 students at the California Academy of Sciences. Prom bid sales will begin in January 29 through April, 2025, or until bids sell out and the Junior/ Senior Office have reached maximum capacity for the event. Students, staff and outside vendors hired by the Junior/Senior officers will be setting up at 5:00 p.m.

The company, Events to the T, has been contracted to assist with all the details of this event. The cost for these professional services is $50,200, which includes the location rental fee, audio visual services, and a security deposit.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for ECHS students to attend the Junior/Senior Prom at the California Academy of Sciences in San Francisco on May 22, 2025.

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: July 18, 2024

RE: Approval for permission for South San Francisco Unified School District Elementary Fifth graders to attend San Mateo County Outdoor Education, San Francisco YMCA at Jones Gulch in La Honda, CA, Between January 21 - May 2, 2025

BACKGROUND:

The purpose of the Outdoor Education trips is to allow the fifth grade students to participate in the YMCA Science Education Program for one week. Students will learn about nature and our relationship with nature, explore the different ecosystems and work together with peers as a community.

Spaces have been reserved as listed below:

Date	School	No. of Students
January 21 - January 24, 2025	Sunshine Gardens Ponderosa Spruce	52 50 54
March 3 - March 7, 2025	Buri Buri	75
March 24 - March 28, 2025	Martin	60
April 7 - April 11, 2025	Los Cerritos Skyline	38 50
April 28 - May 2, 2025	Junipero Serra Monte Verde	24 80

The students will be traveling by school bus with their fifth grade teachers, who will serve as their chaperones, along with high school students who will volunteer as Camp Leaders. The students, teachers and high school cabin leaders will stay overnight in the cabins provided at Jones Gulch.

FISCAL IMPLICATIONS:

Expenses will be financed by the parents of the participating fifth grade students, donations from the PTA organizations, fundraising events and student body accounts. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the fifth graders, teachers, and high school volunteers to serve as camp leaders to participate in the San Mateo County Outdoor Education Program in La Honda, CA, from January 21-May 2, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of Consolidated Application and Reporting System (CARS) Spring 2023 and 2024-25 Application for Funding

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BACKGROUND:

Each year, the District must complete and submit the Consolidated Application and Reporting System (CARS) to the State Department of Education. The Consolidated Application and Reporting System (CARS) is a data collection system to apply for Categorical Program Funding and to report on the use of those funds.

The purpose of the consolidated State plan is to provide parents with quality, transparent information about how the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), will be implemented in their State.

Even though a State Educational Agency (SEA) submits only the required information in its consolidated State plan, an SEA must still meet all ESEA requirements for each included program. For any program not included in a consolidated State plan, the SEA must submit individual program State plans that meet the statutory and regulatory requirements of each respective program.

FISCAL IMPLICATIONS:

Upon the adoption of the State Budget and approval by the State Department of Education, the District anticipates it will receive funding for State and Federal Categorical Programs. This includes:

- Title I
    - The federal program that provides funding to local school districts to improve the academic achievement of disadvantaged students. It is part of the Elementary and Secondary Education Act first passed in 1965.
- Title II
    - The federal program that provides funding to local school districts to prepare, train, and recruit highly qualified teachers and principals.
- Title III
    - The federal program that provides funding to local school districts to ensure that limited-English-proficient (LEP) students (called English Learners under California laws), including immigrant children and youths, attain English proficiency and meet the same challenging academic content and achievement standards that other students are expected to meet.
- Title IV
    - A federal program that provides funding to local school districts to ensure Title IV, Part A of the ESEA is the Student Support and Academic Enrichment (SSAE) program. The SSAE program is intended to improve students' academic achievement by providing all students to a well-rounded education, improve school conditions for students and improve the use of technology in schools.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Consolidated Application and Reporting System 2023 Data Collection and 2024-25 application for funding.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

ADULT EDUCATION ASSIGNMENT 2024-25

Vassei, Nooshin, Adult Ed TOSA, effective August 12, 2024

Costaglio, Christina, Adult Ed ESLTOSA, effective August 12, 2024

Johnson, Nancy, ESL Literacy, effective August 12, 2024

Moss, Kimberly, ESL Literacy, effective August 12, 2024

CERTIFICATED CONTRACT 2024-2025

Ferrari, Elizabeth, will be placed at The Special Education Department on a Probationary contract effective September 15, 2024. Salary placement SLP – 1

Steinborn, Matthew, will be placed at The Special Education Department on a Probationary contract effective September 15, 2024. Salary placement P – 5

Rodriguez, Vanessa, will be placed at The Special Education Department on a Probationary contract effective September 15, 2024. Salary placement P – 1

Parks, Olivia, will be placed at The Special Education Department on a Probationary contract effective September 15, 2024. Salary placement P – 1

Tang, Dian, will be placed at South San Francisco High School on a Temporary contract effective August 12, 2024. Salary placement C – 1

Clark, Ashley, will be placed at South San Francisco High School on a Temporary contract effective August 12, 2024. Salary placement C – 1

Guglielmoni, Gina will be placed at El Camino High School on a Temporary contract effective August 12, 2024. Salary placement C – 1

Nealon, Theresa, will be placed at Parkway Heights Middle School on a Probationary contract effective August 12, 2024. Salary placement F – 12E

Mejia, Guillermo, will be placed at Parkway Heights Middle School on a Temporary contract effective August 12, 2024. Salary placement C – 1

Pubill, Christine, will be placed at Parkway Heights Middle School on a Probationary contract effective August 12, 2024. Salary placement C – 1

Williams, Sarahjoy, will be placed at Parkway Heights Middle School on a Temporary contract effective August 12, 2024. Salary placement C – 1

Pascual, Jaesm, will be placed at Westborough Middle School on a Probationary contract effective August 12, 2024. Salary placement C – 7

Delis, Anna will be placed at Spruce Elementary School on a Temporary contract effective August 12, 2024. Salary placement C – 1

CERTIFICATED TEMP REHIRE 2024-2025

De Leon, Martha, a teacher at the Children's Center effective August 12, 2024

Garcia, Paulette, a teacher at the Children's Center effective August 12, 2024

Villanueva, Alejandra, a teacher at the Children's Center effective August 12, 2024

Morales, Liliana, a teacher at the Children's Center effective August 12, 2024

Lim, Karen, a teacher at the Children's Center effective August 12, 2024

Lopez, Antionette, a teacher at the Children's Center effective August 12, 2024

Araquistain, Gloria, a teacher at the Children's Center effective August 12, 2024

Ferrari, Lisa, a teacher at the Children's Center effective August 12, 2024

Camacho, Marcelina, a teacher at the Children's Center effective August 12, 2024

Alima, Zaldy, a teacher at South San Francisco High School effective August 12, 2024

VOID CONTRACT

Lor, Chong, a teacher at South San Francisco High School, effective June 27, 2024

Cumagun, Jose, a teacher at Skyline Elementary School, effective May 14, 2024

ASSIGNMENT ADJUSTMENT 2024-2025

Barajas Cruz, Martin, a teacher at South San Francisco High School, from 1.0 FTE to 1.2 FTE effective August 15, 2024, through May 30, 2025

Ali, Tariq, a teacher at South San Francisco High School, from 1.0 FTE to 1.2 FTE effective August 15, 2024, through May 30, 2025

Skold, Carney, a teacher at South San Francisco High School, from 1.0 FTE to 1.2 FTE effective August 15, 2024, through May 30, 2025

Clements, Rhonda, a teacher at South San Francisco High School, from 1.0 FTE to 1.2 FTE effective August 15, 2024, through May 30, 2025

Veaudry, Katelyn, a teacher at South San Francisco High School, from 1.0 FTE to 0.8 FTE effective August 12, 2024, through June 2, 2025

Salumbides, Vincent, a teacher at Parkway Heights Middle School, from 1.0 FTE to 1.2 FTE effective August 15, 2024, through May 30, 2025

Lonergan, Kelly, a teacher at Buri Buri Elementary School, from 1.0 FTE to 0.8 FTE effective August 12, 2024, through June 2, 2025

Lattasima, Keonakone, a teacher at Martin Elementary School, from 1.0 FTE to 0.4 FTE effective August 12, 2024, through June 2, 2025

Favaro, Colleen, a teacher at Martin Elementary School, from 1.0 FTE to 0.6 FTE effective August 12, 2024, through June 2, 2025

Velazquez, Ricardo, a Wellness Counselor at Alta Loma Middle School, from 1.0 FTE to 0.8 FTE effective August 12, 2024, through June 2, 2025

TRANSFER 2024-2025

Calpo, Alyssa, from Spruce Elementary School to the Skyline Elementary School, effective August 12, 2024

Hickey-Cairo, Lisa, from Spruce Elementary School to the Sunshine Gardens Elementary School, effective August 12, 2024

Hahn, Matthew, from The Educational Services Department to Alta Loma Middle School, effective August 12, 2024

UNPAID LEAVE OF ABSENCE

Aquino, Holy, a teacher at Ponderosa Elementary School, effective August 12, 2024 through June 2, 2025

REDUCED WORKLOAD PROGRAM

Velez, Cynthia, a teacher at Monte Verde Elementary School, from 1.0 FTE to 0.85 FTE, effective August 12, 2024.

RESIGNATION

Teves, Norie Lyn, a teacher at Alta Loma Middle School effective June 12, 2024

Guillen, Margarita, a teacher at Alta Loma Middle School effective June 28, 2024

Brescia, Blaise, a teacher at South San Francisco High School effective June 25, 2024

Hernandez, Teresa, a teacher at South San Francisco High School effective June 28, 2024

Large, Kathleen a teacher at Parkway Heights Middle School effective July 19, 2024

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: July 18, 2024

RE: Purchase Order Listing – May 1 - 31, 2024

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between May 1 - 31, 2024 for the 2023-24 Fiscal Year.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

PURCHASE ORDER LISTING - May 1, 2024 to May 31, 2024

P.O.	Vendor	Description	Account	Amount
243072	24 HOUR WRISTBANDS	Lanyards & Badge Holders	01-0000-0-0000-7400-5810-090-715	568.60
243066	AMAZON.COM	Tools/Tech Dept	01-0000-0-0000-2424-4320-090-735	2,167.38
242962	AMAZON.COM	Book	01-0000-0-0000-7150-4200-090-714	28.38
242974	AMAZON.COM	Water Bottles	01-0000-0-0000-7150-4320-090-714	184.90
243075	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	117.78
242917	AMAZON.COM	Ed Services Book/Tech Supplies	01-0000-0-1110-1000-4200-090-170	71.00
243067	AMAZON.COM	Books - Reading Spec/Math TOSA/BTSA	01-0000-0-1110-1000-4200-090-762	392.02
242917	AMAZON.COM	Ed Services Book/Tech Supplies	01-0000-0-1110-1000-4320-090-762	34.05
242938	AMAZON.COM	Calculators	01-0000-0-1110-1000-4320-090-762	86.32
242912	AMAZON.COM	EL Books	01-0801-0-1110-1000-4200-033-123	1,063.58
242961	AMAZON.COM	STEAM Summer Program 02	01-0801-0-1110-1000-4320-021-600	845.31
242965	AMAZON.COM	STEAM Summer Program 01	01-0801-0-1110-1000-4320-021-600	3,712.86
243051	AMAZON.COM	STEAM Summer Program 04	01-0801-0-1110-1000-4320-021-600	248.82
242911	AMAZON.COM	EL Supplies	01-0801-0-1110-1000-4320-033-123	2,277.24
242918	AMAZON.COM	Credit Recovery Supplies - US History	01-0801-0-1110-1000-4320-033-600	0.00
242953	AMAZON.COM	Credit Recovery - Geometry	01-0801-0-1110-1000-4320-033-600	66.24
242954	AMAZON.COM	Credit Recovery - Main Office	01-0801-0-1110-1000-4320-033-600	240.66
242973	AMAZON.COM	ELEVATE Summer Program	01-0801-0-1110-1000-4320-090-600	1,157.64
243067	AMAZON.COM	Books - Reading Spec/Math TOSA/BTSA	01-4035-0-1110-1000-4200-090-343	1,022.94
243011	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5730-1190-4320-090-204	205.86
243012	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	208.51
243013	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	154.47
243014	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	122.31
243015	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	189.29
243016	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	190.73
243017	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	173.42
243018	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	139.44
243019	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	142.89
243020	AMAZON.COM	ESY School Supplies	01-6500-0-5760-1190-4320-090-204	176.72
243021	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	82.91
243022	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	181.97
243023	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	65.88
243027	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	203.52
243029	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	210.18
243030	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	210.20
243033	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	86.49
243034	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	196.48
243036	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	151.05
243037	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	201.83
243038	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	209.46
243039	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	203.79

PURCHASE ORDER LISTING - May 1, 2024 to May 31, 2024

P.O.	Vendor	Description	Account	Amount
243040	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	200.25
243041	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	189.58
243042	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	208.25
243043	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	206.40
243044	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	132.27
243045	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	70.74
243046	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	202.15
243047	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	158.50
243048	AMAZON.COM	ESY Supplies	01-6500-0-5760-1190-4320-090-204	142.83
243049	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	108.77
243050	AMAZON.COM	ESY Supplies	01-6500-0-5760-1190-4320-090-204	109.16
243059	AMAZON.COM	ESY Supplies	01-6500-0-5760-1190-4320-090-204	209.24
243073	AMAZON.COM	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	93.97
242922	AMAZON.COM	Office Supplies	01-6500-0-5760-1190-4320-090-245	229.23
242963	AMAZON.COM	Coat Rack for ECK	01-7032-0-0000-3700-4320-090-820	30.63
243074	AMAZON.COM	Locksmith Supplies	01-8150-0-0000-8110-4320-090-741	23.54
243076	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	55.67
242918	AMAZON.COM	Credit Recovery Supplies - US History	01-9010-0-1110-1000-4320-090-AYD	146.33
242933	AMAZON.COM	Credit Recovery - Health	01-9010-0-1110-1000-4320-090-AYD	184.31
242934	AMAZON.COM	Credit Recovery - PE	01-9010-0-1110-1000-4320-090-AYD	202.03
242936	AMAZON.COM	Credit Recovery - Biology	01-9010-0-1110-1000-4320-090-AYD	188.86
242939	AMAZON.COM	Credit Recovery - Algebra 2	01-9010-0-1110-1000-4320-090-AYD	103.74
242940	AMAZON.COM	Credit Recovery - English 2	01-9010-0-1110-1000-4320-090-AYD	189.24
242941	AMAZON.COM	Credit Recovery - English 1 (Fall)	01-9010-0-1110-1000-4320-090-AYD	80.00
242942	AMAZON.COM	Credit Recovery - Algebra 1	01-9010-0-1110-1000-4320-090-AYD	237.75
242943	AMAZON.COM	Credit Recovery - US History	01-9010-0-1110-1000-4320-090-AYD	178.94
242953	AMAZON.COM	Credit Recovery - Geometry	01-9010-0-1110-1000-4320-090-AYD	123.33
242921	AMAZON.COM	Staff Supplies	01-9010-0-5760-1190-4200-090-350	270.66
242921	AMAZON.COM	Staff Supplies	01-9010-0-5760-1190-4320-090-350	490.85
242991	AMAZON.COM	Meeting Supplies	01-9010-0-5760-1190-4320-090-350	419.23
242945	AMAZON.COM	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	116.92
242947	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	350.54
242949	AMAZON.COM	BLIS Rising 3rd Grade	01-9302-0-1110-1000-4320-090-600	322.17
242978	AMAZON.COM	BLIS Rising Kinder	01-9302-0-1110-1000-4320-090-600	146.47
242995	AMAZON.COM	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	92.94
242996	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	125.34
243003	AMAZON.COM	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	207.82
243005	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	260.24
243007	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	102.59
243008	AMAZON.COM	BLIS Rising 3rd Grade	01-9302-0-1110-1000-4320-090-600	321.44
243010	AMAZON.COM	BLIS Rising K	01-9302-0-1110-1000-4320-090-600	144.22

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P.O.	Vendor	Description	Account	Amount
243060	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	151.83
243061	AMAZON.COM	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	151.83
243063	AMAZON.COM	BLIS Rising Kindergarten	01-9302-0-1110-1000-4320-090-600	32.80
243077	AMAZON.COM	BLIS Schoolwide Supply	01-9302-0-1110-1000-4320-090-600	117.96
243078	AMAZON.COM	BLIS Schoolwide Supply	01-9302-0-1110-1000-4320-090-600	115.80
243079	AMAZON.COM	BLIS Cluster Supplies	01-9302-0-1110-1000-4320-090-600	249.75
243080	AMAZON.COM	BLIS Cluster Supplies	01-9302-0-1110-1000-4320-090-600	249.75
243085	AMAZON.COM	BLIS Cluster Supply	01-9302-0-1110-1000-4320-090-600	441.04
243086	AMAZON.COM	BLIS Cluster Supply	01-9302-0-1110-1000-4320-090-600	441.04
243082	AMERICAN SCHOOL COUNSELOR	Conference	01-0000-0-0000-0000-9330-000	649.00
242915	ANDRE-BOUDIN BAKERIES INC.	Open PO Food for Interviews/Meetings	01-0000-0-0000-7400-4322-090-715	1,500.00
242937	APPLE COMPUTER INC	MacBook Chargers	01-0000-0-0000-2424-4320-090-735	896.59
243083	APPLE COMPUTER INC	MacBook Adapters	01-0000-0-0000-2424-4320-090-735	434.01
242994	APPLE COMPUTER INC	iPads	01-0000-0-0000-2424-4420-090-735	8,217.73
242972	ARBOR SCIENTIFIC	STEAM Summer Program 03	01-0801-0-1110-1000-4320-021-600	45.75
242967	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-009-741	2,950.00
243064	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-012-741	6,350.00
242969	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-021-741	3,900.00
242970	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-025-741	3,875.00
243065	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-025-741	12,650.00
242968	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-031-741	3,200.00
242971	ARBORTECH TREE CARE INC	Tree Removal	01-8150-0-0000-8110-5899-033-741	4,800.00
242959	C & L SPORTING GOODS	Competitive Softballs	01-9010-0-1202-1000-4320-032-322	201.79
243057	C & L SPORTING GOODS	Official Baseballs	01-9010-0-1202-1000-4320-033-322	175.80
242990	CALIFORNIA LANGUAGE	CLTA Summer Seminar	01-0000-0-0000-0000-9330-000	1,700.00
243026	CALIFORNIA WATER SERVICE COMPA	Fire Hydrant	01-8150-0-0000-8110-5899-007-741	47,653.44
242916	CASBO	Organizational Subscription	01-0000-0-0000-0000-9330-000	3,500.00
242998	CATHOLIC CHARITIES -	Outdoor Ed. Bus Transportation	01-0000-0-1110-1000-5821-090-764	1,960.00
242989	CDW GOVERNMENT INC	TV	01-0000-0-0000-2424-4420-090-735	758.64
243071	CDW GOVERNMENT INC	TV-Network Information Display	01-0000-0-0000-2424-4420-090-735	906.98
242935	CDW GOVERNMENT INC	TV & Projectors	01-0000-0-1110-1000-4420-021-070	4,998.23
242923	CENTRALREACH LLC	AFLS Online Subscription Renewal	01-6500-0-5760-1190-5813-090-245	900.00
242957	CITY OF SOUTH SAN FRANCISCO	Police Security Services	01-0000-0-1110-1000-5899-033-070	1,040.00
243058	CLEARLITE TROPHIES	Drama Plaques	01-0000-0-1110-1000-5810-033-070	197.79
242987	CLEARLITE TROPHIES	Engraving for Trophies & Senior Athletic Awards	01-9010-0-1202-1000-5810-032-322	216.91
243054	CLEARLITE TROPHIES	Academic Achievement Plaques	01-9118-0-1110-1000-5810-033-356	160.97
242914	DANNIS WOLIVER KELLEY	Construction Documents	01-0000-0-0000-8200-5899-090-760	350.00
243081	DELL MARKETING LP	Student Chromebooks	01-0000-0-0000-2424-4320-090-735	0.00
242931	DELL MARKETING LP	OptiPlex Small Form Factor (Plus 7020)	01-0000-0-0000-7300-4420-090-717	11,071.84
243081	DELL MARKETING LP	Student Chromebooks	01-0000-0-1110-1000-4320-090-735	50,614.63
242958	EBAY	Security Cameras	01-0000-0-0000-2424-4420-090-735	2,197.46

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P.O.	Vendor	Description	Account	Amount
242932	EDGEWORTH INTEGRATION LLC	Security Camera Mount/Pendant Kit	01-0000-0-0000-2424-4320-090-735	296.24
242913	FAIRPLAY CORPORATION	Electrical Supplies	01-8150-0-0000-8110-4320-090-741	210.49
243053	GOETZ BROS. SPORTING GOODS	Hooded Sweatshirts	01-9010-0-1202-1000-5810-033-322	798.25
242907	GRAINGER (BRANCH 729)	Warehouse Inventory Stock	01-0000-0-0000-0000-9320-000	134.12
242992	HOME DEPOT PRO, THE	Folklórico Storage SSFHS	01-6387-0-3800-1000-4320-090-394	1,872.90
242986	ISOM ADVISORS	Annual Subscription	01-0000-0-0000-7300-5899-090-717	3,975.00
242924	K2 TROPHIES AND AWARDS LLC	RFEP Medals	01-0801-0-4760-1000-5810-090-121	1,988.88
242927	KELLY SPICERS INC.	Warehouse Inventory Restock - Copy Paper	01-0000-0-0000-0000-9320-000	3,523.50
242976	KELLY SPICERS INC.	Sanitary Napkin Dispensers	01-0000-0-0000-3140-4320-090-758	22,971.07
242976	KELLY SPICERS INC.	Sanitary Napkin Dispensers	01-0000-0-0000-8200-4320-090-760	0.00
242930	MIND BY DESIGN INC.	Independent Educational Evaluation	01-6500-0-5760-1190-5899-090-245	7,000.00
242926	MOORE'S ELECTRONICS INC.	Sec. Camera - Repair Srvcs.	01-0000-0-0000-2424-5899-090-735	350.00
242908	NASCO EDUCATION LLC	BLIS Rising Kinder	01-9302-0-1110-1000-4320-090-600	2,155.67
242909	NASCO EDUCATION LLC	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	1,873.79
242910	NASCO EDUCATION LLC	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	2,527.30
242944	NASCO EDUCATION LLC	BLIS 3rd Grade	01-9302-0-1110-1000-4320-090-600	2,549.76
242999	NASCO EDUCATION LLC	BLIS Rising Kindergarten	01-9302-0-1110-1000-4320-090-600	1,886.69
243000	NASCO EDUCATION LLC	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	1,885.21
243001	NASCO EDUCATION LLC	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	2,527.30
243002	NASCO EDUCATION LLC	BLIS Rising 3rd Grade	01-9302-0-1110-1000-4320-090-600	2,549.76
243088	NTL CENTER FOR CIVIC INNOVATIO	OpenSciEd Seminar 6/16/24	01-9044-0-1110-1000-5210-090-064	750.00
243088	NTL CENTER FOR CIVIC INNOVATIO	OpenSciEd Seminar 6/16/24	01-9044-0-1110-1000-5899-090-064	0.00
243028	OFFICE DEPOT INC	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	108.40
243031	OFFICE DEPOT INC	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	120.06
243032	OFFICE DEPOT INC	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	87.80
243035	OFFICE DEPOT INC	ESY Classroom Supplies	01-6500-0-5760-1190-4320-090-204	157.33
242946	OFFICE DEPOT INC	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	57.39
242948	OFFICE DEPOT INC	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	57.39
242977	OFFICE DEPOT INC	BLIS Rising 3rd Grade	01-9302-0-1110-1000-4320-090-600	160.59
242979	OFFICE DEPOT INC	BLIS Rising Kindergarten	01-9302-0-1110-1000-4320-090-600	69.72
243004	OFFICE DEPOT INC	BLIS Rising 1st Grade	01-9302-0-1110-1000-4320-090-600	102.95
243006	OFFICE DEPOT INC	BLIS Rising 2nd Grade	01-9302-0-1110-1000-4320-090-600	102.95
243009	OFFICE DEPOT INC	BLIS Rising 3rd Grade	01-9302-0-1110-1000-4320-090-600	172.86
242988	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4320-090-715	632.40
242988	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4322-090-715	58.28
242950	PBUA	Baseball Umpires	01-9010-0-1202-1000-5899-033-322	4,880.00
242964	PBUA	Baseball Umpires	01-9010-0-1202-1000-5899-033-322	1,920.00
243090	PROJECT LEAD THE WAY INC.	PLTW APP Creator Training	01-0000-0-0000-0000-9330-000	1,200.00
243091	PROJECT LEAD THE WAY INC.	PLTW Science of Tech Training	01-0000-0-0000-0000-9330-000	750.00
243092	PROJECT LEAD THE WAY INC.	PLTW Energy and the Environment Registration	01-0000-0-0000-0000-9330-000	750.00
243090	PROJECT LEAD THE WAY INC.	PLTW APP Creator Training	01-6387-0-1110-1000-5899-032-394	0.00

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P.O.	Vendor	Description	Account	Amount
242928	RAY GASKIN SERVICE	Facilities Vehicle 2024 Ford F600	01-0000-0-0000-8200-6450-090-760	88,470.50
242984	RAY GASKIN SERVICE	Facilities Vehicle 2024 NewWay 6yd Diamondback	01-0000-0-0000-8200-6450-090-760	97,418.51
242975	RESOURCE SOLUTIONS OF SF GROUP	Warehouse Inventory Restock - #008596	01-0000-0-0000-0000-9320-000	1,550.56
242951	SACRAMENTO COUNTY OFFICE OF ED	Registration Fees_National History Day	01-0000-0-1110-1000-5899-033-070	2,745.00
243052	SAN MATEO COUNTY OFFICE OF EDU	2023-24 Teacher Induction (BTSA) Program	01-4035-0-1110-1000-5899-090-343	37,000.00
242997	SAN MATEO UNION HIGH DISTRICT	Bus for Outdoor Ed 2024	01-0000-0-1110-1000-5821-090-764	2,000.00
242997	SAN MATEO UNION HIGH DISTRICT	Bus for Outdoor Ed 2024	01-3010-0-1110-1000-5821-007-301	2,349.30
242983	SCHOOL SPECIALTY LLC	Classroom Supplies	01-6500-0-5760-1190-4320-090-245	180.12
242929	SOLO SOCCER SHOP	EL Soccer Gear	01-0801-0-1110-1000-5810-033-123	10,867.75
243089	SOLUTION TREE	PLC Conference	01-0000-0-0000-0000-9330-000	5,383.00
242960	SOUL SHOPPE	Online Digital Course	01-0000-0-1110-1000-5899-012-070	4,350.00
242993	SPCA/NC	SPCA/NC Membership Dues 22-23, 23-24	01-0000-0-0000-7490-5300-090-716	190.00
242966	SUPPLYHOUSE LLC	Open P.O. Mechanical Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
242925	UNITED COACH TOURS	CTE-Photo Fieldtrip	01-6387-0-3800-1000-5821-033-394	1,175.00
243069	UNITED COACH TOURS	Charter Bus_Baseball Quarter Finals	01-9111-0-1203-1000-5821-033-356	1,215.00
243087	UNIVERSITY OF CALIFORNIA,	CRLPs Learning How English Works Registration	01-6266-0-1110-1000-5210-090-341	7,650.00
243070	VERTIV CORPORATON	Vertiv Maint. Renewal	01-0000-0-0000-0000-9330-000	7,617.41
243093	VRS CATERING CONNECTION	Senior Brunch	01-3182-0-1110-1000-4320-031-387	546.63
242955	VWR INTERNATIONAL	Biotech ECHS	01-9010-0-1110-1000-4320-090-360	2,420.05
242956	VWR INTERNATIONAL	Biotech SSFHS	01-9010-0-1110-1000-4320-090-360	3,029.45
243056	YOUR PARTY RENTAL COMPANY	DELAC Purposeful Partnerships 5/22/24	01-0803-0-1110-1000-5600-090-411	1,914.90
	TOTAL FUND 01			**561,681.85**
243068	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	65.78
243068	AMAZON.COM	Classroom Supplies	12-9302-0-8510-1000-4320-005-828	65.78
242980	CHARTER UP LLC	School Age Summer Field Trip	12-6105-0-8510-1000-5815-045-830	1,245.89
242981	CHARTER UP LLC	School Age Summer Field Trip	12-6105-0-8510-1000-5815-045-830	1,395.86
242982	CHARTER UP LLC	School Age Summer Field Trip	12-6105-0-8510-1000-5815-045-830	1,453.54
242920	OFFICE DEPOT INC	Office Supplies	12-9010-0-8533-1000-4320-045-833	31.39
242920	OFFICE DEPOT INC	Office Supplies	12-9302-0-8510-1000-4320-005-828	31.39
	TOTAL FUND 12			**4,289.63**
242952	BATTERY SYSTEMS INC	Battery for Truck	13-5310-0-0000-3700-4320-090-820	366.68
242985	TEC OF CALIFORNIA INC.	Truck Supplies - Liftgate & Solenoid	13-5310-0-0000-3700-4320-090-820	1,450.14
	TOTAL FUND 13			**1,816.82**
243025	CONEXWEST	Cargo Containers	21-9010-0-0000-8500-4420-009-945	2,511.76
243025	CONEXWEST	Cargo Containers	21-9010-0-0000-8500-4420-010-945	2,511.76
243024	PQBIDS INC	Pre Qualification Services	21-9010-0-0000-8200-5899-090-902	9,000.00
	TOTAL FUND 21			**14,023.52**
243025	CONEXWEST	Cargo Containers	40-9010-0-0000-8500-4420-033-946	5,023.50
243062	DSK LLP	Architectural-Engineering Design	40-9010-0-0000-8500-6210-021-919	49,000.00
243084	EDGEWORTH INTEGRATION LLC	Audio System Upgrade/Spruce ES	40-9010-0-0000-8110-6415-013-741	0.00
243084	EDGEWORTH INTEGRATION LLC	Audio System Upgrade/Spruce ES	40-9010-0-0000-8500-6415-013-919	30,913.88

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P.O.	Vendor	Description	Account	Amount
243024	PQBIDS INC	Pre Qualification Services	40-9010-0-0000-8110-5899-090-741	9,000.00
243055	PROTECH	Environmental Consulting Services	40-9010-0-0000-8500-6285-032-946	6,720.00
242919	PROTECH	Environmental Consulting Services	40-9010-0-0000-8500-6285-090-932	1,955.00
	TOTAL FUND 40			**102,612.38**
	TOTAL # OF PURCHASE ORDERS:	**187**	**TOTAL P.O. AMOUNT**	**684,424.20**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 561,681.85		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 4,289.63		
13	FOOD SERVICE	$ 1,816.82		
14	DEFERRED MAINTENANCE			
21	BOND	$ 14,023.52		
25	CAPITAL FACILITIES			
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 102,612.38		
73	FOUNDATION TRUST FUND			
	TOTAL PURCHASE ORDERS	**$ 684,424.20**		
CHANGE ORDERS:				
240797	ADROIT ADVANCED	Transportation Services	01-0000-0-5760-3600-5820-090-781	(150,000.00)
241151	AKSHAYA INC	Temp Agency	01-0000-0-0000-2424-5899-090-735	100,000.00
241406	ANDRE-BOUDIN BAKERIES INC.	Open PO Food for Meetings	01-0000-0-1110-1000-4322-022-070	500.00
241529	BEACON SCHOOL	NPS - Beacon School	01-6500-0-5760-1180-5880-090-230	(50,000.00)
241001	BEACON SCHOOL	NPA - Beacon School	01-6546-0-5760-3120-5870-090-245	(150,000.00)
240434	BENCHMARK HOME ELEVATOR	Open P.O. Maintenance Service, Repairs for Wheelchair Lifts	01-8150-0-0000-8110-5600-090-741	290.00
240139	BRONSTEIN MUSIC	Open P.O. - Instrument Supplies & Repairs	01-0000-0-1227-1000-4320-033-070	108.73
240139	BRONSTEIN MUSIC	Open P.O. - Instrument Supplies & Repairs	01-0000-0-1227-1000-5600-033-070	135.00
240711	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	01-0000-0-0000-8200-5530-090-760	35,000.00
240217	CBF INC.	Data/Electrical Cabling -Installs & Repairs-Various Sites	01-0000-0-0000-2424-5600-090-735	15,500.00
242850	DELL MARKETING LP	Devices for Computer Lab	01-0000-0-1110-1000-4420-090-762	180.00
240471	EVERDRIVEN TECHNOLOGIES LLC	Transportation for Special Ed Students	01-0000-0-5760-3600-5820-090-781	(250,000.00)
240446	GOW SUPPLY COMPANY	Open P.O. Sheet Metal Supplies	01-8150-0-0000-8110-4320-090-741	2,800.00
242223	HILLYARD INC	Warehouse Inventory Restock - Gloves	01-0000-0-0000-0000-9320-000	2,527.12
241770	LORENZ MORALES CONSULTING	Westborough Peer Mentoring	01-9305-0-1110-1000-5899-025-391	5,819.00
240823	OFFICE DEPOT INC	Payroll Office Supplies	01-0000-0-0000-7340-4320-090-717	54.82
240122	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	29.79
241191	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	34.87
240156	PAPER & INK	Office Letterhead, Business Cards	01-0000-0-1110-1000-5810-032-070	1,130.45
240456	RESOURCE SOLUTIONS OF SF GROUP	Open P. O. - Custodial Supplies	01-8150-0-0000-8110-4320-090-741	1,500.00
240943	ROBERT HALF	Contracted I.T. Tech	01-0000-0-0000-2424-5899-090-735	15,000.00
240545	ROBERT HALF TECHNOLOGY	Robert Half for HR Staffing (Receptionist), Robert Half for HR Staffing	01-0000-0-0000-7400-5899-090-715	3,000.00
240120	ROYAL PIN DONUTS	Open PO for Board Meeting Meals	01-0000-0-0000-7110-4322-090-713	1,300.00

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P.O.	Vendor	Description	Account	Amount
240544	ROYAL PIN DONUTS	OPEN P.O Food for Meetings	01-9010-0-1110-1000-4322-021-356	604.00
241343	SCOOT EDUCATION INC.	Scoot Education Inc. Services for Substitute Staff SY 2023-2024	01-0000-0-0000-7400-5899-090-715	165,000.00
241114	SILICON VALLEY	Officials Fee for Volleyball	01-9010-0-1203-1000-5899-032-322	315.00
240562	ULINE	Open P.O. for Facilities Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
240117	UNITED COACH TOURS	Transportation for Students	01-0000-0-1202-1000-5821-032-070	750.00
241673	UNITED COACH TOURS	Band Transportation	01-9010-0-1215-1000-5821-032-322	600.00
240582	UPS STORE	LIVE SCAN SERVICE	01-0000-0-0000-7490-5841-090-716	600.00
240800	WEINGARTEN CHILDREN'S CENTER	NPS Student Placement	01-6500-0-5760-1180-5870-090-230	(8,250.00)
240800	WEINGARTEN CHILDREN'S CENTER	NPS Student Placement	01-6500-0-5760-1180-5880-090-230	(16,750.00)
240711	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	11-0000-0-0000-8200-5530-041-760	2,000.00
240241	PSI SERVICES LLC	HiSet Tests Scoring	11-0000-0-4152-1000-5817-041-152	98.30
240241	PSI SERVICES LLC	HiSet Tests Scoring	11-6391-0-4152-1000-5817-041-152	401.70
240836	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-6105-0-8535-1000-5899-045-835	17,500.00
240836	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-9010-0-8533-1000-5899-045-848	17,500.00
240281	DAYLIGHT FOODS INC	Food Products	13-5310-0-0000-3700-4700-090-820	12,000.00
240269	SAN MATEO COUNTY ENVIRONMENTAL	Misc. Services	13-5310-0-0000-3700-5899-090-820	4,192.00
240759	AAA NETWORK SOLUTIONS INC	Wireless System Upgrade Project	14-0000-0-0000-8500-6270-090-732	73,569.00
242489	PROTECH	Environmental Consulting Services	14-0000-0-0000-8500-6285-008-945	4,135.00
242205	HAMILTON & AITKEN ARCHITECTS	Architectural Services for El Camino HS Central Kitchen Phase 3	21-9010-0-0000-8500-6210-098-926	165,151.00
240819	AVI-SPL LLC	Audio/Video System Upgrade	40-9010-0-0000-8500-6410-011-919	24,999.00
	TOTAL CHANGE ORDERS			**50,324.78**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: July 18, 2024

RE: Warrant Register – May 1 - 31, 2024

BACKGROUND:

The attached report lists all the Warrants issued by the District from May 1 - 31, 2024. For the period listed above the Warrants total $6,627,862.98 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of May 1 - 31, 2024. 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
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
24 HOUR WRISTBANDS	05/30/2024	946280	PO243072	01	0000	0	0000	7400	5810	090	715	IMA048785408	568.63
24 HOUR WRISTBANDS Total													568.63
360 DEGREE CUSTOMER INC	05/30/2024	946334	PO240794	01	6500	0	5760	1190	5899	090	245	17078	18,144.00
360 DEGREE CUSTOMER INC Total													18,144.00
AAA FIRE PROTECTION SERVICES	05/07/2024	939273	PO240742	01	8150	0	0000	8110	5899	090	741	12486413	400.00
AAA FIRE PROTECTION SERVICES	05/21/2024	942726	PO240734	01	0000	0	0000	8200	5899	032	760	12487376	1,605.00
AAA FIRE PROTECTION SERVICES Total													2,005.00
ACACIA GLASS CORP	05/02/2024	938357	PO240571	01	8150	0	0000	8110	4320	090	741	1378	1,680.00
ACACIA GLASS CORP Total													1,680.00
ACHIEVE KIDS	05/28/2024	945293	PO240791	01	6500	0	5760	1180	5870	090	230	32956	2,772.00
ACHIEVE KIDS Total													2,772.00
ADAM-HILL COMPANY, THE	05/02/2024	938358	PO240556	01	8150	0	0000	8110	4320	090	741	30092401	475.09
ADAM-HILL COMPANY, THE	05/02/2024	938425	PO240556	01	8150	0	0000	8110	4320	090	741	30092864	42.30
ADAM-HILL COMPANY, THE Total													517.39
ADEMCO INC	05/21/2024	942759	PO240287	01	8150	0	0000	8110	4320	090	741	NP4PVF01	79.07
ADEMCO INC	05/23/2024	943831	PO240287	01	8150	0	0000	8110	4320	090	741	NT0JGN01	6.80
ADEMCO INC	05/23/2024	943831	PO240287	01	8150	0	0000	8110	4320	090	741	NN3MMG03	392.47
ADEMCO INC Total													478.34
ADROIT ADVANCED	05/28/2024	945294	PO240797	01	0000	0	5760	3600	5820	090	781	48195	97,243.80
ADROIT ADVANCED Total													97,243.80
ADVANCED INTEGRATED PEST MGMT	05/07/2024	939270	PO240388	01	0000	0	0000	8200	5807	090	760	156978 APR24	4,918.00
ADVANCED INTEGRATED PEST MGMT Total													4,918.00
AIR TUTORS LLC	05/02/2024	938417	PO240479	01	7435	0	1110	1000	5813	090	349	SSF 0304-7	42,825.00
AIR TUTORS LLC Total													42,825.00
AIRGAS USA LLC	05/07/2024	939274	PO240396	01	8150	0	0000	8110	4320	090	741	9149132093	110.27
AIRGAS USA LLC	05/09/2024	940013	PO240396	01	8150	0	0000	8110	4320	090	741	9149229527	63.33
AIRGAS USA LLC	05/14/2024	940947	PO240396	01	8150	0	0000	8110	4320	090	741	9149132092	245.49
AIRGAS USA LLC	05/23/2024	943845	PO240396	01	8150	0	0000	8110	4320	090	741	9149519910	70.43
AIRGAS USA LLC	05/23/2024	943845	PO240396	01	8150	0	0000	8110	4320	090	741	9149563399	99.03
AIRGAS USA LLC	05/23/2024	943845	PO240396	01	8150	0	0000	8110	4320	090	741	9149655989	278.20
AIRGAS USA LLC Total													866.75
ALIMA, ZALDY	05/16/2024	941771	PV241103	01	0000	0	1110	1000	4320	033	070	574BIOART EXHIBIT	220.69
ALIMA, ZALDY Total													220.69
ALL CITY MANAGEMENT SVCS INC.	05/16/2024	941785	PO240073	01	0000	0	0000	7300	5899	090	717	93133	7,471.87
ALL CITY MANAGEMENT SVCS INC.	05/28/2024	945304	PO240073	01	0000	0	0000	7300	5899	090	717	93520	7,470.37
ALL CITY MANAGEMENT SVCS INC. Total													14,942.24
AMAZON CAPITAL SERVICES	05/02/2024	938368	PO242445	01	0000	0	1110	1000	4200	012	070	19Q4-XTLV-GNDP	36.87
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242429	01	0000	0	1110	1000	4200	012	070	1T6X-CF4R-9GYL	285.52
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242830	01	3214	0	1110	1000	4200	013	339	1J4G-Y64H-H9L7	118.13
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242830	01	0801	0	1110	1000	4200	013	123	1J4G-Y64H-H9L7	260.89
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242414	01	0000	0	1110	1000	4200	012	070	1VTG-MHGK-3FX1	9.88

BOARD WARRANT REGISTER
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242443	01	0000	0	1110	1000	4200	012	070	147T-QDCQ-7X6F	173.18
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242443	01	0000	0	1110	1000	4200	012	070	1J3K-KN1L-7646	304.89
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242443	01	0000	0	1110	1000	4200	012	070	1M11-HTHH-9FG3	369.51
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242443	01	0000	0	1110	1000	4200	012	070	1VW9-MKCC-HFC3	399.29
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242443	01	0000	0	1110	1000	4200	012	070	1XJJ-WCNX-C9YT	(155.75)
AMAZON CAPITAL SERVICES	05/14/2024	940983	PO242449	01	0000	0	1110	1000	4200	012	070	1VV-W3HQ-6439	34.05
AMAZON CAPITAL SERVICES	05/14/2024	940983	PO242449	01	0000	0	1110	1000	4200	012	070	1KX7-7DVY-7P34	116.34
AMAZON CAPITAL SERVICES	05/14/2024	940983	PO242449	01	0000	0	1110	1000	4200	012	070	1N13-7JD3-9JH9	301.46
AMAZON CAPITAL SERVICES	05/14/2024	940983	PO242449	01	0000	0	1110	1000	4200	012	070	1RX4-1F69-9X17	(8.23)
AMAZON CAPITAL SERVICES	05/14/2024	940983	PO242449	01	0000	0	1110	1000	4200	012	070	1RHP-W7L1-9VRW	(7.68)
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242452	01	3010	0	1110	1000	4200	007	301	1HCN-VVG9-9CKC	614.95
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242452	01	3010	0	1110	1000	4200	007	301	1G16-XVNJ-9K6W	845.02
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242452	01	3010	0	1110	1000	4200	007	301	16GY-Q3LJ-6GGQ	9.33
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242452	01	3010	0	1110	1000	4200	007	301	1KGX-GHD3-C63F	(1.53)
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242452	01	3010	0	1110	1000	4200	007	301	1KR9-79W3-4CW7	(16.32)
AMAZON CAPITAL SERVICES	05/21/2024	942772	PO242267	01	0801	0	1110	1000	4200	012	180	11JJ-194J-LKMY	10.98
AMAZON CAPITAL SERVICES	05/21/2024	942727	PO242677	01	0000	0	3200	1000	4200	031	070	1FRG-C4C6-3KX4	744.15
AMAZON CAPITAL SERVICES	05/21/2024	942755	PO242962	01	0000	0	0000	7150	4200	090	714	1CKF-TMHK-L66F	28.38
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242851	01	3218	0	1110	1000	4200	021	439	1V4L-GVCG-7MK3	1,111.50
AMAZON CAPITAL SERVICES	05/02/2024	938359	PO242794	01	0000	0	0000	7350	4320	090	717	1J4G-Y64H-HF34	46.33
AMAZON CAPITAL SERVICES	05/02/2024	938368	PO242827	01	3218	0	1110	1000	4320	021	439	1VLP-F7D7-GG3M	417.43
AMAZON CAPITAL SERVICES	05/02/2024	938368	PO242831	01	0000	0	0000	7150	4320	090	714	17YL-W7DR-GRJN	18.66
AMAZON CAPITAL SERVICES	05/07/2024	939271	PO242238	01	0000	0	1110	1000	4320	032	070	139G-XPGW-G9GD	20.03
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242830	01	0000	0	1110	1000	4320	013	070	1J4G-Y64H-H9L7	342.11
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242830	01	0801	0	1110	1000	4320	013	123	1J4G-Y64H-H9L7	44.39
AMAZON CAPITAL SERVICES	05/07/2024	939268	PO242872	01	0000	0	0000	2424	4320	090	735	1CN3-NDG3-GPKM	235.67
AMAZON CAPITAL SERVICES	05/07/2024	939271	PO242874	01	0000	0	0000	7550	4320	090	718	1TJF-R3MK-GCJR	171.63
AMAZON CAPITAL SERVICES	05/07/2024	939271	PO242888	01	9010	0	1110	1000	4320	090	055	17KK-VTQK-FD7L	93.64
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242896	01	0000	0	0000	2424	4320	090	735	1W4L-K9HW-79DF	362.58
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242899	01	0000	0	0000	2424	4320	090	735	1RD3-LY4N-47CX	21.74
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242902	01	9123	0	1110	1000	4320	033	356	1GMG-6N39-KNRP	12.65
AMAZON CAPITAL SERVICES	05/14/2024	940937	PO242902	01	9123	0	1110	1000	4320	033	356	1DNV-77FQ-4T4H	28.58
AMAZON CAPITAL SERVICES	05/21/2024	942772	CM240048	01	0000	0	1110	1000	4320	006	070	16QQ-KJ39-XJTY	(85.66)
AMAZON CAPITAL SERVICES	05/21/2024	942727	PO242746	01	0000	0	3200	1000	4320	031	070	1WWL-CFLW-HF9G	21.99
AMAZON CAPITAL SERVICES	05/21/2024	942727	PO242746	01	0000	0	3200	1000	4320	031	070	19WT-TLM3-4WML	1,595.91
AMAZON CAPITAL SERVICES	05/21/2024	942772	PO242823	01	0801	0	1110	1000	4320	025	123	1RLP-XTQ6-HM7J	197.72
AMAZON CAPITAL SERVICES	05/21/2024	942755	PO242933	01	9010	0	1110	1000	4320	090	AYD	1KRP-3KY6-MDK4	17.96
AMAZON CAPITAL SERVICES	05/21/2024	942755	PO242938	01	0000	0	1110	1000	4320	090	762	1PWR-JJWJ-LCXX	86.31
AMAZON CAPITAL SERVICES	05/21/2024	942755	PO242940	01	9010	0	1110	1000	4320	090	AYD	1H1C-L3Y9-LPCQ	189.23
AMAZON CAPITAL SERVICES	05/23/2024	943843	PO242933	01	9010	0	1110	1000	4320	090	AYD	14M9-QF7J-9MV9	166.31
AMAZON CAPITAL SERVICES	05/23/2024	943854	PO242963	01	7032	0	0000	3700	4320	090	820	1R7L-41GN-LG47	30.63

BOARD WARRANT REGISTER
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242406	01	0801	0	1110	1000	4320	021	180	1MFH-9RKH-77TM	22.76
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242406	01	0801	0	1110	1000	4320	021	180	1LCR-N7NG-9H3V	468.22
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242406	01	0000	0	1110	1000	4320	021	070	1LCR-N7NG-9H3V	292.99
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242407	01	0801	0	1110	1000	4320	021	180	1V7M-PCPV-9FQ9	752.46
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242408	01	0801	0	1110	1000	4320	021	180	17H4-J9JN-7YRH	459.59
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242408	01	0000	0	1110	1000	4320	021	070	17H4-J9JN-7YRH	132.25
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242508	01	3218	0	1110	1000	4320	021	439	1CWJ-CP4R-6Q93	871.50
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242851	01	0000	0	1110	1000	4320	021	070	1MTX-DYPY-FQJQ	48.33
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242851	01	0000	0	1110	1000	4320	021	070	1V4L-GVCG-7MK3	203.34
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242906	01	0801	0	1110	1000	4320	033	123	11PW-1LPQ-C7FT	1,728.27
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242906	01	0801	0	1110	1000	4320	033	123	1C9P-VGVJ-GG63	797.10
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO242974	01	0000	0	0000	7150	4320	090	714	1HPV-WQKY-6XPF	184.90
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO243003	01	9302	0	1110	1000	4320	090	600	1334-K9NR-6XN3	202.87
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO243005	01	9302	0	1110	1000	4320	090	600	16DW-FGHY-6Y1G	260.25
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO243007	01	9302	0	1110	1000	4320	090	600	1GXT-KNTP-7MCM	102.54
AMAZON CAPITAL SERVICES	05/28/2024	945317	PO243010	01	9302	0	1110	1000	4320	090	600	1MDD-H7WY-76WL	144.22
AMAZON CAPITAL SERVICES	05/30/2024	946312	CM240051	01	0801	0	1110	1000	4320	033	123	14KJ-YLFW-F6T1	(66.58)
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242918	01	9010	0	1110	1000	4320	090	AYD	1KRP-3KY6-MFTJ	28.96
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242918	01	9010	0	1110	1000	4320	090	AYD	1NHT-TRVD-C6PG	34.23
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242918	01	9010	0	1110	1000	4320	090	AYD	1VJM-71G1-76RM	83.15
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242934	01	9010	0	1110	1000	4320	090	AYD	1XXN-KN9Y-CFHW	120.76
AMAZON CAPITAL SERVICES	05/30/2024	946329	PO242934	01	9010	0	1110	1000	4320	090	AYD	1W3R-M7X6-LNQQ	81.28
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242939	01	9010	0	1110	1000	4320	090	AYD	1WNJ-3P76-6R34	16.47
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242939	01	9010	0	1110	1000	4320	090	AYD	1HTG-VJPT-KF6N	87.26
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242942	01	9010	0	1110	1000	4320	090	AYD	1RVV-TXN3-LDRW	237.74
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242953	01	0801	0	1110	1000	4320	033	600	1HPV-WQKY-76TT	58.82
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242953	01	9010	0	1110	1000	4320	090	AYD	1HPV-WQKY-76TT	123.33
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242953	01	0801	0	1110	1000	4320	033	600	17TM-KTTH-LK7T	7.42
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242954	01	0801	0	1110	1000	4320	033	600	13CC-GNFC-76WP	162.23
AMAZON CAPITAL SERVICES	05/30/2024	946287	PO242954	01	0801	0	1110	1000	4320	033	600	1XH6-MJTL-LFXY	78.42
AMAZON CAPITAL SERVICES	05/30/2024	946312	PO242973	01	0801	0	1110	1000	4320	090	600	1Y36-JKRK-KV6C	1,084.15
AMAZON CAPITAL SERVICES Total													18,429.88
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12564710132	63,688.72
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12638680132	66,081.78
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12703240132	64,468.34
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12767650132	52,505.15
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12843300132	3,375.00
AMERGIS HEALTHCARE	05/02/2024	938411	PO240899	01	3310	0	5760	1110	5899	090	201	E12940920132	59,439.69
AMERGIS HEALTHCARE	05/02/2024	938352	PO242231	01	0801	0	4760	1000	5899	033	128	E12984410132	1,282.05
AMERGIS HEALTHCARE	05/02/2024	938352	PO242232	01	0801	0	4760	1000	5899	022	128	E12984020132	1,480.50
AMERGIS HEALTHCARE	05/02/2024	938352	PO242234	01	0801	0	4760	1000	5899	014	124	E12984000132	1,154.70

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
AMERGIS HEALTHCARE	05/02/2024	938352	PO242235	01	0801	0	4760	1000	5899	006	124	E12984380132	1,368.00
AMERGIS HEALTHCARE	05/02/2024	938352	PO242237	01	0801	0	4760	1000	5899	008	124	E12984390132	1,447.20
AMERGIS HEALTHCARE	05/09/2024	939987	PO241839	01	9305	0	0000	3900	5899	090	391	E13080760132	280.00
AMERGIS HEALTHCARE	05/14/2024	940964	PO240899	01	6500	0	5760	1190	5899	090	245	E12984370132	64,503.23
AMERGIS HEALTHCARE	05/16/2024	941794	PO242231	01	0801	0	4760	1000	5899	033	128	E13080820132	1,139.40
AMERGIS HEALTHCARE	05/16/2024	941794	PO242231	01	0801	0	4760	1000	5899	033	128	E13117520132	1,424.25
AMERGIS HEALTHCARE	05/16/2024	941794	PO242232	01	0801	0	4760	1000	5899	022	128	E13080660132	1,492.65
AMERGIS HEALTHCARE	05/16/2024	941794	PO242232	01	0801	0	4760	1000	5899	022	128	E13116490132	1,484.55
AMERGIS HEALTHCARE	05/16/2024	941794	PO242234	01	0801	0	4760	1000	5899	014	124	E13080200132	855.00
AMERGIS HEALTHCARE	05/16/2024	941794	PO242234	01	0801	0	4760	1000	5899	014	124	E13116990132	1,106.10
AMERGIS HEALTHCARE	05/16/2024	941794	PO242235	01	0801	0	4760	1000	5899	006	124	E13080870132	1,368.00
AMERGIS HEALTHCARE	05/16/2024	941794	PO242235	01	0801	0	4760	1000	5899	006	124	E13116530132	948.15
AMERGIS HEALTHCARE	05/16/2024	941794	PO242237	01	0801	0	4760	1000	5899	008	124	E13080070132	907.20
AMERGIS HEALTHCARE	05/16/2024	941794	PO242237	01	0801	0	4760	1000	5899	008	124	E13117270132	1,473.75
AMERGIS HEALTHCARE	05/23/2024	943867	PO240899	01	3310	0	5760	1110	5899	090	201	E13081080132	62,405.48
AMERGIS HEALTHCARE	05/23/2024	943878	PO241839	01	9305	0	0000	3900	5899	090	391	E12941020132	280.00
AMERGIS HEALTHCARE	05/23/2024	943878	PO241839	01	9305	0	0000	3900	5899	090	391	E13117510132	280.00
AMERGIS HEALTHCARE	05/30/2024	946293	PO242231	01	0801	0	4760	1000	5899	033	128	E13205610132	1,424.25
AMERGIS HEALTHCARE	05/30/2024	946321	PO242231	01	0801	0	4760	1000	5899	033	128	E13256000132	1,424.25
AMERGIS HEALTHCARE	05/30/2024	946293	PO242232	01	0801	0	4760	1000	5899	022	128	E13205290132	1,496.25
AMERGIS HEALTHCARE	05/30/2024	946321	PO242232	01	0801	0	4760	1000	5899	022	128	E13256240132	1,496.70
AMERGIS HEALTHCARE	05/30/2024	946293	PO242234	01	0801	0	4760	1000	5899	014	124	E13205160132	675.00
AMERGIS HEALTHCARE	05/30/2024	946321	PO242234	01	0801	0	4760	1000	5899	014	124	E13255950132	650.25
AMERGIS HEALTHCARE	05/30/2024	946293	PO242235	01	0801	0	4760	1000	5899	006	124	E13205640132	1,113.30
AMERGIS HEALTHCARE	05/30/2024	946321	PO242235	01	0801	0	4760	1000	5899	006	124	E13255580132	1,368.00
AMERGIS HEALTHCARE	05/30/2024	946293	PO242237	01	0801	0	4760	1000	5899	008	124	E13205600132	1,477.80
AMERGIS HEALTHCARE	05/30/2024	946321	PO242237	01	0801	0	4760	1000	5899	008	124	E13256220132	1,480.95
AMERGIS HEALTHCARE Total													468,845.64
AMERICAN FIDELITY	05/21/2024	942773	PO240351	01	0000	0	0000	7350	5899	090	717	70256	1,420.30
AMERICAN FIDELITY Total													1,420.30
AMS.NET INC	05/02/2024	938408	PO242895	01	0000	0	0000	2424	5899	090	735	INVOICE-0070072	216.00
AMS.NET INC Total													216.00
ANDERSON-ROSSE, JENNIFER	05/14/2024	940988	PV241089	01	9044	0	1110	1000	4320	090	062	543TWIG BULB	12.01
ANDERSON-ROSSE, JENNIFER	05/14/2024	940988	PV241090	01	9044	0	1110	1000	4320	090	062	567SCIENCE TLT	104.91
ANDERSON-ROSSE, JENNIFER Total													116.92
ANDRE-BOUDIN BAKERIES INC.	05/07/2024	939260	PO241406	01	0000	0	1110	1000	4322	022	070	1568446	243.12
ANDRE-BOUDIN BAKERIES INC.	05/16/2024	941788	PO242915	01	0000	0	0000	7400	4322	090	715	1568920	399.55
ANDRE-BOUDIN BAKERIES INC.	05/30/2024	946281	PO240809	01	0000	0	0000	2700	4322	090	762	1570361	349.60
ANDRE-BOUDIN BAKERIES INC. Total													992.27
APPLE COMPUTER INC	05/23/2024	943875	PO242829	01	0000	0	0000	2424	4420	090	735	MA79011796	11,188.01
APPLE COMPUTER INC	05/23/2024	943875	PO242829	01	0000	0	0000	2424	4420	090	735	MA77717867	1,940.90

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APPLE COMPUTER INC Total													13,128.91
APPLE INC	05/02/2024	938389	PO242873	01	6500	0	5760	1190	4320	090	245	MA75993657	107.68
APPLE INC	05/23/2024	943846	PO242937	01	0000	0	0000	2424	4320	090	735	MA79458319	896.59
APPLE INC	05/07/2024	939275	PO242843	01	0801	0	1110	1000	4420	025	123	MA75599103	109.77
APPLE INC	05/07/2024	939275	PO242843	01	0801	0	1110	1000	4420	025	123	MA75573846	195.58
APPLE INC	05/07/2024	939275	PO242843	01	0801	0	1110	1000	4420	025	123	MA75044104	1,152.68
APPLE INC Total													2,462.30
ARBOR SCIENTIFIC	05/30/2024	946313	PO242972	01	0801	0	1110	1000	4320	021	600	479977	45.74
ARBOR SCIENTIFIC Total													45.74
ARBORTECH TREE CARE INC	05/21/2024	942736	PO242967	01	8150	0	0000	8110	5899	009	741	3270	2,950.00
ARBORTECH TREE CARE INC Total													2,950.00
ARISE EDUCATIONAL CENTER	05/23/2024	943857	PO240790	01	6500	0	5760	1180	5820	090	230	986	1,898.00
ARISE EDUCATIONAL CENTER	05/23/2024	943857	PO240790	01	6500	0	5760	1180	5870	090	230	986	3,253.00
ARISE EDUCATIONAL CENTER	05/23/2024	943857	PO240790	01	6500	0	5760	1180	5880	090	230	986	3,073.33
ARISE EDUCATIONAL CENTER	05/23/2024	943857	PO240790	01	6500	0	5760	1180	5899	090	230	986	110.11
ARISE EDUCATIONAL CENTER Total													8,334.44
ASBRA, KEVIN	05/21/2024	942767	PV241122	01	9113	0	1110	1000	4322	033	356	575BRUNCH58-924	233.90
ASBRA, KEVIN	05/07/2024	939279	PV241071	01	9113	0	1110	1000	5815	033	356	552AQUARIUM 24	275.00
ASBRA, KEVIN	05/30/2024	946328	PV241138	01	0000	0	1110	1000	5899	033	070	601FASTRAK	14.00
ASBRA, KEVIN Total													522.90
AT&T	05/21/2024	942709	PO240350	01	0000	0	0000	7200	5910	090	760	21592209	18,662.50
AT&T	05/21/2024	942709	PO240350	01	6500	0	5760	2700	5910	090	245	21592209	84.10
AT&T Total													18,746.60
AVALON ACADEMY, THE	05/28/2024	945295	PO240897	01	6500	0	5760	1180	5870	090	230	5966	7,899.00
AVALON ACADEMY, THE	05/28/2024	945295	PO240897	01	6500	0	5760	1180	5870	090	230	5965	9,354.50
AVALON ACADEMY, THE	05/28/2024	945295	PO240897	01	6500	0	5760	1180	5880	090	230	5966	5,598.00
AVALON ACADEMY, THE	05/28/2024	945295	PO240897	01	6500	0	5760	1180	5880	090	230	5965	5,598.00
AVALON ACADEMY, THE Total													28,449.50
AVID TRANSLATION	05/02/2024	938418	PO240612	01	6500	0	5760	1190	5899	090	245	5590	50,445.00
AVID TRANSLATION	05/02/2024	938418	PO240612	01	6500	0	5760	1190	5899	090	245	5570	11,132.00
AVID TRANSLATION	05/02/2024	938418	PO240612	01	6500	0	5760	1190	5899	090	245	5571	14,283.69
AVID TRANSLATION Total													75,860.69
BARON, MEAGAN	05/09/2024	939984	PV241063	01	0000	0	0000	0000	8699	090	717	261958 REISSUE	6,142.60
BARON, MEAGAN Total													6,142.60
BATTERY SYSTEMS INC	05/07/2024	939261	PO240289	01	8150	0	0000	8110	4320	090	741	35882404220942	329.52
BATTERY SYSTEMS INC	05/16/2024	941805	PO240289	01	8150	0	0000	8110	4320	090	741	28802405071113	184.28
BATTERY SYSTEMS INC Total													513.80
BAVCO BACKFLOW APPARATUS	05/07/2024	939262	PO240461	01	8150	0	0000	8110	4320	090	741	269958	581.63
BAVCO BACKFLOW APPARATUS Total													581.63
BAY AREA BIOSCIENCE EDUCATION	05/02/2024	938390	PO242781	01	9010	0	1110	1000	4320	090	360	INV-0537	80.00
BAY AREA BIOSCIENCE EDUCATION	05/07/2024	939289	PO242531	01	9010	0	1110	1000	4320	090	360	INV-0535	375.00

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BAY AREA BIOSCIENCE EDUCATION Total													455.00
BAY AREA NEWS GROUP	05/23/2024	943872	PO240466	01	0000	0	0000	8200	5811	090	760	0001411335	1,928.12
BAY AREA NEWS GROUP Total													1,928.12
BEACON SCHOOL	05/28/2024	945296	PO241529	01	6500	0	5760	1180	5880	090	230	APR 2024 SVCS	1,505.00
BEACON SCHOOL	05/28/2024	945296	PO241529	01	6500	0	5760	1180	5899	090	230	APR 2024 SVCS	13.00
BEACON SCHOOL Total													1,518.00
BEARING AGENCIES INC	05/30/2024	946335	PO240389	01	8150	0	0000	8110	4320	090	741	24-32343	752.34
BEARING AGENCIES INC Total													752.34
BELL, CYNTHIA	05/30/2024	946288	PV241134	01	9010	0	1110	1000	5815	006	356	594BOWLING	432.00
BELL, CYNTHIA Total													432.00
BENCHMARK HOME ELEVATOR	05/30/2024	946336	PO240434	01	8150	0	0000	8110	5600	090	741	8717	95.00
BENCHMARK HOME ELEVATOR	05/30/2024	946336	PO240434	01	8150	0	0000	8110	5600	090	741	8718	95.00
BENCHMARK HOME ELEVATOR Total													190.00
BEST BUY ADVANTAGE ACCOUNT	05/16/2024	941786	PO242903	01	0000	0	0000	2424	4320	090	735	00660920240501	491.09
BEST BUY ADVANTAGE ACCOUNT Total													491.09
BLICK ART MATERIALS	05/21/2024	942710	PO240134	01	0000	0	1201	1000	4320	033	070	2664756	718.13
BLICK ART MATERIALS Total													718.13
BLUE LINE TRANSFER	05/14/2024	940970	PO240408	01	0000	0	0000	8200	5540	090	760	0001448839	6,563.46
BLUE LINE TRANSFER Total													6,563.46
BOYD, AARON	05/23/2024	943828	PV241117	01	9118	0	1110	1000	4320	033	356	586MICROPHOCLIP	43.94
BOYD, AARON	05/07/2024	939280	PV241066	01	0000	0	1202	1000	5810	033	070	548 SSFHS SC FC	63.71
BOYD, AARON	05/28/2024	945300	PV241133	01	9113	0	1110	1000	5810	033	356	600GRAPHIC DECAL	78.54
BOYD, AARON	05/14/2024	940989	PV241083	01	0000	0	1202	1000	5899	033	070	563 GOLF BOY24	266.00
BOYD, AARON Total													452.19
BRADLEY, KRISTIN	05/07/2024	939281	PV241073	01	0000	0	1110	1000	4320	033	070	530CRAFTCREPE	42.25
BRADLEY, KRISTIN Total													42.25
BROADMOOR LANDSCAPE SUPPLY	05/07/2024	939290	PO240407	01	8150	0	0000	8110	4320	090	741	65055	118.53
BROADMOOR LANDSCAPE SUPPLY Total													118.53
BULLSEYE GLASS COMPANY	05/09/2024	940009	PO242583	01	0801	0	1110	1000	4320	033	180	INV007827	705.78
BULLSEYE GLASS COMPANY Total													705.78
C & L SPORTING GOODS	05/16/2024	941806	PO242959	01	9010	0	1202	1000	4320	032	322	SOFTBALL MAR24	201.79
C & L SPORTING GOODS Total													201.79
CALIFORNIA ASSOCIATION FOR	05/21/2024	942737	PO241615	01	6266	0	1110	1000	5210	090	341	A24346	1,725.50
CALIFORNIA ASSOCIATION FOR	05/21/2024	942737	PO241847	01	6266	0	1110	1000	5210	090	341	A24131	4,840.00
CALIFORNIA ASSOCIATION FOR	05/21/2024	942737	PO241847	01	3010	0	1110	2495	5899	090	301	A24131	940.00
CALIFORNIA ASSOCIATION FOR Total													7,505.50
CALIFORNIA WATER SERVICE	05/09/2024	940031	PO240711	01	0000	0	0000	8200	5530	090	760	6907544444 APR24	28,221.20
CALIFORNIA WATER SERVICE Total													28,221.20
CALIFORNIA WATER SERVICE COMPA	05/23/2024	943837	PO243026	01	8150	0	0000	8110	5899	007	741	CWS PROJECT 00134803	47,653.44
CALIFORNIA WATER SERVICE COMPA Total													47,653.44
CALPERS	05/16/2024	941813	PV241106	01	0000	0	0000	7600	3701	090	810	JUN24 PREMIUMS	649.58

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CALPERS	05/21/2024	942745	PV241107	01	0000	0	0000	7600	3701	090	810	JUN24 1354490268	25,277.00
CALPERS	05/21/2024	942745	PV241107	01	0000	0	0000	7600	3702	090	810	JUN24 1354490268	36,905.79
CALPERS	05/16/2024	941813	PV241106	01	0000	0	0000	7600	5899	090	810	JUN24 PREMIUMS	2.08
CALPERS	05/21/2024	942745	PV241107	01	0000	0	0000	7340	5899	090	717	JUN24 1354490268	3,141.87
CALPERS	05/21/2024	942745	PV241107	01	0000	0	0000	7600	5899	090	810	JUN24 1354490268	548.96
CALPERS	05/21/2024	942745	PV241107	01	0000	0	0000	0000	9564	000		JUN24 1354490268	981,832.87
CALPERS Total													1,048,358.15
CAL-STEAM	05/07/2024	939263	PO240410	01	8150	0	0000	8110	4320	090	741	5040352	282.83
CAL-STEAM	05/09/2024	940020	PO240410	01	8150	0	0000	8110	4320	090	741	5030220	27.77
CAL-STEAM	05/14/2024	940971	PO240410	01	8150	0	0000	8110	4320	090	741	5063784	24.76
CAL-STEAM	05/14/2024	940971	PO240410	01	8150	0	0000	8110	4320	090	741	5011002	51.86
CAL-STEAM	05/14/2024	940971	PO240410	01	8150	0	0000	8110	4320	090	741	5023474	172.89
CAL-STEAM	05/14/2024	940971	PO240410	01	8150	0	0000	8110	4320	090	741	CM458310	(20.83)
CAL-STEAM	05/21/2024	942756	PO240410	01	8150	0	0000	8110	4320	090	741	5073417	29.66
CAL-STEAM	05/21/2024	942756	PO240410	01	8150	0	0000	8110	4320	090	741	5064025	346.27
CAL-STEAM	05/21/2024	942756	PO240410	01	8150	0	0000	8110	4320	090	741	CM459677	(195.67)
CAL-STEAM	05/23/2024	943873	PO240410	01	8150	0	0000	8110	4320	090	741	5059670	129.89
CAL-STEAM	05/30/2024	946337	PO240410	01	8150	0	0000	8110	4320	090	741	5095577	313.24
CAL-STEAM	05/30/2024	946337	PO240410	01	8150	0	0000	8110	4320	090	741	5095038	46.52
CAL-STEAM	05/30/2024	946337	PO240410	01	8150	0	0000	8110	4320	090	741	5071029	29.59
CAL-STEAM Total													1,238.78
CAPRIO, LAURA	05/21/2024	942730	PV241097	01	6266	0	1110	1000	4322	090	341	565 GLAD SNACK	48.58
CAPRIO, LAURA Total													48.58
CASBO	05/07/2024	939264	PO242916	01	0000	0	0000	0000	9330	000		000223422	3,500.00
CASBO Total													3,500.00
CATHOLIC CHARITIES -	05/02/2024	938426	PO241988	01	3214	0	1110	1000	5815	012	339	47260	1,106.00
CATHOLIC CHARITIES -	05/02/2024	938364	PO242659	01	3010	0	1110	1000	5815	008	301	48676	995.50
CATHOLIC CHARITIES -	05/02/2024	938369	PO242530	01	0000	0	1110	1000	5821	012	070	48167	1,022.00
CATHOLIC CHARITIES -	05/14/2024	940984	PO242046	01	0000	0	1110	1000	5821	090	764	47889	1,960.00
CATHOLIC CHARITIES -	05/14/2024	940984	PO242046	01	3010	0	1110	1000	5821	008	301	47891	1,920.00
CATHOLIC CHARITIES -	05/14/2024	940984	PO242046	01	0000	0	1110	1000	5821	090	764	47891	40.00
CATHOLIC CHARITIES -	05/21/2024	942711	PO242662	01	3214	0	1110	1000	5821	013	339	48837	2,211.00
CATHOLIC CHARITIES -	05/23/2024	943832	PO242998	01	0000	0	1110	1000	5821	090	764	49013.49014	1,960.00
CATHOLIC CHARITIES - Total													11,214.50
CBF INC.	05/07/2024	939291	PO240217	01	0000	0	0000	2424	5600	090	735	49618	1,959.00
CBF INC.	05/09/2024	940014	PO240217	01	0000	0	0000	2424	5600	090	735	49403	1,436.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	44894	792.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	45121	552.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	45808	752.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	45809	1,370.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	49975	1,245.00

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CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	49976	1,785.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	49977	1,136.00
CBF INC.	05/30/2024	946338	PO240217	01	0000	0	0000	2424	5600	090	735	49978	994.00
CBF INC. Total													12,021.00
CDW GOVERNMENT INC	05/09/2024	940021	PO240216	01	0000	0	0000	2424	4320	090	735	QW46937	48.64
CDW GOVERNMENT INC	05/09/2024	940021	PO240216	01	0000	0	0000	2424	4320	090	735	QV02103	50.75
CDW GOVERNMENT INC	05/09/2024	940021	PO240216	01	0000	0	0000	2424	4320	090	735	QZ15370	136.06
CDW GOVERNMENT INC	05/28/2024	945290	CM240049	01	6500	0	5760	1190	4320	090	245	QX89078	(603.74)
CDW GOVERNMENT INC	05/28/2024	945290	CM240050	01	6500	0	5760	1190	4320	090	245	QX41874	(301.87)
CDW GOVERNMENT INC	05/21/2024	942762	PO242582	01	3218	0	1110	1000	4420	032	439	QP11565	4,006.10
CDW GOVERNMENT INC	05/21/2024	942762	PO242582	01	3218	0	1110	1000	4420	032	439	QN82748	8,717.92
CDW GOVERNMENT INC	05/21/2024	942762	PO242582	01	3218	0	1110	1000	4420	032	439	QS85420	14,640.92
CDW GOVERNMENT INC	05/21/2024	942762	PO242821	01	0000	0	1110	1000	4420	021	070	QT91935	2,511.62
CDW GOVERNMENT INC	05/21/2024	942762	PO242875	01	3010	0	1110	1000	4420	007	301	RB08177	796.97
CDW GOVERNMENT INC	05/28/2024	945290	PO242627	01	3010	0	1110	1000	4420	013	301	QS91851	906.98
CDW GOVERNMENT INC	05/28/2024	945305	PO242935	01	0000	0	1110	1000	4420	021	070	RF19558	689.14
CDW GOVERNMENT INC	05/28/2024	945305	PO242935	01	0000	0	1110	1000	4420	021	070	RF70583	1,255.81
CDW GOVERNMENT INC	05/28/2024	945290	PO242989	01	0000	0	0000	2424	4420	090	735	QF16783	758.64
CDW GOVERNMENT INC	05/30/2024	946314	PO242637	01	0000	0	3200	1000	4420	031	070	QR83560	2,279.31
CDW GOVERNMENT INC	05/30/2024	946291	PO242935	01	0000	0	1110	1000	4420	021	070	RF16850	3,049.03
CDW GOVERNMENT INC	05/14/2024	940975	PO242515	01	8150	0	0000	8110	5813	090	741	QH85861	448.14
CDW GOVERNMENT INC Total													39,390.42
CENTER FOR THE COLLABORATIVE	05/14/2024	940968	PO242842	01	3010	0	1110	1000	4200	007	301	INV252536	943.04
CENTER FOR THE COLLABORATIVE	05/21/2024	942723	PO242788	01	0801	0	1110	1000	4320	090	172	INV252344	7,224.57
CENTER FOR THE COLLABORATIVE Total													8,167.61
CENTRALREACH LLC	05/30/2024	946315	PO242923	01	6500	0	5760	1190	5813	090	245	INV101721	900.00
CENTRALREACH LLC Total													900.00
CERTIFIED LANGUAGES	05/02/2024	938379	PO241255	01	6500	0	5760	1190	5899	090	245	5782012924T	1,703.60
CERTIFIED LANGUAGES	05/23/2024	943858	PO241255	01	6500	0	5760	1190	5899	090	245	5782041524T	1,250.63
CERTIFIED LANGUAGES	05/23/2024	943858	PO241255	01	6500	0	5760	1190	5899	090	245	578210043024	430.65
CERTIFIED LANGUAGES	05/23/2024	943858	PO241255	01	6500	0	5760	1190	5899	090	245	5782050624T	835.26
CERTIFIED LANGUAGES	05/23/2024	943858	PO241255	01	6500	0	5760	1190	5899	090	245	5782041224T	2,855.60
CERTIFIED LANGUAGES	05/30/2024	946292	PO242430	01	0801	0	1110	1000	5899	090	127	868007043024	388.05
CERTIFIED LANGUAGES Total													7,463.79
CHAN, GENEVIEVE	05/16/2024	941773	PV241098	01	0000	0	1110	1000	4322	090	762	560TLT SNAK42224	18.00
CHAN, GENEVIEVE	05/21/2024	942786	PV241110	01	0000	0	1110	1000	5210	090	762	430AI ACCESS	65.88
CHAN, GENEVIEVE Total													83.88
CHAVEZ GROUP	05/02/2024	938404	PO240082	01	0000	0	0000	7110	5899	090	713	844	775.00
CHAVEZ GROUP Total													775.00
CHIN, KIMBERLY	05/23/2024	943841	PV241126	01	0000	0	1110	1000	5899	033	070	357NHD STATE SEC	2,915.29
CHIN, KIMBERLY Total													2,915.29

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CHOY, MALI MARI	05/09/2024	940000	MV240023	01	9132	0	1110	1000	5880	033	356	554BISSEN-CHOY	1,000.00
CHOY, MALI MARI Total													1,000.00
CITY AUTO SUPPLY	05/07/2024	939265	PO240288	01	8150	0	0000	8110	4320	090	741	3-011644	68.64
CITY AUTO SUPPLY	05/07/2024	939265	PO240288	01	8150	0	0000	8110	4320	090	741	3-010353	425.53
CITY AUTO SUPPLY	05/07/2024	939276	PO240288	01	8150	0	0000	8110	4320	090	741	3-011648	68.64
CITY AUTO SUPPLY	05/30/2024	946316	PO240288	01	8150	0	0000	8110	4320	090	741	3-014697	162.85
CITY AUTO SUPPLY	05/30/2024	946316	PO240288	01	8150	0	0000	8110	4320	090	741	3-015003	393.91
CITY AUTO SUPPLY Total													1,119.57
CITY OF DALY CITY	05/23/2024	943847	PO240712	01	0000	0	0000	8200	5530	090	760	17314060-13 MAY24	2,869.72
CITY OF DALY CITY	05/30/2024	946317	PO240712	01	0000	0	0000	8200	5530	090	760	18113860-10 MAY24	1,856.23
CITY OF DALY CITY Total													4,725.95
CITY OF SAN BRUNO -	05/14/2024	940976	PO240713	01	0000	0	0000	8200	5530	090	760	630440 APR24	90.37
CITY OF SAN BRUNO -	05/14/2024	940976	PO240713	01	0000	0	0000	8200	5530	090	760	630420 APR24	747.75
CITY OF SAN BRUNO - Total													838.12
CITY OF SOUTH SAN FRANCISCO	05/21/2024	942724	PO242957	01	0000	0	1110	1000	5899	033	070	520308	1,040.00
CITY OF SOUTH SAN FRANCISCO Total													1,040.00
CLEARLITE TROPHIES	05/23/2024	943833	PO242987	01	9010	0	1202	1000	5810	032	322	91306	216.91
CLEARLITE TROPHIES	05/30/2024	946318	PO243054	01	9118	0	1110	1000	5810	033	356	91375	160.97
CLEARLITE TROPHIES	05/30/2024	946339	PO243058	01	0000	0	1110	1000	5810	033	070	91248	197.78
CLEARLITE TROPHIES Total													575.66
CONSERVATION AMBASSADORS	05/14/2024	940985	PO242263	01	0801	0	1110	1000	5899	012	180	2534	1,100.00
CONSERVATION AMBASSADORS Total													1,100.00
CORE DISTRICTS	05/23/2024	943851	PO242621	01	9026	0	1110	1000	5899	090	356	1312283	10,000.00
CORE DISTRICTS Total													10,000.00
COSICO, JEFFREY	05/02/2024	938361	PV241054	01	0000	0	0000	8200	4320	032	759	536HANDI SIGNAGE	86.14
COSICO, JEFFREY Total													86.14
COUNTY COUNSEL	05/09/2024	940010	PO240085	01	0000	0	0000	7400	5889	090	715	4328	17,517.50
COUNTY COUNSEL	05/21/2024	942774	PO240085	01	0000	0	0000	7400	5889	090	715	4360	4,801.80
COUNTY COUNSEL Total													22,319.30
COVACHA, JONATHAN	05/30/2024	946345	PV241148	01	9010	0	1110	1000	4320	008	430	603 CAKE CARLINO	205.00
COVACHA, JONATHAN	05/07/2024	939282	PV241067	01	9010	0	1110	1000	4322	008	356	549 LIB BK24	205.35
COVACHA, JONATHAN	05/07/2024	939282	PV241070	01	9010	0	1110	1000	4322	008	430	544VOLUN-BAYEDFD	444.81
COVACHA, JONATHAN	05/14/2024	940990	PV241088	01	0000	0	1110	1000	4322	008	070	545SMEET423-2424	277.54
COVACHA, JONATHAN	05/21/2024	942768	PV241116	01	9010	0	1110	1000	4322	008	430	579TEACHAPPRECIA	220.61
COVACHA, JONATHAN Total													1,353.31
CROWN CASTLE FIBER LLC	05/07/2024	939292	PO240703	01	0000	0	0000	2424	5899	090	735	1571966	9,804.00
CROWN CASTLE FIBER LLC Total													9,804.00
CRYSTAL COMMUNICATIONS	05/02/2024	938372	PO240320	01	0000	0	1110	1000	4320	032	070	0164840-IN	296.57
CRYSTAL COMMUNICATIONS Total													296.57
DANNIS WOLIVER KELLEY	05/09/2024	940015	PO242914	01	0000	0	0000	8200	5899	090	760	305397	350.00
DANNIS WOLIVER KELLEY Total													350.00

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DELL MARKETING L.P.	05/02/2024	938391	PO241211	01	0000	0	0000	2424	4320	090	735	10744941658	55.04
DELL MARKETING L.P.	05/14/2024	940948	PO242894	01	9010	0	5760	1190	4420	090	350	10746514700	3,081.78
DELL MARKETING L.P. Total													3,136.82
DEMARTINI, DANIELLE	05/02/2024	938406	PV241060	01	9010	0	5001	3900	4320	090	350	519SP OLYMPIC24	576.26
DEMARTINI, DANIELLE Total													576.26
DEMCO INC.	05/02/2024	938373	PO242579	01	0000	0	1110	2421	4320	014	451	7464690	225.02
DEMCO INC.	05/02/2024	938373	PV241058	01	0000	0	1110	1000	4320	021	451	7450610	80.19
DEMCO INC. Total													305.21
DIAZ, MICHAEL ANTHONY	05/21/2024	942788	PV241127	01	6387	0	3800	1000	5210	032	394	441SM CTE MEET	22.58
DIAZ, MICHAEL ANTHONY Total													22.58
DISCOUNT SCHOOL SUPPLY	05/09/2024	939985	PO242736	01	9010	0	1110	1000	4320	002	356	P42793430101	131.41
DISCOUNT SCHOOL SUPPLY Total													131.41
DOOLEY CORPORATION	05/23/2024	943859	PO240795	01	6500	0	5760	1190	5870	090	245	9252	1,463.00
DOOLEY CORPORATION Total													1,463.00
DUENAS, MELANIE	05/16/2024	941774	MV240025	01	9127	0	1110	1000	5880	033	356	577EARL POWELL	500.00
DUENAS, MELANIE Total													500.00
DUNN-EDWARDS CORPORATION	05/09/2024	940011	PO240412	01	8150	0	0000	8110	4320	090	741	2020A05238	257.73
DUNN-EDWARDS CORPORATION	05/14/2024	940969	PO240412	01	8150	0	0000	8110	4320	090	741	2020A05556	397.50
DUNN-EDWARDS CORPORATION	05/16/2024	941787	PO240412	01	8150	0	0000	8110	4320	090	741	2020A05510	30.20
DUNN-EDWARDS CORPORATION	05/21/2024	942728	PO240412	01	8150	0	0000	8110	4320	090	741	2020A05875	418.84
DUNN-EDWARDS CORPORATION Total													1,104.27
EAST BAY RESTAURANT SUPPLY INC	05/02/2024	938383	PO242386	01	7032	0	0000	3700	4420	090	820	SI1051112	4,176.27
EAST BAY RESTAURANT SUPPLY INC Total													4,176.27
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	706265	314.98
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	706266	761.80
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	706262	622.62
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	706259	1,318.52
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	708449	1,318.52
EDUCATION TEAM, THE	05/14/2024	940949	PO241863	01	0000	0	0000	7400	5899	090	715	708452	311.31
EDUCATION TEAM, THE	05/23/2024	943852	PO241863	01	0000	0	0000	7400	5899	090	715	713000	318.64
EDUCATION TEAM, THE	05/23/2024	943852	PO241863	01	0000	0	0000	7400	5899	090	715	713001	238.06
EDUCATION TEAM, THE	05/23/2024	943852	PO241863	01	0000	0	0000	7400	5899	090	715	712996	1,318.52
EDUCATION TEAM, THE Total													6,522.97
EVERDRIVEN TECHNOLOGIES LLC	05/14/2024	940950	PO240471	01	0000	0	5760	3600	5820	090	781	51900	34,725.30
EVERDRIVEN TECHNOLOGIES LLC	05/16/2024	941789	PO240471	01	0000	0	5760	3600	5820	090	781	52182	37,653.75
EVERDRIVEN TECHNOLOGIES LLC	05/28/2024	945297	PO240471	01	0000	0	5760	3600	5820	090	781	53286	36,585.21
EVERDRIVEN TECHNOLOGIES LLC	05/28/2024	945297	PO240471	01	0000	0	5760	3600	5820	090	781	51675	1,759.40
EVERDRIVEN TECHNOLOGIES LLC Total													110,723.66
EVERY SPECIAL CHILD LLC	05/28/2024	945298	PO240901	01	6500	0	5760	1190	5899	090	245	INV#106-01202324	5,795.00
EVERY SPECIAL CHILD LLC Total													5,795.00
EVERYDAY SPEECH LLC	05/16/2024	941795	PO241998	01	9010	0	5001	3150	5813	090	350	#101328	2,231.92

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EVERYDAY SPEECH LLC Total													2,231.92
EWING IRRIGATION PRODUCTS INC	05/14/2024	940972	PO240395	01	8150	0	0000	8110	4320	090	741	22107196	1,648.87
EWING IRRIGATION PRODUCTS INC Total													1,648.87
FAGEN FRIEDMAN & FULFROST LLP	05/21/2024	942764	PO240352	01	6500	0	5760	1190	5889	090	245	221948	1,788.50
FAGEN FRIEDMAN & FULFROST LLP	05/21/2024	942764	PO240352	01	0000	0	0000	7400	5889	090	715	221948	8,190.00
FAGEN FRIEDMAN & FULFROST LLP Total													9,978.50
FAIRPLAY CORPORATION	05/14/2024	940986	PO242913	01	8150	0	0000	8110	4320	090	741	1606525	210.49
FAIRPLAY CORPORATION Total													210.49
FEDERAL CONTRACTS CORP	05/21/2024	942757	PO242469	01	8150	0	0000	8110	4320	090	741	PSI118280	6,580.71
FEDERAL CONTRACTS CORP Total													6,580.71
FEDERAL EXPRESS	05/30/2024	946282	PV241137	01	0000	0	0000	7300	5920	090	717	8-496-20098	32.95
FEDERAL EXPRESS Total													32.95
FIRST ALARM	05/14/2024	940973	PO241563	01	8150	0	0000	8300	5806	090	741	818597	1,545.99
FIRST ALARM Total													1,545.99
FLINN SCIENTIFIC INC.	05/02/2024	938427	PO242227	01	0000	0	1235	1000	4320	032	070	2973452	52.69
FLINN SCIENTIFIC INC.	05/28/2024	945306	PO242131	01	0801	0	1110	1000	4320	021	180	2993668	614.77
FLINN SCIENTIFIC INC.	05/30/2024	946319	PO242081	01	9010	0	1110	1000	4320	032	356	2979372	1,079.73
FLINN SCIENTIFIC INC. Total													1,747.19
FLORES, JUANITA	05/16/2024	941775	PV241096	01	9010	0	1110	1000	4322	008	356	570 IEP MEET42224	85.56
FLORES, JUANITA	05/30/2024	946343	PV241146	01	9010	0	1110	1000	4322	008	356	613MTSS MEET	74.42
FLORES, JUANITA Total													159.98
FLYERS ENERGY LLC	05/30/2024	946283	PO240385	01	8150	0	0000	8110	4320	090	741	24-066865	10,231.74
FLYERS ENERGY LLC Total													10,231.74
FOLLETT CONTENT SOLUTIONS	05/09/2024	940022	PO242733	01	9010	0	1110	1000	4200	002	356	376707A	869.95
FOLLETT CONTENT SOLUTIONS	05/09/2024	940022	PO242733	01	9010	0	1110	1000	4200	002	356	376707	282.44
FOLLETT CONTENT SOLUTIONS	05/28/2024	945307	PO242734	01	9010	0	1110	1000	4200	002	356	376735	83.09
FOLLETT CONTENT SOLUTIONS	05/28/2024	945307	PO242734	01	9010	0	1110	1000	4200	002	356	376735F	77.14
FOLLETT CONTENT SOLUTIONS Total													1,312.62
FOLLETT CONTENT SOLUTIONS LLC	05/14/2024	940987	PO242501	01	0000	0	1110	2421	4200	008	451	364184	157.98
FOLLETT CONTENT SOLUTIONS LLC	05/14/2024	940987	PO242501	01	0000	0	1110	2421	4200	008	451	364184F	134.03
FOLLETT CONTENT SOLUTIONS LLC	05/14/2024	940987	PO242569	01	0801	0	1110	1000	4200	008	123	370025F	18.87
FOLLETT CONTENT SOLUTIONS LLC Total													310.88
FOLLETT SCHOOL SOLUTIONS INC	05/02/2024	938365	PO242807	01	0000	0	0000	0000	9330	000		1539378	19,815.66
FOLLETT SCHOOL SOLUTIONS INC Total													19,815.66
GARCIA, MARCOS	05/30/2024	946346	PV241150	01	0803	0	1110	1000	4322	090	411	596COFFEELIASON	29.95
GARCIA, MARCOS Total													29.95
GARDUNO FLETES, ANGELICA	05/16/2024	941797	PV241084	01	0801	0	1110	2495	4322	013	123	561AMENITIES STAF& PARENT	171.04
GARDUNO FLETES, ANGELICA	05/16/2024	941797	PV241084	01	9010	0	1110	1000	4322	013	430	561AMENITIES STAF& PARENT	359.87
GARDUNO FLETES, ANGELICA Total													530.91
GNXCOR USA INC.	05/23/2024	943848	PO241176	01	0000	0	0000	8200	5899	090	760	6019528	190.00
GNXCOR USA INC. Total													190.00

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GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	4320	014	356	JAN-MAR24 PETTY CASH REPLENISMENT	23.00
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	0000	0	1110	1000	4320	014	070	JAN-MAR24 PETTY CASH REPLENISMENT	14.27
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	0000	0	1110	1000	4320	014	070	JAN-MAR24 PETTY CASH REPLENISMENT	59.32
GONZALEZ, LETICIA	05/28/2024	945301	PV241130	01	9010	0	1110	2495	4320	014	430	571STRATEGICCAREER	140.00
GONZALEZ, LETICIA	05/28/2024	945301	PV241130	01	9010	0	1110	1000	4320	014	356	571STRATEGICCAREER	35.71
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	4322	014	430	JAN-MAR24 PETTY CASH REPLENISMENT	10.99
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	4322	014	430	JAN-MAR24 PETTY CASH REPLENISMENT	18.00
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	4322	014	430	JAN-MAR24 PETTY CASH REPLENISMENT	25.20
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	4322	014	356	JAN-MAR24 PETTY CASH REPLENISMENT	70.08
GONZALEZ, LETICIA	05/28/2024	945301	PV241130	01	9010	0	1110	2495	4322	014	430	571STRATEGICCAREER	40.25
GONZALEZ, LETICIA	05/28/2024	945301	PV241130	01	9010	0	1110	1000	4322	014	356	571STRATEGICCAREER	78.75
GONZALEZ, LETICIA	05/02/2024	938412	PV241059	01	9010	0	1110	1000	5899	014	356	JAN-MAR24 PETTY CASH REPLENISMENT	6.00
GONZALEZ, LETICIA Total													521.57
GOW SUPPLY COMPANY	05/07/2024	939277	PO240446	01	8150	0	0000	8110	4320	090	741	468902	141.17
GOW SUPPLY COMPANY	05/23/2024	943849	PO240446	01	8150	0	0000	8110	4320	090	741	8427	1,406.32
GOW SUPPLY COMPANY Total													1,547.49
GRAHAM, RONALD MICHAEL	05/02/2024	938405	PO240542	01	0000	0	1227	1000	4320	021	322	M58980	26.92
GRAHAM, RONALD MICHAEL	05/07/2024	939266	PO240542	01	0000	0	1227	1000	4320	021	322	60490	220.51
GRAHAM, RONALD MICHAEL	05/07/2024	939266	PO240542	01	0000	0	1227	1000	4320	021	322	M60420	10.98
GRAHAM, RONALD MICHAEL	05/21/2024	942775	PO240139	01	0000	0	1227	1000	4320	033	070	54607	68.17
GRAHAM, RONALD MICHAEL	05/21/2024	942725	PO240542	01	0000	0	1227	1000	4320	021	322	60566	446.09
GRAHAM, RONALD MICHAEL	05/02/2024	938405	PO240542	01	0000	0	1227	1000	5600	021	322	M58980	325.00
GRAHAM, RONALD MICHAEL	05/07/2024	939266	PO240542	01	0000	0	1227	1000	5600	021	322	M60420	85.00
GRAHAM, RONALD MICHAEL Total													1,182.67
GRAINGER	05/02/2024	938392	PO240405	01	8150	0	0000	8110	4320	090	741	9088001632	23.57
GRAINGER	05/02/2024	938392	PO240405	01	8150	0	0000	8110	4320	090	741	9091640822	1,253.12
GRAINGER	05/02/2024	938392	PO240405	01	8150	0	0000	8110	4320	090	741	9091476342	398.04
GRAINGER	05/07/2024	939293	PO240405	01	8150	0	0000	8110	4320	090	741	9096510756	448.84
GRAINGER	05/07/2024	939293	PO240405	01	8150	0	0000	8110	4320	090	741	9096272753	23.45
GRAINGER	05/14/2024	940974	PO240405	01	8150	0	0000	8110	4320	090	741	9095922432	31.39
GRAINGER	05/21/2024	942729	PO240405	01	8150	0	0000	8110	4320	090	741	9101713379	177.83
GRAINGER	05/21/2024	942738	PO240405	01	8150	0	0000	8110	4320	090	741	9107485881	136.81
GRAINGER	05/21/2024	942738	PO240405	01	8150	0	0000	8110	4320	090	741	9107485899	130.64
GRAINGER	05/21/2024	942738	PO240405	01	8150	0	0000	8110	4320	090	741	9100318295	52.17
GRAINGER	05/23/2024	943874	PO240405	01	8150	0	0000	8110	4320	090	741	9100318303	548.23
GRAINGER	05/30/2024	946320	PO240405	01	8150	0	0000	8110	4320	090	741	9110641926	449.17
GRAINGER	05/07/2024	939293	PO242907	01	0000	0	0000	0000	9320	000		9105244181	81.74
GRAINGER	05/07/2024	939293	PO242907	01	0000	0	0000	0000	9320	000		9105415278	52.38
GRAINGER Total													3,807.38
GREEN CAB PENINSULA	05/28/2024	945299	PO240798	01	0000	0	5760	3600	5820	090	781	2228	5,100.00
GREEN CAB PENINSULA	05/28/2024	945299	PO240798	01	0000	0	5760	3600	5820	090	781	2404	5,100.00

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GREEN CAB PENINSULA Total													10,200.00
HAND2MIND	05/21/2024	942758	PO242769	01	3010	0	1110	1000	4200	007	301	INV000276690	2,746.85
HAND2MIND Total													2,746.85
HANNA INTERPRETING	05/02/2024	938419	PO240659	01	6500	0	5760	1190	5899	090	245	547084	15,125.00
HANNA INTERPRETING Total													15,125.00
HEINEMANN	05/02/2024	938374	PO242732	01	9010	0	1110	1000	4200	002	356	956005731	1,684.71
HEINEMANN	05/02/2024	938409	PO242732	01	9010	0	1110	1000	4200	002	356	956007041	508.17
HEINEMANN	05/21/2024	942760	PO242760	01	3010	0	1110	1000	4200	007	301	956023130	12,213.71
HEINEMANN	05/21/2024	942760	PO242760	01	0801	0	1110	1000	4200	007	123	956023130	10,833.19
HEINEMANN	05/21/2024	942760	PO242760	01	3214	0	1110	1000	4200	007	339	956023130	4,825.32
HEINEMANN Total													30,065.10
HEW, MARIANNE	05/21/2024	942746	PV241111	01	0801	0	1110	1000	5210	090	401	412CA HEALTHCON	22.78
HEW, MARIANNE Total													22.78
HILLYARD	05/16/2024	941796	PO240087	01	0000	0	0000	8200	4320	033	759	605472032	4,744.09
HILLYARD	05/07/2024	939294	PO242223	01	0000	0	0000	0000	9320	000		605467904	2,527.13
HILLYARD	05/07/2024	939278	PO242901	01	0000	0	0000	0000	9320	000		605467905	1,920.62
HILLYARD Total													9,191.84
HITCHCOCK, ROSANNE	05/30/2024	946289	PV241131	01	0803	0	1110	1000	4320	090	411	585DELAC CAFE	87.24
HITCHCOCK, ROSANNE Total													87.24
HOFFMANN, SILVANA	05/16/2024	941783	PV241076	01	0000	0	0000	0000	9589	000		REISSUE HOFFMAN	5,907.83
HOFFMANN, SILVANA Total													5,907.83
IBARRA, AALIYAH PAZ	05/07/2024	939283	MV240024	01	9132	0	1110	1000	5880	033	356	555BISSEN-IBARRA	1,000.00
IBARRA, AALIYAH PAZ Total													1,000.00
INTERCARE HOLDINGS	05/23/2024	943860	PV241128	01	0000	0	0000	0000	9589	000		CLAIM# 20234000584	314.59
INTERCARE HOLDINGS Total													314.59
INTERLIGHT LIGHTING CORP	05/21/2024	942766	PO240550	01	8150	0	0000	8110	4320	090	741	SO-4011989	472.35
INTERLIGHT LIGHTING CORP Total													472.35
INTERSTATE TRAFFIC CONTROL	05/09/2024	940016	PO240404	01	8150	0	0000	8110	4320	090	741	262777	367.50
INTERSTATE TRAFFIC CONTROL Total													367.50
ISLA, NATHAN	05/23/2024	943829	PV241120	01	0000	0	0000	7150	5220	090	714	157MILEAGE41824	10.85
ISLA, NATHAN	05/23/2024	943829	PV241121	01	0000	0	0000	7150	5220	090	714	98FEBMARAPRMILEAGE	36.33
ISLA, NATHAN Total													47.18
ISOM ADVISORS	05/21/2024	942776	PO242986	01	0000	0	0000	7300	5899	090	717	DISCLOSURE2023-96	3,975.00
ISOM ADVISORS Total													3,975.00
JOHN THE SIGN GUY LLC	05/16/2024	941807	PO240561	01	8150	0	0000	8110	4320	090	741	23678	171.57
JOHN THE SIGN GUY LLC Total													171.57
JOHNSTONE SUPPLY	05/30/2024	946284	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100967091.001	19.66
JOHNSTONE SUPPLY	05/30/2024	946284	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100985200.001	475.77
JOHNSTONE SUPPLY	05/30/2024	946284	PO240417	01	8150	0	0000	8110	4320	090	741	110-S100982539.001	167.57
JOHNSTONE SUPPLY Total													663.00
K2 TROPHIES AND AWARDS LLC	05/30/2024	946285	PO242924	01	0801	0	4760	1000	5810	090	121	K2A209007	1,988.91

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K2 TROPHIES AND AWARDS LLC Total													1,988.91
KAPLAN	05/02/2024	938360	PO242465	01	0000	0	1110	1000	4320	012	070	0006869784	662.23
KAPLAN	05/02/2024	938360	PO242472	01	0000	0	1110	1000	4320	012	070	0006870557	618.72
KAPLAN Total													1,280.95
KBA DOCUMENT SOLUTIONS LLC	05/02/2024	938367	PO240853	01	0000	0	1110	1000	5600	090	722	55Y1450302	3,580.37
KBA DOCUMENT SOLUTIONS LLC	05/02/2024	938367	PO240853	01	0000	0	1110	1000	5600	090	722	55Y1442691	3,916.15
KBA DOCUMENT SOLUTIONS LLC	05/09/2024	940017	PO241879	01	0000	0	1110	1000	5600	090	722	55Y1424472	258.21
KBA DOCUMENT SOLUTIONS LLC	05/09/2024	940017	PO241879	01	0000	0	1110	1000	5600	090	722	55Y1431300	258.21
KBA DOCUMENT SOLUTIONS LLC	05/09/2024	940017	PO241879	01	0000	0	1110	1000	5600	090	722	55Y1439187	258.21
KBA DOCUMENT SOLUTIONS LLC	05/09/2024	940017	PO241879	01	0000	0	1110	1000	5600	090	722	55Y1445342	258.21
KBA DOCUMENT SOLUTIONS LLC	05/16/2024	941790	PO240835	01	0000	0	1110	1000	5600	090	722	55Y1453102	6,552.22
KBA DOCUMENT SOLUTIONS LLC	05/23/2024	943844	PO241879	01	0000	0	1110	1000	5600	090	722	55Y1439985	65.38
KBA DOCUMENT SOLUTIONS LLC	05/28/2024	945308	PO240853	01	0000	0	1110	1000	5600	090	722	55Y1456608	4,704.20
KBA DOCUMENT SOLUTIONS LLC Total													19,851.16
KELLY SPICERS FACILITIES	05/07/2024	939267	PO240463	01	8150	0	0000	8110	4320	090	741	70013600	337.91
KELLY SPICERS FACILITIES	05/14/2024	940951	PO240463	01	8150	0	0000	8110	4320	090	741	70013844	627.99
KELLY SPICERS FACILITIES	05/23/2024	943850	PO240463	01	8150	0	0000	8110	4320	090	741	70014574	431.11
KELLY SPICERS FACILITIES Total													1,397.01
KELLY SPICERS STORES	05/02/2024	938375	PO240541	01	0000	0	1110	1000	4320	021	070	11603847	61.05
KELLY SPICERS STORES	05/09/2024	940023	PO242846	01	0801	0	1110	1000	4320	013	180	11602509	920.30
KELLY SPICERS STORES	05/14/2024	940977	PO242699	01	0000	0	1110	1000	4320	009	070	11587717	1,326.74
KELLY SPICERS STORES	05/14/2024	940977	PO242927	01	0000	0	0000	0000	9320	000		11613389	3,524.24
KELLY SPICERS STORES Total													5,832.33
KEOUGH, MARIA	05/21/2024	942769	PV241123	01	0801	0	1110	1000	5210	090	401	414HEALTHCON24	93.80
KEOUGH, MARIA Total													93.80
KILLEEN, KYLE	05/14/2024	940935	PV241074	01	9113	0	1110	1000	5300	033	356	559SCHOLARSHIP	140.00
KILLEEN, KYLE Total													140.00
KNOWLES TEACHER INITIATIVE	05/21/2024	942765	PO242500	01	0000	0	1110	1000	5210	090	762	INV-000147	25.00
KNOWLES TEACHER INITIATIVE Total													25.00
KONIUK, RACHEL	05/16/2024	941784	PV241077	01	0000	0	0000	0000	9589	000		REISSUE- KONIUK	5,549.39
KONIUK, RACHEL Total													5,549.39
KUWADA, LOLETA	05/30/2024	946290	PV241132	01	0000	0	1110	1000	4320	090	340	576INDUCTIONBTSA	69.18
KUWADA, LOLETA	05/30/2024	946290	PV241132	01	0000	0	1110	1000	4322	090	340	576INDUCTIONBTSA	15.48
KUWADA, LOLETA Total													84.66
KWONG, HARRY	05/30/2024	946347	PV241154	01	0000	0	0000	8200	5220	090	760	MAR24 MILEAGE	26.80
KWONG, HARRY Total													26.80
LAKESHORE LEARNING	05/28/2024	945313	PO242772	01	3010	0	1110	1000	4320	007	301	406997051324	2,772.17
LAKESHORE LEARNING	05/28/2024	945313	PO242772	01	3010	0	1110	1000	4420	007	301	406997051324	5,087.54
LAKESHORE LEARNING Total													7,859.71
LASERTORIUM OFFICE SYSTEMS	05/14/2024	940978	PO240020	01	0000	0	0000	2424	5600	090	735	22308	638.08
LASERTORIUM OFFICE SYSTEMS	05/23/2024	943816	PO240020	01	0000	0	0000	2424	5600	090	735	22363	125.00

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LASERTORIUM OFFICE SYSTEMS Total													763.08
LAWSON PRODUCTS INC	05/23/2024	943812	PO240403	01	8150	0	0000	8110	4320	090	741	9311509927	737.53
LAWSON PRODUCTS INC	05/23/2024	943812	PO240403	01	8150	0	0000	8110	4320	090	741	9311509927-1	56.05
LAWSON PRODUCTS INC Total													793.58
LEADER SERVICES	05/09/2024	939988	PV241075	01	9010	0	5001	3900	5899	090	350	CDS6706	464.08
LEADER SERVICES Total													464.08
LEDFORD, GABRIELA	05/07/2024	939284	PV241072	01	6387	0	3800	1000	4320	090	394	520STUDENTLUNCH	246.32
LEDFORD, GABRIELA	05/16/2024	941777	PV241094	01	6387	0	3800	1000	4320	090	394	573GROCER ABC	24.88
LEDFORD, GABRIELA	05/16/2024	941777	PV241095	01	0000	0	1219	1000	4320	033	070	569 GROCER	56.63
LEDFORD, GABRIELA	05/21/2024	942731	PV241093	01	6387	0	3800	1000	4320	090	394	568 GROCER	67.77
LEDFORD, GABRIELA	05/21/2024	942770	PV241118	01	0000	0	1219	1000	4320	033	070	587GROC-COSTCO	322.65
LEDFORD, GABRIELA Total													718.25
LEI, WAN FONG	05/14/2024	940991	PV241082	01	0000	0	1110	1000	5210	090	762	438INFINITE CAMPUS	58.89
LEI, WAN FONG Total													58.89
LIANG, HONGYE	05/21/2024	942789	PV241125	01	0000	0	0000	8200	4320	032	759	578 BROOM 2024	17.53
LIANG, HONGYE Total													17.53
LINCOLN AQUATICS	05/14/2024	940979	PO240398	01	8150	0	0000	8110	4320	090	741	SL045812	1,454.58
LINCOLN AQUATICS	05/28/2024	945309	PO240398	01	8150	0	0000	8110	4320	090	741	SL047271	1,464.51
LINCOLN AQUATICS Total													2,919.09
LINDAMOOD-BELL	05/21/2024	942777	PO242251	01	0000	0	0000	7602	5888	090	726	SIN403948	7,350.64
LINDAMOOD-BELL Total													7,350.64
LITERACY RESOURCES LLC	05/02/2024	938410	PO242648	01	3010	0	1110	1000	4200	007	301	346239	253.45
LITERACY RESOURCES LLC	05/02/2024	938410	PO242742	01	0801	0	1110	1000	4200	009	180	346631	1,128.09
LITERACY RESOURCES LLC	05/02/2024	938410	PO242541	01	0000	0	1110	1000	4320	014	070	346663	839.28
LITERACY RESOURCES LLC Total													2,220.82
LORENZ MORALES CONSULTING	05/02/2024	938428	PV241061	01	9305	0	1110	1000	5899	025	391	2ND REISSUR 7-2023	12,500.00
LORENZ MORALES CONSULTING Total													12,500.00
LOUDAN, ROSELLE MARIE	05/23/2024	943817	PO240307	01	0801	0	0000	2700	5801	090	828	23-24_22	1,774.46
LOUDAN, ROSELLE MARIE Total													1,774.46
LOWE'S BUSINESS ACCOUNT/SYNCB	05/14/2024	940955	PO240393	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 APR24	5,108.29
LOWE'S BUSINESS ACCOUNT/SYNCB Total													5,108.29
MAEDA, GAVIN	05/16/2024	941798	PV241081	01	0000	0	1110	1000	5210	090	762	436SPRINGUSER24	52.19
MAEDA, GAVIN Total													52.19
MAINTEX INC.	05/23/2024	943838	PO240560	01	8150	0	0000	8110	4320	090	741	1081028-00	24,954.46
MAINTEX INC.	05/07/2024	939256	PO242758	01	0000	0	0000	0000	9320	000		1082184-00	3,319.86
MAINTEX INC. Total													28,274.32
MANEJA, JERELL JAMES	05/30/2024	946349	PV241156	01	9206	0	1110	1000	4322	032	356	637 EOY STAFF	1,500.00
MANEJA, JERELL JAMES Total													1,500.00
MANNING ACHIEVEMENT	05/30/2024	946286	PO240227	01	9215	0	1110	1000	4320	032	356	304178	433.97
MANNING ACHIEVEMENT Total													433.97
MARENEM INC.	05/16/2024	941779	PO242840	01	0801	0	1110	1000	4200	013	123	16149	996.60

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MARENEM INC.	05/16/2024	941791	PO242625	01	3010	0	1110	1000	4320	013	301	15988	339.90
MARENEM INC. Total													1,336.50
MARTINEZ, LEILAHNIE	05/21/2024	942732	PV241091	01	0000	0	0000	2700	5220	032	070	APR24 MILEAGE166	8.04
MARTINEZ, LEILAHNIE Total													8.04
MARTINEZ, VERONICA	05/30/2024	946350	PV241155	01	9027	0	0000	7490	4322	090	727	609CAKESCSEW	424.83
MARTINEZ, VERONICA Total													424.83
MARTINEZ. DELFINO	05/16/2024	941800	PV241101	01	0000	0	0000	0000	9589	000		REISSUE P/R CK# 276600	366.56
MARTINEZ. DELFINO Total													366.56
MATEO, ALLISON	05/23/2024	943830	PV241124	01	0801	0	1110	1000	5210	090	401	417HEALTHCON24	10.72
MATEO, ALLISON Total													10.72
MAXIM HEALTHCARE STAFFING	05/23/2024	943824	PO241839	01	9305	0	0000	3900	5899	090	391	E12702650132	280.00
MAXIM HEALTHCARE STAFFING	05/23/2024	943824	PO241839	01	9305	0	0000	3900	5899	090	391	E12564270132	280.00
MAXIM HEALTHCARE STAFFING Total													560.00
MAXX METALS	05/14/2024	940938	PO240564	01	8150	0	0000	8110	4320	090	741	205979	242.44
MAXX METALS	05/14/2024	940938	PO240564	01	8150	0	0000	8110	4320	090	741	206010	209.66
MAXX METALS	05/16/2024	941814	PO240564	01	8150	0	0000	8110	4320	090	741	206138	203.38
MAXX METALS	05/21/2024	942716	PO240564	01	8150	0	0000	8110	4320	090	741	206058	1,080.95
MAXX METALS	05/30/2024	946331	PO240564	01	8150	0	0000	8110	4320	090	741	206275	691.05
MAXX METALS Total													2,427.48
MCDONALD, RACHEL	05/21/2024	942747	PV241109	01	0000	0	1110	1000	5210	032	070	325CADA MILEAGE	317.58
MCDONALD, RACHEL Total													317.58
MEDCO SUPPLY COMPANY	05/14/2024	940944	PO240644	01	0000	0	1110	1000	4320	032	070	IN97569104	154.91
MEDCO SUPPLY COMPANY	05/14/2024	940939	PO242270	01	6388	0	3800	1000	4320	032	318	IN97449394	401.92
MEDCO SUPPLY COMPANY	05/14/2024	940944	PO242270	01	6388	0	3800	1000	4320	032	318	IN97444284	54.94
MEDCO SUPPLY COMPANY	05/21/2024	942717	PO242457	01	6388	0	3800	1000	4320	032	318	IN97587531	2,940.21
MEDCO SUPPLY COMPANY	05/09/2024	939994	PO242270	01	6388	0	3800	1000	4420	032	318	IN97568151	1,268.68
MEDCO SUPPLY COMPANY	05/21/2024	942717	PO242457	01	6388	0	3800	1000	4420	032	318	IN97587531	10,984.24
MEDCO SUPPLY COMPANY Total													15,804.90
METLIFE INSURANCE COMPANY	05/16/2024	941819	PV241108	01	0000	0	0000	7600	3701	090	810	JUN24 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	05/16/2024	941819	PV241108	01	0000	0	0000	0000	9573	000		JUN24 PREMIUMS	4,161.43
METLIFE INSURANCE COMPANY	05/16/2024	941819	PV241108	01	0000	0	0000	0000	9573	000		JUN24 PREMIUMS	5,572.22
METLIFE INSURANCE COMPANY Total													9,747.44
MILLER, KIEON	05/28/2024	945302	MV240026	01	9117	0	1110	1000	5880	033	356	598PCBA AWRD2324	3,000.00
MILLER, KIEON Total													3,000.00
MORENO, DEANNA	05/21/2024	942733	PV241102	01	0000	0	1110	1000	4200	022	070	572STRATEGICCAREER	59.55
MORENO, DEANNA	05/21/2024	942733	PV241102	01	0000	0	1110	1000	4320	022	070	572STRATEGICCAREER	193.31
MORENO, DEANNA	05/21/2024	942733	PV241102	01	0000	0	1110	1000	4320	022	070	572STRATEGICCAREER	186.70
MORENO, DEANNA	05/21/2024	942733	PV241102	01	0000	0	1110	1000	4322	022	070	572STRATEGICCAREER	383.87
MORENO, DEANNA Total													823.43
MRC	05/09/2024	940032	PO240701	01	0000	0	0000	7550	4320	090	718	IN4150451	164.80
MRC	05/14/2024	940994	PO240701	01	0000	0	0000	7550	5600	090	718	IN4155610	726.06

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MRC	05/14/2024	940994	PO240701	01	0000	0	0000	7350	5600	090	717	IN4155610	140.86
MRC Total													1,031.72
MYMC INC	05/28/2024	945314	PO240871	01	0000	0	0000	2424	5600	090	735	871	210.00
MYMC INC Total													210.00
NASCO	05/02/2024	938376	PO240133	01	0000	0	1201	1000	4320	033	070	588019	42.37
NASCO Total													42.37
NATIONAL BENEFIT SERVICES	05/16/2024	941801	PV241099	01	0000	0	0000	0000	9579	000		MAY24 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES Total													800.00
NATIONAL EQUITY PROJECT	05/09/2024	939995	PO241267	01	6266	0	1110	1000	5899	090	341	INV001437	31,250.00
NATIONAL EQUITY PROJECT Total													31,250.00
NCUA BASEBALL	05/02/2024	938348	PO242887	01	9111	0	1203	1000	5899	033	356	4	400.00
NCUA BASEBALL Total													400.00
NETWORK CRAZE TECHNOLOGIES INC	05/14/2024	940940	PO240356	01	0000	0	0000	2424	4320	090	735	INV/2024/02697	93.39
NETWORK CRAZE TECHNOLOGIES INC	05/30/2024	946304	PO240356	01	0000	0	0000	2424	4320	090	735	INV/2024/02429	46.10
NETWORK CRAZE TECHNOLOGIES INC Total													139.49
O, TED	05/21/2024	942748	PV241115	01	0000	0	0000	7300	5210	090	717	220CASBO 2024	258.70
O, TED Total													258.70
OCELOTL	05/02/2024	911828	PV240637	01	9305	0	1110	1000	5899	025	391	REISSUE INV#7-2023	(12,500.00)
OCELOTL Total													(12,500.00)
ODENCRANS, ERICA	05/09/2024	940002	PV241064	01	0000	0	1110	1000	5210	021	070	156 CADA 2024	240.87
ODENCRANS, ERICA Total													240.87
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	CM240046	01	0801	0	1110	1000	4320	013	123	361713748001	(9.51)
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	CM240046	01	0801	0	1110	1000	4320	013	180	361713748001	(9.52)
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO240215	01	0000	0	0000	2424	4320	090	735	358934488001	30.08
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO240215	01	0000	0	0000	2424	4320	090	735	361296086001	179.90
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO242793	01	0000	0	1110	1000	4320	008	070	360899774001	51.63
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO242793	01	0000	0	1110	1000	4320	008	070	360899423001	9.63
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO242828	01	0000	0	0000	7150	4320	090	714	364240607001	32.93
ODP BUSINESS SOLUTIONS LLC	05/09/2024	940005	PO242828	01	0000	0	0000	7150	4320	090	714	364206775001	253.96
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO240215	01	0000	0	0000	2424	4320	090	735	365935726001	10.01
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO240215	01	0000	0	0000	2424	4320	090	735	364520520001	95.24
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242795	01	0000	0	1110	1000	4320	025	070	361851448001	1,847.91
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242795	01	0000	0	1110	1000	4320	025	070	361851448002	98.76
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242820	01	0000	0	1110	1000	4320	021	070	363346228001	105.44
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242820	01	0000	0	1110	1000	4320	021	070	363346227001	56.96
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242820	01	0000	0	1110	1000	4320	021	070	363346223001	120.85
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242820	01	0000	0	1110	1000	4320	021	070	363197526001	3,503.43
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242820	01	0000	0	1110	1000	4320	021	070	361301214001	102.49
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242852	01	0801	0	1110	1000	4320	025	123	362796347001	1,780.32
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242852	01	0000	0	1110	1000	4320	025	070	362796347001	254.81
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242852	01	0000	0	1110	1000	4320	025	070	364462422001	10.13

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ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242870	01	0000	0	0000	8200	4320	090	760	363742340001	192.57
ODP BUSINESS SOLUTIONS LLC	05/23/2024	943811	PO242893	01	0000	0	1110	1000	4320	025	070	365109019001	1,916.02
ODP BUSINESS SOLUTIONS LLC Total													10,634.04
OKAPI EDUCATIONAL PUBLISHING	05/14/2024	940995	PO242839	01	3010	0	1110	1000	4200	007	301	20548	2,212.88
OKAPI EDUCATIONAL PUBLISHING Total													2,212.88
OTIS ELEVATOR COMPANY	05/02/2024	938353	PO240709	01	8150	0	0000	8110	5600	090	741	100401530781	1,871.11
OTIS ELEVATOR COMPANY	05/30/2024	946354	PO240709	01	8150	0	0000	8110	5600	090	741	100401561170	1,871.11
OTIS ELEVATOR COMPANY Total													3,742.22
OUTDOOR SUPPLY HARDWARE	05/09/2024	939989	PO240557	01	8150	0	0000	8110	4320	090	741	1655523695	891.05
OUTDOOR SUPPLY HARDWARE Total													891.05
P G & E	05/02/2024	938393	PO240581	01	0000	0	0000	8200	5510	090	760	7314282172-4 APR24	84,537.29
P G & E Total													84,537.29
PAPER & INK	05/30/2024	946295	PO240156	01	0000	0	1110	1000	5810	032	070	31532	1,318.50
PAPER & INK Total													1,318.50
PARTNERS IN SCHOOL INNOVATION	05/23/2024	943818	PO242623	01	9026	0	1110	1000	5899	090	356	FYE24_SSFUSD_3OF_052	41,750.00
PARTNERS IN SCHOOL INNOVATION	05/23/2024	943861	PO242623	01	9026	0	1110	1000	5899	090	356	FYE24_SSFUSD_1OF4_042	41,750.00
PARTNERS IN SCHOOL INNOVATION	05/23/2024	943861	PO242623	01	9026	0	1110	1000	5899	090	356	FYE24_SSFUSD_2OF4_043	41,750.00
PARTNERS IN SCHOOL INNOVATION Total													125,250.00
PBUA	05/23/2024	943819	PO242950	01	9010	0	1202	1000	5899	033	322	17	4,880.00
PBUA	05/23/2024	943819	PO242964	01	9010	0	1202	1000	5899	033	322	18	1,920.00
PBUA Total													6,800.00
PHOENIX HOLIDAY	05/02/2024	938349	PO242885	01	6387	0	3800	1000	5821	033	CIG	7148	1,265.00
PHOENIX HOLIDAY Total													1,265.00
PINE, CHRISTOPHER	05/30/2024	946351	PV241151	01	9206	0	1110	1000	4320	032	356	632EOYSTUDENT	45.00
PINE, CHRISTOPHER Total													45.00
PROCARE THERAPY	05/02/2024	938413	PO240796	01	6500	0	5760	1190	5899	090	245	20912279	2,720.00
PROCARE THERAPY	05/09/2024	940007	PO240796	01	6500	0	5760	1190	5899	090	245	20944900	2,680.00
PROCARE THERAPY	05/23/2024	943834	PO240796	01	6500	0	5760	1190	5899	090	245	20951633	2,640.00
PROCARE THERAPY Total													8,040.00
QUADIENT LEASING USA INC	05/21/2024	942790	PV241129	01	0000	0	0000	7550	5600	090	718	REISSUE INV.60205158	1,836.58
QUADIENT LEASING USA INC Total													1,836.58
R & H WHOLESALE SUPPLY INC	05/07/2024	939285	PO240437	01	8150	0	0000	8110	4320	090	741	608251-00	2,196.94
R & H WHOLESALE SUPPLY INC	05/07/2024	939285	PO240437	01	8150	0	0000	8110	4320	090	741	609615-00	79.29
R & H WHOLESALE SUPPLY INC	05/16/2024	941780	PO240437	01	8150	0	0000	8110	4320	090	741	610527-00	149.57
R & H WHOLESALE SUPPLY INC	05/30/2024	946305	PO240437	01	8150	0	0000	8110	4320	090	741	611169-00	366.30
R & H WHOLESALE SUPPLY INC Total													2,792.10
READY REFRESH	05/02/2024	938354	PO240155	01	0000	0	1110	1000	4322	032	070	14D0029550423	213.06
READY REFRESH	05/21/2024	942718	PO240155	01	0000	0	1110	1000	4322	032	070	14E0029550423	426.97
READY REFRESH	05/23/2024	943879	PO240136	01	9010	0	1110	1000	4322	033	356	24E3707625400	116.65
READY REFRESH Total													756.68
REDWOOD GLEN	05/02/2024	938398	PO242735	01	3010	0	1110	1000	5815	022	301	20240426C	3,112.45

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REDWOOD GLEN Total													3,112.45
REFRIGERATION SUPPLIES	05/09/2024	940024	PO240416	01	8150	0	0000	8110	4320	090	741	39368615-00	177.58
REFRIGERATION SUPPLIES Total													177.58
RESOURCE SOLUTIONS OF SF GROUP	05/14/2024	940980	PO240456	01	8150	0	0000	8110	4320	090	741	30958	1,646.48
RESOURCE SOLUTIONS OF SF GROUP	05/23/2024	943880	PO240456	01	8150	0	0000	8110	4320	090	741	30683	318.45
RESOURCE SOLUTIONS OF SF GROUP	05/21/2024	942750	PO242975	01	0000	0	0000	0000	9320	000		31172	1,550.56
RESOURCE SOLUTIONS OF SF GROUP Total													3,515.49
RIGHT AT SCHOOL LLC	05/02/2024	938414	PO241236	01	2600	0	0000	8200	5899	090	358	SSF-0224	111,000.01
RIGHT AT SCHOOL LLC	05/23/2024	943820	PO241236	01	2600	0	0000	8200	5899	090	358	SSF-0424	111,000.01
RIGHT AT SCHOOL LLC Total													222,000.02
RINGSEIS, MARLIS	05/09/2024	940003	PV241069	01	6387	0	3800	1000	4320	032	394	553 SMCOE CATER	20.78
RINGSEIS, MARLIS	05/16/2024	941799	PV241086	01	6387	0	3800	1000	5210	032	394	371SMCOE CTE ADV	22.58
RINGSEIS, MARLIS Total													43.36
RO HEALTH	05/02/2024	938415	PO240900	01	6500	0	5760	1190	5899	090	245	INV2433	4,419.35
RO HEALTH	05/02/2024	938415	PO240900	01	6500	0	5760	1190	5899	090	245	INV2793	3,027.05
RO HEALTH	05/07/2024	939286	PO240900	01	6500	0	5760	1190	5899	090	245	INV3391	4,854.20
RO HEALTH	05/23/2024	943835	PO240900	01	6500	0	5760	1190	5899	090	245	INV1882	4,379.70
RO HEALTH	05/23/2024	943835	PO240900	01	6500	0	5760	1190	5899	090	245	INV3700	3,283.67
RO HEALTH Total													19,963.97
ROBBINS, BREEANA	05/14/2024	940992	PV241087	01	6387	0	3800	1000	5210	032	394	0000SMCOE CTE	22.45
ROBBINS, BREEANA Total													22.45
ROBERT HALF	05/02/2024	938394	PO240545	01	0000	0	0000	7400	5899	090	715	63511016	1,687.50
ROBERT HALF	05/09/2024	939996	PO240545	01	0000	0	0000	7400	5899	090	715	63533124	1,687.50
ROBERT HALF	05/09/2024	939996	PO240943	01	0000	0	0000	2424	5899	090	735	63362273	3,688.33
ROBERT HALF	05/09/2024	940033	PO240943	01	0000	0	0000	2424	5899	090	735	63543237	3,532.32
ROBERT HALF	05/21/2024	942741	PO240545	01	0000	0	0000	7400	5899	090	715	63453154	1,687.50
ROBERT HALF	05/21/2024	942741	PO240545	01	0000	0	0000	7400	5899	090	715	63475395	337.50
ROBERT HALF	05/21/2024	942741	PO240545	01	0000	0	0000	7400	5899	090	715	63569231	1,620.00
ROBERT HALF	05/23/2024	943839	PO240943	01	0000	0	0000	2424	5899	090	735	63456107	3,549.00
ROBERT HALF	05/23/2024	943839	PO240943	01	0000	0	0000	2424	5899	090	735	63600923	3,464.62
ROBERT HALF	05/30/2024	946332	PO240943	01	0000	0	0000	2424	5899	090	735	63628998	3,679.50
ROBERT HALF Total													24,933.77
ROSENBAUM, ALEXIS	05/21/2024	942749	PV241112	01	0801	0	1110	1000	5210	090	401	398CA HEALTHCON	82.00
ROSENBAUM, ALEXIS Total													82.00
ROSSI DE CAMPOS, LORAINE	05/21/2024	942771	PV241119	01	9010	0	1110	1000	4322	025	356	583T&STAFAPPRECIATION	1,002.43
ROSSI DE CAMPOS, LORAINE Total													1,002.43
ROYAL PIN DONUTS	05/02/2024	938402	PO240120	01	0000	0	0000	7110	4322	090	713	879574	21.95
ROYAL PIN DONUTS	05/02/2024	938377	PO242897	01	6387	0	3800	1000	4322	090	CIG	879571	163.70
ROYAL PIN DONUTS	05/09/2024	939997	PO240120	01	0000	0	0000	7110	4322	090	713	879577	299.50
ROYAL PIN DONUTS	05/14/2024	940996	PO240120	01	0000	0	0000	7110	4322	090	713	879589	77.00
ROYAL PIN DONUTS	05/14/2024	940956	PO240204	01	0000	0	1110	1000	4322	022	070	879584	109.75

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ROYAL PIN DONUTS	05/21/2024	942719	PO240075	01	0000	0	1110	1000	4322	090	762	879583	43.90
ROYAL PIN DONUTS	05/21/2024	942751	PO240075	01	0000	0	1110	1000	4322	090	762	879587	188.45
ROYAL PIN DONUTS	05/21/2024	942780	PO240544	01	0000	0	1110	1000	4322	021	070	879576	186.20
ROYAL PIN DONUTS	05/21/2024	942780	PO240544	01	9010	0	1110	1000	4322	021	356	879576	604.00
ROYAL PIN DONUTS	05/28/2024	945310	PO240120	01	0000	0	0000	7110	4322	090	713	879593	281.25
ROYAL PIN DONUTS	05/30/2024	946355	PO240075	01	0000	0	1110	1000	4322	090	762	879598	56.49
ROYAL PIN DONUTS	05/30/2024	946306	PO242578	01	3010	0	1110	2495	4322	007	301	879588	268.90
ROYAL PIN DONUTS Total													2,301.09
RUZON, LESLEY	05/30/2024	946352	PV241152	01	0000	0	1110	1000	5813	033	070	636DRAMA CLASS	134.95
RUZON, LESLEY Total													134.95
SACRAMENTO COUNTY OFFICE OF ED	05/21/2024	942742	PO242951	01	0000	0	1110	1000	5899	033	070	242124	2,745.00
SACRAMENTO COUNTY OFFICE OF ED Total													2,745.00
SAELAW, ANGELA	05/02/2024	938362	PV241055	01	0000	0	1110	1000	5210	025	070	23CADA NV2024	666.84
SAELAW, ANGELA Total													666.84
SAN MATEO COUNTY	05/09/2024	940008	PO241011	01	6546	0	5760	3120	5870	090	245	SSFUSD1123	39,175.00
SAN MATEO COUNTY	05/14/2024	940965	PO241011	01	6500	0	5760	1190	5870	090	245	SSFUSD1223	40,465.00
SAN MATEO COUNTY	05/14/2024	940965	PO241011	01	6500	0	5760	1190	5870	090	245	SSFUSD0124	42,180.00
SAN MATEO COUNTY	05/23/2024	943868	PO241011	01	6500	0	5760	1190	5870	090	245	SSFUSD0224	42,180.00
SAN MATEO COUNTY Total													164,000.00
SAN MATEO COUNTY OFFICE OF EDU	05/30/2024	946296	PO243052	01	4035	0	1110	1000	5899	090	343	19061	37,000.00
SAN MATEO COUNTY OFFICE OF EDU Total													37,000.00
SAN MATEO COUNTY SCHOOLS	05/30/2024	946322	PV241140	01	0000	0	0000	7602	5888	090	726	CLAIM# 2024-00315	450.00
SAN MATEO COUNTY SCHOOLS Total													450.00
SAN MATEO LAWN MOWER SHOP	05/16/2024	941802	PO240400	01	8150	0	0000	8110	4320	090	741	239248	1,142.81
SAN MATEO LAWN MOWER SHOP	05/07/2024	939257	PO240285	01	8150	0	0000	8110	4420	090	741	239085	3,726.15
SAN MATEO LAWN MOWER SHOP Total													4,868.96
SAN MATEO UNION HIGH DISTRICT	05/28/2024	945315	PO242729	01	3010	0	1110	1000	5815	008	301	24217	909.60
SAN MATEO UNION HIGH DISTRICT	05/21/2024	942720	PO242661	01	3214	0	1110	1000	5821	013	339	24200	1,634.80
SAN MATEO UNION HIGH DISTRICT	05/23/2024	943840	PO242997	01	3010	0	1110	1000	5821	007	301	24163	2,349.30
SAN MATEO UNION HIGH DISTRICT	05/23/2024	943840	PO242997	01	0000	0	1110	1000	5821	090	764	24163	2,000.00
SAN MATEO UNION HIGH DISTRICT Total													6,893.70
SCHOLASTIC INC	05/02/2024	938350	PO242845	01	0000	0	1110	1000	4320	090	762	59439807	843.79
SCHOLASTIC INC Total													843.79
SCHOLASTIC INC.	05/09/2024	940025	PO242473	01	0000	0	1110	1000	4200	012	070	10079472	842.32
SCHOLASTIC INC. Total													842.32
SCHOOL SERVICES OF CALIFORNIA,	05/14/2024	940981	PO240354	01	0000	0	0000	7350	5899	090	717	141767-IN	375.00
SCHOOL SERVICES OF CALIFORNIA, Total													375.00
SCHOOL SPECIALTY LLC	05/14/2024	940997	PO242683	01	0801	0	1110	1000	4320	013	180	208133948720	1,546.48
SCHOOL SPECIALTY LLC	05/21/2024	942752	PO242314	01	9010	0	5760	1190	4320	090	350	308104482587	534.63
SCHOOL SPECIALTY LLC	05/30/2024	946356	PO242779	01	0801	0	1110	1000	4320	009	180	308104497068	1,866.13
SCHOOL SPECIALTY LLC	05/30/2024	946356	PO242779	01	0801	0	1110	1000	4320	009	180	208134051410	(571.17)

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SCHOOL SPECIALTY LLC	05/30/2024	946323	PO242838	01	0801	0	1110	1000	4320	013	123	308104509531	473.77
SCHOOL SPECIALTY LLC	05/21/2024	942752	PO242314	01	9010	0	5760	1190	4420	090	350	308104482587	676.30
SCHOOL SPECIALTY LLC Total													4,526.14
SCOOT EDUCATION INC.	05/16/2024	941792	PO241343	01	0000	0	0000	7400	5899	090	715	74894	28,312.00
SCOOT EDUCATION INC.	05/16/2024	941792	PO241343	01	0000	0	0000	7400	5899	090	715	74900	6,426.00
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	75944	30,161.00
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	75959	7,904.00
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	76903	29,984.00
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	76913	7,148.00
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	77949	29,793.75
SCOOT EDUCATION INC.	05/23/2024	943842	PO241343	01	0000	0	0000	7400	5899	090	715	77959	7,526.00
SCOOT EDUCATION INC.	05/30/2024	946297	PO241343	01	0000	0	0000	7400	5899	090	715	79052	30,202.00
SCOOT EDUCATION INC.	05/30/2024	946297	PO241343	01	0000	0	0000	7400	5899	090	715	79069	7,560.00
SCOOT EDUCATION INC. Total													185,016.75
SCS SIGN COMPANY	05/02/2024	938351	PO242764	01	3010	0	1110	1000	5810	022	301	2276	440.51
SCS SIGN COMPANY Total													440.51
SENECA FAMILY OF AGENCIES	05/02/2024	938378	PO240801	01	6500	0	5760	1180	5870	090	230	7030967-IN	6,900.00
SENECA FAMILY OF AGENCIES	05/02/2024	938378	PO240801	01	6500	0	5760	1180	5880	090	230	7030868-IN	4,320.00
SENECA FAMILY OF AGENCIES Total													11,220.00
SERRAMONTE FORD	05/30/2024	946307	PO242139	01	8150	0	0000	8110	4320	090	741	352205	727.21
SERRAMONTE FORD Total													727.21
SHIFFLER EQUIPMENT SALES INC	05/02/2024	938403	PO240546	01	8150	0	0000	8110	4320	090	741	10006233-02	393.92
SHIFFLER EQUIPMENT SALES INC	05/02/2024	938403	PO240546	01	8150	0	0000	8110	4320	090	741	10006233-01	473.78
SHIFFLER EQUIPMENT SALES INC	05/14/2024	940945	PO240546	01	8150	0	0000	8110	4320	090	741	10007116-00	252.74
SHIFFLER EQUIPMENT SALES INC	05/16/2024	941781	PO240546	01	8150	0	0000	8110	4320	090	741	10007116-01	9.85
SHIFFLER EQUIPMENT SALES INC	05/23/2024	943825	PO240546	01	8150	0	0000	8110	4320	090	741	10007116-02	378.52
SHIFFLER EQUIPMENT SALES INC Total													1,508.81
SIERRA PACIFIC TURF SUPPLY INC	05/09/2024	939990	PO240401	01	8150	0	0000	8110	4320	090	741	01007376	1,064.98
SIERRA PACIFIC TURF SUPPLY INC	05/21/2024	942721	PO240401	01	8150	0	0000	8110	4320	090	741	1007829	472.14
SIERRA PACIFIC TURF SUPPLY INC	05/23/2024	943882	PO240401	01	8150	0	0000	8110	4320	090	741	01008671	1,760.53
SIERRA PACIFIC TURF SUPPLY INC Total													3,297.65
SILICON VALLEY	05/23/2024	943813	PO241114	01	9010	0	1203	1000	5899	032	322	VB-23503	315.00
SILICON VALLEY Total													315.00
SILICON VALLEY ED FOUNDATION	05/02/2024	938399	PO242534	01	3214	0	1110	1000	5899	090	600	2024-6085	63,640.00
SILICON VALLEY ED FOUNDATION	05/02/2024	938399	PO242534	01	3219	0	1110	1000	5899	090	600	2024-6085	70,000.00
SILICON VALLEY ED FOUNDATION Total													133,640.00
SOLO SOCCER SHOP	05/09/2024	939991	PO242929	01	0801	0	1110	1000	5810	033	123	103	10,735.88
SOLO SOCCER SHOP Total													10,735.88
SONITROL/PACIFIC WEST SECURITY	05/16/2024	941815	PO240707	01	8150	0	0000	8300	5806	090	129	JUN24/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY Total													10,766.00
SONOVA USA INC	05/02/2024	938395	PO242866	01	6500	0	5760	1190	4420	090	215	5400757140	1,891.69

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SONOVA USA INC	05/02/2024	938395	PO242866	01	6500	0	5760	1190	4420	090	215	5400757140-1	20.99
SONOVA USA INC Total													1,912.68
SOUL SHOPPE	05/21/2024	942781	PO242960	01	0000	0	1110	1000	5899	012	070	SKY 13.1	4,350.00
SOUL SHOPPE Total													4,350.00
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84869	55.57
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84877	28.53
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84881	12.61
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84885	12.79
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84897	25.57
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84903	33.37
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84916	53.00
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84984	99.78
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	84987	65.60
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85010	29.42
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85037	19.52
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85036	239.17
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85047	20.41
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85066	9.67
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85115	18.25
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85124	33.83
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85125	67.66
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85127	33.14
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85160	(4.97)
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85163	125.61
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85299	15.91
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85352	84.91
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85433	49.54
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85435	19.85
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85523	83.47
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85547	9.36
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85617	43.93
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85667	4.37
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85672	24.19
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85708	9.11
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	86232	39.81
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	86234	21.96
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	86274	9.45
SOUTH CITY LUMBER & SUPPLY	05/23/2024	943809	PO240392	01	8150	0	0000	8110	4320	090	741	85432	389.14
SOUTH CITY LUMBER & SUPPLY Total													1,783.53
SOUTH CITY STAR SMOG TEST ONLY	05/14/2024	940998	PO240558	01	8150	0	0000	8110	5899	090	741	42043	71.70
SOUTH CITY STAR SMOG TEST ONLY Total													71.70

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SOUTH SAN FRANCISCO SCAVENGER	05/14/2024	940941	PO240708	01	0000	0	0000	8200	5540	090	760	1446677	6,158.89
SOUTH SAN FRANCISCO SCAVENGER	05/14/2024	940941	PO240230	01	6387	0	3800	1000	5899	032	394	1446677-1	125.54
SOUTH SAN FRANCISCO SCAVENGER Total													6,284.43
SOUTH SAN FRANCISCO TIRE	05/09/2024	939998	PO240390	01	8150	0	0000	8110	4320	090	741	107668	917.15
SOUTH SAN FRANCISCO TIRE Total													917.15
SOUTHWOOD PLUMBING AND HEATING	05/23/2024	943814	PO240729	01	8150	0	0000	8110	5899	090	741	64104	117.50
SOUTHWOOD PLUMBING AND HEATING Total													117.50
SPCA/NC	05/23/2024	943821	PO242993	01	0000	0	0000	7490	5300	090	716	23-24-027	190.00
SPCA/NC Total													190.00
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5820	090	230	MAR24 SVCS	7,708.80
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5820	090	230	APR24 SVC	6,552.48
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5870	090	230	MAR24 SVCS	28,367.62
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5870	090	230	APR24 SVC	24,752.45
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5880	090	230	MAR24 SVCS	56,736.00
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5880	090	230	APR24 SVC	48,225.60
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5899	090	230	MAR24 SVCS	2,336.40
SPECTRUM CENTER INC.	05/23/2024	943869	PO240789	01	6500	0	5760	1180	5899	090	230	APR24 SVC	1,985.94
SPECTRUM CENTER INC. Total													176,665.29
SSFUSD - DEDAP	05/14/2024	940957	PO241763	01	2600	0	0000	8200	5899	090	358	MAY24 SVC	8,280.00
SSFUSD - DEDAP	05/28/2024	906463	PV240537	01	2600	0	0000	8200	5899	090	358	REISSUE AUG23 SVC	(6,440.00)
SSFUSD - DEDAP	05/28/2024	906463	PV240538	01	2600	0	0000	8200	5899	090	358	REISSUE SEP23 SVC	(6,440.00)
SSFUSD - DEDAP	05/28/2024	906463	PV240539	01	2600	0	0000	8200	5899	090	358	REISSUE OCT23 SVC	(6,900.00)
SSFUSD - DEDAP	05/28/2024	906463	PV240540	01	2600	0	0000	8200	5899	090	358	REISSUE NOV23 SVC	(6,900.00)
SSFUSD - DEDAP	05/30/2024	946344	PV241141	01	2600	0	0000	8200	5899	090	358	AUG23 2ND REISSUE	6,440.00
SSFUSD - DEDAP	05/30/2024	946344	PV241142	01	2600	0	0000	8200	5899	090	358	SEP23 2ND REISSUE	6,440.00
SSFUSD - DEDAP	05/30/2024	946344	PV241143	01	2600	0	0000	8200	5899	090	358	OCT23 2ND REISSUE	6,900.00
SSFUSD - DEDAP	05/30/2024	946344	PV241144	01	2600	0	0000	8200	5899	090	358	NOV23 2ND REISSUE	6,900.00
SSFUSD - DEDAP Total													8,280.00
STAGEDROP LLC	05/02/2024	938400	PO242765	01	0801	0	1110	1000	4320	033	180	INV501202	277.84
STAGEDROP LLC Total													277.84
STANDARD PLUMBING SUPPLY CO.	05/09/2024	939992	PO240431	01	8150	0	0000	8110	4320	090	741	WPD667	24.05
STANDARD PLUMBING SUPPLY CO.	05/09/2024	939992	PO240431	01	8150	0	0000	8110	4320	090	741	WPF309	10.75
STANDARD PLUMBING SUPPLY CO.	05/09/2024	939992	PO240431	01	8150	0	0000	8110	4320	090	741	WPTH67	55.37
STANDARD PLUMBING SUPPLY CO.	05/09/2024	939992	PO240431	01	8150	0	0000	8110	4320	090	741	WQDZ57	88.65
STANDARD PLUMBING SUPPLY CO.	05/14/2024	940982	PO240431	01	8150	0	0000	8110	4320	090	741	WQBD93	20.26
STANDARD PLUMBING SUPPLY CO.	05/14/2024	940982	PO240431	01	8150	0	0000	8110	4320	090	741	WQFY95	29.91
STANDARD PLUMBING SUPPLY CO.	05/21/2024	942782	PO240431	01	8150	0	0000	8110	4320	090	741	WRPF69	373.59
STANDARD PLUMBING SUPPLY CO.	05/23/2024	943863	PO240431	01	8150	0	0000	8110	4320	090	741	WRDJ24	94.34
STANDARD PLUMBING SUPPLY CO.	05/23/2024	943863	PO240431	01	8150	0	0000	8110	4320	090	741	WRHD88	55.06
STANDARD PLUMBING SUPPLY CO. Total													751.98
STAPLES ADVANTAGE	05/30/2024	946357	PO242837	01	0000	0	1110	1000	4320	013	070	6003147217	208.74

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STAPLES ADVANTAGE	05/30/2024	946357	PO242837	01	0801	0	1110	1000	4320	013	180	6001630826	321.05
STAPLES ADVANTAGE	05/30/2024	946357	PO242837	01	0801	0	1110	1000	4320	013	180	6001630828	55.36
STAPLES ADVANTAGE	05/30/2024	946357	PO242837	01	0801	0	1110	1000	4320	013	123	6001630830	122.04
STAPLES ADVANTAGE	05/30/2024	946357	PO242837	01	0801	0	1110	1000	4320	013	180	6001630830	7.35
STAPLES ADVANTAGE	05/30/2024	946340	PO242890	01	0000	0	0000	7350	4320	090	717	6003147219	52.95
STAPLES ADVANTAGE Total													767.49
STARVISTA	05/14/2024	940999	PO242594	01	3010	0	1110	1000	5899	014	301	7268	9,750.00
STARVISTA	05/23/2024	943864	PO242130	01	3010	0	1110	1000	5899	008	301	7274	9,973.33
STARVISTA Total													19,723.33
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064024 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064025 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064026 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064030 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064033 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064035 SF	225.00
STATE OF CALIFORNIA	05/23/2024	943865	PO240728	01	8150	0	0000	8110	5899	090	741	E2064037 SF	125.00
STATE OF CALIFORNIA Total													1,475.00
STEPPING STONES GROUP LLC, THE	05/02/2024	938416	PO240793	01	3310	0	5760	1110	5899	090	201	M0195794	31,149.57
STEPPING STONES GROUP LLC, THE	05/02/2024	938416	PO240793	01	3310	0	5760	1110	5899	090	201	M0197114	58,581.10
STEPPING STONES GROUP LLC, THE	05/14/2024	940966	PO240793	01	3310	0	5760	1110	5899	090	201	M0201013	26,540.74
STEPPING STONES GROUP LLC, THE	05/21/2024	942778	PO240793	01	3310	0	5760	1110	5899	090	201	M0192692-2	3,114.80
STEPPING STONES GROUP LLC, THE	05/23/2024	943870	PO240793	01	3310	0	5760	1110	5899	090	201	M0199731	48,402.32
STEPPING STONES GROUP LLC, THE Total													167,788.53
STEWART CHEVROLET	05/21/2024	942713	PO240420	01	8150	0	0000	8110	4320	090	741	49441	115.82
STEWART CHEVROLET Total													115.82
SULLIVAN, TIMOTHY	05/02/2024	938363	PV241057	01	9219	0	1208	1000	4320	032	356	531 DRAMA SUP	239.68
SULLIVAN, TIMOTHY Total													239.68
TAPIA, SHALI V.	05/30/2024	946327	PV241145	01	0803	0	1110	1000	4320	090	411	616COMMUNITY	17.54
TAPIA, SHALI V. Total													17.54
TEACHER SYNERGY LLC	05/16/2024	941782	PO242836	01	0801	0	1110	1000	4320	013	123	264227883	220.99
TEACHER SYNERGY LLC Total													220.99
TEACHER'S DISCOVERY	05/21/2024	942753	PO242495	01	3182	0	1110	1000	4320	031	387	201093	828.61
TEACHER'S DISCOVERY Total													828.61
THOMPSON ENAMEL INC	05/21/2024	942783	PO242587	01	0801	0	1110	1000	4320	033	180	94587	577.62
THOMPSON ENAMEL INC Total													577.62
T-MOBILE	05/09/2024	940018	PO240081	01	0000	0	0000	7200	5910	090	714	968332944-8 APR24	72.00
T-MOBILE	05/09/2024	940018	PO240423	01	0000	0	0000	7200	5910	090	760	268332944-4 APR24	180.00
T-MOBILE	05/09/2024	940018	PO240658	01	0000	0	0000	2700	5910	033	480	968332944-7 APR24	61.90
T-MOBILE	05/09/2024	940018	PO241209	01	0000	0	0000	2700	5910	090	735	968332944 APR24	2,198.89
T-MOBILE	05/09/2024	940018	PO241945	01	6500	0	5760	2700	5910	090	245	268332944-6 APR24	36.00
T-MOBILE	05/09/2024	940018	PO242192	01	0000	0	0000	7200	5910	090	715	968332944-3 APR24	25.90

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T-MOBILE	05/09/2024	940018	PO242221	01	0000	0	0000	3130	5910	090	503	968332944-1 APR24	61.90
T-MOBILE Total													2,636.59
TOLENTINO, MARILOU	05/21/2024	942787	PV241113	01	0000	0	0000	7340	5210	090	717	221CASBO FOD24	151.62
TOLENTINO, MARILOU	05/21/2024	942787	PV241114	01	0000	0	0000	7340	5210	090	717	221CASBO LODGE	696.72
TOLENTINO, MARILOU Total													848.34
TPX COMMUNICATIONS CO.	05/16/2024	941816	PO240534	01	0000	0	0000	2424	5899	090	735	179194368-0	4,687.89
TPX COMMUNICATIONS CO. Total													4,687.89
TRAUTMAN, GREG	05/30/2024	946278	PV241136	01	0000	0	1110	1000	4320	033	070	597SCIENCE	170.59
TRAUTMAN, GREG	05/30/2024	946278	PV241136	01	0000	0	1110	1000	5813	033	070	597SCIENCE	85.97
TRAUTMAN, GREG Total													256.56
TROPHY GUY & APPAREL, THE	05/21/2024	942743	PO242803	01	9012	0	1110	1000	5810	025	356	1014	470.27
TROPHY GUY & APPAREL, THE	05/23/2024	943826	PO242803	01	9012	0	1110	1000	5810	025	356	1016	73.62
TROPHY GUY & APPAREL, THE Total													543.89
TSANG, VIVIEN WING YAN	05/02/2024	938429	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-16	1,104.00
TSANG, VIVIEN WING YAN	05/30/2024	946298	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-17	1,128.00
TSANG, VIVIEN WING YAN	05/30/2024	946324	PO241156	01	3010	0	1110	1000	5801	016	301	23-24-18	1,140.00
TSANG, VIVIEN WING YAN Total													3,372.00
TUFF SHED	05/09/2024	940026	PO242804	01	0000	0	0000	8200	4420	025	759	2063519	7,227.61
TUFF SHED Total													7,227.61
ULINE	05/02/2024	938355	PO240562	01	8150	0	0000	8110	4320	090	741	176947825	96.13
ULINE	05/02/2024	938355	PO240562	01	8150	0	0000	8110	4320	090	741	176947825-1	31.56
ULINE	05/14/2024	940946	PO240562	01	8150	0	0000	8110	4320	090	741	177396083	230.89
ULINE	05/14/2024	940946	PO240562	01	8150	0	0000	8110	4320	090	741	177396083-1	69.70
ULINE	05/23/2024	943827	PO240562	01	8150	0	0000	8110	4320	090	741	177939871	791.25
ULINE	05/23/2024	943827	PO240562	01	8150	0	0000	8110	4320	090	741	177939871-1	78.97
ULINE	05/30/2024	946333	PO240562	01	8150	0	0000	8110	4320	090	741	178067612	53.99
ULINE	05/30/2024	946333	PO240562	01	8150	0	0000	8110	4320	090	741	178067612-1	15.48
ULINE Total													1,367.97
UNITED COACH TOURS	05/02/2024	938356	PO240936	01	0000	0	1110	1000	5821	033	070	22055LF-1	200.00
UNITED COACH TOURS	05/07/2024	939287	PO242925	01	6387	0	3800	1000	5821	033	394	22093LF	1,175.00
UNITED COACH TOURS	05/21/2024	942722	PO241673	01	9010	0	1215	1000	5821	032	322	21062LF-1	600.00
UNITED COACH TOURS	05/28/2024	945311	PO243069	01	9111	0	1203	1000	5821	033	356	22170LF	1,215.00
UNITED COACH TOURS Total													3,190.00
UNITED RENTALS	05/02/2024	938396	PO240384	01	8150	0	0000	8110	5600	090	741	230215157-003	811.69
UNITED RENTALS	05/21/2024	942714	PO240384	01	8150	0	0000	8110	5600	090	741	212607124-020	29.67
UNITED RENTALS	05/23/2024	943883	PO240384	01	8150	0	0000	8110	5600	090	741	212607124-021	29.67
UNITED RENTALS Total													871.03
UNITED SITE SERVICES	05/14/2024	940942	PO240633	01	0000	0	0000	8200	5600	090	760	INV-4473545	1,214.19
UNITED SITE SERVICES	05/16/2024	941817	PO240633	01	0000	0	0000	8200	5600	090	760	INV-4487322	1,242.16
UNITED SITE SERVICES	05/30/2024	946308	PO240633	01	0000	0	0000	8200	5600	090	760	INV-4353077	1,242.16
UNITED SITE SERVICES Total													3,698.51

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UPS STORE	05/09/2024	940027	PO240582	01	0000	0	0000	7400	5840	090	715	MAR24 SVCS.	139.96
UPS STORE	05/09/2024	940027	PO240582	01	0000	0	0000	7490	5841	090	716	MAR24 SVCS.	979.72
UPS STORE Total													1,119.68
VERITIV OPERATING COMPANY	05/16/2024	941793	PO242900	01	0000	0	0000	0000	9320	000		035-32463445	187.59
VERITIV OPERATING COMPANY	05/21/2024	942744	PO242900	01	0000	0	0000	0000	9320	000		035-32463446	35.73
VERITIV OPERATING COMPANY Total													223.32
VERIZON	05/07/2024	939258	PO240435	01	8150	0	0000	8110	5813	090	741	326000059340	871.70
VERIZON Total													871.70
VINA, BRIAN	05/30/2024	946279	PV241139	01	3218	0	1110	1000	5815	025	439	584PARKINGMUSEUM	26.25
VINA, BRIAN Total													26.25
VIRCO INC	05/14/2024	940958	PO242645	01	0000	0	1110	1000	4420	009	070	92048228	1,595.05
VIRCO INC	05/14/2024	940958	PO242645	01	0000	0	1110	2421	4420	009	451	92048228	1,015.00
VIRCO INC Total													2,610.05
VOYAGER SOPRIS LEARNING INC.	05/07/2024	939259	PO242834	01	0801	0	1110	1000	4320	013	123	7788073	1,544.01
VOYAGER SOPRIS LEARNING INC. Total													1,544.01
VRS CATERING CONNECTION	05/30/2024	946341	PO240868	01	0000	0	0000	2700	4322	090	762	23347	426.32
VRS CATERING CONNECTION Total													426.32
VWR INTERNATIONAL	05/30/2024	946325	PO242956	01	9010	0	1110	1000	4320	090	360	8816066898	769.13
VWR INTERNATIONAL	05/30/2024	946325	PO242956	01	9010	0	1110	1000	4320	090	360	8816066896	338.66
VWR INTERNATIONAL	05/30/2024	946325	PO242956	01	9010	0	1110	1000	4320	090	360	8816066897	263.41
VWR INTERNATIONAL	05/30/2024	946325	PO242956	01	9010	0	1110	1000	4320	090	360	8816077636	673.15
VWR INTERNATIONAL	05/30/2024	946342	PO242956	01	9010	0	1110	1000	4320	090	360	8816090072	35.25
VWR INTERNATIONAL	05/28/2024	945316	PO242067	01	9010	0	1110	1000	5600	090	360	8816017549	625.00
VWR INTERNATIONAL Total													2,704.60
WAVE	05/09/2024	939993	PO240355	01	0000	0	0000	2424	5850	090	735	078934301-0010797	1,775.95
WAVE Total													1,775.95
WEINGARTEN CHILDREN'S CENTER	05/21/2024	942779	PO240800	01	6500	0	5760	1180	5870	090	230	119412	1,615.00
WEINGARTEN CHILDREN'S CENTER	05/21/2024	942779	PO240800	01	6500	0	5760	1180	5880	090	230	119412	4,692.00
WEINGARTEN CHILDREN'S CENTER Total													6,307.00
WELLS FARGO	05/23/2024	943810	PV241105	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 APR24	248.89
WELLS FARGO	05/23/2024	943810	PV241105	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 APR24	128.74
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	329.63
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	412.55
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	457.40
WELLS FARGO	05/23/2024	943810	PV241105	01	8150	0	0000	8110	4320	090	741	4484 6100 0318 1180 APR24	1,193.80
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	457.40
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	392.58
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4320	090	735	4484 6100 0318 1180 APR24	406.43
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	4320	090	713	4484 6100 0318 1180 APR24	627.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	4320	090	713	4484 6100 0318 1180 APR24	99.35
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1219	1000	4320	032	070	4484 6100 0318 1180 APR24	626.62

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WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 APR24	470.34
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	93.44
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 APR24	295.27
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	11.74
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	177	4484 6100 0318 1180 APR24	37.61
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1219	1000	4320	033	070	4484 6100 0318 1180 APR24	285.48
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	41.20
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	83.92
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1219	1000	4320	032	070	4484 6100 0318 1180 APR24	276.74
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	32.81
WELLS FARGO	05/23/2024	943810	PV241105	01	0801	0	1110	1000	4320	090	600	4484 6100 0318 1180 APR24	106.51
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4320	090	762	4484 6100 0318 1180 APR24	28.51
WELLS FARGO	05/23/2024	943810	CM240047	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 11180-1 APR24	(25.77)
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 APR24	132.89
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	4322	090	713	4484 6100 0318 1180 APR24	144.31
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	4322	090	714	4484 6100 0318 1180 APR24	513.40
WELLS FARGO	05/23/2024	943810	PV241105	01	6266	0	1110	1000	4322	090	341	4484 6100 0318 1180 APR24	200.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	204.49
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	173.88
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	87.13
WELLS FARGO	05/23/2024	943810	PV241105	01	6387	0	3800	1000	4322	090	394	4484 6100 0318 1180 APR24	329.53
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	567.67
WELLS FARGO	05/23/2024	943810	PV241105	01	6387	0	3800	1000	4322	090	394	4484 6100 0318 1180 APR24	140.17
WELLS FARGO	05/23/2024	943810	PV241105	01	6387	0	3800	1000	4322	090	394	4484 6100 0318 1180 APR24	749.68
WELLS FARGO	05/23/2024	943810	PV241105	01	0803	0	1110	2495	4322	090	411	4484 6100 0318 1180 APR24	477.10
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	163.14
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	148.39
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	31.83
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4322	090	762	4484 6100 0318 1180 APR24	114.11
WELLS FARGO	05/23/2024	943810	PV241105	01	8150	0	0000	8110	4420	090	741	4484 6100 0318 1180 APR24	4,724.60
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	4420	090	735	4484 6100 0318 1180 APR24	270.60
WELLS FARGO	05/23/2024	943810	PV241105	01	8150	0	0000	8110	4420	090	741	4484 6100 0318 1180 APR24	1,098.73
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	4420	021	070	4484 6100 0318 1180 APR24	1,757.98
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 APR24	429.45
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 APR24	429.45
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 APR24	429.45
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 APR24	696.72
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7350	5210	090	717	4484 6100 0318 1180 APR24	265.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 APR24	50.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 APR24	50.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 APR24	66.00

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WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 APR24	25.32
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 APR24	65.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 APR24	130.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7110	5210	090	713	4484 6100 0318 1180 APR24	65.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 APR24	65.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	7150	5210	090	714	4484 6100 0318 1180 APR24	260.00
WELLS FARGO	05/23/2024	943810	PV241105	01	7412	0	1110	1000	5815	032	362	4484 6100 0318 1180 APR24	104.65
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	1110	1000	5815	025	004	4484 6100 0318 1180 APR24	1,293.39
WELLS FARGO	05/23/2024	943810	CM240047	01	0000	0	0000	7150	5899	090	714	4484 6100 0318 11180-1 APR24	(190.00)
WELLS FARGO	05/23/2024	943810	PV241105	01	6387	0	3800	1000	5899	090	394	4484 6100 0318 1180 APR24	7.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	5899	090	735	4484 6100 0318 1180 APR24	50.00
WELLS FARGO	05/23/2024	943810	PV241105	01	0000	0	0000	2424	5899	090	735	4484 6100 0318 1180 APR24	20.00
WELLS FARGO Total													23,459.25
WELLS FARGO VENDOR FIN SERV	05/16/2024	941803	PO240584	01	0000	0	1110	1000	5600	090	722	5029764112	165.25
WELLS FARGO VENDOR FIN SERV	05/23/2024	943866	PO240584	01	0000	0	1110	1000	5600	090	722	5029819153	6,766.80
WELLS FARGO VENDOR FIN SERV Total													6,932.05
WESTBOROUGH WATER DISTRICT	05/21/2024	942784	PO240714	01	0000	0	0000	8200	5530	090	760	MAR/APR24 240-1250	982.33
WESTBOROUGH WATER DISTRICT	05/21/2024	942784	PO240714	01	0000	0	0000	8200	5530	090	760	MAR/APR24 240-0470	2,374.49
WESTBOROUGH WATER DISTRICT Total													3,356.82
WINGS LEARNING CENTER	05/23/2024	943871	PO240792	01	6500	0	5760	1180	5870	090	230	8506	4,722.68
WINGS LEARNING CENTER	05/23/2024	943871	PO240792	01	6500	0	5760	1180	5880	090	230	8506	4,830.00
WINGS LEARNING CENTER	05/23/2024	943871	PO240792	01	6500	0	5760	1180	5899	090	230	8506	170.85
WINGS LEARNING CENTER Total													9,723.53
WOODWIND & BRASSWIND	05/14/2024	940943	PO242833	01	3218	0	1110	1000	4320	032	439	ARINV71039770	1,174.91
WOODWIND & BRASSWIND	05/16/2024	941818	PO242817	01	0000	0	1227	1000	4320	025	322	ARINV71088246	43.95
WOODWIND & BRASSWIND	05/16/2024	941818	PO242817	01	0000	0	1227	1000	4320	025	322	ARINV71039788	1,305.59
WOODWIND & BRASSWIND	05/21/2024	942754	PO242833	01	0801	0	1110	1000	4320	032	180	ARINV71172122	336.22
WOODWIND & BRASSWIND	05/23/2024	943822	PO242833	01	3218	0	1110	1000	4320	032	439	ARINV71172101	185.35
WOODWIND & BRASSWIND	05/23/2024	943822	PO242833	01	0801	0	1110	1000	4320	032	180	ARINV71172101	56.27
WOODWIND & BRASSWIND	05/14/2024	940943	PO242833	01	3218	0	1110	1000	4420	032	439	ARINV71039770	3,230.33
WOODWIND & BRASSWIND Total													6,332.62
YACOUB, SABRINA	05/02/2024	938407	PV241056	01	6500	0	5760	1190	4320	090	245	539CAMERA &SUP	83.67
YACOUB, SABRINA	05/02/2024	938407	PV241056	01	6500	0	5760	1190	5813	090	245	539CAMERA &SUP	99.96
YACOUB, SABRINA Total													183.63
YAMAHA GOLF CARS OF CA INC	05/30/2024	946309	PO240472	01	8150	0	0000	8110	4320	090	741	A50172	277.71
YAMAHA GOLF CARS OF CA INC Total													277.71
YANOVER, DAVID	05/14/2024	940993	PV241085	01	6387	0	3800	1000	5210	032	394	370SMC CTEADVISO	22.58
YANOVER, DAVID Total													22.58
YOUNG AUDIENCES OF NORTHERN	05/14/2024	940959	PO242552	01	0801	0	1110	1000	5899	021	600	YANC2024_02	105,000.00
YOUNG AUDIENCES OF NORTHERN Total													105,000.00
YOUR PARTY RENTAL COMPANY	05/30/2024	946326	PO243056	01	0803	0	1110	1000	5600	090	411	96239	1,522.90

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YOUR PARTY RENTAL COMPANY	05/30/2024	946326	PO243056	01	0803	0	1110	1000	5600	090	411	96306	392.00
YOUR PARTY RENTAL COMPANY Total													1,914.90
ZHENG, XIAOLING	05/09/2024	939999	PV241065	01	0000	0	0000	0000	8699	000	000	REISSUE P/R CHK#260425	1,948.36
ZHENG, XIAOLING Total													1,948.36
			FUND 01									**SUBTOTAL**	**4,274,896.58**
AT&T	05/21/2024	942709	PO240350	11	0000	0	4110	2700	5910	041	480	21592209	56.59
AT&T Total													56.59
CALIFORNIA WATER SERVICE	05/09/2024	940031	PO240711	11	0000	0	0000	8200	5530	041	760	6907544444 APR24	1,094.29
CALIFORNIA WATER SERVICE Total													1,094.29
COMPREHENSIVE ADULT STUDENT	05/21/2024	942763	PO242750	11	6391	0	4110	1000	5210	041	481	10763	550.00
COMPREHENSIVE ADULT STUDENT Total													550.00
HERFF JONES LLC	05/02/2024	938370	PO242250	11	0000	0	4110	1000	4320	041	480	1216441	126.75
HERFF JONES LLC	05/02/2024	938370	PO242250	11	0000	0	4110	1000	4320	041	480	1216441-1	11.00
HERFF JONES LLC	05/21/2024	942761	PO242250	11	6391	0	4110	2490	4320	041	481	1216565	42.69
HERFF JONES LLC Total													180.44
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242883	11	6391	0	4110	2490	4320	041	481	365478184001	14.68
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242883	11	6391	0	4110	2490	4320	041	481	362720906001	37.57
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242883	11	6391	0	4110	2490	4320	041	481	362626000001	195.68
ODP BUSINESS SOLUTIONS LLC Total													247.93
P G & E	05/02/2024	938393	PO240581	11	0000	0	0000	8200	5510	041	760	7314282172-4 APR24	24.81
P G & E Total													24.81
PSI SERVICES LLC	05/21/2024	942712	PO240241	11	0000	0	4152	1000	5817	041	152	#04-22516784	480.00
PSI SERVICES LLC Total													480.00
			FUND 11									**SUBTOTAL**	**2,634.06**
AMAZON CAPITAL SERVICES	05/07/2024	939271	CM240045	12	9010	0	8533	1000	4320	045	833	1QNW-JNY1-DGHV	(92.84)
AMAZON CAPITAL SERVICES	05/07/2024	939271	CM240045	12	6105	0	8535	1000	4320	045	835	1QNW-JNY1-DGHV	(92.84)
AMAZON CAPITAL SERVICES	05/07/2024	939288	PO242668	12	9010	0	8533	1000	4320	045	833	1CGM-Y6FH-7H3H	14.28
AMAZON CAPITAL SERVICES	05/07/2024	939288	PO242668	12	9302	0	8510	1000	4320	005	828	1CGM-Y6FH-7H3H	14.28
AMAZON CAPITAL SERVICES Total													(157.12)
AT&T	05/21/2024	942709	PO240350	12	6105	0	8510	2700	5910	045	830	21592209	56.61
AT&T Total													56.61
CABANAS, JAQUELINE	05/16/2024	941772	PV241100	12	6105	0	8535	1000	4322	045	835	541PARENTCAFE32124	244.87
CABANAS, JAQUELINE	05/16/2024	941772	PV241100	12	9010	0	8533	1000	4322	045	833	541PARENTCAFE32124	244.86
CABANAS, JAQUELINE Total													489.73
CALIFORNIA WATER SERVICE	05/09/2024	940031	PO240711	12	6105	0	8535	8200	5530	045	835	6907544444 APR24	70.87
CALIFORNIA WATER SERVICE	05/09/2024	940031	PO240711	12	6105	0	8510	8200	5530	045	830	6907544444 APR24	51.52
CALIFORNIA WATER SERVICE	05/09/2024	940031	PO240711	12	9010	0	8533	8200	5530	045	833	6907544444 APR24	70.87
CALIFORNIA WATER SERVICE Total													193.26
CDW GOVERNMENT INC	05/14/2024	940967	PO242857	12	9010	0	8533	1000	4420	045	833	QX97099	1,426.39
CDW GOVERNMENT INC	05/14/2024	940967	PO242857	12	6105	0	8535	1000	4420	045	835	QX97099	1,426.41
CDW GOVERNMENT INC	05/14/2024	940967	PO242857	12	6105	0	8510	1000	4420	045	830	QX97099	1,426.41

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CDW GOVERNMENT INC Total													4,279.21
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	833	708453	758.00
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	708453	2,769.82
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	706263	3,839.36
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	6105	0	8535	1000	5899	045	835	706261	1,094.89
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	706261	1,094.89
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	6105	0	8535	1000	5899	045	835	708451	970.04
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	708451	970.04
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	6105	0	8535	1000	5899	045	835	711022	766.04
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	711022	766.05
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	711023	3,735.45
CHILDCARE CAREERS	05/30/2024	946330	PO240836	12	9010	0	8533	1000	5899	045	848	712999	3,680.02
CHILDCARE CAREERS Total													20,444.60
DISCOUNT SCHOOL SUPPLY	05/07/2024	939272	PO242535	12	6105	0	8535	1000	4320	045	835	P42765660101	94.47
DISCOUNT SCHOOL SUPPLY	05/07/2024	939272	PO242535	12	6105	0	8535	1000	4320	045	835	P42765660102	28.41
DISCOUNT SCHOOL SUPPLY	05/07/2024	939272	PO242669	12	9010	0	8533	1000	4320	045	833	P42786640103	69.44
DISCOUNT SCHOOL SUPPLY	05/07/2024	939272	PO242669	12	9302	0	8510	1000	4320	005	828	P42786640103	69.54
DISCOUNT SCHOOL SUPPLY Total													261.86
EDUCATION TEAM, THE	05/09/2024	939986	PO241113	12	9010	0	8530	1000	5899	045	832	708450	4,757.06
EDUCATION TEAM, THE Total													4,757.06
FRIAS, DARLIN	05/16/2024	941776	PV241104	12	6105	0	8535	1000	5220	045	835	MARAPR24 MILEAGE	56.28
FRIAS, DARLIN Total													56.28
HILLYARD	05/02/2024	938366	PO240151	12	6105	0	8510	8200	4320	045	830	605456282	521.47
HILLYARD	05/02/2024	938366	PO240151	12	9010	0	8533	8200	4320	045	833	605456282	521.47
HILLYARD	05/02/2024	938366	PO240151	12	6105	0	8535	8200	4320	045	835	605456282	521.47
HILLYARD Total													1,564.41
LAKESHORE LEARNING	05/02/2024	938397	PO242667	12	9302	0	8510	1000	4320	005	LIFT	365414040224	576.51
LAKESHORE LEARNING	05/02/2024	938397	PO242667	12	9010	0	8533	1000	4320	045	833	365414040224	576.43
LAKESHORE LEARNING	05/02/2024	938401	PO242722	12	9302	0	8510	1000	4320	005	LIFT	376103040524	1,278.67
LAKESHORE LEARNING	05/02/2024	938401	PO242722	12	9010	0	8533	1000	4320	045	833	376103040524	1,278.44
LAKESHORE LEARNING	05/09/2024	940006	PO242663	12	9010	0	8533	1000	4320	045	833	379400040524	488.56
LAKESHORE LEARNING	05/09/2024	940006	PO242663	12	6105	0	8535	1000	4320	045	835	379400040524	488.56
LAKESHORE LEARNING	05/09/2024	940006	PO242723	12	6105	0	8510	1000	4320	045	830	376102040524	758.73
LAKESHORE LEARNING	05/09/2024	940006	PO242725	12	9010	0	8533	1000	4320	045	833	376104040524	577.16
LAKESHORE LEARNING	05/09/2024	940006	PO242785	12	6105	0	8535	1000	4320	045	835	408744041624	4,072.60
LAKESHORE LEARNING	05/30/2024	946294	PO242721	12	6105	0	8535	1000	4320	045	835	376089041024	1,306.59
LAKESHORE LEARNING	05/02/2024	938401	PO242722	12	9302	0	8510	1000	4420	005	LIFT	376103040524	3,130.40
LAKESHORE LEARNING	05/02/2024	938401	PO242722	12	9010	0	8533	1000	4420	045	833	376103040524	3,130.39
LAKESHORE LEARNING	05/09/2024	940006	PO242785	12	6105	0	8535	1000	4420	045	835	408744041624	520.86
LAKESHORE LEARNING Total													18,183.90
LOUDAN, ROSELLE MARIE	05/23/2024	943817	PO240307	12	9302	0	8510	2700	5801	005	828	23-24_22	3,295.44

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LOUDAN, ROSELLE MARIE Total													3,295.44
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242556	12	9010	0	8533	1000	4320	045	833	359966051002	7.92
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242556	12	9302	0	8510	1000	4320	005	828	359966051002	7.93
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242920	12	9302	0	8510	1000	4320	005	828	364921484001	31.39
ODP BUSINESS SOLUTIONS LLC	05/21/2024	942715	PO242920	12	9010	0	8533	1000	4320	045	833	364921484001	31.39
ODP BUSINESS SOLUTIONS LLC Total													78.63
P G & E	05/02/2024	938393	PO240581	12	6105	0	8510	8200	5510	045	830	7314282172-4 APR24	679.09
P G & E	05/02/2024	938393	PO240581	12	9010	0	8533	8200	5510	045	833	7314282172-4 APR24	934.07
P G & E	05/02/2024	938393	PO240581	12	6105	0	8535	8200	5510	045	835	7314282172-4 APR24	934.07
P G & E	05/02/2024	938393	PO240581	12	9302	0	8510	8200	5510	005	LIFT	7314282172-4 APR24	1,158.87
P G & E Total													3,706.10
RUDONI, ANGELA	05/16/2024	941778	PV241092	12	6105	0	8535	1000	5220	045	835	MARAPR24 MILEAGE	27.93
RUDONI, ANGELA Total													27.93
TAN, APRIL	05/30/2024	946353	MV240028	12	9010	0	8530	0000	8689	006	832	629DEDAPREFCLOS	55.00
TAN, APRIL Total													55.00
			FUND 12									**SUBTOTAL**	**57,292.90**
ADVANCED INTEGRATED PEST MGMT	05/02/2024	938380	PO240096	13	5310	0	0000	3700	5807	090	820	2246849	83.00
ADVANCED INTEGRATED PEST MGMT	05/02/2024	938380	PO240096	13	5310	0	0000	3700	5807	090	820	2246850	83.00
ADVANCED INTEGRATED PEST MGMT	05/02/2024	938380	PO240096	13	5310	0	0000	3700	5807	090	820	2249713	83.00
ADVANCED INTEGRATED PEST MGMT	05/09/2024	940028	PO240096	13	5310	0	0000	3700	5807	090	820	2252147	83.00
ADVANCED INTEGRATED PEST MGMT	05/09/2024	940028	PO240096	13	5310	0	0000	3700	5807	090	820	2252148	83.00
ADVANCED INTEGRATED PEST MGMT	05/09/2024	940028	PO240096	13	5310	0	0000	3700	5807	090	820	2252149	83.00
ADVANCED INTEGRATED PEST MGMT	05/23/2024	943853	PO240096	13	5310	0	0000	3700	5807	090	820	2256505	83.00
ADVANCED INTEGRATED PEST MGMT	05/23/2024	943853	PO240096	13	5310	0	0000	3700	5807	090	820	2256506	83.00
ADVANCED INTEGRATED PEST MGMT	05/28/2024	945288	PO240096	13	5310	0	0000	3700	5807	090	820	2256504	83.00
ADVANCED INTEGRATED PEST MGMT	05/28/2024	945288	PO240096	13	5310	0	0000	3700	5807	090	820	2257806	500.00
ADVANCED INTEGRATED PEST MGMT Total													1,247.00
ALBERT USTER IMPORTS INC.	05/28/2024	945289	PO242867	13	5310	0	0000	3700	4700	090	820	IVC1506756	592.57
ALBERT USTER IMPORTS INC. Total													592.57
AMAZON CAPITAL SERVICES	05/02/2024	938381	PO242800	13	5310	0	0000	3700	4320	090	820	1VR1-QHH9-KYT4	381.36
AMAZON CAPITAL SERVICES	05/02/2024	938381	PO242800	13	5310	0	0000	3700	4320	090	820	1WPQ-YQFL-VY6C	(125.76)
AMAZON CAPITAL SERVICES	05/09/2024	940029	PO242868	13	5310	0	0000	3700	4700	090	820	1YL3-PGM1-F9X7	69.25
AMAZON CAPITAL SERVICES Total													324.85
BATTERY SYSTEMS INC	05/16/2024	941808	PO242952	13	5310	0	0000	3700	4320	090	820	28802404241104	366.68
BATTERY SYSTEMS INC Total													366.68
BONAMI BAKING COMPANY, THE	05/16/2024	941809	PO240097	13	5310	0	0000	3700	4700	090	820	P89554	666.00
BONAMI BAKING COMPANY, THE Total													666.00
DANIELSEN COMPANY	05/02/2024	938420	PO240270	13	5310	0	0000	3700	4700	090	820	327688	7,238.17
DANIELSEN COMPANY	05/14/2024	940960	PO240270	13	5310	0	0000	3700	4700	090	820	328137	11,991.69
DANIELSEN COMPANY	05/16/2024	941810	PO240270	13	5310	0	0000	3700	4700	090	820	328827	10,089.54
DANIELSEN COMPANY	05/16/2024	941810	PO240270	13	5310	0	0000	3700	4700	090	820	329857	(45.09)

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DANIELSEN COMPANY	05/28/2024	945291	PO240270	13	5310	0	0000	3700	4700	090	820	329435	13,094.38
DANIELSEN COMPANY Total													42,368.69
DAYLIGHT FOODS INC	05/02/2024	938382	PO240281	13	5310	0	0000	3700	4700	090	820	P48120	477.38
DAYLIGHT FOODS INC	05/02/2024	938382	PO240281	13	5310	0	0000	3700	4700	090	820	P49741	73.09
DAYLIGHT FOODS INC	05/02/2024	938382	PO240281	13	5310	0	0000	3700	4700	090	820	P50971	638.33
DAYLIGHT FOODS INC	05/02/2024	938382	PO240281	13	5310	0	0000	3700	4700	090	820	P50973	877.80
DAYLIGHT FOODS INC	05/02/2024	938382	PO240281	13	5310	0	0000	3700	4700	090	820	P50974	439.00
DAYLIGHT FOODS INC	05/02/2024	938421	PO240281	13	5310	0	0000	3700	4700	090	820	P48121	152.81
DAYLIGHT FOODS INC	05/02/2024	938421	PO240281	13	5310	0	0000	3700	4700	090	820	P50972	2,544.38
DAYLIGHT FOODS INC	05/09/2024	940030	PO240281	13	5310	0	0000	3700	4700	090	820	P45703	8.33
DAYLIGHT FOODS INC	05/09/2024	940030	PO240281	13	5310	0	0000	3700	4700	090	820	P52133	982.35
DAYLIGHT FOODS INC	05/09/2024	940030	PO240281	13	5310	0	0000	3700	4700	090	820	P52134	130.98
DAYLIGHT FOODS INC	05/09/2024	940030	PO240281	13	5310	0	0000	3700	4700	090	820	P55283	830.72
DAYLIGHT FOODS INC	05/09/2024	940030	PO240281	13	5310	0	0000	3700	4700	090	820	P55281	81.94
DAYLIGHT FOODS INC	05/14/2024	940961	PO240281	13	5310	0	0000	3700	4700	090	820	P52132	600.08
DAYLIGHT FOODS INC	05/14/2024	940961	PO240281	13	5310	0	0000	3700	4700	090	820	P53676	59.27
DAYLIGHT FOODS INC	05/14/2024	940961	PO240281	13	5310	0	0000	3700	4700	090	820	P55282	714.79
DAYLIGHT FOODS INC	05/21/2024	942739	PO240281	13	5310	0	0000	3700	4700	090	820	P57316	(710.16)
DAYLIGHT FOODS INC	05/21/2024	942739	PO240281	13	5310	0	0000	3700	4700	090	820	P55280	1,606.44
DAYLIGHT FOODS INC	05/21/2024	942739	PO240281	13	5310	0	0000	3700	4700	090	820	P56150	990.68
DAYLIGHT FOODS INC	05/21/2024	942739	PO240281	13	5310	0	0000	3700	4700	090	820	P56151	329.25
DAYLIGHT FOODS INC	05/21/2024	942739	PO240281	13	5310	0	0000	3700	4700	090	820	P57540	120.83
DAYLIGHT FOODS INC Total													10,948.29
GOLD STAR FOODS	05/02/2024	938384	PO240271	13	5310	0	0000	3700	4700	090	820	7341002	838.25
GOLD STAR FOODS	05/02/2024	938384	PO240271	13	5310	0	0000	3700	4700	090	820	7362537	9,852.26
GOLD STAR FOODS	05/02/2024	938384	PO240271	13	5310	0	0000	3700	4700	090	820	7375878	645.67
GOLD STAR FOODS	05/02/2024	938422	PO240271	13	5310	0	0000	3700	4700	090	820	7437402	286.90
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7341003	838.25
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7409520	1,336.50
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7442470	494.81
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7455482	230.36
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7396418	12,979.96
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7397032	575.20
GOLD STAR FOODS	05/14/2024	940962	PO240271	13	5310	0	0000	3700	4700	090	820	7397525	367.90
GOLD STAR FOODS	05/21/2024	942740	PO240271	13	5310	0	0000	3700	4700	090	820	7341004	838.25
GOLD STAR FOODS	05/21/2024	942740	PO240271	13	5310	0	0000	3700	4700	090	820	7383961	279.55
GOLD STAR FOODS	05/21/2024	942740	PO240271	13	5310	0	0000	3700	4700	090	820	7424547	12,276.00
GOLD STAR FOODS	05/21/2024	942740	PO240271	13	5310	0	0000	3700	4700	090	820	7462033	54.38
GOLD STAR FOODS	05/21/2024	942740	PO240271	13	5310	0	0000	3700	4700	090	820	7467144	3,236.52
GOLD STAR FOODS	05/23/2024	943855	PO240271	13	5310	0	0000	3700	4700	090	820	7373784	848.51
GOLD STAR FOODS	05/23/2024	943855	PO240271	13	5310	0	0000	3700	4700	090	820	7462822	7,142.18

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GOLD STAR FOODS	05/23/2024	943855	PO240271	13	5310	0	0000	3700	4700	090	820	7512703	58.93
GOLD STAR FOODS	05/23/2024	943855	PO240271	13	5310	0	0000	3700	4700	090	820	7512771	754.10
GOLD STAR FOODS	05/28/2024	945292	PO240271	13	5310	0	0000	3700	4700	090	820	7507183	680.60
GOLD STAR FOODS	05/28/2024	945292	PO240271	13	5310	0	0000	3700	4700	090	820	7513332	691.47
GOLD STAR FOODS Total													55,306.55
GRAINGER	05/02/2024	938385	PO242869	13	5310	0	0000	3700	4320	090	820	9098204051	436.69
GRAINGER Total													436.69
IMPERIAL DADE	05/02/2024	938423	PO240275	13	5310	0	0000	3700	4340	090	820	16479405	790.66
IMPERIAL DADE	05/14/2024	940963	PO240275	13	5310	0	0000	3700	4340	090	820	16562488	1,782.22
IMPERIAL DADE	05/16/2024	941811	PO240275	13	5310	0	0000	3700	4340	090	820	16612954	926.25
IMPERIAL DADE Total													3,499.13
IMPERIAL DADE WEST COAST	05/23/2024	943856	PO240275	13	5310	0	0000	3700	4340	090	820	16698322	716.30
IMPERIAL DADE WEST COAST Total													716.30
INDIVIDUAL FOODSERVICE	05/02/2024	938386	PO240282	13	5310	0	0000	3700	4340	090	820	855946-00	475.38
INDIVIDUAL FOODSERVICE Total													475.38
LI, BRIAN	05/30/2024	946348	MV240027	13	5310	0	0000	0000	8634	090	820	550LUNCHREF LI	156.40
LI, BRIAN Total													156.40
PRODUCERS DAIRY FOODS INC.	05/02/2024	938387	PO240276	13	5310	0	0000	3700	4700	090	820	58692014	2,048.28
PRODUCERS DAIRY FOODS INC.	05/02/2024	938387	PO240276	13	5310	0	0000	3700	4700	090	820	58699111	1,257.59
PRODUCERS DAIRY FOODS INC.	05/02/2024	938387	PO240276	13	5310	0	0000	3700	4700	090	820	58697360	2,755.40
PRODUCERS DAIRY FOODS INC.	05/02/2024	938424	PO240276	13	5310	0	0000	3700	4700	090	820	58700872	725.90
PRODUCERS DAIRY FOODS INC.	05/09/2024	940019	PO240276	13	5310	0	0000	3700	4700	090	820	58705516	2,298.60
PRODUCERS DAIRY FOODS INC.	05/09/2024	940019	PO240276	13	5310	0	0000	3700	4700	090	820	58699113	2,054.92
PRODUCERS DAIRY FOODS INC.	05/14/2024	940952	PO240276	13	5310	0	0000	3700	4700	090	820	58707163	2,173.08
PRODUCERS DAIRY FOODS INC.	05/21/2024	942734	PO240276	13	5310	0	0000	3700	4700	090	820	58715980	1,932.46
PRODUCERS DAIRY FOODS INC.	05/21/2024	942734	PO240276	13	5310	0	0000	3700	4700	090	820	58716133	401.04
PRODUCERS DAIRY FOODS INC.	05/21/2024	942734	PO240276	13	5310	0	0000	3700	4700	090	820	58716267	1,623.07
PRODUCERS DAIRY FOODS INC.	05/28/2024	945312	PO240276	13	5310	0	0000	3700	4700	090	820	58726785	854.88
PRODUCERS DAIRY FOODS INC.	05/28/2024	945312	PO240276	13	5310	0	0000	3700	4700	090	820	58731695	1,365.67
PRODUCERS DAIRY FOODS INC.	05/30/2024	946299	PO240276	13	5310	0	0000	3700	4700	090	820	58722778	2,740.72
PRODUCERS DAIRY FOODS INC. Total													22,231.61
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107036	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107037	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107038	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107039	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107040	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107041	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107042	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107043	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107044	747.00
SAN MATEO COUNTY ENVIRONMENTAL	05/14/2024	940953	PO240269	13	5310	0	0000	3700	5899	090	820	107046	747.00

BOARD WARRANT REGISTER
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
SAN MATEO COUNTY ENVIRONMENTAL Total													7,470.00
STOOKEY, MELISSA	05/14/2024	940936	PV241078	13	5310	0	0000	3700	5220	090	820	FEB24 MILEAGE	2.82
STOOKEY, MELISSA	05/14/2024	940936	PV241079	13	5310	0	0000	3700	5220	090	820	MARCH24 MILEAGE	11.68
STOOKEY, MELISSA	05/14/2024	940936	PV241080	13	5310	0	0000	3700	5220	090	820	APRIL24 MILEAGE	8.46
STOOKEY, MELISSA Total													22.96
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4340	090	820	650527750	23.60
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4340	090	820	650520335	184.68
SYSCO FD SVCS OF SAN FRANCISCO	05/02/2024	938388	PO240514	13	5310	0	0000	3700	4700	090	820	650505737	236.80
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4700	090	820	650527750	706.47
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4700	090	820	650520336	393.52
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4700	090	820	650520335	966.34
SYSCO FD SVCS OF SAN FRANCISCO	05/14/2024	940954	PO240514	13	5310	0	0000	3700	4700	090	820	650524630	(27.06)
SYSCO FD SVCS OF SAN FRANCISCO	05/21/2024	942735	PO240514	13	5310	0	0000	3700	4700	090	820	650538005	733.04
SYSCO FD SVCS OF SAN FRANCISCO Total													3,217.39
TEC OF CALIFORNIA INC.	05/30/2024	946300	PO242985	13	5310	0	0000	3700	4320	090	820	936985G	1,441.94
TEC OF CALIFORNIA INC. Total													1,441.94
T-MOBILE	05/09/2024	940018	PO242194	13	5310	0	0000	3700	5910	090	820	968332944-5 APR24	61.90
T-MOBILE Total													61.90
VITUG, ALVIN	05/28/2024	945303	PV241135	13	5310	0	0000	3700	4700	090	820	604FOOD SUPPLY	487.03
VITUG, ALVIN Total													487.03
WELLS FARGO	05/23/2024	943810	PV241105	13	5310	0	0000	3700	4340	090	820	4484 6100 0318 1180 APR24	347.58
WELLS FARGO Total													347.58
			FUND 13							**SUBTOTAL**			**152,384.94**
AAA NETWORK SOLUTIONS INC	05/23/2024	943877	PO240759	14	0000	0	0000	8500	6270	090	732	PAY APP#2	83,294.73
AAA NETWORK SOLUTIONS INC Total													83,294.73
CIS INC.	05/23/2024	943806	PO241381	14	0000	0	0000	8500	6285	005	945	SSF HVAC PAC 1 & A-007	1,980.00
CIS INC.	05/23/2024	943806	PO241381	14	0000	0	0000	8500	6285	008	945	SSF HVAC PAC 1 & A-007	1,980.00
CIS INC.	05/23/2024	943806	PO241381	14	0000	0	0000	8500	6285	013	945	SSF HVAC PAC 1 & A-007	1,980.00
CIS INC.	05/23/2024	943806	PO241381	14	0000	0	0000	8500	6285	022	945	SSF HVAC PAC 1 & A-007	1,980.00
CIS INC. Total													7,920.00
E.F. BRETT AND COMPANY INC.	05/23/2024	943823	PO240902	14	0000	0	0000	8500	6270	005	945	PAY APP# 9	166,741.39
E.F. BRETT AND COMPANY INC.	05/23/2024	943823	PO240902	14	0000	0	0000	8500	6270	008	945	PAY APP# 9	229,450.40
E.F. BRETT AND COMPANY INC.	05/23/2024	943823	PO240902	14	0000	0	0000	8500	6270	013	945	PAY APP# 9	75,505.40
E.F. BRETT AND COMPANY INC.	05/23/2024	943823	PO240902	14	0000	0	0000	8500	6270	022	945	PAY APP# 9	23,053.40
E.F. BRETT AND COMPANY INC. Total													494,750.59
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	14	0000	0	0000	8500	6272	005	925	APR24 SVCS.	1,098.88
SAVIDGE, WILLIAM Total													1,098.88
			FUND 14							**SUBTOTAL**			**587,064.20**
DANNIS WOLIVER KELLEY	05/23/2024	943876	PO240078	21	9010	0	0000	8200	5889	090	902	305998	3,744.50
DANNIS WOLIVER KELLEY	05/23/2024	943876	PO240078	21	0000	0	0000	8200	5889	098	902	306545	34,464.50
DANNIS WOLIVER KELLEY	05/23/2024	943876	PO240078	21	0000	0	0000	8200	5889	098	902	306545-1	192.29

BOARD WARRANT REGISTER
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
DANNIS WOLIVER KELLEY Total													38,401.29
E.F. BRETT AND COMPANY INC.	05/16/2024	941812	PO241678	21	9010	0	0000	8500	6270	009	945	HVAC A APP 5	35,171.03
E.F. BRETT AND COMPANY INC.	05/16/2024	941812	PO241678	21	9010	0	0000	8500	6270	010	945	HVAC A APP 5	56,558.04
E.F. BRETT AND COMPANY INC.	05/16/2024	941812	PO241678	21	9010	0	0000	8500	6270	014	945	HVAC A APP 5	78,784.82
E.F. BRETT AND COMPANY INC.	05/16/2024	941812	PO241678	21	9010	0	0000	8500	6270	025	945	HVAC A APP 5	554,321.62
E.F. BRETT AND COMPANY INC.	05/16/2024	941812	PO241678	21	9010	0	0000	8500	6270	032	945	HVAC A APP 5	96,375.84
E.F. BRETT AND COMPANY INC. Total													821,211.35
HAMILTON & AITKEN ARCHITECTS	05/16/2024	941804	PO242205	21	9010	0	0000	8500	6210	098	926	AE2-2021.225-002	92,642.50
HAMILTON & AITKEN ARCHITECTS Total													92,642.50
HARLEY ELLIS DEVEREAUX	05/30/2024	946301	PO242286	21	9010	0	0000	8500	6210	007	743	AE1-007-743-3	58,616.78
HARLEY ELLIS DEVEREAUX Total													58,616.78
HARLEY ELLIS DEVEREAUX CORP.	05/02/2024	938371	PO242286	21	9010	0	0000	8500	6210	007	743	AE1-007-743-1	28,926.53
HARLEY ELLIS DEVEREAUX CORP.	05/02/2024	938371	PO242286	21	9010	0	0000	8500	6210	007	743	AE1-007-743-2	43,219.50
HARLEY ELLIS DEVEREAUX CORP. Total													72,146.03
KATHLEEN MOORE	05/09/2024	940012	PO241397	21	9010	0	0000	8500	5801	098	721	KMA 2024-228	32,300.00
KATHLEEN MOORE Total													32,300.00
KITCHELL/CEM INC.	05/02/2024	938346	PO241307	21	9010	0	0000	8500	6205	098	900	119020	103,870.00
KITCHELL/CEM INC.	05/23/2024	943815	PO241307	21	9010	0	0000	8500	6205	098	900	119619	83,480.00
KITCHELL/CEM INC. Total													187,350.00
NOLL & TAM ARCHITECTS	05/07/2024	939269	PO242095	21	9010	0	0000	8500	6210	014	743	60781	69,969.75
NOLL & TAM ARCHITECTS Total													69,969.75
PQBIDS INC	05/21/2024	942785	PO243024	21	9010	0	0000	8200	5899	090	902	SSFUSD0002	9,000.00
PQBIDS INC Total													9,000.00
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	21	9010	0	0000	8500	6272	098	902	APR24 SVCS.	1,339.20
SAVIDGE, WILLIAM Total													1,339.20
STAPLES ADVANTAGE	05/30/2024	946310	PO242176	21	9010	0	0000	8500	4320	098	902	6003147218	93.86
STAPLES ADVANTAGE Total													93.86
T-MOBILE	05/09/2024	940018	PO242193	21	9010	0	0000	8200	5910	090	902	9968332944-2 APR24	51.80
T-MOBILE Total													51.80
VERDE DESIGN INC.	05/30/2024	946302	PO241896	21	9010	0	0000	8500	6210	025	960	AE2-4-2320400	24,274.50
VERDE DESIGN INC. Total													24,274.50
WELLS FARGO VENDOR FIN SERV	05/30/2024	946311	PO242287	21	9010	0	0000	8200	5600	098	902	5029914079	122.32
WELLS FARGO VENDOR FIN SERV Total													122.32
			FUND 21									**SUBTOTAL**	**1,407,519.38**
AVI-SPL LLC	05/23/2024	943836	PO240819	40	9010	0	0000	8500	6410	011	919	P993914-E	24,873.35
AVI-SPL LLC Total													24,873.35
CONEXWEST	05/02/2024	938347	PO240329	40	9010	0	0000	8200	5600	032	926	#INV-296176	1,030.63
CONEXWEST	05/30/2024	946303	PO240329	40	9010	0	0000	8200	5600	032	926	INV-302618	1,030.63
CONEXWEST Total													2,061.26
CUMMING CONSTRUCTION	05/23/2024	943807	PO240737	40	9010	0	0000	8500	6272	090	945	144747	48,010.36
CUMMING CONSTRUCTION	05/23/2024	943807	PO240737	40	9010	0	0000	8500	6272	090	945	145753	40,432.50

BOARD WARRANT REGISTER
MAY 1 TO MAY 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
CUMMING CONSTRUCTION Total													88,442.86
HAMILTON & AITKEN ARCHITECTS	05/23/2024	943808	PO240829	40	9010	0	0000	8500	6231	009	945	2022.050.08	837.54
HAMILTON & AITKEN ARCHITECTS	05/23/2024	943808	PO240829	40	9010	0	0000	8500	6231	010	945	2022.050.08	837.54
HAMILTON & AITKEN ARCHITECTS	05/23/2024	943808	PO240829	40	9010	0	0000	8500	6231	014	945	2022.050.08	837.54
HAMILTON & AITKEN ARCHITECTS	05/23/2024	943808	PO240829	40	9010	0	0000	8500	6231	025	945	2022.050.08	837.54
HAMILTON & AITKEN ARCHITECTS	05/23/2024	943808	PO240829	40	9010	0	0000	8500	6231	032	945	2022.050.08	837.54
HAMILTON & AITKEN ARCHITECTS Total													4,187.70
PQBIDS INC	05/21/2024	942785	PO243024	40	9010	0	0000	8110	5899	090	741	SSFUSD0002	9,000.00
PQBIDS INC Total													9,000.00
SANDIS	05/23/2024	943881	PO241887	40	9010	0	0000	8500	6140	047	988	2403160	3,110.23
SANDIS Total													3,110.23
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	40	9010	0	0000	8500	6272	090	945	APR24 SVCS.	1,098.88
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	40	9010	0	0000	8500	6272	032	926	APR24 SVCS.	1,098.88
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	40	9010	0	0000	8500	6272	021	931	APR24 SVCS.	1,098.88
SAVIDGE, WILLIAM	05/23/2024	943862	PO241308	40	9010	0	0000	8500	6272	090	954	APR24 SVCS.	1,098.88
SAVIDGE, WILLIAM Total													4,395.52
			FUND 40							**SUBTOTAL**			**136,070.92**
DIAZ, FATIMA VICTOR	05/09/2024	940001	MV240022	73	9010	0	9000	3900	5880	033	724	557ALCALDE-DIAZ	2,000.00
DIAZ, FATIMA VICTOR Total													2,000.00
TORRES, KAREN	05/09/2024	940004	MV240021	73	9010	0	9000	3900	5880	033	724	556ALCALDE-TORRES	8,000.00
TORRES, KAREN Total													8,000.00
			FUND 73							**SUBTOTAL**			**10,000.00**
Grand Total													6,627,862.98

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	4,274,896.58
11	ADULT EDUCATION FUND	2,634.06
12	CHILD DEVELOPMENT FUND	57,292.90
13	NUTRITION SERVICES FUND	152,384.94
14	DEFERRED MAINTENANCE	587,064.20
21	BUILIDING FUND (BOND)	1,407,519.38
25	CAPITAL FACILITES FUND	-
40	SPECIAL RESERVE FUND	136,070.92
73	FOUNDATION TRUST FUND	10,000.00
TOTAL WARRANT REGISTER		**6,627,862.98**

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: July 18, 2024

RE: Cash Receipts Summary – May 1 - 31, 2024

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of May 1 - 31, 2024. The Report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of May 1 - 31, 2024.

RECOMMENDATION:

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

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	3,356,626.00	302,097.00	3,054,530.00	-	302,096.00	0.9	0.1
8012	EPA ENTITLEMENT	1,512,923.94	-	1,134,656.00	-	378,267.94	0.7	0.3
8021	HOMEOWNERS' EXEMPTION	363,489.00	127,221.13	308,965.60	-	54,523.40	0.8	0.2
8041	SECURED ROLLS TAX	93,462,731.00	7,119,390.34	90,987,777.13	-	2,474,953.87	1.0	0.0
8042	UNSECURED ROLL TAXES	(20,493.00)	-	(20,492.88)	-	(0.12)	1.0	0.0
8043	PRIOR YEARS' TAXES	(5,404.12)	-	(5,404.12)	-	-	1.0	-
8047	COMM REDEVLPMNT FUNDS	40,810,928.00	16,313,256.00	40,985,980.70	-	(175,052.70)	1.0	(0.0)
8091	REVENUE LIMIT TRANSFERS	(3,000,000.00)	-	-	-	(3,000,000.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,262,201.29	-	5,537,662.01	-	724,539.28	0.9	0.1
8181	SP ED ENTITL PER UDC	1,757,861.96	(88,488.54)	6,756.57	-	1,751,105.39	0.0	1.0
8182	SP ED DISCRETNARY GRANTS	178,973.41	-	4,605.13	-	174,368.28	0.0	1.0
8285	INTAGENCY CONTR BETW LEAS	13,119.00	4,897.63	7,675.74	-	5,443.26	0.6	0.4
8290	ALL OTHER FEDERAL REVENUE	4,323,950.62	(34,161.43)	3,360,893.91	-	963,056.71	0.8	0.2
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	21,734.00	-	-	1.0	-
8550	MANDATED COST REIMBURSE	352,909.00	-	352,909.00	-	-	1.0	-
8560	STATE LOTTERY REVENUE	1,911,911.00	-	1,389,245.93	-	522,665.07	0.7	0.3
8587	P-THU REV FROM ST SOURCES	151,721.50	-	151,721.50	-	-	1.0	-
8590	ALL OTHER STATE REVENUES	13,277,341.91	1,058,661.60	6,587,926.60	-	6,689,415.31	0.5	0.5
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	2,342,301.04	4,164,224.42	-	(642,300.42)	1.2	(0.2)
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	-	-	4,375.00	-	1.0
8650	LEASES AND RENTALS	849,851.29	113,241.15	790,946.56	-	58,904.73	0.9	0.1
8660	INTEREST/FY21 INTEREST INCOME	1,944,075.60	0.18	1,482,848.72	-	461,226.88	0.8	0.2
8699	ALL OTHER LOCAL REVENUE	4,399,004.75	(103,453.27)	3,337,271.68	-	1,061,733.07	0.8	0.2
8919	OTH AUTH INTRFND XFERS IN	13,301.00	13,301.00	13,301.00	-	-	1.0	-
Total Revenue		175,465,056.15	27,168,263.83	163,655,735.20	-	11,809,320.95		
Total Fund 01 GENERAL FUND		175,465,056.15	27,168,263.83	163,655,735.20	-	11,809,320.95		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 11 ADULT EDUCATION FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	215,042.00	-	84,995.00	-	130,047.00	0.4	0.6
8590	ALL OTHER STATE REVENUES	1,343,346.00	111,946.00	1,119,454.00	-	223,892.00	0.8	0.2
8631	SALE OF EQUIP & SUPPLIES	570.00	5.00	510.00	-	60.00	0.9	0.1
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	-	47,491.36	-	11,397.89	0.8	0.2
8671	ADULT EDUCATION FEES	25,276.00	1,572.00	21,599.00	-	3,677.00	0.9	0.1
8699	ALL OTHER LOCAL REVENUE	1.00	-	-	-	1.00	-	1.0
Total Revenue		1,643,124.25	113,523.00	1,274,049.36	-	369,074.89		
Total Fund 11 ADULT EDUCATION FUND		1,643,124.25	113,523.00	1,274,049.36	-	369,074.89		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	257,290.31	-	238,950.17	-	18,340.14	0.9	0.1
8590	ALL OTHER STATE REVENUES	2,352,893.39	108,333.00	2,260,282.39	-	92,611.00	1.0	0.0
8660	INTEREST/FY21 INTEREST INCOME	41,742.92	0.32	41,742.10	-	0.82	1.0	0.0
8673	CHILDREN'S CENTERS FEES	632.75	169.70	632.75	-	-	1.0	-
8689	ALL OTHR FEES & CONTRACTS	546,728.33	41,741.05	399,810.80	(330.00)	147,247.53	0.7	0.3
8699	ALL OTHER LOCAL REVENUE	1,996,001.82	23,439.65	862,831.80	-	1,133,170.02	0.4	0.6
8911	FROM GENERAL TO CHILD DEV	68,333.00	-	-	-	68,333.00	-	1.0
Total Revenue		5,263,622.52	173,683.72	3,804,250.01	(330.00)	1,459,702.51		
Total Fund 12 CHILD DEVELOPMENT FUND		5,263,622.52	173,683.72	3,804,250.01	(330.00)	1,459,702.51		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8220	CHILD NUTRITION PROGRAMS	221,224.73	221,224.73	221,224.73	-	-	1.0	-
8222	CHILD NUTRITION-FEDERAL REIMB	1,725,000.00	-	1,007,194.58	-	717,805.42	0.6	0.4
8227	FED.REIMB.-CHILD CARE	43,576.00	6,983.21	50,435.38	-	(6,859.38)	1.2	(0.2)
8290	ALL OTHER FEDERAL REVENUE	3,063.00	-	3,063.00	-	-	1.0	-
8522	CHILD NUTRITION-STATE REIMB	2,675,000.00	-	1,615,882.39	-	1,059,117.61	0.6	0.4
8523	STATE REIMB.-CHILD CARE	3,000.00	224.59	1,636.96	-	1,363.04	0.5	0.5
8634	CHILD NUTRITION-DAILY SALES	81,667.00	7,197.40	66,028.03	-	15,638.97	0.8	0.2
8637	CHILD NUTRITION-STDNT CATERING	154,582.00	17,250.17	122,574.96	-	32,007.04	0.8	0.2
8638	CHILD NUTRITION-ADULT CATERING	297.00	(336.60)	17.63	-	279.37	0.1	0.9
8660	INTEREST/FY21 INTEREST INCOME	36,042.10	-	24,182.28	-	11,859.82	0.7	0.3
Total Revenue		4,943,451.83	252,543.50	3,112,239.94	-	1,831,211.89		
Total Fund 13 CAFETERIA FUND		4,943,451.83	252,543.50	3,112,239.94	-	1,831,211.89		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8091	REVENUE LIMIT TRANSFERS	3,000,000.00	-	-	-	3,000,000.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	342,000.00	-	263,073.98	-	78,926.02	0.8	0.2
Total Revenue		3,342,000.00	-	263,073.98	-	3,078,926.02		
Total Fund 14 DEFERRED MAINTENANCE FUND		3,342,000.00	-	263,073.98	-	3,078,926.02		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	594,716.00	-	437,080.36	-	157,635.64	0.7	0.3
Total Revenue		594,716.00	-	437,080.36	-	157,635.64		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		594,716.00	-	437,080.36	-	157,635.64		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	5,725,155.00	-	4,245,080.90	-	1,480,074.10	0.7	0.3
Total Revenue		5,725,155.00	-	4,245,080.90	-	1,480,074.10		
Total Fund 21 BUILDING FUND		5,725,155.00	-	4,245,080.90	-	1,480,074.10		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	291,000.00	-	218,509.26	-	72,490.74	0.8	0.2
8681	MITIGATION/DEVELOPER FEES	700,000.00	3,141.91	523,875.71	-	176,124.29	0.7	0.3
Total Revenue		991,000.00	3,141.91	742,384.97	-	248,615.03		
Total Fund 25 CAPITAL FACILITIES FUND		991,000.00	3,141.91	742,384.97	-	248,615.03		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	100.00	-	26.74	-	73.26	0.3	0.7
Total Revenue		100.00	-	26.74	-	73.26		
Total Fund 35 CO SCHOOL FACILITIES FUND		100.00	-	26.74	-	73.26		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	-	55,021.21	-	14,978.79	0.8	0.2
8912	BTW GENERAL & SP RESERVE	3,521,924.00	-	-	-	3,521,924.00	-	1.0
Total Revenue		3,591,924.00	-	55,021.21	-	3,536,902.79		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,591,924.00	-	55,021.21	-	3,536,902.79		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 5/1/2024 To: 5/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	19,600.00	-	14,439.91	-	5,160.09	0.7	0.3
8699	ALL OTHER LOCAL REVENUE	154,200.00	-	104,200.00	-	50,000.00	0.7	0.3
Total Revenue		173,800.00	-	118,639.91	-	55,160.09		
Total Fund 73 FOUNDATION TRUST FUND		173,800.00	-	118,639.91	-	55,160.09		

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: July 18, 2024

RE: Declaration of Surplus Items

BACKGROUND:

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

The South San Francisco Unified School District would like to declare all the items obsolete and/or inoperable. The forty-nine (49) items are detailed on the attached list, and the total net book value for all the items is zero dollars ($0).

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees declare the forty-nine (49) 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
42055	3/12/2018	1	HP M477 FDN	VNBKKCJF1B	D.O. / TECHNOLOGY
25585	7/1/2017	1	DELL OPTIPLEX 755	8IVFXH1	D.O. / TECHNOLOGY
32198	2/15/2013	1	DELL OPTIPLEX 790	46SXRW1	D.O. / TECHNOLOGY
N/A	7/1/2017	1	HP1606DN	VNB3L21471	D.O. / TECHNOLOGY
39008	7/1/2017	1	HP1606DN	PHB5C26212	D.O. / TECHNOLOGY
40809	9/11/2017	1	HP LASERJET M402DNE	PHB5C26216	D.O. / TECHNOLOGY
39585	7/1/2017	1	HP1606DN	JPBDY09920	D.O. / TECHNOLOGY
N20472	7/1/2017	1	DELL CHROMEBOOK 3100	4HC4L73	D.O. / TECHNOLOGY
N13549	7/1/2017	1	DELL CHROMEBOOK 3100	DCF1Z33	D.O. / TECHNOLOGY
46389	7/1/2017	1	DELL CHROMEBOOK 3100	5GPY1X2	D.O. / TECHNOLOGY
41661	6/23/2017	1	ACER C731-C8VE CHROMEBOOK	NXGM8AA0017020AB327600	D.O. / TECHNOLOGY
N14970	7/1/2017	1	DELL CHROMEBOOK 3100	6KP3B43	D.O. / TECHNOLOGY
N11607	7/1/2017	1	DELL CHROMEBOOK 3100	9P22943	D.O. / TECHNOLOGY
N12639	7/1/2017	1	DELL CHROMEBOOK 3100	JZDZ943	D.O. / TECHNOLOGY
34237	7/1/2017	1	SAMSUNG 55" LCD TV	04K73CCGA214SSW	D.O. / TECHNOLOGY
29229	7/1/2017	1	SAMSUNG 27" TV TXK2762	39ZR361591M	D.O. / TECHNOLOGY
39866	9/27/2016	1	HP STREAM LAPTOP	5CD6293TV0	PARKWAY HEIGHTS M.S.
39860	9/27/2016	1	HP STREAM LAPTOP	5CD6293SKB	PARKWAY HEIGHTS M.S.
39895	9/27/2016	1	HP STREAM LAPTOP	5CD6293SR8	PARKWAY HEIGHTS M.S.
39893	9/27/2016	1	HP STREAM LAPTOP	5CD6292Q54	PARKWAY HEIGHTS M.S.
39889	9/27/2016	1	HP STREAM LAPTOP	5CD6293SNM	PARKWAY HEIGHTS M.S.
39884	9/27/2016	1	HP STREAM LAPTOP	5CD6293TR7	PARKWAY HEIGHTS M.S.
39881	9/27/2016	1	HP STREAM LAPTOP	5CD6293TTY	PARKWAY HEIGHTS M.S.
39858	9/27/2016	1	HP STREAM LAPTOP	5CD6293TTC	PARKWAY HEIGHTS M.S.
39857	9/27/2016	1	HP STREAM LAPTOP	5CD6293TV3	PARKWAY HEIGHTS M.S.
39883	9/27/2016	1	HP STREAM LAPTOP	5CD6293SNH	PARKWAY HEIGHTS M.S.
39896	9/27/2016	1	HP STREAM LAPTOP	5CD6293SQD	PARKWAY HEIGHTS M.S.
39868	9/27/2016	1	HP STREAM LAPTOP	5CD6293T29	PARKWAY HEIGHTS M.S.
39859	9/27/2016	1	HP STREAM LAPTOP	5CD6293T7H	PARKWAY HEIGHTS M.S.
39856	9/27/2016	1	HP STREAM LAPTOP	5CD6293T1X	PARKWAY HEIGHTS M.S.
39865	9/27/2016	1	HP STREAM LAPTOP	5CD6293TPB	PARKWAY HEIGHTS M.S.

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
39861	9/27/2016	1	HP STREAM LAPTOP	5CD6293TRN	PARKWAY HEIGHTS M.S.
39899	9/27/2016	1	HP STREAM LAPTOP	5CD6293SK8	PARKWAY HEIGHTS M.S.
39863	9/27/2016	1	HP STREAM LAPTOP	5CD6292QJ8	PARKWAY HEIGHTS M.S.
39864	9/27/2016	1	HP STREAM LAPTOP	5CD6293TK5	PARKWAY HEIGHTS M.S.
39871	9/27/2016	1	HP STREAM LAPTOP	5CD6293SXT	PARKWAY HEIGHTS M.S.
39891	9/27/2016	1	HP STREAM LAPTOP	5CD6292Q6R	PARKWAY HEIGHTS M.S.
39873	9/27/2016	1	HP STREAM LAPTOP	5CD6293TJ3	PARKWAY HEIGHTS M.S.
39886	9/27/2016	1	HP STREAM LAPTOP	5CD6293TPG	PARKWAY HEIGHTS M.S.
39867	9/27/2016	1	HP STREAM LAPTOP	5CD6293TKC	PARKWAY HEIGHTS M.S.
39898	9/27/2016	1	HP STREAM LAPTOP	5CD6293SQH	PARKWAY HEIGHTS M.S.
39890	9/27/2016	1	HP STREAM LAPTOP	5CD6293TT0	PARKWAY HEIGHTS M.S.
39879	9/27/2016	1	HP STREAM LAPTOP	5CD6293TST	PARKWAY HEIGHTS M.S.
39880	9/27/2016	1	HP STREAM LAPTOP	5CD6293T9N	PARKWAY HEIGHTS M.S.
39882	9/27/2016	1	HP STREAM LAPTOP	5CD6293T3V	PARKWAY HEIGHTS M.S.
39892	9/27/2016	1	HP STREAM LAPTOP	5CD6293T0G	PARKWAY HEIGHTS M.S.
39872	9/27/2016	1	HP STREAM LAPTOP	5CD6293T0S	PARKWAY HEIGHTS M.S.
39869	9/27/2016	1	HP STREAM LAPTOP	5CD6293SZ7	PARKWAY HEIGHTS M.S.
39870	9/27/2016	1	HP STREAM LAPTOP	5CD6293SZ4	PARKWAY HEIGHTS M.S.
	Total Items:	**49**			

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: July 18, 2024

RE: Acceptance of Gifts

BACKGROUND:

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

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

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

$500 – Non-monetary donation of softball equipment such as helmets, balls, bats and more valued roughly at $500 from Maria Palacio to South San Francisco High School in support of softball sport/team.

$150 from Conservation Society of California DBA Oakland Zoo to Westborough Middle School in support of student and staff needs.

$490 from multiple door donations from the 12/6/2023 Winter Showcase to Westborough Middle School in support of student and staff needs.

$430 from multiple door donations from the 5/22/2024 Spring Finale to Westborough Middle School in support of student and staff needs.

$50 from Pauline Rosales to Monte Verde Elementary School in support of student and staff needs, for use under the principal's discretion.

$100.20 from American Online Giving Foundation a Partner Foundation of the Benevity Giving Platform to SSFUSD in support of student and staff needs.

$510 from Thuan Thieu & Loan Huynh to El Camino High School in support of academic excellence, for use under the principal's discretion.

$50 from Henry Chiu & Gloria Choi to El Camino High School in support of academic excellence, for use under the principal's discretion.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: July 18, 2024

RE: Acceptance of 2024-25 Fundraiser

BACKGROUND:

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

The following fundraiser is being submitted for approval:

Sunshine Gardens Elementary School

5th Grade Class	Outdoor Ed Fundraiser - Students will sell candy bars off campus to help defray the cost of the Outdoor Ed trip. Commencing August 2024.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the fundraiser 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: July 18, 2024

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Superintendent

$13,000	The Chavez Group - Providing closed captioning services for all Board meetings. Commencing July 1, 2024 through June 30, 2025.

District Office – Business Services

$2,200	Arbortech - To grind two rows of tree stumps, haul stump mulch in and out of the field and more. Services to be conducted at the Sunshine Gardens Elementary School site. Commencing July 2024.
$1,100	CIS, Inc. - Providing project inspection services for the El Camino High School's Room 46 Conversion Project. Commencing July 2024.
$2,551	Syserco, Inc. - To troubleshoot the HVAC issues being experienced at the South San Francisco High School's buildings F, G, and H. Commencing July 2024.
$3,967.32	Miracle Play Systems - Providing replacement of a double slide on the play structure at the Skyline Elementary School site. Commencing July 2024.

Not to Exceed $5,500	Verde Designs, Inc. - Will develop a site plan, including calling out materials and basic details regarding the South San Francisco High School's baseball field foul ball protective netting. Commencing July 2024.
$17,004.17	Via Heart Project - Automated External Defibrillator (AED) maintenance services renewal for the South San Francisco USD schools including the District Office AED machines. Commencing August 2024 through July 2025.

District Office – Ed Services

$7,000	Pala, Mary-Beth - This is an increase to the original agreement that was Board approved on June 6, 2024. Services are to consult with the Induction Program Leadership Team to provide guidance and support of the Teaching Performance Assessment (TPA) to teacher candidates, participate in teacher trainings and meetings provided by the California on Teacher Credentialing (CTC), and more. Commencing September 20, 2023 to June 2, 2024.
$18,000	Tsang, Vivien - Reading Intervention Coordinator and Teacher for Grades K-8. The focus will be to target reading decoding, fluency, and comprehension for students who are below the 35th percentile rank via the school adopted ELA curriculum. Commencing August 2024 through June 2025.
$20,000	Bodwin, Diane - To provide guidance and expertise in Infinite Campus. This includes HTML and SQL programming languages, data collection process and data quality control. Commencing July 2024 through June 2025.
$12,850	Seesaw, Inc. - Providing a learning management platform for our elementary school staff and students grades TK to 2. Seesaw offers instructional tools, resources, and curriculum with interactive lessons, digital portfolios, and two-way communication between teachers and students. Commencing July 2024 through June 2025.

$14,565.48	Turnitin, LLC - A database that will allow teachers to create assessments and quizzes for students. Students will also have the ability to submit homework and projects via this platform. Services will also include virtual training sessions for teachers. Commencing August 2024 through August 2025.
$14,437.50	Screencastify, LLC - Provide administrators and teachers a video-creation platform to produce video lessons for their staff and Google classrooms. Commencing August 2024 through August 2025.

Spruce Elementary School

$16,952	Music for Minors, Inc. - A music education service to teach the comprehensive and sequential standards based on MFM curriculum for grades TK to 2. Commencing August 2024 to May 2025.

Sunshine Gardens Elementary School

$15,100	The Write Tools, LLC - Providing writing training for teachers and support staff with an overview of CAASPP Assessment, Academic Standards, and the relationship between grade levels. Training categories include writing routines in Informative Explanatory, Opinion/Argumentation, Narrative, Real and Imagined. Commencing September 2024 through May 2025.
$17,440.30	Music for Minors, Inc. - A music education service to teach the comprehensive and sequential standards based on MFM curriculum for grades TK to 4th. Commencing September 2024 to May 2025.

Parkway Heights Middle School

$0	GiveThx - A training program that creates positive relationships and inclusive school communities where all students and educators feel save, valued, and connected. This is an opportunity for PHMS to dramatically strengthen school climate, mental health, and belonging. Commencing August 2024 through June 2025.

FISCAL IMPLICATIONS:

Listed above.

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Quarterly Report on Williams Uniform Complaints - April 1, 2024 through June 30, 2024

BACKGROUND:

The passage of legislation in the wake of the Williams Case Settlement (Education Code Section 35186) requires all school districts in California to prepare a report summarizing data on the nature and resolution of all Williams Uniform Complaints received by the district in the past three months. Districts must submit these reports even if there have been no complaints received during that time period. The information is to be reported publicly at a governing board meeting and submitted to the County Superintendent of Schools in April, July, October, and January.

No complaints were filed this quarter.

FISCAL IMPLICATIONS:

None

STAFF RECOMMENDATION:

For information only.

SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

Quarterly Report – Williams Uniform Complaints
[Education Code § 35186]

District: South San Francisco Unified School District

Name & Title of Preparer: J. Marwan Hannon, Assistant Superintendent, Human Resources

Quarter Reported: (check one)

- ☐ 1st Quarter: July 2023 through September 2023 – Due October 2023
- ☐ 2nd Quarter: October 2023 through December 2023 – Due January 2024
- ☐ 3rd Quarter: January 2024 through March 2024 – Due April 2024
- X 4th Quarter: April 2024 through June 2024 – Due July 2024

Date for information to be reported publicly at governing board meeting: July 18, 2024

Please check the box that applies:

X No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response will be submitted along with this report.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0

Shawnterra Moore

Name & Signature of Superintendent

Date: July 18, 2024

Sign and date the report **after** it is presented at your board meeting. Please submit the executed report to Systems for District Improvement via email at sdi@smcoe.org.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-41

Trustee Compensation

WHEREAS, California Education Code Section 35120 (a) (9) (c) states:

"A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the school district or districts, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board."

Trustee Murray was absent from these meeting due to illness.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees adopts Resolution #24-41 and approves payment for absence at the following Board of Trustees' meeting in accordance with California Education Code Section 35120 (a) (9) (c) to:

Trustee Patricia Murray	June 20, 2024 Regular and Special Board Meetings

REGULARLY PASSED AND ADOPTED this 18th day of July 2024.

AYES in Favor of Resolution	NOES Against Resolution
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: July 18, 2024

RE: Approval for Trustee Richardson to Attend the California Latino School Boards Association (CLSBA) Unity Conference in Monterey, CA, August 1 to August 4, 2024.

BACKGROUND:

The California Latino School Boards Association (CLSBA) is holding their annual Unity Conference in Monterey, CA, from Thursday, August 1, through Sunday, August 4, 2024.

CLSBA describes itself as "a non-profit organization dedicated to ensuring Latino/a/x students have the best educational opportunities and resources available to succeed. We are committed to meeting the educational needs for all Latino/a/x students by working with educational organizations and empowering current and future Latino/a/x School board members. Together, we will positively change and improve the educational outcomes for Latino/a/x students in California."

This year's theme is *Building Pathways to Success*. The following description of the Unity Conference, as posted on their website states: "For more than 20 years the California Latino School Boards Association has provided meaningful professional learning during our annual Unity Conference. Our event provides a unique combination of powerful keynote speakers, strong general sessions, meaningful breakout workshops and thought(ful) leadership discussions to help support your communities."

Trustee Mina Richardson has asked to attend this conference.

At their April 13, 2023 meeting, the Trustees approved the following: The Board creates a space for activities that might involve out of State travel or professional learning that aligns to District goals and it will be brought before the Board, and that Trustees also follow the Board policy so they are in alignment with the same rules that they are expecting of staff. Trustees may want to discuss and

determine if this conference focuses on specific items for which the Board wants to advocate. If approved, Trustee Richardson would be invited to share information on conference discussions and her professional learning experience to benefit the Board and community, at a future Board meeting.

FISCAL IMPLICATIONS:

The estimated costs are:

Conference Registration		$ 395.00
Hotel	($299 per night x 3 nights)	$ 1,058.00
Transportation (car rental)		$ 300.00
Meal allowance (dinner only, other meals included)		$ 105.00
TOTAL		**$1,858.00**

RECOMMENDATION:

It is recommended that the Board of Trustees approve Trustee Richardson's trip to attend the California Latino School Boards Association (CLSBA) Unity Conference in Monterey, CA, August 1 through August 4, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: July 18, 2024

RE: Approval of Superintendent Contract Amendment

BACKGROUND:

Typically, after a positive evaluation, the Board of Trustees will consider an amendment to the employment agreement between the District and the Superintendent, Dr. Shawnterra Moore.

Last year, the Board established two main goals for the Superintendent, specific to strategic leadership and support through the lens of educational equity and inclusion of a multi-year Strategic Plan, and a goal focused on implementation of educational services priorities around teaching and learning as well as ongoing collegial and collaborative efforts both internally and externally with various partners. Through the collaborative efforts of the tremendous team of engaged leaders and educators, Dr. Moore was able to demonstrate progress and success on her established goals for the 2023-24 school year. Based on final feedback on June 20, 2024, the Board agreed that the Superintendent had met or exceeded the goals and success indicators and therefore would like to acknowledge her hard work, accomplishments and performance by way of this contract extension.

Note, the only item for approval is to amend her contract to include a one-year extension. No other terms in his contract are being brought forward at this time for approval. All other terms of the Agreement, as amended, shall remain in full force and effect. Pending approval, her contract would be effective July 1, 2024 through June 30, 2028.

FISCAL IMPLICATIONS:

There are no fiscal implications for this amendment.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees consider and approve the Superintendent's contract amendment to extend it one-year, through June 30, 2028.

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT FOR DISTRICT SUPERINTENDENT BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND SHAWNTERRA MOORE THOMAS

This Second Amendment to the Employment Agreement for District Superintendent between the South San Francisco Unified School District ("Board" or "District") and Shawnterra Moore Thomas ("Superintendent," and, together with the District/Board, the "Parties"), is effective as of July 1, 2024.

RECITAL

The Parties entered into an Agreement effective as of July 1, 2022 ("Agreement") for Superintendent Services on or about July 30, 2024, the Parties amended the Agreement, extending the term of the Agreement through June 30, 2026.

The Parties now desire to amend the Agreement by way of this Second Amendment to the Agreement ("Second Amendment") to extend the term of the Agreement through June 30, 2028. Now, therefore, for consideration, the value of which the Parties acknowledge, including the continued services of the Superintendent, the Parties now further amend Agreement as follows:

Section 1 ("Term") of the Agreement is hereby amended in its entirety to read as follows: "The Board hereby employs the Superintendent, and the Superintendent hereby accepts the position of District Superintendent, for a term commencing on July 1, 2024, and ending on June 30, 2028." All other terms of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto, or their duly authorized representatives, have affixed their hands.

Dated: _____ SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

By: _____

Daina Lujan, President, Board of Trustees

I accept this offer of employment and agree to comply with all of the terms and fulfill all of the duties of employment as Superintendent of the South San Francisco Unified School District.

Dated: _____ _____

Shawnterra Moore Thomas, Superintendent

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D, Superintendent

THRU: Eric Claybon, Child Development Program Coordinator

DATE: July 18, 2024

RE: Approval of the Child Care Careers Contract for FY 2024-25

BACKGROUND:

A Child Development Services agreement between Child Care Careers (CCC) and the District's Child Development Program will provide temporary teaching personnel. This service provides qualified Early Childhood teachers and paraprofessionals with the proper ECE permits to substitute upon arrangement for the FY2024-25.

FISCAL IMPLICATIONS

The agreement is in the amount of $80.000 and will be funded by the Child Development Program, fund 12.

RECOMMENDATION

It is recommended that the South San Francisco Unified School Board of Trustees approve the Child Care Careers contract for temporary staffing at the District's Child Development Program for the fiscal year of 2024-2025.

ChildCare Careers

THE SOURCE FOR CHILD CARE STAFFING

PROPOSAL FOR
South San Francisco Unified School District

ChildCare Careers
Corp HQ: 2000 Sierra Point Pkwy, Suite 702 • Brisbane • CA • 94005 • (650) 372-0211
Atlanta • Austin • Chicago • Cincinnati • Dallas • Houston • Jacksonville • Los Angeles • Miami • Orlando
Philadelphia • Phoenix • Pittsburgh • Sacramento • San Antonio • San Diego • San Francisco • Tampa
www.childcarecareers.net

Child Development Program
530 Tamarack Ln
South San Francisco, CA 94080
Attn: Eric Claybon

6/25/2024

Dear Eric,

We would be delighted to provide quality temporary teaching personnel for South San Francisco Unified School District. We believe ChildCare Careers (CCC) is the most capable and professional staffing firm focused on early childhood education in the United States.

A summary of our qualifications includes:

- We are the largest staffing firm focused on early childhood education (ECE) with over 29 years of experience and 27 offices throughout California, and ten other states.
- Due to our sole focus on ECE, we are intimately familiar with all of the regulatory and licensing requirements associated with ECE personnel. This means all of our teachers have been properly fingerprint background checked and TB tested in accordance with the regulations of the Community Care Licensing Division of the California Department of Social Services.
- In addition, our staff carry complete personnel folders with them on every assignment containing all of the personnel documents required by Child Care Licensing.
- We have many years of successful experience servicing large, multi-site organizations and have served literally thousands of child care centers.
- We are actively serving hundreds of school district and head start programs.
- We take the quality of our substitutes very seriously and systematically solicit customer feedback after every assignment to ensure that we only have the very best substitutes in our pool.
- Our phone lines are staffed live from 6am to 7pm, Monday through Friday, and we fill last minute, same-day orders at no extra charge.
- We assign dedicated placement coordinators to large customers so that you will always be able to deal consistently with the same contact person. They will learn your preferences and listen to your feedback on substitutes to ensure that the substitutes you receive are a good match for your organization.

- All of our personnel are thoroughly screened and meet or exceed your requirements as outlined in your RFP.
- We interview all of our substitutes in person, give them a written test of their early childhood education skills, and provide them with a workbook of numerous activities they can conduct with the children in the event there is no lesson plan in place due to the teacher absence.
- We have very thorough and complete insurance coverage including $5,000,000 of General and Professional Liability (incl. errors and omissions) coverage, $1,000,000 Workers' Compensation coverage, $1,000,000 Employment Practices Liability coverage, and $5,000,000 Directors & Officers Liability coverage.

At ChildCare Careers we take regulatory compliance extremely seriously and you can rest assured that all of our personnel meet or exceed all licensing requirements. We are very enthusiastic about the prospect of working with you and sincerely believe that we are best able to provide you with the high quality, professional service you seek. Please do not hesitate to contact us with any questions.

Sincerely,

Ashley Raigoza
Marketing Assistant
ChildCare Careers, LLC
Phone: 213-927-2056
Email: ashley.raigoza@educationteam.com

SCREENING PROCESS AND ORIENTATION

All of our substitutes undergo rigorous screening and evaluation before being hired. Our substitutes meet or exceed all of the California Department of Social Services, Community Care Licensing Division's requirements.

In every case we:

- Interview the applicant in person
- Require official, original transcripts with a school seal
- Require a new health screening and a recent TB test
- Verify the validity of the applicant's Fingerprint Clearance Card, by calling CCL and documenting the date, the name of the CCL person & ID number, and the status of the card
- If the applicant does not have a Fingerprint Clearance Card, then we process their fingerprints through the LiveScan / CCL system and wait for a clearance before sending out the substitute
- Check their professional and personal references
- Require the applicant to pass two skill assessment exams

In addition to the above rigorous screening, all applicants must watch an orientation video and review our Substitute Handbook before being sent on assignment. The handbook provides information on child care techniques, child development, safety, and company policies.

Also, as standard practice, all of our substitutes are required to carry with them to every assignment a file with all of the following documents:

- ECE Transcripts
- Health Screening & Tuberculin Test Report (LIC 503)
- Fingerprint Clearance printout
- Employee Rights Statement (LIC 9052)
- Reporting Suspected Child Abuse Form (LIC 9108)
- Personnel Record (LIC 501)
- Child Abuse Central Index Check (LIC 198A)
- Criminal Record Statement (LIC 508)
- Copy of First Aid, CPR, and Health Training Certificates (if applicable)
- Transfer Request Form (LIC 9182)

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING
Corporate Office: 2000 Sierra Point Pkwy, Suite 702 • Brisbane, CA • 94005
Orders: (877) 222-6070 • Inquiries: (877) 888-4173

San Francisco / Peninsula Price List

**** Effective July 1, 2023 ****

Employee Category	Minimum Qualifications	Hourly Rates	
		6 or More Hours/Day	Less than 6 Hours/Day
• Teacher's Aide	• 0 to 5 ECE units	38.95	39.95
• Assistant Teacher	• 6-11 ECE units OR • Assistant Teacher Permit*	41.95	42.95
• Experienced Teacher	• 12+ ECE units OR • Associate Teacher Permit*	44.95	45.95
• Teacher Permit (No degree)	• Teacher Permit*	45.45	46.45
• AA Degree	• AA Degree (in any field) **AND** • Teacher Permit* or higher	45.95	46.95
• BA Degree	• BA Degree or higher (in any field) **AND** • Teacher Permit* or higher	46.45	47.45

** Permits refer to Child Development Permits from the California Commission on Teacher Credentialing*

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

PERMANENT PLACEMENT OPTIONS

ChildCare Careers (CCC) has spent considerable effort and expense in the recruitment, screening, and placement of its employees and we incur a material economic loss when they are no longer available to us for temporary assignments. Per our Service Agreement, Customers are required to notify CCC of their desire to hire a CCC employee prior to discussing the matter with the employee.

CCC offers two options for permanent placements.

1. Immediate Placement

a) If you are a new customer and would like to screen resumes and conduct interviews, this option is ideal for you. You can place your Permanent Placement Order with your Placement Coordinator. A CCC recruiter will contact you regarding your requirements.
You will receive resumes for qualified candidates, interview the candidates at your convenience, and inform the recruiter once you decide to hire a candidate. The employee can be placed on your payroll immediately upon payment of the placement fee according to CCC's then current fee schedule. This fee is non-refundable regardless of how long the employee remains employed by the Customer.

b) If you are an existing customer and would like to hire a substitute that you have already tried at your center, inform your Placement Coordinator so that a Permanent Order can be processed. The employee can switch to your payroll immediately upon receipt of payment the placement fee according to CCC's then current fee schedule. This fee is non-refundable regardless of how long the employee remains employed by the Customer.

2. Temp-To-Perm Conversion

Place your order with your Placement Coordinator stating your requirements and requested schedule. Your Placement Coordinator will match and place a qualified employee according to your requirements and provided schedule. All substitutes come with their paperwork so you can review their credentials when they arrive at your center. Observe the prequalified employee on the job for 12 weeks. At the end of the 12 weeks, the placement fee is waived and the employee is switched to your payroll.

Temp-to-Perm Terms: The employee remains on CCC's payroll for a contiguous period of 12 weeks while working for at least 20 hours per week at the Customer's facility. The Customer pays for the employee at the then current CCC temporary hourly rate for the 12-week period. The employee then switches to the Customer's payroll and CCC waives the placement fee. The 12 week period does not commence until after the Customer notifies us in writing of their desire to begin a Temp-To-Perm conversion. The start date may not be backdated. In the event the employee takes any days off during the 12 week period (e.g. sick days, vacation, etc.) the ending date is adjusted accordingly. During the 12 week period the Customer may switch out an unsatisfactory employee for a different employee (if available) without restarting the 12 week period.

Please do not hesitate to contact your Placement Coordinator at (877) 222-6070 if you have any questions.

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING
Corporate Office: 2000 Sierra Point Pkwy, Suite 702 • Brisbane, CA • 94005
Orders: (877) 222-6070 • Inquiries: (877) 888-4173

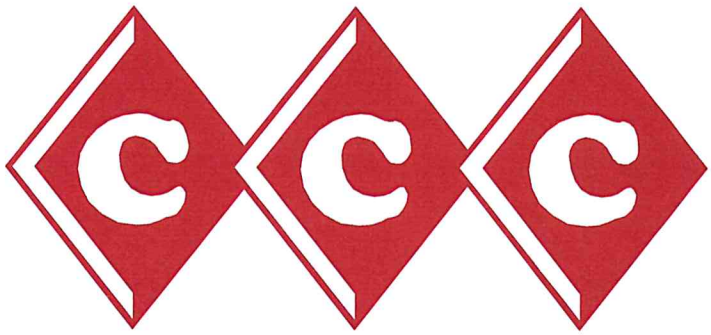
California

PERMANENT PLACEMENT FEES

**** * * Effective November 6, 2021 * * ****

Employee Category	Minimum Qualifications	Placement Fee
• Teacher's Aide	• 0 to 5 ECE units	1750
• Assistant Teacher	• 6-11 ECE units OR • Assistant Teacher Permit*	2500
• Experienced Teacher	• 12+ ECE units OR • Associate Teacher Permit*	3500
• Teacher Permit (No degree)	• Teacher Permit*	4000
• AA Degree	• AA Degree (in any field) **AND** • Teacher Permit* or higher	4500
• BA Degree	• BA Degree or higher (in any field) **AND** • Teacher Permit* or higher	5000

** Permits refer to Child Development Permits from the California Commission on Teacher Credentialing*



ChildCare Careers

THE SOURCE FOR CHILD CARE STAFFING

About Us

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

- ChildCare Careers is the leading staffing firm dedicated to the child care field. We hope you join the thousands of satisfied customers who have discovered just how valuable it is to have access to high quality teachers on-demand.

- With ChildCare Careers, you get all of these benefits:
  - High quality staff for short-term assignments, long-term assignments and permanent positions
  - Thoroughly screened teachers that meet all licensing requirements and carry the documentation to prove it
  - A dedicated Placement Coordinator to learn your specific preferences and ensure a good match between your program and the substitute
  - The ability to place same day orders at no extra charge
  - No hidden fees or taxes of any kind

Instructions

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

If you haven't already done so, please follow the steps below

- Sign the Service Agreement
  - *NOTE: This does not obligate you to use our services.*

- Fill out one or both of:
  - The **Credit Information Form**. Use this form if you would like to be invoiced. Approval requires a minimum bank balance of $20,000 and a duration in business longer than two years. This takes 3-5 business days for bank verification of deposit.
  - The **Credit Card Pre-Pay Form**. Use this form if you need to order right away or if you do not qualify for credit.

- If you have any questions please call us at 877-888-4173.

Ordering Procedures

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

- **Call 877-222-6070 anytime 24/7**
- **5 AM – 7 PM : Ask for the Placement Coordinator covering your area**
- **After Hours : Leave voicemail instructions**
- **Specify : School, location, age group, category of employee needed, hours needed, how many employees, your name & phone no.**

We will call to notify you of your order status PROMPTLY !

Note: You can also order using our Customer Portal (www.cccareers.net) or by email. Simply ask your Placement Coordinator for their email address.

Customer Portal

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

www.cccareers.net



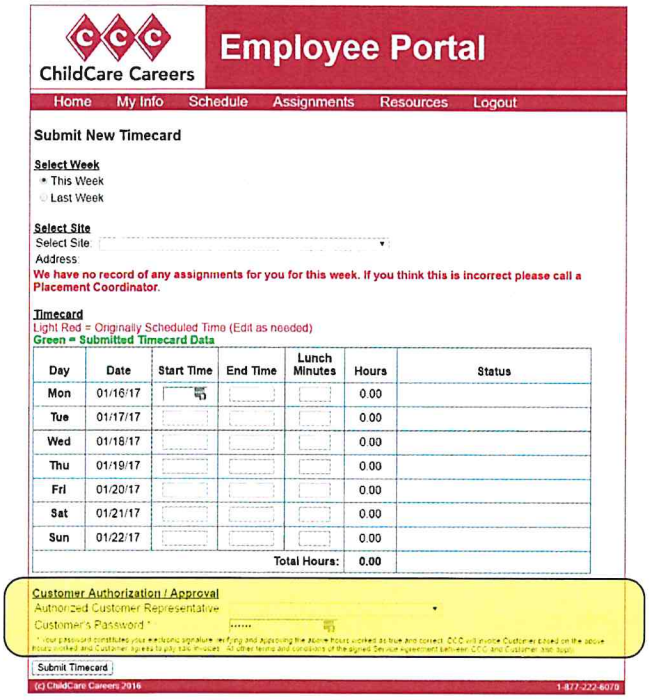


- CCC's Customer Portal allows you to: place orders, view past orders, provide feedback on subs, view approved timecards, view pricing and much more.
- After your welcome call, your CCC Placement Coordinator will email you an initial password which you will be prompted to change when you first login.
- You can then use your password to sign/approve online timecards submitted by subs.

Online Timecards

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

www.cccareers.net



- The entire online timecard process happens inside the **Employee** Portal.
- Using a computer at your facility (or their smartphone) the CCC sub logs into *their* **Employee** Portal and enters their work time.
- At the bottom of the page is a place for you to approve the timecard. You approve/sign the timecard by selecting your name from the dropdown list and entering *your* **Customer** Portal password.
- You will then receive an email receipt with the timecard details.

Note: Never give your password to a CCC substitute.

Employee Arrives

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

- CCC employee will arrive with their personnel folder containing all the documents required by licensing

- Associate their Licensing clearance number with your site number by faxing/mailing the Transfer Request Form (in the sub's personnel folder) to Community Care Licensing

- Approve the employee's online timecard using your portal password OR sign a paper timecard and keep the pink copy for your records

- CCC will pay the substitute and invoice you or charge your credit card.

What We Ask

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

- Minimum of four hours per person per order
- Minimum 24 hour order cancellation notice
- Check timecard for accuracy before approving/signing (billing will reflect timecard info)
- Please provide feedback on employee performance
- Abide by the terms of your service agreement
- Contact CCC to make arrangements for a permanent placement
- Note: Service requests are not guaranteed and are dependent upon availability of CCC staff

Employee Categories

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

Category	Qualifications
• Teacher's Aide	• 0 to 5 ECE units
• Assistant Teacher	• 6 to 11 ECE units and some exp **OR** • Assistant Teacher Permit*
• Experienced Teacher	• 12+ ECE units **OR** • Associate Teacher Permit*
• Teacher Permit*	• Teacher Permit* (No degree)
• AA Degree Teacher	• AA Degree (in any field) **AND** • Teacher Permit* or higher
• BA Degree Teacher	• BA Degree or higher (in any field) **AND** • Teacher Permit* or higher

* Permits refer to Child Development Permits from the California Commission on Teacher Credentialing

Permanent Placement Options

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

Immediate Placement:

- Pay a one-time placement fee.
- Employee joins your payroll immediately.

Temp-To-Perm Conversion:

- Sign a 12-week temp-to-perm confirmation form. Start date cannot be backdated.
- At the end of 12 weeks the temp switches to your payroll with no placement fee.
- Lets you see the employee in action before deciding if you want to hire them.
- You can switch out underperforming employees without restarting the 12 weeks.

Note: For complete details ask for our written placement options service description.

Tips for Working With Subs

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

- **Introduce sub to other staff members and give them a name tag**
- **Do an orientation including: where to put personal belongings, location of bathrooms, break/lunch times & procedures**
- **Create a folder or info sheet for subs with details such as:**
  - **Daily schedule**
  - **Discipline policy**
  - **Indoor/outdoor rules**
  - **Nap room procedures**
  - **Any uncommon practices or procedures**
  - **Emergency procedures**
  - **List of children with special needs**

Service Agreement

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

NOTE: SIGNING THIS AGREEMENT DOES NOT OBLIGATE YOU TO USE OUR SERVICES.

This agreement is entered into by and between **ChildCare Careers, LLC** (hereafter "CCC") and "Customer" (named below). CCC and Customer agree as follows:

1. A four (4) hour minimum service commitment each day is required for each employee requested from CCC. Customer will pay for services under four (4) hours at the four (4) hour minimum fee.

2. Customer will pay the four (4) hour minimum if a request for service from CCC is cancelled within the 24 hours prior to the designated time of service. Any request for cancellation will be effective only if communicated to the **ChildCare Careers office.** Notice to the temporary personnel is not adequate.

3. Customer will verify and approve the daily hours worked by means of an authorized signature if using a paper timecard or by use of a password if using online timecards. CCC will invoice Customer based on the verified and approved time worked and Customer agrees to pay said invoices.

4. Customer will promptly pay all invoices for services rendered according to the then current CCC fee schedule as billed on a weekly basis. Overtime will be billed and paid at time and a half. If an invoice is not paid within 30 days of the invoice date then Customer will pay a late payment fee of 5% of the invoice amount plus a finance charge equal to the lesser of 1.5% per month or the maximum legal rate.

5. Customer will instruct and supervise the CCC employee with respect to his/her responsibilities and compliance with the procedures and policies of Customer. Customer will not ask or authorize CCC employee to operate any motor vehicles or administer any medication. Customer represents, warrants and agrees that Customer is, and at all times during the term of this agreement will be, in compliance with all governmental laws, rules, ordinances and regulations applicable to Customer and its business.

6. Customer acknowledges that CCC has incurred considerable expense in the recruitment, screening, and training of its employees and suffers a material economic loss when they are no longer available for assignments. Should Customer hire, or in any way utilize the services of (except through CCC), a current or former CCC employee introduced to Customer by CCC (a "Candidate") within one (1) year of the Candidate's last assignment at any Customer location, then Customer will pay CCC a placement fee according to CCC's then current fee schedule. Customer will notify CCC in writing and pay the placement fee prior to hiring a Candidate or utilizing a Candidate's services in any way except through CCC. Customer agrees that the placement fee shall be doubled if Customer fails to provide written notice prior to hiring. An employee's resignation from CCC does not relieve Customer of the obligation to pay the placement fee. Placement fees are non-refundable regardless of the duration of Candidate's employment with Customer.

7. In any action or proceeding involving a dispute between CCC and Customer arising out of this Agreement, the prevailing party shall be entitled to recover its costs and attorneys fees. This agreement shall be binding on the successors and assigns of the parties. This agreement may be amended only by a written agreement signed by the parties. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. The terms of this agreement shall be deemed accepted by CCC, and a binding agreement created between CCC and Customer on the terms set forth herein, upon CCC providing its employees to Customer.

Entity Name (Customer): SSFUSD Child Development Program
Full Legal Name of Entity (Name of Corporation, LLC, or Partnership. NOT the trade name of the school.)

By: _____ Title: Program Coordinator
Signature

Print Name: Eric Clayborn Date: 6/26/2024
Authorized Representative of Customer (Print Name)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 "B" STREET, SOUTH SAN FRANCISCO, CA 94080 I PHONE: (650) 877-8700 I FAX: (650) 583-4717

REQUEST TO HIRE INDEPENDENT CONTRACTOR/CONSULTANT

DATE: June 28, 2024 SITE/DEPARTMENT: SSFUSD Child Development Program

COMPLETED BY: Eric Claybon

CONTRACTOR/CONSULTANT INFORMATION

NAME: Child Care Career			TAX ID/VENDOR #:	
ADDRESS: 2000 Sierra Point Parkway, Suite *Street Number & Name*	Brisbane *City*		CA *State*	94005 *Zip*
PHONE: (877) 222-6070		EMAIL:		
POINT OF CONTACT: Candiace Wheeler				

DETAILS OF SERVICE(S)

START DATE: July 1, 2024	END DATE: June 30, 2025
AREA OF EXPERTISE:	
SERVICES TO BE PROVIDED: To provide Permitted staffing for the Child Care Program with ECE Units to cover preschool classrooms.	

COSTS

TOTAL FEES: $ 80,000.00 ☐ NOT TO EXCEED	CATEGORICAL FUNDING: ☐ Yes ☐ No
IF YES, PAGE OF SERVICE AGREEMENT:	

BUDGET

% or $: 50%	12-6105-0-8535-1000-210-045-835
% or $: 50%	12-9010-0-8533-1000-2140-045-833

6/28/24

Administrator *Date* *District Office Approval* *Date*

CHECKLIST - PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM:

		Professional Service Agreement		Scope of Work (If completing SSFUSD Agreement)
		W9 (if new vendor)		
		Insurance and other documents (if applicable)		

PLEASE SUBMIT COMPLETED FORM AND BACK-UP DOCUMENTS TO BUSINESS SERVICES

********** District Office Use ONLY **********

Date Packet Received:_____ Board Approved: ☐ Yes ☐ No Date: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of Houghton Mifflin Harcourt Math Expressions K-5 Adoption for the 2024-25 school year

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BACKGROUND:

Math Expressions by Houghton Mifflin Harcourt is a proven K-5 curriculum that helps children make sense of math by exploring, discussing, and demonstrating their understanding of key concepts. Students learn how to look deeper and choose their own path to the answers. Every lesson integrates mathematical processes and practices.

FISCAL IMPLICATIONS:

Math Expressions will provide the following for each K-5 grade level: softcover activity books, online student activity books, SBAC test prep, homework/remembering collection and the teacher digital management center. Here is the breakdown per grade and number of students. The fiscal impact of will be incurred by the Textbook Adoption budget.

Buri Buri	$28,803.51
Junipero Serra	$8,155.01
Los Cerritos	$12,351.65
Martin	$16,896.97
Monte Verde	$18,874.75
Ponderosa	$15,367.78
Skyline	$15,670.93
Spruce	$12,563.62
Sunshine Gardens	$10,504.54
TOTAL	**$139,188.76**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Houghton Mifflin Harcourt for the *Math Expressions* curriculum for students in grades K-5, in the amount of $139,188.76, for the 2024-25 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of the McGraw Hill Digital StudySync ELA Renewal for Secondary School for the 2024-25 School Year

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BACKGROUND:

StudySync from Mc Graw Hill (MGH) is a Common Core aligned ELA curriculum designed for students in grades 6-12. This curriculum has served as the primary instructional resource for all secondary teachers. The StudySync program provides digital resources for both teachers and students.

FISCAL IMPLICATIONS:

The 1-year, 2024-25 ELA StudySync digital resources will cost $**159,011.70** for all students enrolled in grades 6-12. The Textbook Adoption budget will incur all charges.

SITE	1 YEAR
Grade 6	$22,662.00
Grade 7	$22,284.30
Grade 8	$22,039.70
Grade 9	$23,795.10
Grade 10	$21,906.60
Grade 11	$22,662.00
Grade 12	$22,662.00
TOTAL	**$159,011.70**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve McGraw Hill/StudySync ELA renewal as the core digital curriculum for students in grades 6-12 for the 2024-25 school year, in the amount of $159,011.70.

Because learning changes everything.®

QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

CONTACT:

Elizabeth Luaulu
eluaulu@ssfusd.org
(650) 877-8721

VALUE OF ALL MATERIALS	$165,513.03
FREE MATERIALS	($6,501.33)
PRODUCT TOTAL*	**$159,011.70**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$0.00
GRAND TOTAL	**$159,011.70**

SUBSCRIPTION/DIGITAL CONTACT:

Elizabeth Luaulu
eluaulu@ssfusd.org
(650) 877-8721

Comments:

* Price firm for 90 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:
By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	06/28/2024	ACCOUNT NAME: South San Francisco Unif		EXPIRATION DATE:	09/26/2024
QUOTE NUMBER:	JMCCO-06282024103957-001	ACCOUNT #: 247823		PAGE #:	4

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of the Adoption of SAVVAS Digital High and Middle School Math for the 2024-25 School Year

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BACKGROUND:

SAVVAS offers a high-quality mathematics digital program, rigorous, standards-aligned math lessons combine with interactive curriculum design to make math more accessible and personalized for all students.

FISCAL IMPLICATIONS:

Middle Schools	Digits MS 2015 and Pearson ALG 1 MS 2015	$44,985.02
High Schools	Pearson Algebra 1, Geometry, Algebra 2 California Common Core Edition	$59,768.00
	Grand total (shipping & tax)	**$105,395.82**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the adoption of SAVVAS digital high and middle school math for the 2024-25 school year in the amount of $105,395.82.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of Permission for the Regents of the University of Colorado to Provide In-person Workshops During the 2024-25 School Year

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BACKGROUND:

The University of Colorado Institute of Cognitive Science fosters rich scientific interchange across researchers from a broad range of disciplines including Artificial Intelligence, Linguistics, Psychology, Neuroscience, Computer Science, Philosophy, and Education.

The Regents of the University of Colorado will provide secondary staff with in-person workshops on the following dates through the 2024-25 school year:

- 4-day in-person OpenSciEd Launch workshops w/1 facilitator (July 23-26, 2024)
- 1-day in-person OpenSciEd workshop (August 12th or 13th, 2024)
- 3-day in-person OpenSciEd workshop (Sept 2024)
- 1-day in-person OpenSciEd workshop (Nov 1, 2024
- 3-day in-person OpenSciEd workshop (Nov or Dec 2024)
- 1-hour virtual meetings, 1 per month (Aug 2024 – May 2025)

FISCAL IMPLICATIONS:

The total cost for the in-person workshops will not exceed the total of $42,825.00. A Genentech grant will cover the cost of all workshops provided.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Regents of the University of Colorado to provide in-person workshops, in the amount of $42,825.00, for the 2024-25 school year.

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
Ted O, Assistant Superintendent
398 B Street, South San Francisco, CA 94080-4423
(650) 877-8707 / Fax (650) 866-4719

PROFESSIONAL SERVICES AGREEMENT
INDEPENDENT CONTRACTOR / CONSULTANT

This Agreement ("Agreement"), made this 1st day of June, 2024, by and between the South San Francisco Unified School District of San Mateo County, a subdivision of the State of California ("District") and The Regents of the University of Colorado, a duly qualified consultant ("Consultant").

District and Consultant hereby agree as follows:

1. Scope and Description of Services:

   Attached.

2. Agreement Documents:
   The Agreement documents consist of the Agreement for Consultant Services, the following General Provisions, Scope and Description of Services, a completed W-9 (Attachment A), and completed insurance forms.

3. Compensation:

   For the full performance of this agreement, District shall pay the Consultant:

   Consultant's Total Fee: Up to $42,825

   Expenses not to exceed (if any):$42,825

Note: Request for payment must be submitted to the District on the itemized Request for Payment – Professional Services Form (Attachment B).

4. Term of Agreement:
   The term of this Agreement shall be from June 01, 2024 to May 31, 2025 inclusive, subject to the provisions of Section 11 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above. No Agreement is valid until approved by the Board of Trustees.

South San Francisco Unified

Superintendent/Designee

Date of Board Approval: July 18, 2024

Consultant

DocuSigned by:
Rachel Baldwin
DD28E0GFBF3446C...

Sign Here

Name/Title

see W-9

Social Security or IRS Tax ID

GENERAL PROVISIONS

1. Consultant's Representations: District has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant here by agrees that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Consultant's work by District shall not operate as a waiver or release.

2. Status of Consultant: the parties intend that consultant, in performing the services herein specified, shall act as an independent consultant and shall have control of the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, workers' compensation plan, insurance, bonus or similar benefits District provides its employees.

3. Conflict of Interest: Consultant represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. Consultant further represents that in the performance of this Agreement, no person having such interest will be employed. If Consultant participates in the planning, development, or negotiation of a contract for the District, Consultant may not subsequently acquire a financial interest in that contract in violation of Government Code Section 1090. Section 1090 violations include, but are not limited to, entering into a contract to perform any part of a project if Consultant assisted the District in preparing the plans and specifications for that project.

4. Extra (Changed) Work: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive Agreement requirements. Failure of the consultant to secure proper authorization for extra work shall constitute a waiver of any and all rights to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and the Consultant thereafter shall be entitled to no compensation whatsoever for the performance of such work.

5. Nondiscrimination: Consultant shall comply with all applicable federal, state and local laws rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

6. Transfer of Rights: RESERVED.

7. Ownership of Work Product: District shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of all design computations, plans, correspondence or other pertinent data and information gathered or computed by Consultant prior to termination of this Agreement by District or upon completion of the work pursuant to this Agreement.

8. Liability:
Consultant shall be responsible for the negligent acts and omissions of its officers, agents, employees and legal representatives with respect to its obligations under this Agreement. Notwithstanding anything in this Agreement to the contrary, however, the parties understand and agree that the liability for claims and injuries to persons or property arising out of the negligence of the State of Colorado, its departments, institutions, agencies, boards, officials and employees, relating to actions that lie in tort or could lie in tort, is controlled and limited by the Colorado Governmental Immunity Act, Colorado Revised Statute § 24-10-101 et seq. Any provision of this Agreement, whether or not incorporated herein by reference, shall be controlled, limited and otherwise modified so as to limit any liability of the Consultant and the State to the above cited laws.

9. Insurance: With respect to the performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, if any, to maintain insurance, including but not limited to: general liability, automobile liability, and professional liability coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision (Section 8) above. **In addition, Consultant shall provide proof of coverage as specified below.**
   (a) ☐ *Required* / ☑ *Not Required*: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District." (Note: Consultant is not entitled to coverage by District workers' compensation regardless whether policy is required).
   (b) ☐ *Required* / ☑ *Not Required*: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than $1,000,000 per occurrence, $2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent consultant's liability, and personal injury liability.
   (c) ☐ *Required* / ☑ *Not Required*: Automobile liability insurance covering bodily injury and property damage in an amount no less than $300,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.
   (d) ☐ *Required* / ☑ *Non Required*: Professional Liability (errors and Omissions) Insurance for all activities of the consultant arising out of or in connection with this Agreement in an amount no less than $1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This

policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

(e) Documentation: The following documentation shall be submitted to the District:

(1) Properly executed certificates of insurance clearly evidencing all coverages limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.
(2) Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

(f) Policy Obligations: Consultant's obligations shall not be limited by the foregoing insurance requirements.

(g) Material Breach: If Consultant, for any reason, fails to maintain insurance required above, the same shall be deemed a material breach of Agreement. District, at its sole option may terminate this Agreement and obtain damages from the Consultant resulting from the breach. District may purchase such required insurance, and without further notice to Consultant, deduct from sums due to Consultant any costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
ATTN: Accounts Payable

Consultant: University of Colorado Boulder
Address:
City/State/Zip:
Phone:
Fax:
Email: OCGServiceContracts@Colorado.Edu

And when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

11. Termination:

(a) District or Consultant may terminate this Agreement by giving ten (10) calendar days written notice. In the event District elects to terminate the Agreement without cause, it shall pay Consultant for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Consultant shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by District by virtue of any breach of the Agreement by Consultant.

12. Security: By execution of the Agreement/Contract, the Consultant acknowledges that Education Code section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation and school site food-related services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the District determines that the Consultant and Consultant's employees will have limited contact with pupils. In making this determination, the District will consider the totality of the circumstances, including factors such as the length of time the Consultant and Consultant's employees will be on school grounds, whether pupils will be in proximity with the site where the Consultant and Consultant's employees will be working, and whether the Consultant and Consultant's employees will be alone or with others. The District further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) District Determination of Fingerprinting Requirement Application

The District has considered the totality of the circumstances concerning the Project and has determined that the Consultant and Consultant's employees:

☐ are subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph (b) below, is applicable.

☑ are not subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph © below, is applicable.

(b) If the District has determined that fingerprinting is required, the Consultant expressly acknowledges that:

(1) Consultant and all of Consultant's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code section 45125.1.
(2) Consultant shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony.
(3) Consultant shall certify in writing to the Governing Board of the District that none of its employees who may come in contact with students have been convicted of a serious or violent felony.
(4) Consultant shall provide to the Governing Board of the District a list of names of its employees who may come in contact with students. The Consultant is required to fulfill these requirements at its own expense.

(c) Even if the District has determined that fingerprinting is not required, the Consultant expressly acknowledges that the following conditions shall apply to any work performed by the Consultant and/or Consultant's employees on a school site:

(1) Consultant and Consultant's employees shall check in with the school office each day immediately upon arriving at the school site.
(2) Consultant and Consultant's employees shall inform school office staff of their proposed activities and location at the school site.
(3) Once at such location, Consultant and Consultant's employees shall not change locations without contacting the school office.
(4) Consultant and "consultant's employees shall not use student restroom facilities.
(5) If Consultant and/or Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

13. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend performance for which the agreed return has not been received.

14. Taxes, Disclosures, and Expenses: Consultant agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. District will not withhold or set aside any money on

behalf of consultant for federal, state, or social security tax, or unemployment or disability insurance or any other federal or state fund whatsoever. In case District is audited for compliance regarding any applicable taxes, consultant agrees to furnish District with proof of payment of taxes on those earnings.

Consultant agrees to disclose to District if he/she is a retired or current member of STRS or PERS and to disclose to District if he/she is receiving retirement income from either STRS or PERS.

Consultant shall be responsible for all costs and expenses incident to the performance of services, including but not limited to: equipment, supplies, fees, fines, licenses, bonds, or taxes required of or imposed against Consultant. District shall not be responsible for any expenses incurred by Consultant except as provided in Section 3 of this Agreement.

Note: Federal Internal Revenue regulations require District to report all payments to individuals for consultant services.

15. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

16. Choice of Law and Venue: RESERVED.

17. Merger: This writing is intended both as a final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

18. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

19. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.

20. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or a subsequent breach of the same or any other term or promise contained in this Agreement.

21. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall

be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

22. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

23. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

24. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

25. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

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Scope and Description of Services

- 4-day in-person OpenSciEd Launch (B.1) workshop w/ 1 facilitator (July 23-26, 2024) - $13,100
- 1-day in-person OpenSciEd workshop (August 12, 2024 or August 13, 2024) - $4,175
- 3-day in-person OpenSciEd workshop (September 2024) - $10,125
- 1-day in-person OpenSciEd workshop (November 01, 2024) - $4,175
- 3-day in-person OpenSciEd workshop (November or December 2024) - $10,125
- 1-hour virtual meeting, 1 per month August 2024 – May 2025 - $125 each

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: July 18, 2024

RE: Approval of the California College Guidance Initiative (CCGI) for the 2024-25 School Year

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BACKGROUND:

The California College Guidance Initiative (CCGI) provides a data and planning infrastructure that helps to increase postsecondary preparation and attainment for students in California. CCGI shall provide the support for the integration of Education Records and Student Data. Records and student data will be maintained and processed on behalf of the District. CCGI will provide an audit report of a-g course listings to identify discrepancies. Students will be able to auto-populate applications for admission to all CSU campuses with course data from their accounts.

CCGI will notify SSFUSD within 90 days in the event that funding from the State of California is reduced or discontinued.

FISCAL IMPLICATIONS:

CCGI will provide the services to SSFUSD free of charge as long as CCGI continues to receive State funding.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with CCGI for the 2024-25 school year moving forward, until and unless terminated by the State of California.

K-12 DATA SHARING AND SERVICES PARTNERSHIP AGREEMENT

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
On behalf of:
The California College Guidance Initiative

And

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Agreement No. 00008877

This K-12 Data Sharing and Services Partnership Agreement ("Agreement") is entered into by and between the Foundation for California Community Colleges, a nonprofit 501(c)(3) organization ("Foundation"), on behalf of the California College Guidance Initiative ("CCGI"), and the **SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT** ("Local Educational Agency" or "LEA"), collectively ("Parties") to set forth the roles and responsibilities of the Parties related to LEA's uploading of its students' Education Records to www.CaliforniaColleges.edu ("CaliforniaColleges Website") and Foundation's provision of account support services on the CaliforniaColleges Website, the state of California's official college and career planning platform. The Parties understand and intend that CCGI be designated as an outsourced provider of institutional services and a "school official" with legitimate educational interests in such Educational Records as described in 34 C.F.R. 99.31(a).

I. DEFINITIONS

The following capitalized terms when used in this Agreement shall have the meanings ascribed to them respectively, in this Definitions section, unless such term is otherwise expressly defined in this Agreement.

"Agreement" shall have the meaning set forth in the preamble above and includes all linked addenda, schedules, and other attachments hereto (see below), as each may be amended from time to time to align CCGI's practices with California state policy, institutional policies of the public college systems in California and the California Student Aid Commission, and to update improvements in CCGI's security practices. Amendments to the addenda, schedules, and other attachments linked below will only take effect upon thirty (30) days' notice to LEA. Should there be any conflict between the terms of this K-12 Data Sharing and Services Partnership Agreement and any other terms linked below, this K-12 Data Sharing and Services Partnership Agreement shall take precedence, any other conflicts shall follow the following order of precedence: (1) Terms and Conditions of Partnership, (2) Data Privacy and Security Addendum, (3) Data File Specifications, available at https://www.cacollegeguidance.org/tcp/. The Data File Specifications provide instructions for uploading Student Data onto the California Colleges Website.

Terms and Conditions of Partnership
Data Privacy and Security Addendum
Data File Specifications

"CaliforniaColleges Website" shall mean the website located at www.CaliforniaColleges.edu. The Foundation is responsible for directly contracting and compensating a third-party technology vendor ("Vendor") for the continued operation and maintenance of www.CaliforniaColleges.edu under a separate agreement. Information describing the current Vendor can be found in the **Data Privacy and Security Addendum**, which is incorporated by reference. This definition shall also include any successor website performing the same function as www.CaliforniaColleges.edu.

"Education Record" shall have the meaning as set forth in 34 CFR §99.3 or under applicable state law. Education Records are those records that directly relate to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. The term Education Record shall not include records that are otherwise excluded under 34 CFR §99.3 or applicable state laws.

"Student Data" shall mean any information (a) contained in a student's Education Record maintained by or for the LEA and provided to the CaliforniaColleges Website by an employee or agent of the LEA; or (b) acquired directly from a student or parent/legal guardian of the student through the use of the CaliforniaColleges Website, as assigned to the student or parent/legal guardian by LEA. Student Data does not include information created by a student, including, but not limited to: college lists, career assessment results, portfolios, creative writing, photographs, and account information that enables ongoing ownership of that information which is governed by CaliforniaColleges Website privacy policy.

II. TERM AND TERMINATION

A. Term. This Agreement will be deemed to be effective as of the date the Agreement is fully executed by all signatories to the Agreement and will continue until terminated by either Party. No fees will be assessed under this Agreement while CCGI continues to be the provider of operational tools for the State of California.

B. Termination for Convenience. The Parties shall have the right to terminate this Agreement for any reason or no reason, without penalty, at any time by providing the other with written notice of termination in accordance with Section V of this Agreement at least sixty (60) calendar days in advance of the Termination Date. However, it is mutually understood and agreed that if the Foundation does not receive sufficient funding from the State of California to provide the Services described in this Agreement, Foundation may without penalty, terminate this Agreement by providing LEA with written notice of termination in accordance with Section V of this Agreement at least forty-five (45) calendar days in advance of the Termination Date.

III. DISTRICT RESPONSIBILITIES

A. Data Sharing

1. LEA shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student Data, including but not limited to those identified and discussed in the **Data Privacy and Security Addendum** attached at https://www.cacollegeguidance.org/tcp/ and hereby incorporated by reference.
2. LEA shall upload course catalog files at least once a year to enable the use of academic planning tools by a student planning coursework at a high school operated by LEA.
3. LEA agrees to verify accuracy of courses entered by LEA into the University of California ("UC") Course Management Portal ("CMP") at the UC Office of the President.
4. LEA agrees to upload Education Records, in accordance with the **Data File Specifications**, attached at https://www.cacollegeguidance.org/tcp/, and hereby incorporated by reference. In alignment with state policy and/or to evolve functionality that serves students in the planning for and transition to college, the Data File Specifications may be iterated over time and additional optional fields may be added to the Data File Specifications. LEA data may be submitted via sFTP or an API if available.
    a. LEA agrees to provide a centralized upload (not school site by school site) of Education Records from the local Student Information System ("SIS") into the CaliforniaColleges Website or an FTP server, both hosted by Amazon Web Services, using a standard data format with naming conventions and using a pre-defined protocol. If CCGI has an API integration with LEA's SIS provider, data may alternatively be shared via said API.

B. Implementation

1. LEA shall make staff, appropriate technology resources, and space available for ongoing professional development and user support.

2. LEA agrees to collaborate with Foundation staff to provide both individual user experience and technical feedback in order to improve implementation for all users.
3. LEA agrees to identify a point of contact to (1) assist the Foundation during implementation phase; and (2) navigate or immediately report any issues regarding availability of the CaliforniaColleges Website.
4. LEA is responsible for identifying and maintaining which educators at the LEA are provided accounts on the California Colleges Website. To do so LEA is responsible for compliance with Section I of the Terms and Conditions of Partnership, "Educator Account Creation, Authorization, and Maintenance" attached at https://www.cacollegeguidance.org/tcp/ and hereby incorporated by reference.

IV. FOUNDATION RESPONSIBILITIES

A. Technical and Service Level Support. The CaliforniaColleges Website is operated and maintained by Vendor. Service level support for the CaliforniaColleges Website is provided directly by Vendor. LEA should reach out to operations@californiacolleges.edu in order to facilitate communication with Vendor regarding technical issues with CaliforniaColleges Website.

B. Fees and Payments for Services. Foundation will provide the Services under this Agreement to LEA free of charge while Foundation continues to receive funding from the State of California. In the event that funding from the State of California is not sustained in future years, the Parties understand that the Foundation may assess and charge a fee for services provided to the LEA. In the event a fee is assessed, this Agreement will be amended, in writing, to affect that arrangement. Foundation shall provide LEA with a 45-day notice if funding from the State of California is reduced or discontinued.

C. Scope of Services. "Services" means the services and support offered by Foundation under this Agreement or on the CaliforniaColleges Website.

1. Foundation shall provide the necessary support for the integration of Education Records and Student Data into individual student accounts on the CaliforniaColleges Website. Foundation agrees to cooperate with representatives from the LEA to ensure the data is properly uploaded in accordance with the requirements and instructions as more fully set forth and incorporated herein as **Data File Specification** available at https://www.cacollegeguidance.org/tcp/ to this Agreement.
2. CCGI shall maintain and process Education Records and Student Data on behalf of the LEA in a manner that meets the standards of the California Community Colleges, California State University ("CSU"), California Student Aid Commission ("CSAC"), and UC systems for verified transcript data.
3. Foundation will provide an audit report of LEA's a-g course listings in the UC CMP database to identify discrepancies. Foundation agrees to provide technical assistance, guidance, and support to LEA staff for purposes of reconciliation of any identified discrepancies.
4. Foundation shall provide access to CSU and UC eligibility analyses, both individual student reports and aggregate tracking and reporting capability for counselors.
5. Foundation shall provide students with the ability to launch their application to the California Community Colleges using the CCCApply platform in a manner that tracks submission on the CaliforniaColleges Website.
6. Foundation shall provide students with the ability to auto-populate applications for admission to all CSU campuses with course data from their individual account on the CaliforniaColleges Website, when such data matches to the CMP at the UC Office of the President, and which enables students, their parent/guardian, educators in their school, and LEA to track application submission.
7. Foundation shall provide students with the ability to launch their application for admission to the UC using the UC application in a manner that tracks submission on the CaliforniaColleges Website. Additionally, beginning fall of 2024, students will have the ability to auto-populate course data into their UC application.
8. Foundation shall provide students with the ability to initiate their Free Application for Federal Student Aid ("FAFSA") from within the CaliforniaColleges.edu, in a manner that allows students, their parent/guardian, educators at their school site, and LEA to track the launch of this application and

which enables CCGI to provide CSAC with information that supports the Cal-grant eligibility determination process.

9. Foundation shall provide students with the ability to launch additional college and financial aid applications, as they may become available, as additional institutions develop articulation agreements with CCGI.
10. Foundation shall provide the following support for LEA:
    a) Technical assistance to support alignment between LEA's a-g course list in the UC CMP and the LEA SIS.
    b) Training opportunities.
    c) Implementation planning and support for strategic goal setting.
    d) User support to respond to student, educator, or parent/guardian questions or other inquiries.

V. NOTICE

Any request, notice or other communication by either Party shall be given in writing and shall be deemed given when actually delivered physically or via electronic mail to the addresses specified below:

CCGI:
Name: Contracts Manager
Email: ccgicontracts@californiacolleges.edu
Mailing Address:
Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95811

LEA:
Name: Marianne Hew
Email: mhew@ssfusd.org
Mailing Address:
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

THE PARTIES HEREBY EXECUTE THIS AGREEMENT

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT	**FOUNDATION/CCGI**
By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

Sabrina Yacoub, Director of Special Education and Pupil Personnel

DATE: July 18, 2024

RE: Approval of the Leader Services Agreement for the 2024-25 School Year

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BACKGROUND:

One way the federal government helps financially support Special Education is through Medi-Cal billing reimbursements for the following related provider assessment and services provided by the following related providers:

- School Psychologists
- Mental Health providers
- Speech and Language therapists
- Occupational Therapists
- Physical Therapists
- Specialized Health Care services

In order to access funds, providers must present evidence of services and submit through a Medi-Cal authorized provider for submission of request for reimbursement of services.

This contract is to authorize SSFUSD to continue working with Leader Services, which has been the District's LEA provider since before 2019.

FISCAL IMPLICATIONS:

Claims processing fee schedule as indicated on contract:

- 10.0% for first $500,000 in annual Interim Approved Claims

- 9.5% for second $500,000 in annual Interim Approved Claims
- 9.0% for everything above $1,000,000 in annual Interim Approved Claims

Consultant fees are $125.00 per hour billable in half (1/2) hour increments.

Charges incurred will be paid via the Medi-Cal grant.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve an agreement with Leader Services for the Special Education department to continue with this program for Medi-Cal billing reimbursements, for the 2024-25 school year.

SERVICES AGREEMENT

This Agreement made and entered this_____, 2024 between South San Francisco Unified School District (hereinafter referred to as the **"CLIENT"**) having an address at 398 B Street, South San Francisco, California, 94080 and LDP, Inc., d/b/a Leader Services (hereinafter referred to as "**LEADER**") having an office at 75 Kiwanis Blvd., West Hazleton, Pennsylvania 18202.

The parties hereto agree that **LEADER** will provide Medi-Cal LEA Billing Option Claiming Services to **CLIENT**. If **CLIENT** enters into subcontract agreements with other organizations for the purpose of incorporating their claiming with that of **CLIENT**, all terms and conditions of this Agreement will be binding for **CLIENT** and **CLIENT** will hold **LEADER** harmless from claims by its subcontracting organizations. **CLIENT** will inform **LEADER** within fourteen (14) days after **CLIENT** has entered into or terminated a contract with another organization.

1. COMMENCEMENT, DURATION AND TERMINATION OF SERVICES

This Agreement will be effective for twelve (12) consecutive months commencing on July 1, 2024 and ending June 30, 2025 for preparing claims for **CLIENT**. Claims will be submitted on a weekly basis.

This Agreement will automatically renew for additional periods of twelve (12) months up to a maximum of five (5) years as authorized by Education Code Section 17596 unless one party has provided written notice of cancellation to the other party not less than ninety (90) days prior to the renewal date.

2. CLAIMS PROCESSING FEE SCHEDULE

- **10.0% for first $500,000 in annual Interim Approved Claims**
- **9.5% for second $500,000 in annual Interim Approved Claims**
- **9.0% for everything above $1,000,000 in annual Interim Approved Claims**

Billing fee schedule is enclosed at the end of this agreement. LEADER's claim processing fee will not exceed 10% of approved DHCS revenue.

LEADER shall invoice **CLIENT** each month that Medi-Cal payments are received by **CLIENT. LEADER** shall provide a report indicating which claims were submitted and processed for payment to **CLIENT** and the corresponding service fee charged by **LEADER**.

3. CONSULTANT FEE SCHEDULE

LEADER shall provide additional professional consultant services related to the Random Moment Time Survey (RMTS) model, necessary for the proper administration of the **CLIENT'S** LEA BOP at the **CLIENT'S** request.

Consultant fees are $125.00 per hour billable in half (1/2) hour increments. On-site consulting fees are available at a rate of $125.00 per hour with a minimum of two hours, plus $125 an hour travel time and actual cost of any meals or lodging for required overnight stays.

4. LATE FEES

CLIENT agrees to issue payment to LEADER within 30 calendar days of receipt of invoice to **LEADER. CLIENT** will incur a late fee of one and a half percent (1.5%) per month or any part thereof, or the maximum fee allowed by law (18% per year), whichever is less, on any invoiced amount unpaid after sixty (60) days.

5. OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed by **LEADER** in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between **LEADER** and **CLIENT**, the sole and exclusive property of **LEADER**.

CLIENT agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession.

6. CONFIDENTIALITY OF DATA

The parties agree that, because of the sensitive nature of data and in view of the proprietary nature of business information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each party's confidence. Each party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other party will be held in confidence and each party agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other party.

The parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision will be wholly inadequate to fully compensate the aggrieved party and therefore the aggrieved party will be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

LEADER, as both a Covered Entity and Business Associate of **CLIENT**, agrees to adhere to all HIPAA and FERPA requirements related to the electronic transmission of data, privacy and security.

7. INPUT DATA

Accurate, complete, and correct data necessary for **LEADER** to perform its services hereunder will be the sole responsibility of **CLIENT**. **LEADER** will not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by **CLIENT.**

LEADER will be responsible for the input of all information given to **LEADER** by **CLIENT** in a reasonably accurate, complete and correct form provided same is provided to **LEADER** by **CLIENT**. Any errors, mistakes or liability in connection with the failure of **LEADER** to input such data, provided such data has been accurately, completely and correctly transmitted to **LEADER**, will be the sole responsibility of **LEADER** and will be corrected by **LEADER**.

8. LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES

LEADER will not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this Agreement resulting from any cause beyond the reasonable control of **LEADER**. **LEADER's** liability, under this Agreement, is limited to the amount paid by client for the services under this Agreement. **LEADER** will not be liable for any indirect, consequential, or incidental damages arising out of this Agreement.

9. OPERATING PROCEDURES

LEADER will be responsible for the processing of all those claims for services rendered by **CLIENT** and its employees, which have been turned over to **LEADER** for processing.

LEADER agrees to:

Provide training, continuing education, and forms required by **CLIENT** staff for the preparation of data required for the submission of the claims to Medi-Cal.

Provide a web application for the entry of billing service transactions by CLIENT staff (STaR).

Maintain knowledge of current billing procedures, rules, and laws for California's Medi-Cal LEA Billing Option claiming program. Maintain knowledge of the Centers of Medicare and Medicaid Services (CMS), formerly HCFA, guidelines as they pertain to the provision of services under this Agreement.

Establish and maintain procedures for the timely preparation of claims to Medi-Cal. This includes setting time schedules that must be adhered to by **CLIENT's** staff.

Provide monthly management reports to **CLIENT** as support for the claims submitted to Medi-Cal. Prepare and submit weekly claims to Medi-Cal for payment.

Assign an account manager to provide technical assistance to **CLIENT** with gathering and maintaining data required for claiming. The account manager will provide all program support to **CLIENT** and will direct other **LEADER** resources to **CLIENT** as required. The account manager will coordinate all training and on-site support activities for **CLIENT**.

Assist and prepare the Cost and Reimbursement Comparison Schedule (CRCS) report at no charge while a current client.

CLIENT agrees to:

Provide **LEADER**, on a timely basis, all forms and documentation in a manner prescribed by **LEADER** and as required for the successful preparation and submission of claims.

Arrange for **CLIENT** staff to attend mandatory training sessions related to forms completion. Oversee the completion of forms by staff.

Provide a contact person who will serve as coordinator for all **CLIENT** activities. This person will work directly with **LEADER's** account manager.

Notify **LEADER** of any errors and/or omissions in information sent to **LEADER** so that **LEADER** may process a claim adjustment for submission to Medi-Cal.

10. **GENERAL**

a) **ENTIRE AGREEMENT** - This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.

b) **SUCCESSORS** - This Agreement will be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective parties hereto. Each party agrees that there are no third party beneficiaries to this Agreement. Neither party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.

c) **ATTORNEYS** - In the event that either **LEADER** or **CLIENT** commences a legal proceeding, each party will pay their own attorney's fees.

d) **SEVERABILITY -** In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of any federal, state or local government, such term or provision will be deemed severed from this Agreement and the remaining terms and provisions will remain unaffected thereby.

e) **NOTICES** - Any notice sent pursuant to this Agreement will be sent by certified mail to the parties at their respective addresses.

f) **STATE LAW** - This Agreement will be governed by and construed in accordance with the laws of California.

g) **SURVIVAL OF NON-DISCLOSURE OBLIGATION** - The obligation of non-disclosure and confidentiality recited in this Agreement will survive the termination of this Agreement and will be in full force and effect notwithstanding such expiration or termination.

h) **ANTI-FRAUD AND ABUSE** - Notwithstanding anything to the contrary herein this Agreement will be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare/Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations or interpretations, then the provision in question or this entire Agreement, if necessary, will be automatically void and of no effect whatsoever.

i) **DESCRIPTIVE HEADINGS** - The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

11. **EQUAL EMPLOYMENT OPPORTUNITY**

It is and has been the policy of **LEADER** to provide equal employment and individual opportunity to all job applicants and employees without regard to race, color, religion, sex, age, national origin, veteran or disability status. It is **LEADER**'s policy not to violate Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or any other local, state or federal law, regulation or ordinance prohibiting discrimination in employment.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year below written.

SOUTH SAN FRANCISCO USD		**LEADER SERVICES**	
By:	_____	**By:**	_____
Name:	_____	**Name:**	Charles J. Mason, Jr.
Title:	_____	**Title:**	President
Date:	_____	**Date:**	5/23/2024

Leader Services' LEA Billing Options Fee Schedule - July 1, 2024

Type of Service	Rate
IEP/IFSP Initial/Triennial Audiologist Assessment	$13.14
IEP/IFSP Amended/Annual Audiologist Assessment	$9.86
IEP/IFSP Hearing Check - Fitting/Orientation/Checking of Hearing Aid	$3.83
IEP, IFSP, IHSP Initial Audiology Treatment Service (**)	$6.02
IEP, IFSP, IHSP Additional Audiology Treatment Service (*)	$1.64
IEP/IFSP Initial/Triennial Nursing Assessment	$9.03
IEP/IFSP Amended/Annual Nursing Assessment	$5.16
IEP/IFSP Initial/Triennial Health/Nutrition Assessment (*)	$1.29
IEP/IFSP Annual/Amended Health/Nutrition Assessment (*)	$1.29
IEP, IFSP, IHSP Nutritional Counseling/Dietician Visit (*)	$1.29
IEP, IFSP, IHSP, Nursing Services (RN) (*)	$1.29
IEP, IFSP, IHSP Nursing Services (LVN) (*)	$0.66
IEP, IFSP, IHSP, School Health Aide Services (*)	$0.57
IEP/IFSP Initial/Triennial Physical Therapy Assessment	$15.61
IEP/IFSP Amended/Annual Physical Therapy Assessment	$10.84
IEP, IFSP, IHSP Initial (Individual) Physical Therapy (**)	$4.34
IEP, IFSP, IHSP Additional (Individual) Physical Therapy (*)	$1.35
IEP, IFSP, IHSP Initial (Group) Physical Therapy (**)	$1.45
IEP, IFSP, IHSP Additional (Group) Physical Therapy (*)	$0.45
IEP/IFSP Initial/Triennial Psychologist Assessment	$33.16
IEP/IFSP Annual/Amended Psychologist Assessment	$11.05
IEP/IFSP Initial/Triennial IEP/IFSP Psychosocial Status Assessment (*)	$1.23
IEP/IFSP Amended/Annual Psychosocial Status Assessment (*)	$1.23
IEP, IFSP, IHSP, Initial Individual Psychology/Counseling Treatment Service (**)	$5.07
IEP, IFSP, IHSP, Additional Individual Psychology/Counseling Treatment Service (*)	$1.38
IEP, IFSP, IHSP, Initial Group Psychology/Counseling Treatment Service (**)	$1.12
IEP, IFSP, IHSP, Additional Group Psychology/Counseling Treatment Service (*)	$0.23
IEP/IFSP Initial/Triennial Occupational Therapy Assessment	$15.17
IEP/IFSP Amended/Annual Occupational Therapy Assessment	$10.54
IEP, IFSP, IHSP Initial (Individual) Occupational Therapy (**)	$5.00
IEP, IFSP, IHSP Additional (Individual) Occupational Therapy (*)	$1.32
IEP, IFSP, IHSP Initial (Group) Occupational Therapy (**)	$1.67
IEP, IFSP, IHSP Additional (Group) Occupational Therapy (*)	$0.44
IEP/IFSP/IHSP Orientation and Mobility Assessment (*)	$1.32
IEP/IFSP/IHSP Orientation and Mobility Treatment (*)	$1.32
IEP/IFSP/IHSP Respiratory Care Assessment (*)	$1.29
IEP/IFSP/IHSP Respiratory Therapy Service (*)	$1.29
IEP/IFSP Speech Assessment (Behavioral and Qualitative Analysis of Voice Resonance)	$3.60
IEP/IFSP Speech Assessment (Evaluation of Sound Production)	$3.60
IEP/IFSP Speech Assessment (Evaluation of Sound Production, with language comprehension)	$7.20
IEP/IFSP Speech Assessment (Evaluation of Speech Fluency)	$4.20
IEP/IFSP/IHSP Individual Speech Therapy Treatment Services (**)	$4.55
IEP/IFSP/IHSP Individual Additional Speech Therapy Treatment Services (*)	$1.36
IEP/IFSP/IHSP Group Speech Therapy Treatment Services (**)	$1.67
IEP/IFSP/IHSP Group Additional Speech Therapy Treatment Services (*)	$0.45
Non-IEP Psychosocial Status Assessment/Re-Assessment (*)	$1.38
Non-IEP/IFSP Developmental Assessment(*)	$1.35
Non-IEP/IFSP Health Education/Anticipatory Guidance Assessment/Re-Assessment (*)	$1.38
Non-IEP/IFSP Health/Nutritional-Initial Health/Behavioral Assessment (*)	$1.29
Non-IEP/IFSP Hearing Assessment	$9.65
Non-IEP/IFSP Vision Assessment	$0.46
IEP/IFSP Medical Transportation one-way	$1.11
IEP/IFSP Ground Mileage (Per Mile)	$0.08

Effective as of July 1, 2024
*Billed in 15 minute time increments
*Billed in 15-45 continuous minutes
CRCS Reimbursements will not exceed 10% of the DHCS approved revenue

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: July 18, 2024

RE: Approval of the Teacher Induction (BTSA) Program – San Mateo County Office of Education (SMCOE) Agreement for 2024-25

BACKGROUND:

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

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

FISCAL IMPLICATIONS:

The total contract cost is expected to be approximately $54,500; however, this number may be slightly more or less depending on the total number of Special Education teachers needing Teacher Induction (BTSA) support during the 2024-25 school year.

RECOMMENDATION:

It is recommended that the South San Francisco Board of Trustees approve the SMCOE Teacher Induction (BTSA) agreement for the 2024-25 school year.

SAN MATEO COUNTY OFFICE OF EDUCATION

Teacher Induction Agreement
2024-2025

A. General

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and South San Francisco Unified District, to implement the San Mateo County Teacher Induction Program ("SMCTIP").

B. Parameters

1. The effective date of this Agreement is between July 1, 2024 and June 30, 2025.

C. Purpose

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

○ **Yes** **or** ☒ **No** General Education (MS/SS)
☒ **Yes** **or** ○ **No** Education Specialist

D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:

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

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

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

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

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

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

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

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

2. The District agrees to the following:

a) Pay **$2,750** per Teacher Induction Candidate to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than May 30, 2025.

b) In the event that a Teacher Induction Candidate leaves the District employment before mid-semester break (January 31, 2025), the District will be charged only **$1,375** for that teacher.

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

○ **Yes** or ○ **No**: District agrees to hire a Mentor according to program guidelines for each Teacher Induction Candidate (Teacher).

○ **Yes** or ○ **No:** General Education (MS/SS)

○ **Yes** or ○ **No:** Education Specialist **or:**

○ **Yes** or ○ **No**: District agrees to have the SMCTIP hire the Mentor and pay an additional charge of **$2,500** per Teacher Induction Candidate (Teacher).

○ **Yes** or ○ **No:** General Education (MS/SS)

○ **Yes** or ○ **No:** Education Specialist

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

e) Ensure that all Teacher Induction Candidates complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2024; whichever is sooner.

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

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

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

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

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

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

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

3. The Teacher Induction Candidate agrees to the following:

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

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

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

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

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

4. The Mentor will:

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

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

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

E. Other Conditions

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

2. HOLD HARMLESS. Teacher Induction Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.

3. MODIFICATION OR ASSIGNMENT. This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS	**South San Francisco Unified District**
_____	_____
Signature	Signature
Kevin Bultema, Deputy Superintendent	_____
Name/Title	Name/Title
_____	_____
Date	Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of the Expanded Learning Opportunity Program (ELOP) MOU's/Agreements for 2024-25

BACKGROUND:

The State of California created the Expanded Learning Opportunity Program (ELOP) to assist families with before and after care for eligible students in grades TK/K - 6. SSFUSD will be partnering with the following community organizations to provide after care for eligible students from approximately 1:30 p.m. - 6:00 p.m. for TK/K students and approximately 3:00 p.m. - 6:00 p.m. for students in grades 1 - 5 for up to 210 days starting on August 15, 2024.

Each community organization (SSFUSD - DEDAP, City of SSF - Parks and Recreation, Boys and Girls Club - Peninsula, CAM EDU, City of Daly City, and Right at School) has submitted their MOU/agreement for approval for the 2024-25 school year.

City of Daly City
Right at School
Boy and Girls Club - Peninsula
CAMEdu
City of SSF
DEDAP - SSFUSD

FISCAL IMPLICATIONS:

In the 2024-25 school year, the State of California has allocated approximately $3,406,078 to SSFUSD for ELOP eligible students and programs. SSFUSD will

use the allocation from the State to cover the cost per student for all eligible ELOP students as long as space is available in the community program.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Expanded Learning Opportunity Program (MOU's/agreements) for the 2024-25 school year.

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: July 18, 2024

RE: Approval of the Proposition 28 Annual Report for 2023-24

BACKGROUND:

This memo presents the annual report for Proposition 28 funding allocated for arts and music education in the South San Francisco Unified School District (SSFUSD) for the fiscal year 2023-24. Prop 28 provides annual funding to assist school districts/schools in creating and/or expanding Dance, Media Arts, Music, Theatre, and Visual Arts programs. Prop 28 requires school districts/schools to spend the funds in the following manner:

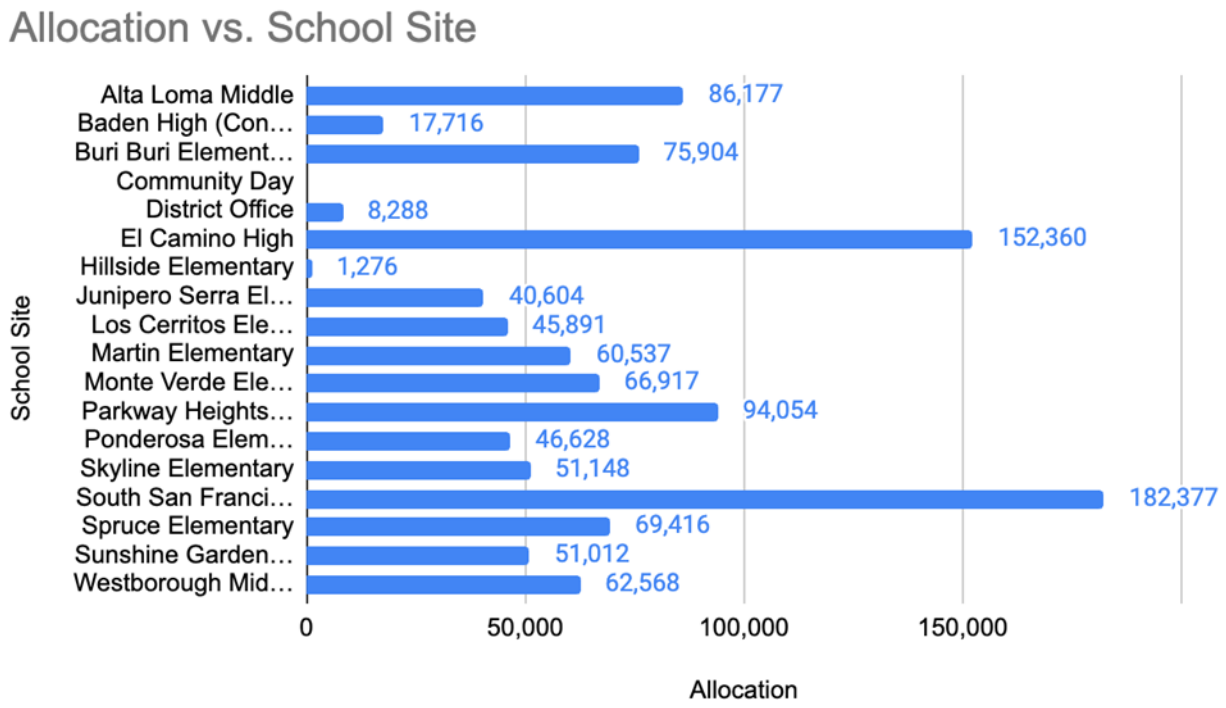
- At least **80% of the funds are restricted to certified or classified school district employees** to provide arts education instruction.

- Up to 20% are for arts education support, including training, supplies, materials, and arts educational partnership programs.
    - Up to 1% of total funds are allowable for LEA administrative costs to implement the proposition.

SSFUSD did not expend any Prop 28 funds in the 2023-24 school year. School sites are in the process of making a Prop 28 implementation plan which will be included in their 2024-25 SPSA's. School sites have until July 2026 to spend the funds.

FISCAL IMPLICATIONS

SSFUSD has been allocated $1,112,873 for the 2023-24 school year. Below is a breakdown by school site.



RECOMMENDATION

It is recommended that the South San Francisco Unified School Board of Trustees approve the Proposition 28 Annual Report for 2023-24.

Proposition 28: Arts and Music in Schools Funding Annual Report

Fiscal Year 2023-24

Name: South San Francisco Unified
CDS Code: 4169070-0000000
Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

SSFUSD did not use any Prop 28 funds during the 2023 - 2024 school year.

2. Number of full-time equivalent teachers (certificated).	0.0
3. Number of full-time equivalent personnel (classified).	0.0
4. Number of full-time equivalent teaching aides.	0.0
5. Number of students served.	0
6. Number of school sites providing arts education.	0
Date of Approval by Governing Board/Body	7/18/2024 12:00:00 AM

Annual Report Data URL

https://www8.cde.ca.gov/ams/AnnualReport

Submission Date 7/2/2024 10:04:46 AM

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: July 18, 2024

RE: Approval of Coordinator of Special Education Pre-K Programs Position and Job Description

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BACKGROUND:

SSFUSD is committed to providing quality special education services for our Pre-K age students.

The purpose of the **Coordinator of Special Education Pre-K Programs position** is to oversee the development, implementation, and assessment of the District's Special Education Pre-K age programs, ensuring all legal obligations and timelines under IDEA, both part B and part C, are implemented with fidelity and that our programs provide a safe, inclusive, and engaging learning environment. The Coordinator will oversee all Pre-K programs under Special Education.

FISCAL IMPLICATIONS:

This position will be placed on the certificated management salary schedule; 1CM222 - $134,739 - $160,884.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the new position and job description for the Coordinator of Special Education Pre-K programs.

CLASS TITLE: Special Education PreK Programs Coordinator

Employment Term: Annual certificated contract (1.0FTE) (222 days)(1CM222 - $134,739 - $160,884)

PURPOSE:

- Under the direct supervision of the Director of Special Education, the Special Education Coordinator's purpose is to ensure students have the academic and social-emotional support services they need in order to achieve their highest potential and their teachers have the tools they need to do this work.

RESPONSIBILITIES AND DUTIES:

Compliance & IEP Related

1. Meditate compliance complaints and due process legal challenges brought by parents regarding special education implementation services and the IEP process.
2. Facilitate effective communication between individuals with exceptional needs, parents, general education classroom teachers, special education teachers, agencies, administrators, support personnel, para-professionals and regular peer populations.
3. Attend meetings and conferences to keep current with the latest developments in special education and present these to instructional staff.
4. Participate in State and County level special education organizations, committees and task forces to maintain knowledge base of current trends and research in the field.
5. Coordinates the on-going development and revision of the special education handbook and website.
6. Reviews IEPs for quality standards with the special education staff. Monitors for compliance on SEIS and IEP oversight.

Instructional Support

7. Observe and consult with special education teachers, plan instructional programs, coordinate curricular resources and assess program effectiveness of special education programs.
8. Supporting planning and provide staff development in:
    a. Multidisciplinary assessment, placement and development/review of Individual Educational Plans.
    b. Academic and non-academic needs of individuals with exceptional needs in the least restrictive environment. Support staff implementation of evidenced based practices in alignment with district initiatives.
    c. Consultation skills and regular education/special education collaboration.
    d. Role and responsibilities of instructional assistants.
    e. Parent education and partnership in education.
    f. State and Federal compliance, parents' rights and due process procedures.
    g. Other areas of need as identified

Program Oversight

9. Assists Program Specialists, School Psychologists, Speech Language Pathologists and other district support staff in providing best practice services to schools.
10. Works with program specialists on projects and transition planning for students
11. Conducts on-site annual review and assists in follow-up and monitoring of student progress.
12. Observe and consult with special education teachers and related providers, plan instructional programs, coordinate curricular resources and assess program effectiveness of special education PreK programs.
13. Assists in developing class lists, projections and teacher assignments for special education.
14. Monitor enrollments in special education programs.

15. Support related provider teams.
16. Support state and federal continued improvement monitoring process and actions.
17. Assists in the evaluation of special education program effectiveness.
18. Assists in recruitment, selection and recommendation for hiring of special education teachers.
19. Participate and facilitate in program improvement meetings, board presentations and parent advisory groups.

20. Performs other duties as assigned by the Director of Special Education

KNOWLEDGE AND SKILLS

- Knowledge and ability to communicate federal and state laws and procedures, codes, regulations and requirements pertaining to areas of assigned responsibility for special education.
- Special Education law, legal issues, curriculum development, and instructional strategies
- Ability to interpret and apply policies and procedures.
- Principles, practices, methods, and techniques applicable to Special Education and SELPAs
- Knowledge of methods to collect, assemble and analyze data, prepare reports, and monitor progress.
- Knowledge of principles, practices, methods and strategies applicable to special education curriculum development and strategies for implementation.
- Establish effective working relationships with staff, district personnel, other agencies and the public.
- Ability to observe individuals and environments; facilitate and participate in-group processes; prepare written documents; address large and small groups; provide feedback, recommendations and implement strategies.
- Ability to deliver engaging, meaningful, and actionable professional development to teachers.
- Excellent skills in time management and multitasking.

QUALIFICATIONS

- 5 years experience in special education administration
- Valid California Education Specialist or equivalent Special Education Credential, as well as an Administrative Credential is required.
- MA in Special Education

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: July 18, 2024

RE: Approval of New or Revised Course Proposals for the 2024-25 School Years

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The following courses are submitted to the Board of Trustees for consideration and approval for implementation:

Course	New or Revised	Site(s) offered
Peer Counseling	New	ECHS
Health Sciences 2	New	ECHS
Psychology (year-long)	Revised	ECHS and SSFHS

Each course is presented below with background information including an overview of course content, audience, and monitoring in the following pages. 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 master schedule and staffing, and how students would be supported to access and successfully complete the course.

1. Peer Counseling

BACKGROUND:

As part of the District's efforts to increase access to mental health services and supports, SSFUSD school teams have been exploring options for and developing Peer Counseling-type programs at our middle and high schools. These efforts

are supported by funding through the School Behavioral Health Incentive Program (SBHIP) grant. In the 2023-24 school year, South San Francisco High School piloted a course with staff who had previous experience teaching the course, and Westborough Middle School piloted a course based on an existing program in another school district. El Camino High School started recruiting a teacher and developing the course to offer for the 2024-25 school year. Planning discussions will continue in 2024-25 for Alta Loma and Parkway Heights Middle Schools and Baden High School.

Course Description

The goal of this year-long class is to train students in communication techniques and core counseling skills used to provide peer socio-emotional support and intervention. Peer counselors will learn skills in decision-making, problem solving, conflict resolution, ethics and confidentiality, active listening, emotional regulation and coping strategies, and other counseling and self-care strategies. Peer counselors will reflect on their own culture, relationships, environment, and experiences that shape them to foster empathy and understanding in their work with their peers. Peer counselors will also act as mental health ambassadors on campus that will help organize events and education around anti-bullying, substance use prevention, and mental health awareness among other wellness-related topics.

FISCAL IMPLICATIONS:

- Teacher and counselor professional development
- Textbooks: $1,400 for class set and teacher resource materials
- Staffing - 0.2 FTE for the 2024-25 school year (1 section)

In addition to the general fund allocation to support these sections, SBHIP grant funds will be used to fund professional development and purchase supplies and equipment requested by the teacher and counselor.

Potential Impact

For the 2024-25 school year, El Camino High School will be offering this course for the first time. South San Francisco High School is developing the course of study for a similar course they piloted during the 2023-24 school year and will offer again in 2024-25. These courses are part of SSFUSD's Wellness Program development supported by the SBHIP grant, and are designed to include student voice and leadership opportunities on campus. Offering this course as a UC-approved "g" elective course will also positively impact our overall UC/CSU a-g rate and college and career readiness.

Monitoring Progress and Effectiveness

The viability of the program will be monitored with both quantitative and qualitative data including course enrollments and completions, campus climate

surveys and assessments, counseling program data, and student and teacher feedback.

2. Health Sciences 2

BACKGROUND:

This Career Technical Education program course is the first course in a new pathway for El Camino High School, in the Health Sciences and Medical Technology industry sector. In a survey administered to SSFHS and ECHS students two years ago, one of the top three CTE industry sectors and pathway of interest was Health Sciences and Medical Technology, specifically Patient Care. Providing students with a foundation of human anatomy and physiology that is targeted towards the health sciences and medicine career paths, along with hands-on experience, allows students to prepare for college courses that will lead them to careers in those fields.

Course Description
Students will learn about history and trends in health care, medical terminology, human anatomy and physiology, human growth and development, health care systems, and careers in health care.

FISCAL IMPLICATIONS:

- Teacher professional development
- Textbooks and Review Book: $8,286.25 for hardcover text and supplementary materials
- Additional tools and equipment: $11,500 (used for both Health Sciences 1 and 2)
- Staffing: 0.6 FTE for the 2024-25 school year

In addition to the general fund allocation to support these sections, CTE grant funds will be used to fund professional development and purchase supplies and equipment requested by the teacher.

Potential Impact
For the 2024-25 school year, ECHS is planning to offer up to 3 sections of Health Sciences 1. This course is being advertised to students as a CTE course for students who are interested in health science-related careers and may draw from students who would otherwise take the Anatomy and Physiology science elective course. This Health Sciences 2 course is the capstone course to be offered the following year to complete this CTE pathway in Health Sciences.

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, UC/CSU a-g rate, California Dashboard College and Career Readiness rates, and student and teacher feedback.

3. Psychology (year-long)

BACKGROUND:

Psychology has been offered as an elective course at El Camino and South San Francisco High Schools for over ten years. The course was originally offered and approved for UC/CSU "g" elective credit as a semester course, but has been further developed into a year-long course to allow for a deeper, broader study of Psychology.

Course Description
This introductory high school psychology course provides students a science-based, foundational exploration of the human mind, human behavior, and the factors that influence them, with a particular focus on the teenage experience. From studying brain anatomy and functions to exploring sensation, perception, memory and learning, stages of development, social interactions, theories of personality, states of consciousness, mental illness, therapies and treatments, and factors that contribute to health and well-being, students will engage with a variety of topics relevant to their lives. The class also highlights significant historical theories and discoveries of key psychologists as students examine and strive to synthesize primary perspectives within the field, such as biological, behavioral, cognitive, humanistic, psychodynamic, and sociocultural approaches. The class emphasizes project-based learning and includes interactive, structured discussions, guided research, hands-on experiments and real-world applications through which students gain insight into their own behavior and that of others. The class fosters empathy, critical thinking, communication skills and self-awareness. The course also introduces various career paths related to psychology, preparing students for potential futures as therapists, clinicians, social workers, researchers, psychiatrists, and other medical and mental health professionals. The class encourages cultivation of research skills and the promotion of critical thinking abilities as students participate in activities that enhance analytical awareness through independent research and thoughtful evaluation of psychological concepts.

FISCAL IMPLICATIONS:

- Teacher professional development
- Instructional materials: existing adopted materials for teacher resources, student text, and supplementary materials

Potential Impact
This course has been offered for over ten years as a semester-long elective course and was approved by UC/CSU as a semester–long "g" elective. It has

been developed into a year-long course in recent years to allow for a more comprehensive study of Psychology, and is being resubmitted to the Board of Trustees and UC/CSU approval as a year-long course. The intention for both high schools is to offer the course only as a year-long elective course. There is no anticipated impact since this course revision is aligned to current course programming practices and master schedules. Students will now be able to earn UC/CSU “g” elective credit for the course for a full year.

Monitoring Progress and Effectiveness

The viability of the program will be monitored with both quantitative and qualitative data including course enrollments and completions, grades, UC/CSU a-g rate, California Dashboard College and Career Readiness rates, and student and teacher feedback.

RECOMMENDATIONS:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the new course, **Peer Counseling**, for implementation at ECHS, the new CTE course, **Health Sciences 2**, for implementation at ECHS, and the revised course, **Psychology**, as a year-long course for all high schools, beginning in the 2024-25 school year.

New Course Proposal Form

Alexis Rosenbaum and Feleciana Stevenson	3/25/24

Course Title	Peer Counseling				
Course Description	The goal of this year-long class is to train students in communication techniques and core counseling skills used to provide peer socio-emotional support and intervention. Peer counselors will learn skills in decision-making, problem solving, conflict resolution, ethics and confidentiality, active listening, emotional regulation and coping strategies, and other counseling and self-care strategies. Peer counselors will reflect on their own culture, relationships, environment, and experiences that shape them to foster empathy and understanding in their work with their peers. Peer counselors will also act as mental health ambassadors on campus that will help organize events and education around anti-bullying, substance use prevention, and mental health awareness among other wellness-related topics.				
Length of Course	❑ Semester	❑ Year	❑ Other		
Grade Level	❑ 9-12	❑ 9	❑ 10	❑ 11	❑ 12
Department	❑ English	❑ Mathematics	❑ Science	❑ Social Science	❑ World Language
	❑ Physical Education	❑ Visual & Performing Arts	❑ Career Technical Education*	❑ Other	
	*If CTE, indicate the Industry Sector and Pathway:				
Prerequisite	N/A				
Corequisite	**N/A**				
Is Course A-G	☐ No	☑ ~~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) ❑ G- Elective ❑ History/Social Science ❑ English ❑ ELD ❑ Math ❑ Math/Computer ❑ Lab Science Biology/ Life Science ❑ Physical Science ❑ Integrated Science ❑ Language other than English ❑ Visual and Performing Arts ❑ Interdisciplinary			

Honors Credit?	☑ ~~No~~	☐ Yes *You can only write for honors credit if an existing course with the same title has been approved for College Prep credit.*
Is the course Online, Hybrid, or Classroom Based?	***This course is 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)**

The course is driven by several key factors that align with both school and district goals while serving the needs of our student population. Below, I outline the rationale behind this course.

Student Interest and Engagement:

- ➔ Data from 2023's California Healthy Kids survey showed that 62% of ECHS 9th graders and 76% of ECHS 11th graders would talk to friends when feeling sad, stressed, or lonely. At the same time, only 13% of 9th graders and 21% of 11th graders would talk to an adult at school when feeling those same ways.
- ➔ Students feel significantly more comfortable getting support from another peer than from an adult. Therefore, having trained peer counselors for students to turn to for support will increase access to and engagement in on-campus support.

Differentiation for Student Needs:

- ➔ Training peer counselors allows for more pathways for other students to access on-campus support.
- ➔ Providing a class that is tailored to students' strengths in interpersonal and soft skills rather than rote memorization and studying allows students to feel purpose and success in a way they may not feel in other types of classes.

Compliance and Graduation Requirements:

- ➔ This class is A-G aligned as a college prep elective.

Alignment with District Goals:

- ➔ This class aligns with district goals around school culture and climate. The creation of peer counselors bolsters the amount of support systems on campus and contributes to a more connected school culture and climate.
- ➔ One of the areas of focus identified to support school climate and culture was mental health. This entire course will be centered around supporting student mental health. Student counselors will not only support the mental health of individual peer students, but they will also help with comprehensive mental health programming for our entire school community.

2. **Do you have sufficient highly qualified staff to teach this course?**

This course will be taught by a California credentialed teacher and a certificated mental health counselor.

3. **Do you have the necessary facilities, equipment, and materials?**

El Camino High School has all necessary equipment and the facilities needed.

4. **What is the anticipated enrollment in this course?**

The anticipated pool of students are 10th, 11th & 12th graders.

Funding

Items Needed	**Estimate Cost (if known)**
Textbooks:	
Supplementary materials	***Training Guide for Staff*, $35**
Staffing	***1 section***
Technology	
Other	

COURSE OVERVIEW

In 3 - 5 sentences, describes overarching content and goals of the course
The goal of this year-long class is to train students in communication techniques and core counseling skills used to provide peer socio-emotional support and intervention. Peer counselors will learn skills in decision-making, problem solving, conflict resolution, ethics and confidentiality, active listening, emotional regulation and coping strategies, and other counseling and self-care strategies. Peer counselors will reflect on their own culture, relationships, environment, and experiences that shape them to foster empathy and understanding in their work with their peers. Peer counselors will also act as mental health ambassadors on campus that will help organize events and education around anti-bullying, substance use prevention, and mental health awareness among other wellness-related topics.

HISTORY OF COURSE DEVELOPMENT

Describe the background for course development, including how the need for the course was determined, who was involved, and timeline.
The course has been shaped with the help of Assistant Superintendent Keith Irish, Director Dr. Marianne Hew, Assistant Principal Jerell Maneja, Wellness Counselor Alexis Rosenbaum, and teacher Feleciana Stevenson. The need for the course was first discussed during the 2022-2023 school year, after the SBHIP grant was awarded. During that school year, the co-teachers were identified. During the 2023-2024 school year, the vision and curriculum were honed and defined.

COURSE CONTENT [DUPLICATE THE TABLE FOR EACH UNIT]
Number of Units 10 (minimum of 6 for a yearlong course; 4 for a semester course)

Unit 1: Self-Awareness and Team Building
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will interact to build trust and camaraderie within the group and to break down cliques; participate in learning styles self-assessment, the decision-making process, how to interact with individuals and groups; •research, understand, and present the parameters of confidentiality (modeled after the American Counseling Association professional code of ethics) and Duty to Inform through reciprocal teaching to the class; learn basic communication skills, communication roadblocks, emotion regulation, decision-making skills, coping skills, and social skills in order to transfer them to others;
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?
Students will practice restorative circles for discussions, learning opportunities, and conflict mediations; complete a daily journal with a variety of prompts; be responsible for daily responses and contributing to the prompts on a regular basis; participate in a variety of guided imagery exercises for developing the 5 social emotional competencies for stress reduction and conflict de-escalation. Students will produce a 2-3 page paper reflecting on the lessons learned, their current mindset, and their readiness to interact with student clients. They will also write a guided imagery script targeting specific areas, i.e. relaxation, personal growth, positive affirmations, etc.
Assessments: (Fall and Spring finals. Include proficiency scale)
Fall Semester Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60% Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions Mastery-Based: Pass/Must Revise

Unit 2: Counseling Process
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn the certification steps in order to be able to use counseling skills in the real-life setting on campus. Mastery of the following is required before before being assigned a student client: Pre-Visit preparation, Introduction, Listening to Client, Options/Solutions/Action Plan, Concluding the Session
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?
Students will role-play a variety of situations to cover topics from real student referrals. The student will use a certification checklist to practice listening and questioning skills, and evaluate self and others in dyads and triads. Students will write a 1-2 page self-summary to show understanding of the counseling process. Students will learn how to smoothly transition from one section of a client session to the next.
Assessments: (Fall and Spring finals. Include proficiency scale)

Fall Semester

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions

Mastery-Based: Pass/Must Revise

Unit 3: Understanding Context

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Students will gain knowledge in sending effective messages, developing self-awareness, clarifying values, continued decision-making practice and role-play, identifying school and community needs and resources, setting academic success objectives, learning effective ways of working with teachers, administrators, and other school staff; demonstrate the understanding of empathy in counseling situations; identifying the various defense mechanisms and use them in their assessments of clients; demonstrate the use of appropriate self disclosure in the counseling process; be proficient in basic restorative practices tenants for effective counseling sessions.

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?

Students will perform a summative project of applying the counseling process in a presentation to their peers. The presentation will involve role-playing of a counseling session, demonstrating effective practices to effectively address a peer client. Presentations will be evaluated on demonstrating empathy, recognizing client behaviors, and ability to assess and intervene on client needs. The audience will then provide feedback on the session to be used in the presenter's written reflection of the session.

Assessments: (Fall and Spring finals. Include proficiency scale)

Fall Semester

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions

Mastery-Based: Pass/Must Revise

Unit 4: Counseling Process Part II: Counseling Skills

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Students will treat the course as a functioning business by focusing on the mechanics of running a counseling service; practice completing program intake forms in hypothetical, and then real case situations. Various forms of writing case notes using professional guidelines (ex: GIRP) will be provided for use; learn how to assign clients for an interpersonal fit; create a personal filing system for their assigned clients, including keeping an appointment book for sessions; write clear case notes for each client visit.

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?
Students will submit clear case notes for each client consult, including a personal reflection on how they are applying counseling practices from the year. Students will also research local counseling services to determine how they operate their businesses, then write a business proposal for their own counseling practice. The project will include a description of services, a mock website, and strategies that will help their business be successful.
Assessments: (Fall and Spring finals. Include proficiency scale)
Spring Semester Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60% Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions Mastery-Based: Pass/Must Revise

Unit 5: Behavior Regulation
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will: learn practical ideas and strategies designed for working with disruptive, defiant, and difficult behaviors clients' exhibit in the school environment through lecture, group discussion, and web searches; use mentoring and stress management skills to guide others in regulating negative in-class behaviors; continue to use their own written guided imagery to assist with behavior management; learn, adopt, and teach effective study skills to mentor clients who are failing one or more classes; learn and practice healthy self-care habits to prevent burnout and caregiver fatigue through guest speaker presentations, in-class group discussions, and web searches.
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?
Students will utilize behavior referrals and apply principles learned in the unit to write an intervention plan for a student. The intervention plan will address strategies to assist with behavior management and utilize various stakeholders with the school. The student will work with an administrator to review the draft plan to gather feedback and write a reflection on the process of counseling for difficult behavioral issues.
Assessments: (Fall and Spring finals. Include proficiency scale)
Spring Semester Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60% Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions Mastery-Based: Pass/Must Revise

Unit 6: Teen Topic Development

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Through reference books and web searches, students will choose a topic pertaining specifically to adolescents in order to assist in the services provided to clients as peer helpers. Students will go through a process of a class brainstorm of research topics, group selection of focal area, a research process on the topic, delivering a lesson to the class on how to address peers experiencing the conflict, and planning an event to present information to the student body. The event can take multiple forms, including lunch tabling, a class presentation, a PSA campaign, lesson planning, etc.
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?
Students will perform a presentation to the class and plan an event for the student body regarding a topic that concerns teen health. The presentation to the class will provide context on the teen issue and describe ways that the cohort can address the issue through their peer counseling practices. In addition, students will plan, propose, and execute an event to share information to the student body to help them address the teen issue. Both projects will require research, collaboration, acquiring feedback and implementing revisions, and presenting information to a wide audience.
Assessments: (Fall and Spring finals. Include proficiency scale)
Yearlong Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60% Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions Mastery-Based: Pass/Must Revise

Unit 7: Program Evaluation
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will reflect on their peer counseling experience from the year and document their impact on the campus via a portfolio. They will be part of the recruitment process to build the next cohort and determine the priority areas and needs of the student body. They will learn practices of finalizing their meetings with their cohort, documentation of their services, and practice how to effectively advertise, recruit, and interview prospective peer counselors.
Students will develop a portfolio presentation of their experiences in peer mentoring class. The portfolio will be assessed based on the application of peer counseling skills learned throughout the year and how it helped in their mentoring. In addition, students will share how their growth as an individual and how their skills will support them in their post-secondary journey. Students will be provided tasks for the recruitment of counselors, including PSAs/advertisements and interviewing.
Assessments: (Fall and Spring finals. Include proficiency scale)
Fall or Spring Semester, Pending the proposal of the project Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60% Assignment Categories: 33% Journals, 33% Projects, 33% Peer Mentoring Sessions

Mastery-Based: Pass/Must Revise

Instructional Materials

List instructional Materials for this Course (you should list all material used in the course of the year)

Type of Material: Textbook, literary text, manual, periodical, scholarly article, website, primary doc, other	Author	Publisher	Edition, Year	URL	Primary book/ read it its entirety? Yes, no
Curricular Guide/Textbook	Roberts,Hilary	Peer Advocates in Action	2020 Edition	https://www.amazon.com/Peer-Advocates-Action-Curricular-Coordinators/dp/1795278633/ref=sr_1_1	YES

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	

New Course Proposal Form

Author: Gina Guglielmoni	Date: 03/08/2024

Course Title	Health Science 2: Sports Medicine				
Course Description	Students will learn about the overarching umbrella of sports medicine and athletic training with a focus on the care of athletes and the prevention, assessment, and rehabilitation of athletic related injuries.				
Length of Course	❑ Semester	☑ Year	❑ Other		
Grade Level	❑ 9-12	❑ 9	☐ 10	☑ 11	☑ 12
Department	❑ English	❑ Mathematics	❑ Science	❑ Social Science	❑ World Language
	❑ Physical Education	❑ Visual & Performing Arts	☑ Career Technical Education*	❑ Other	
	*If CTE, indicate the Industry Sector and Pathway: Health Sciences and Medical Technology				
Prerequisite	Health Science 1				
Corequisite					
Is Course A-G	☐ No	☑ 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) ☐ G- Elective ☐ History/Social Science ☐ English ☐ ELD ☐ Math ☐ Math/Computer ☐ Lab Science Biology/ Life Science ☐ Physical Science ☐ Integrated Science ☐ Language other than English ☐ Visual and Performing Arts ☐ Interdisciplinary			
Honors Credit?	☑ No	☐ Yes *You can only write for honors credit if an existing course with the same title has been approved for College Prep credit.*			
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)**

Per a survey administered to SSFHS and ECHS students two years ago, one of the top three CTE industry sectors and pathway of interest was Health Sciences and Medical Technology, specifically Patient Care. Providing students with a foundation of human anatomy and physiology that is targeted towards the health sciences and medicine career paths, along with hands-on experience, allows students to prepare for college courses that will lead them to careers in those fields.

The field of health science - an interdisciplinary field that involves applying concepts from the natural and social sciences to aspects of health, disease, and healthcare - will always be in demand, along with the field of medicine, and need laborers to fill that demand. Having early education and experience in the field of health science helps to establish vocabulary, topics, and basic knowledge that is foundational to all health sciences and medical career paths.

2. **Do you have sufficient highly qualified staff to teach this course?**

A teacher has been identified to teach the course. They are a certified athletic trainer and have industry experience that would allow the teacher to apply for a CTE credential in Health Science and Medical Technologies.

3. **Do you have the necessary facilities, equipment, and materials?**

A class room has been identified for use at El Camino High School - Room 78. Grant funds will be used to purchase supplies and materials that the instructor requests.

4. **What is the anticipated enrollment in this course?**

Sections: 3
Enrollment: 20-25/section
Recruitment: Counselors, Course Description in Counseling Office and Course Selection Sheets

5. **Funding**

Items Needed	**Estimate Cost (if known)**
Textbooks	$236.75/book X 35 copies = $8,286.25
Supplementary materials	
Staffing	.6 (3 sections)
Technology	
Other (Anatomy models, blood pressure cuffs, stethoscopes, other health science supplies, etc.)	$11,500

COURSE OVERVIEW

In 3 - 5 sentences, describes overarching content and goals of the course
In **Sports Medicine** students will learn about the fields of sports medicine and more specifically athletic training, injury prevention, assessment, and management, and the core skills that sports medicine professionals need. Much of the course will teach the students real-world skills that can not only be applied to roles in the sports medicine and athletic training career settings but in other settings of the healthcare industry. Retaining the information will be translated into the ability to show their understanding of the previously mentioned topics through quizzes, tests, projects, and hands on skill testing.

HISTORY OF COURSE DEVELOPMENT

Describe the background for course development, including how the need for the course was determined, who was involved, and timeline.
A student survey was sent out two years ago, patient care pathways was in the top three of student interest.According to the Center of Excellence (COE) for Labor Market Research Sector Profile: Health Pathways & Occupations, workforce demand is projected to grow in the bay region by 10% from 2021-2026. The Direct Patient Care/Non-Hospital career pathway is projected to have the most job openings (217,333) between 2021-2026.The jobs range from below middle skill, middle skill and above middle skill An industry professional in health science was identified at El Camino High School and obtained a CTE Credential in Health Sciences in Medical Technology. The plan is to offer a the concentrator course (Health Science 1) and capstone course (Health Science 2:Sports Medicine) as a pathway for students to be exposed to many healthcare cares and then narrow to one speciality, Sports Medicine.

COURSE CONTENT [DUPLICATE THE TABLE FOR EACH UNIT]
Number of Units 7 (minimum of 6 for a yearlong course; 4 for a semester course)

Unit 1: Title: Introduction to Sports Medicine & Athletic Training
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: • The umbrella of sports medicine/ Kinesiology • Professionalism and expectations as athletic training student aides • Athletic training facility operations • Health Insurance Portability and Accountability Act (HIPAA) and their role in it • Bloodborne Pathogens (will have OSHA level training)
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?
Athletic training facility model project: Students will be asked to make a digital or physical model of an athletic training facility they would like to have as a future athletic trainer. Students will be given a budget that they will have to stay within when ordering items for their athletic training facility. Students will be graded on content within their athletic training facility, ability to stay on budget, and over all creativity.
Assessments: (Fall and Spring finals. Include proficiency scale)

Athletic training facility model project

Fall and Spring Final: Students will be asked questions about the umbrella of sports medicine and the components of athletic training.

Unit 2: Title: Roles and Responsibilities in Athletic Training
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: • Preparticipation Exams (PPEs) • Emergency Action Planning (EAP) • First aid/ CPR/ Bleeding and Shock (earning certifications in each) • Prehab and Conditioning
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?
EAP Group Project: In groups, students will have to create an emergency action plan for a preselected location on the high school's campus. Students will be asked to plan for a medical emergency, a weather emergency, and general safety emergency. Students will be graded on the thoroughness and conciseness of their plans. First Aid, CPR, and Stop the Bleed Certifications: Students will go through professionally lead First Aid, CPR, and Stop the Bleed courses that will earn them a certification in the respective area.
Assessments: (Fall and Spring finals. Include proficiency scale)
EAP group project Fall and Spring Final: Students will be asked questions about the roles and responsibilities of athletic trainers and be given scenarios to evaluate their understanding of the skills they learned in the certification courses.

Unit 3: Title: Image of an Athlete
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: • Sports Psychology • Nutrition • Dietary Supplements & Performance Enhancers • Special Considerations (skin conditions, preexisting health conditions, Female Athlete Triad)
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?
Athlete dietary needs profile: Students will be given a set of worksheets and asked to calculate their own dietary needs as well as their needs if they were an athlete playing a sport (if they are not already). They will calculate their carbohydrate, protein, and hydration needs and turn in their packets for credit. Supplement or substance presentation: Students will pick one supplement or substance from a list of dietary supplements and performance enhancing substances commonly used by athletes. They will

be required to give a short, two minute verbal presentation about their benefits and possible drawbacks of their selected topic as well as if the supplement/substance is banned by any sport governing bodies.
Assessments: (Fall and Spring finals. Include proficiency scale)
Athlete dietary needs profile & Supplement or substance presentation Fall and Spring Final: Students will be asked questions related to sports psychology, athlete health and nutrition, special considerations for athletes.

Unit 4: Title: Prevention and Care of Athletic Injuries
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: ● Review basic anatomy and anatomical planes ● Assessment and evaluation of injuries (documentation) ● Therapeutic Modalities ● Taping and Wrapping (hands on skills)
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?
PPE exams: Students will have to complete a full PPE exam on a classmate. A packet will be given to each student with all the components of a PPE - height & weight, vision, blood pressure & heart rate, and a concussion baseline exam - that they must correctly perform on their partner. A skills test for blood pressure and heart rate measurements will be performed in front of the teacher. Taping and wrapping skills tests: Students will be asked to tape and wrap one area of the body for each. Students will be assessed on their patient interaction (explaining what they are going to do), ability to select the correct items for the task, and overall cleanliness and functionality of their tape/wrap application.
Assessments: (Fall and Spring finals. Include proficiency scale)
PPE exam project and Taping & wrapping skills test. Spring Final: Students will be tested on their injury documentation knowledge and the use of therapeutic modalities.

Unit 5: Title: Assessment of Athletic Related Injuries - Lower Extremities
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: ● Joint Types ● Bones and Tissue ● Injuries of the foot, ankle, and lower leg ● Injuries of the knee ● Injuries of the hips and pelvis Students will learn the common injuries of each body area, their mechanism of injury, and how to evaluate and treat each injury.

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?
Students will research a college or professional athlete with a major injury to a lower extremity. Students will report what the injury was, how the injury occurred (mechanism of injury), treatment types and length of rehabilitation (if this data is unavailable, the student must describe what their plan of action for treatment would be as an athletic trainer), and the college or professional athlete's status after injury (did they return to their sport, did they retire, etc.?).
Assessments: (Fall and Spring finals. Include proficiency scale)
Lower extremity injury report Spring Final: Students' knowledge of injuries of the lower extremities and how to properly evaluate and care for those injuries will be tested.

Unit 6: Title: Assessment of Athletic Related Injuries - Upper Extremities
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: ● Injuries of the hand, elbow, and wrist ● Injuries of the shoulder Students will learn the common injuries of each body area, their mechanism of injury, and how to evaluate and treat each injury.
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?
Students will research a college or professional athlete with a major injury to an upper extremity. Students will report what the injury was, how the injury occurred (mechanism of injury), treatment types and length of rehabilitation (if this data is unavailable, the student must describe what their plan of action for treatment would be as an athletic trainer), and the college or professional athlete's status after injury (did they return to their sport, did they retire, etc.?).
Assessments: (Fall and Spring finals. Include proficiency scale)
Upper extremity injury report Spring Final:Students' knowledge of injuries of the upper extremities and how to properly evaluate and care for those injuries will be tested.

Unit 7: Title: Assessment of Athletic Related Injuries - Midline of the Body
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students will learn about: ● Injuries of the chest and abdomen ● Injuries of the head and face ● Injuries of the spine Students will learn the common injuries of each body area, their mechanism of injury, and how to evaluate and treat each injury.

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?
Students will research a college or professional athlete with a major injury to their chest/abdomen, head/brain/face, or spine. Students will report what the injury was, how the injury occurred (mechanism of injury), treatment types and length of rehabilitation (if this data is unavailable, the student must describe what their plan of action for treatment would be as an athletic trainer), and the college or professional athlete's status after injury (did they return to their sport, did they retire, etc.?).
Assessments: (Fall and Spring finals. Include proficiency scale)
Midline of body injury report. Spring Final: Students' knowledge of injuries of the midline of the body and how to properly evaluate and care for those injuries will be tested.

Instructional Materials

List instructional Materials for this Course (you should list all material used in the course of the year)

Type of Material: Textbook, literary text, manual, periodical, scholarly article, website, primary doc, other	Author	Publisher	Edition, Year	URL	Primary book/ read it its entirety? Yes, no
Textbook: Introduction to Sports Medicine and Athletic Training ISBN-13: 9780357379165	Robert C. France	Cengage Learning	3rd | 2020	https://faculty.cengage.com/titles/9780357379165	Primary book, Yes
Instructor Material: Included online with book		Cengage Learning			No
Instructor Website: Included online with book		Cengage Learning			No
Instructor		Cengage			No

Manual: Included online with book		Learning			

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	

New Course Proposal Form

Marleen Goo, Steve Rotman	4/3/24

Course Title	Psychology				
Course Description	This introductory high school psychology course provides students a science-based, foundational exploration of the human mind, human behavior, and the factors that influence them, with a particular focus on the teenage experience. From studying brain anatomy and functions to exploring sensation, perception, memory and learning, stages of development, social interactions, theories of personality, states of consciousness, mental illness, therapies and treatments, and factors that contribute to health and well-being, students will engage with a variety of topics relevant to their lives. The class also highlights significant historical theories and discoveries of key psychologists as students examine and strive to synthesize primary perspectives within the field, such as biological, behavioral, cognitive, humanistic, psychodynamic, and sociocultural approaches. The class emphasizes project-based learning and includes interactive, structured discussions, guided research, hands-on experiments and real-world applications through which students gain insight into their own behavior and that of others. The class fosters empathy, critical thinking, communication skills and self-awareness. The course also introduces various career paths related to psychology, preparing students for potential futures as therapists, clinicians, social workers, researchers, psychiatrists, and other medical and mental health professionals. The class encourages cultivation of research skills and the promotion of critical thinking abilities as students participate in activities that enhance analytical awareness through independent research and thoughtful evaluation of psychological concepts.				
Length of Course	❑ Semester	❑ Year	❑ Other		
Grade Level	❑ 9-12	❑ 9	❑ 10	❑ 11	❑ 12
Department	❑ English	❑ Mathematics	❑ Science	❑ Social Science	❑ World Language
	❑ Physical Education	❑ Visual & Performing Arts	❑ Career Technical Education*	❑ Other	
	*If CTE, indicate the Industry Sector and Pathway:				
Prerequisite	N/A				
Corequisite	**N/A**				
Is Course A-G	☐ No	☑ ~~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) ❑ G- Elective ❑ History/Social Science ❑ English			

		❑ ELD ❑ Math ❑ Math/Computer ❑ Lab Science Biology/ Life Science ❑ Physical Science ❑ Integrated Science ❑ Language other than English ❑ Visual and Performing Arts ❑ Interdisciplinary
Honors Credit?	☑ ~~No~~	☐ Yes *You can only write for honors credit if an existing course with the same title has been proved for College Prep credit.*
Is the course Online, Hybrid, or Classroom Based?		***This course is 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)**

The psychology course is driven by several key factors that align with both school and district goals while serving the needs of our student population. Below, I outline the rationale behind this course.

Student Interest and Engagement:

- ➔ There has been a notable increase in student interest in psychology-related subjects, as evidenced by surveys and informal feedback from students, parents, and educators.
- ➔ Offering Psychology provides an opportunity to capitalize on this interest and engage students in rigorous academic pursuits that are both intellectually stimulating and relevant to their lives.

Differentiation for Student Needs:

- ➔ The diverse nature of our student population necessitates differentiated course offerings to cater to varying academic interests, abilities, and learning styles.
- ➔ Psychology serves as an alternative pathway for students who may not thrive in traditional core subjects but possess a keen interest and aptitude for social sciences and psychology.
- ➔ Psychology provides an avenue for students to excel due to its personalized approach and interactive learning environment. This course's emphasis on personal experiences aids in content memorization, fostering a deeper understanding of concepts. Additionally, its interactive nature enables students to receive peer support, enhancing their learning experience.

Compliance and Graduation Requirements:

- ➔ The inclusion of Psychology aligns with state and district graduation requirements, which emphasize a well-rounded education encompassing various disciplines, including social sciences.

Alignment with District Goals:

- ➔ The introduction of Psychology supports broader district goals related to academic excellence, college and career readiness, and equity in educational opportunities.

Addressing Student Needs and Performance Indicators:

- ➔ Data analysis of student performance indicators reveals a growing interest in psychology-related subjects among our student population.
- ➔ Offering Psychology addresses this by providing a course tailored to the needs and interests of students who demonstrate aptitude and enthusiasm for psychology.
- ➔ Additionally, the introduction of Psychology aims to improve overall student achievement by offering challenging yet supportive learning experiences that foster critical thinking, analytical skills, and a deeper understanding of human behavior.

2. **Do you have sufficient highly qualified staff to teach this course?**

This course will be taught by a California credentialed teacher with psychology experience.

3. **Do you have the necessary facilities, equipment, and materials?**

El Camino High School and South San Francisco High School have all necessary equipment and facilities needed.

4. **What is the anticipated enrollment in this course?**

The anticipated pool of students are 11th & 12th graders.

Funding

Items Needed	**Estimate Cost (if known)**
Textbooks:	
Supplementary materials	
Staffing	
Technology	
Other	**Online resources educative resources**

COURSE OVERVIEW

In 3 - 5 sentences, describes overarching content and goals of the course
Psychology is designed to provide high school students with an introductory, foundational understanding of the scientific study of human behavior and mental processes. The curriculum covers a range of topics, including research methods, biological bases of behavior, cognitive processes, and social influences. The primary goals include fostering critical thinking skills, promoting an understanding of psychological principles, self-awareness and communication skills. Student learning outcomes focus on the ability to analyze psychological concepts, apply research methods, and evaluate connections between psychological theories and real-world phenomena. By aligning with broader school and district goals, psychology aims to cultivate analytical reasoning and enhance students' overall academic and vocational preparedness.

HISTORY OF COURSE DEVELOPMENT

Describe the background for course development, including how the need for the course was determined, who was involved, and timeline.
The development of the Psychology course stemmed from an analysis of student interests, academic needs, and broader educational trends. The need for Psychology was identified through multiple channels, including teacher feedback and course enrollment trends. Student input was also solicited to gauge interest and gather insights into their preferences for advanced coursework options.

COURSE CONTENT [DUPLICATE THE TABLE FOR EACH UNIT]
Number of Units __12__ (minimum of 6 for a yearlong course; 4 for a semester course)

Unit 1: Scientific Foundations of Psychology
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Unit 1 explores the foundations of psychology, including its history, major theoretical perspectives, and key research methods. Students learn about prominent figures in psychology and examine the evolution of psychological thought from its philosophical roots to modern scientific inquiry. Students gain an understanding of various research methods used in psychology, such as experiments, surveys, and case studies, and their respective strengths and limitations. This unit sets the stage for the rest of the course by establishing a framework for understanding psychological phenomena and the methods used to study them. This unit will use the textbook Understanding Psychology's chapters 1 and 2, as well as the APA Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/research-methods-statistics.pdf)
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?
For each unit of study, students will receive a set of key terms from the textbook. Their task will be to generate student flashcards, which will then be incorporated into our daily slide presentations. This assignment serves multiple purposes: it encourages students to thoroughly review the text, engages them in practicing effective memory retention techniques backed by psychology (such as repetition and mnemonic devices), and contributes to our collective learning experience. Through creating these flashcards, students actively reinforce their understanding of course material while also enhancing the educational resources available to their peers and themselves. **Student Slide FlashCard Assignment:** **Unit 1: Scientific Foundations of Psychology** Create a slide for each assigned term(s), concept(s), or person(s) that includes: ★ **Vocabulary Term/Key Person** in a distinct, large font that animates "On Click." (Be sure to create the appropriate number of blanks for your multi-word term, wherever it might appear.)

- ★ **Definition** of the Vocabulary Term/**important psychology contribution(s)** of a Key Person. Include the textbook page on which one can find the information.
- ★ A **2-4 photo sequence** to bring to life the Vocabulary Term/Key Person's contribution(s). You must pair in the photos somehow -- live the psychology, be the psychology! (You are encouraged to involve family and friends, when needed. You may use brief actions, dialogue bubbles, and clip art. Do not just PhotoShop yourself into scenes.)
- ★ A single **visual mnemonic device** for the Vocabulary Term/Key Person. (Do not include letter clues, words, or spell parts of the term/person's name-- this should be a simple image/graphic that will help us remember the term)
- ★ Everything should show up right away on the slide EXCEPT the term itself-- animate the term to come in on click.
- ★ Fonts are easy to read (large enough) and use contrasting colors for background/text.
- ★ Place a "by [Your first and last name]" in the lower right corner.
- ★ Make your slide, then **copy/paste it into the class slideshow** for this unit. Be careful not to change anyone else's slide.

In addition, students will conduct a **group research project** in order to learn about an **important scientific contributor in the history of psychology**. *Each group of students will study a separate individual, design and make a creative, informative poster about the person and then present their findings to the whole class during a gallery walk of all the completed posters from all groups.*

Big Names in Psychology Poster Project

Purpose: to gain a deeper understanding of some of the big personalities in the history of psychology and their important ideas. This is a group project.

Step 1: Students will be organized into groups of 3-5 people.

Step 2: Each group of students will select one person from the list below of key personalities in the history of psychology. Students may also study individuals not in the list with teacher approval.

1. **Sigmund Freud**
2. **Mary Ainsworth**
3. **John B. Watson**
4. **Leta Stetter Hollingworth**
5. **Carl Rogers**
6. **Edward Titchener**
7. **B.F. Skinner**
8. **Abraham Maslow**
9. **Mamie Phipps Clark**
10. **William James**
11. **Anna Freud**
12. **Wilhelm Wundt**
13. **Melanie Klein**
14. **Jennifer Eberhardt**

Step 3: Within your group, divide research responsibilities and compile a summary of relevant and important information about your psychologist from reliable sources.

Step 4: Select ONE of the the three options below and follow the instructions in order to use your research information to design and make a poster:

Choice A:

Make a poster that features a large head based on the actual head of one famous psychologist. Creatively add words and pictures inside the head to help the rest of the class learn important facts and interesting stuff about the psychologist and their ideas.

Choice B:

Make a poster-sized profile page for any social media site (Instagram, Facebook, Tik Tok, YouTube) about one famous psychologist. Use words and pictures in the style of the real site to help the rest of the class learn important facts and interesting stuff about the psychologist and their ideas.

Choice C:

Make a poster where you turn one famous psychologist into a social media influencer. The poster should show what the influencer is trying to "sell" and what they might say to persuade or convince people about their most important ideas.

For **each** option you **must** include *at least*:

- The psychologist's most important ideas or contributions to psychology *explained simply and clearly* so we can all get it!
- *Why* this person matters. Why should we care?
- Some personal history... where and when did they live, grow up, work, etc.?
- Some "fun facts"!

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 2: Biological Basis of Behavior
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

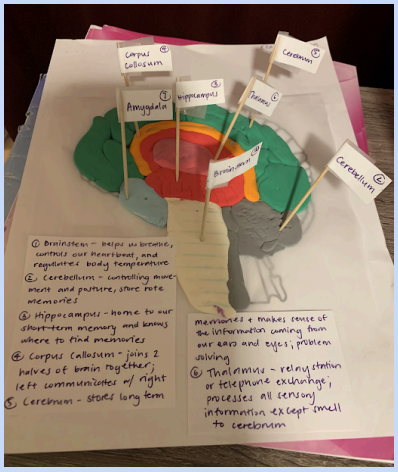
Unit 2 explores the biological bases of behavior, focusing on the structure and function of the brain and nervous system. Students learn about the anatomy of the brain, including the major regions and their specialized functions, as well as the role of neurotransmitters and neural communication in mediating behavior. Additionally, students examine the influence of genetics and heredity on behavior, including topics such as gene-environment interactions and the heritability of psychological traits. This unit builds upon the foundational knowledge established in Unit 1 and provides students with a deeper understanding of the biological underpinnings of human behavior. This unit will use the textbook Understanding Psychology's chapter 6, as well as the APA Unit Guide for High School Teachers. Specific Link (https://www.apa.org/ed/precollege/topss/lessons/biobases.pdf)

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?

Students are tasked with constructing a accurately labeled model brain to be prominently displayed in a designated study area within their homes. This hands-on activity serves as a dynamic learning experience, enabling students to deepen their understanding of the various parts of the brain and their functions. By actively engaging in the creation of the model, students not only reinforce their knowledge of brain anatomy but also gain insight into the intricate workings of the brain in a tangible and memorable way. Parameters of the product are included below.

Instructions:

1) Align wax per and start with the brainstem about ¼ of the way up from the bottom, using the per behind the wax as a guide.
2) Make sure to include all the listed **parts** of the brain, and use the slideshow steps if helpful.
3) Use different colors for each brain part, and be mindful that the cerebrum is the largest brain part.
4) **Label** the parts using labels and toothpicks. Write the name of the brain part.
5) Once your brain clay has fully dried, you can glue your brain on the cardstock per. On the per, include a **description** of the function of each part of the brain that corresponds to the toothpick labels.
6) (See important final step below): Take a **picture** of your brain in its new home where you'll keep it, upload, and turn it in through our Google Classroom.



Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 3: Sensation and Perception
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 3 examines fundamental principles of sensation and perception, exploring how we process and interpret sensory information from the environment. Students learn about the physiological mechanisms underlying sensory experiences, including the sensory receptors and neural pathways among the five basic senses and beyond. Additionally, students investigate perceptual processes such as attention, perception of depth and space, and the organization of sensory information, with special attention to Gestalt Principles of perception. Optical illusions are evaluated as a way to more deeply understand the differences between sensation and perception. This unit expands upon the biological foundations introduced in Unit 2 and provides students with insights into the complex interplay between sensory input and perceptual interpretation. This unit will use the textbook Understanding Psychology's chapter 8, as well as the APA

Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/sensation.pdf)

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?

In order to demonstrate understanding of key concepts of sensation, students will research, write and perform group **role-plays** about sensation.

Sensation Role-Play Project:

Instructions:

1. **Form Groups:**
   - Divide the class into small groups (3-5 students per group).
2. **Assign Roles:**
   - Each group will be assigned a set of terms from the provided list. The terms will be divided as follows:
     - **Group 1:** Basic principles
     - **Group 2:** The sense of sight
     - **Group 3:** The sense of hearing
     - **Group 4:** The sense of taste
     - **Group 5:** The sense of smell
     - **Group 6:** The sense of touch
     - **Group 7:** Other senses
3. **Research and Preparation:**
   - Each group will research their assigned terms and create a script for a short skit that demonstrates at least five important concepts. Each of the five terms should be clearly explained and incorporated into the skit. The script will be turned in for credit.
   - Groups should also create simple props or visuals to enhance the understanding of their terms.
4. **Role-Play Skit:**
   - Each group will perform their skit in front of the class. The performance should be entertaining and creative and include:
     - **Explanation of Terms:** Clear explanation of each assigned term within the context of the skit.
     - **Demonstration of Concepts:** A practical demonstration of how each term works or is observed in real-life scenarios.

Group Topics:

Group 1: Basic Principles

- Absolute threshold
- Difference threshold
- Signal detection theory
- Weber's Law
- Sensory adaptation
- Distal and proximal stimulus

Group 2: Parts of the Eye and Their Functions

- Cornea
- Pupil
- Iris
- Lens
- Retina
- Rods
- Cones
- Fovea
- Blind spot
- Afterimage

Group 3: Parts of the Ear and Their Functions

- Outer ear
- Auditory canal
- Eardrum
- Middle ear
- Hammer
- Anvil
- Stirrup
- Inner ear
- Cochlea
- Hearing loss
- Tinnitus
- Decibels

Group 4: The Sense of Taste

- Taste buds
- Five basic tastes (sweet, sour, salty, bitter, umami)
- Taste vs. flavor
- Supertasters
- Gustatory cortex
- Taste pathway (taste buds to brain)
- Influence of smell on taste

Group 5: The Sense of Smell

- Olfactory bulb
- Olfactory receptors
- Pheromones
- Smell pathway (nose to brain)
- Influence of smell on memory and emotion

Group 6: The Sense of Touch

- Skin receptors
- Types of touch sensations (pressure, temperature, pain)
- Somatosensory cortex
- Touch pathway (skin to brain)
- Gate control theory
- Pain control mechanisms

Group 7: Other Senses

- Phantom limb sensation
- Kinesthesis
- Vestibular sense

- Balance
- Synesthesia

In addition, in order to demonstrate understanding of perceptual organization of sensory information, students will design a **logo for a club or group at their school based on Gestalt Principles Of Perception**.

Gestalt Logo Project Requirements:

- Create an original **logo representing a South City High/El Camino High academic club, athletic club, subject or classroom**. The logo should creatively represent that club or subject **using the Gestalt Principles studied in class**.
- The logo may be hand-drawn or digitally created, but all work must be original.
- Your logo **must incorporate at least three of the Gestalt Principles reviewed in class: *continuity, similarity, proximity, closure and figure-ground perception***.
- Your logo should be eye-catching, colorful and fill a full page.
- **Write a summary** after you create your logo explaining which Gestalt principles you used and how and why they are depicted in your logo.

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 4: Learning
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 4 explores the principles of learning and behaviorism, focusing on how behavior is acquired, maintained, and modified through various processes. Students examine classical and operant conditioning, as well as observational learning, and investigate how these forms of learning influence behavior in different contexts. Additionally, students explore factors that affect learning, such as reinforcement schedules, motivation, and cognitive processes. This unit builds upon the foundational knowledge established in previous units and provides students with insights into the mechanisms underlying behavior change. This unit will use the textbook Understanding Psychology's chapter 9, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/learning-lesson-plan.pdf)

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?

Students will participate in a learning inquiry project, delving into a question of personal interest related to the current unit of study, and subsequently share their findings with the class. The project outline is detailed below.

★ The purpose of this project is to investigate a question you're interested in learning more about in connection with our current unit of study and to share what you learn with the class.

Step 1: With your group, **brainstorm what you'll need to find out in order to present a thoughtful, informed response to your question.** What might you need to define, include, consider, etc.? Sometimes you think of these other pieces as you research, so don't worry if you don't have a long/comprehensive list at the start.

Step 2: **Review the unit in the textbook and see where the textbook connects to your topic matter.** What information from the text will you include? What connections can you make to this or past units? What information can you help the class review?

Step 3: **Find at least 2 additional sources** to support your learning and your ability to teach the class about the answer to your question, in detail. For each source, make sure to write an annotated citation (final slide).

Step 4: Plan a brief **interactive experience** that will help your audience better understand or remember the information you're teaching them.

Step 5: **Plan your presentation.** It should include:

- ☐ Information answering your question with detail from the textbook + additional credible sources (cited)
- ☐ Thoughtful organization to make information clear and engaging
- ☐ Visual aids to clarify/highlight/add on to key information
- ☐ Some kind of interactive experience to help the class better understand or experience the content
- ☐ About 8 minutes of content (be direct and concise!), including interactive experience

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.

- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 5: Cognitive Psychology *PLEASE DUPLICATE THIS CHART FOR EACH UNIT
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Unit 5 explores the cognitive processes involved in thinking, problem-solving, and decision-making. Students pay special attention to the unique role of memory and how it works. The unit also examines topics such as language, reasoning, and intelligence, and investigates how these cognitive processes shape human behavior and mental functioning. Additionally, students explore the brain structures and neural mechanisms underlying cognitive processes, as well as factors that influence cognitive development across the lifespan. This unit builds upon previous units' content by providing students with a deeper understanding of the cognitive foundations of behavior and mental processes. This unit will use the textbook Understanding Psychology's chapters 11,12,&14, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/memory.pdf)
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?
In order to apply key concepts important for understanding memory and its functions in a personal way, students will create a mini portfolio called: **Personal Memory Bank**. **Project Requirements:** • "Surf" your memory and, without looking at photos on your phone for help, try to write down **fifty important or interesting memories** encompassing several periods of your life. • Each entry in your memory bank should be **two-three sentences** in length. • Try to recall each memory as accurately as possible and include **specific details**, not generic descriptions. • Include at least **ten memories from when you were a little kid (elementary age), ten from your middle school years, and five from high school. The other 25 are up to you**. **Memory Analysis:** In a thoughtful page of writing, analyze the memories you have recorded based on concepts studied in class. Provide examples in your entries of **episodic, semantic, declarative or implicit memories** and why they fit those categories. If any, provide examples of **sensory memories** as well. Are your memories mostly positive or negative? Why do you think that is? Please also describe any **special techniques** studied in class that helped you recall your memories. **"Fishbowl" Discussion:**

In addition, during this unit, students will participate in a structured "**fishbowl" discussion**, wherein they will reflect on a series of questions designed to stimulate critical thinking and integrate unit content. They will be encouraged to provide ample space for their peers to contribute to the discussion, demonstrate openness to diverse perspectives, and effectively connect their insights to relevant course material. The questions for the discussion are provided below.

Fishbowl Questions:

1. What are the important concepts in the study of psychology connected to intelligence, and **how might they be helpful and/or limited or problematic?**

2. Standardized tests play a crucial role in most people's lives. They can determine whether or not you can operate a car, whether or not you get into college, what kinds of jobs you can get, etc. **Do you agree that these tests are necessary tools to distinguish between different people's capabilities? What are the impacts of using tests like this to give people access or prevent access to certain opportunities?**

3. Different kinds of intelligence are valued more highly than others, and that may vary depending on the culture in which you are raised. These might include logical/mathematical, interpersonal, intrapersonal, practical, musical, visual/spatial, linguistic, creative, and bodily/kinesthetic intelligence, among others. **In your experience, what kinds of intelligence are more valued than others? How has that impacted your life?**

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 6: Sleep and Dreams
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 6 explores why humans sleep and dream. Students investigate the stages of sleep, R.E.M. sleep, circadian rhythms, and sleep disorders and treatments, among other sleep topics. In addition, students research mainstream theories of why and how we dream, including threat-simulation theory, expectation-fulfillment theory, activation-synthesis theory, continual-activation theory and others. Students engage with these subjects throughout the

unit by keeping a nightly sleep journal and tracking their sleep hygiene routine. In addition, students analyze at least one of their own memorable dreams through the lens of various dream theories. This unit will use the textbook Understanding Psychology's chapter 7, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/consciousness.pdf)

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?

To demonstrate understanding of the purpose, functions and relevance of dreams, students will undertake a **dream interpretation project** wherein they analyze their dreams in connection to psychological concepts and science-based theories of dreaming. Throughout the unit, students are responsible for maintaining a dream journal, which serves as a primary resource for the project. The project guidelines are detailed below.

Objective: Create a visual art piece that depicts the nature of dreams and demonstrates your understanding of one of the dream theories. This can be a drawing, a painting, a collage, etc. Make sure it is neat and finished!

Project Components:

- ☐ A small per poster (8.5" x 14" or 11" x 17"; you can get per from the classroom or use your own)
- ☐ Depict a dream, including 3-5 objects, images, people, creatures, etc. that you will analyze as symbols of emotions, worries, goals, hopes, etc.
- ☐ Capture the feel of dreams (e.g. vivid, illogical, bizarre, etc.)
- ☐ Write your own analysis of the contents of your art piece (using your learning from the resources we've looked at in class, and additional sources if you choose), through the lens of at least one of the following theories (see attached document)
  - Freud's theory of wish fulfillment
  - Activation-Synthesis theory
  - Cognitive Development/Information Processing theory
  - Threat Simulation/ Social Simulation theory

➔ Ideally, you would use inspiration from your own dream experiences for this project, but check in if you aren't sure what direction to take your art piece.

Subject matter of your art piece needs to be something that is classroom appropriate and that you are comfortable sharing with the class

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 7: Developmental Psychology
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 7 delves into the field of developmental psychology, exploring the physical, cognitive, and socioemotional changes that occur across the lifespan. They examine key theories of development, such as Piaget's stages of cognitive development and Erikson's psychosocial stages, and investigate the factors that influence development, including genetics, environment, and culture. Special attention is directed at the adolescent experience, drawing on material about brain development from previous units. Additionally, students explore various developmental milestones and transitions, from infancy through late adulthood, and consider the implications of developmental research for understanding human behavior and individual differences. This unit will use the textbook Understanding Psychology's chapters 3, 4, & 5, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/life-development.pdf)

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?

Students will conduct a research project about adolescence, the teenage brain and typical teenage behaviors. The project will connect previous course content about brain function and anatomy with specific findings about development and behavior during the adolescent years. The focus of the project will be structured interviews with peers followed by analysis and presentation of findings to the class.

The Teenage Mind: Peer Interviews

Project Objectives:

1. To understand psychological theories related to adolescent brain development and behavior.
2. To gather qualitative data on specific teenage behaviors through peer interviews.
3. To collaboratively analyze and present findings on how these behaviors align with psychological research.

Steps:

1. Introduction to the Topic:

- Previous lesson on the teenage brain, focusing on aspects such as brain development, risk-taking behaviors, and social dynamics.

- Highlight key psychological theories relevant to adolescence (e.g., Piaget, Erikson, Steinberg).

2. Forming Groups and Assigning Topics:

- Divide the class into small groups (3-4 students per group).
- Assign each group one specific topic:
    1. **Decision-Making and Risk-Taking**
    2. **Social Relationships and Peer Influence**
    3. **Emotional Experiences and Regulation**
    4. **Academic Pressures and Future Aspirations**
    5. **Influence of Smartphones and Social Media**
    6. **Romantic and Sexual Relationships**

3. Designing the Interview:

- Each group will come up with a set of 5-7 focused questions for their assigned topic.
- Example questions:
    - **Decision-Making and Risk-Taking:**
        - "Can you describe a time when you took a significant risk? What influenced your decision?"
        - "How do you weigh the pros and cons before making a decision?"
    - **Social Relationships and Peer Influence:**
        - "How do your friends impact the choices you make?"
        - "Can you share an experience where peer pressure influenced your behavior?"
    - **Emotional Experiences and Regulation:**
        - "What emotions do you find hardest to manage and why?"
        - "How do you cope with strong emotions or stress?"
    - **Academic Pressures and Future Aspirations:**
        - "How do you handle academic stress and pressure?"
        - "What are your future goals and how do you plan to achieve them?"
    - **Influence of Smartphones and Social Media:**
        - "How much time do you spend on your smartphone and social media daily?"
        - "In what ways do social media platforms influence your self-image and behavior?"
        - "Have you experienced any positive or negative effects of social media use?"
    - **Romantic and Sexual Relationships:**
        - "How do you navigate romantic relationships as a teenager?"
        - "What challenges do you face in balancing romantic relationships with other aspects of your life?"
        - "How do you and your peers discuss and handle issues related to sexual health and consent?"

4. Conducting the Interviews:

- Each group interviews 3-5 peers, ensuring a range of ages from 14-19.
- Provide guidelines on ethical interviewing: obtaining consent, ensuring confidentiality, and showing respect.

5. Data Collection and Initial Analysis:

- Groups transcribe their interviews and highlight key responses.

- Each group categorizes their interview responses to identify common themes related to their specific topic.

6. Collaborative Analysis:

- Groups discuss how the identified themes relate to the psychological theories and research covered in class.
- Groups prepare to present their findings, focusing on how their topic-specific behaviors align with or challenge existing theories.

7. Presentation of Findings:

- Each group creates a presentation (poster or slideshow) summarizing their findings.
- Presentations should include:
    - Key themes identified from the interviews
    - Connections to psychological theories
    - Quotes from interviews to illustrate points

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 8: Motivation, Emotion, and Personality
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 8 explores the concepts of motivation, emotion, and personality, investigating the underlying psychological processes that drive behavior and influence emotional experiences and the development of personality. Students examine theories of motivation, such as Maslow's hierarchy of needs and explore the role of biological, psychological, and social factors in motivating behavior. Additionally, students analyze the nature and function of emotions, including the physiological and cognitive components involved, as well as the influence of culture and individual differences.

Furthermore, students examine the Trait Theory of Personality, Freud's Defense Mechanisms, and engage with a variety of commonly used personality measures and assessments in order to ascertain their usefulness and validity. This unit will use the textbook Understanding Psychology's chapters 12, 13, 14, & 15, as well as the APA Unit Guides for High School Teachers. Specific Links: (https://www.apa.org/ed/precollege/topss/lessons/personality.pdf and https://www.apa.org/ed/precollege/topss/lessons/motivation.pdf and https://www.apa.org/ed/precollege/topss/lessons/emotion.pdf)

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?

Students will create a **Personal Personality Profile** using evidence compiled from a variety of commonly accepted measures of personality traits within psychology. The profile will include analysis of survey results from both a scientific and subjective perspective.

Personality Profile Instructions:

In this assignment, you will use evidence from our personality assignments to make a **personality profile** about *yourself*. This is a chance to creatively *analyze and describe* your personality. **The profile will be based on these surveys and assignments completed in class:**:

- **Big Five Dimensions Survey**
- **Musical Taste and Personality**
- **Type A/B Behavior Surveys**
- **Rorschach Test**
- **Thematic Apperception Test**
- **Rotter's Locus of Control Scale**
- **Birth Order Article/Reflection**
- **Myers-Briggs Personality Survey**

Instructions:

Step 1: Make sure you have completed all the surveys and assignments listed above.

Step 2: Create your personality profile as described below:

The format of the profile is up to you. Make a **booklet with words and pictures**, write a **song, rap or poem**, make a **small poster**, create a **comic strip**, or write a **short story or essay**.

Provide concrete evidence in your project from **at least five** of the items above to help explain your personality. Please feel free to use more than five. *What does it all say about you?*

The goal is to **describe key features of your personality (good, bad or otherwise)** based on results from the surveys and assignments. ***Consider the meanings of the surveys carefully—what do they say about who you really are when you put them all together?*** What did you learn about yourself? What are your important traits, strengths, weaknesses, likes, dislikes, fears, dreams, habits? **For each survey or assignment you use, explain what seemed to be *most* true about you—*and* what you think the surveys maybe got wrong.**

Grading will be based on how **clearly** and **creatively** you describe your personality **with accurate evidence from the assignments**.

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 9: Clinical Psychology
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 9 explores the fascinating field of psychological disorders and their treatment. Students examine various types of psychological disorders, including mood disorders, anxiety disorders, personality disorders, and psychotic disorders, and investigate their symptoms, causes, and prevalence. Additionally, students learn about the diagnostic criteria outlined in the DSM-5 (Diagnostic and Statistical Manual of Mental Disorders) and explore the biopsychosocial model of understanding mental illness, which considers biological, psychological, and social factors in the development and maintenance of psychological disorders. Furthermore, students explore the various treatment approaches used in psychology, including psychotherapy, pharmacotherapy, and alternative theories, and consider the effectiveness and ethical considerations associated with each approach. This unit will use the textbook Understanding Psychology's chapters 16 & 17, as well as the APA Unit Guides for High School Teachers. Specific Links: (https://www.apa.org/ed/precollege/topss/lessons/psychological-disorders.pdf and https://www.apa.org/ed/precollege/topss/lessons/treatment.pdf)

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?

Students are tasked with conducting a case study focusing on a specific aspect of clinical psychology. They will select a case from real-life or fictional sources and thoroughly analyze it within the context of clinical psychology principles. The project details are outlined below.

Task: Use a case study to learn more about a psychological disorder and share that knowledge with our class.

Project Format Options:

- ★ Create a podcast episode (6-8 minutes long)
  NPR student guide for creating a podcast (also helpful if you're making a documentary!)
- ★ Create a mini-documentary (6-8 minutes long)

★ Create an interactive webpage (Google site)

**Whatever you choose as a format, you need to include the information listed below, but be creative about how you choose or organize/present it so that it is thoughtful and engaging!*

In your project, you must include each of the following:

1) Biographical information about the person
2) Explanation of the ways in which the disorder has informed/impacted the person's life
3) Detailed explanation of the disorder, informed by the textbook and your outside research
4) How this disorder can be cured, treated, and/or managed
5) Any other relevant information you find and want to include

Research Components:

1) Textbook research: What does the textbook say about the disorder connected with your case study?
2) Outside research (use sources you find via the methods demonstrated by Mr. Weiss)
    a) Find at least two credible, in-depth sources to better understand the disorder & ways to cure, manage, or treat it
    b) Find at least one credible, in-depth source to better understand the person you are studying and the way in which the disorder has impacted their life

**Cite your sources throughout your project as you use information from your research.*

**All sources must be listed on an annotated works cited page on a Google doc (you do not need an annotation for the textbook, but please include a citation).*

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 10: Social Psychology
*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 10 explores the intersection of psychology and social behavior, examining the influence of social factors on individual thoughts, feelings, and behaviors. Students investigate topics such as social cognition, social influence, group dynamics, conformity, attributions, prejudice and discrimination, non-verbal communication and interpersonal relationships. Additionally, students explore theories and research methods used to study social behavior, including experiments, surveys, and observational studies. They consider the impact of cultural norms, social roles, and situational factors on social behavior, as well as the implications of social psychological research for understanding real-world issues and promoting social change. This unit will use the textbook Understanding Psychology's chapters 18,19, & 20, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/socialpsychology.pdf)

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?

Students will collaborate to create a **digital escape room** that integrates content from across units of study in Psychology. The parameters for the project are outlined below.

In this digital escape room group project, you will work together to create an online escape room that is centered around concepts from Psychology. You will include a series of puzzles and riddles related to the chosen concepts. The project will require you to use your creativity, critical thinking, and knowledge of Psychology to design an engaging and challenging game for your classmates to solve.Each group will be responsible for creating a complete game with **at least six puzzles (2 per person)**

- **For each puzzle, you must include at least two concepts/psychologists/terms from the textbook.**
- **The goal of each puzzle is to challenge participants to remember and ply course content.**

Step 1: Choose a concept from Psychology

- ➔ This will be the focus of your escape room game. Some examples of concepts include memory, learning, motivation, perception, sensation, and consciousness.
- ➔ After choosing your concept focus, pick a fun title for your escape room!

Step 2: Brainstorm game ideas

- ➔ Once your group has chosen their concept, you will need to brainstorm ideas for your game.
- ➔ This includes deciding on a theme, developing a storyline, and creating puzzles and challenges for your classmates to solve.

Step 3: Design the game

- ➔ Using online tools such as Genially, Google Sites, and Google Forms your group will design your escape room.
- ➔ You will need to create pages for each puzzle, provide clues, create locks and design the overall layout.

Step 4: Test the game

- ➔ Once the game has been designed, your group will need to test it to make sure that all of the puzzles are solvable and that the game is challenging enough for your classmates.

Step 6: Submit the game

- Your group will submit their completed escape room game on google classroom.

- The game should include an introduction that explains the concept or topic, as well as any necessary instructions for how to play the game.
- The game should also include a conclusion that ties together the puzzles and provides a clear explanation of the concept or topic.

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 11: Careers, Education and Vocational Applications in Psychology

*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 11 explores the many fascinating subfields within psychology to prepare students for the possibility of further academic study or careers within the field. Students investigate the differences between basic and applied researchers and psychiatrists and psychologists. In addition, students research the training, skills and responsibilities of a variety of vocations within the field, including: counseling psychologists, clinicians, therapists, educational psychologists, environmental psychologists, forensic psychologists, health psychologists, sports psychologists, industrial psychologists and others. As they conduct research, students are encouraged to consider which subfields of psychology interest them and to investigate and begin to plan for what is required in order to further pursue a particular professional path. This unit will use the textbook Understanding Psychology's chapters 2 & 21, as well as the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/vocational-applications.pdf)

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?

In order to demonstrate understanding of the various subfields and careers within the field of psychology, students will design and create a **visual advertisement for a fictional psychology clinic.**

Project Requirements:

- Students may create a digital or hand-drawn version of the advertisement.
- Students will use the textbook and other reliable sources to research and create a summary of the **skills, academic and professional training and responsibilities** of **five different types of psychologists** studied in class.
- Student advertisements must include clear, real-life descriptions of the **services, skills, training and specialties** of five fictional psychologists and a name and description of the clinic within which they work.
- Students will create an advertisement designed to encourage potential fictional clients to investigate the clinic and its services, due to its excellent staff!
- Student advertisements must include **original text and images** and be based on **student research** as described above.
- Student advertisements should be **persuasive, accurate, informative, and colorful**.
- Students will present their final advertisement to the class as part of a **gallery walk**.
- Students will provide **peer feedback** to classmates on a structured form during the gallery walk.

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Unit 12: Positive Psychology

*PLEASE DUPLICATE THIS CHART FOR EACH UNIT

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Unit 12 explores the important research and findings of the field of positive psychology. Students investigate the science of happiness: how happiness is defined, tested, categorized and measured, and how it is best nurtured and achieved, according to research. Students learn about differences in levels of happiness among various age groups and across cultures, and possible reasons for these differences. During the unit, students apply special focus to the benefits of social connection and relationships, a mindset of gratitude, science-based mindfulness practices and how to develop resilience and meaning. Courses on positive psychology are among the most in-demand at universities and colleges; this unit introduces students to this evolving field of study. This unit will use the APA Unit Guide for High School Teachers. Specific Link: (https://www.apa.org/ed/precollege/topss/lessons/positive-psychology.pdf)

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?

In order to demonstrate comprehension of the major concepts introduced in this unit, students will create a **journal project** that explores their personal experience with happiness.

Project description: Create a personal happiness journal that explores the concepts of **gratitude, social connection, mindfulness, and resilience**. This journal will include reflections, activities, and creative elements that demonstrate your understanding of these concepts and how they contribute to happiness. **Please *choose two* of the components below to work on consistently throughout the unit:**

Project Components:

1. **Gratitude Journal: "Daily Thankfulness"**
    - **Description:** Keep a gratitude journal for one week. Each day, write about three things you are grateful for and reflect on how these aspects of your life contribute to your overall happiness.
    - **Requirements:**
        - Daily entries for seven days
        - Each entry should include at least three items of gratitude
        - A short reflection (2-3 sentences) on how practicing gratitude makes you feel
2. **Social Connection Activity: "Strengthening Bonds"**
    - **Description:** Engage in a meaningful social activity with friends or family. This could be a group dinner, a game night, or a shared project. Reflect on the experience and how it impacts your sense of happiness and connection.
    - **Requirements:**
        - Description of the activity and who was involved
        - A photo or drawing capturing the moment
        - A reflection (1-2 paragraphs) on how the social connection influenced your happiness
3. **Mindfulness Practice: "Finding Peace in the Present"**
    - **Description:** Choose a mindfulness activity (e.g., meditation, mindful breathing, mindful walking) and practice it daily for one week. Document your experiences and reflect on how mindfulness affects your mood and stress levels.
    - **Requirements:**
        - Daily log of the mindfulness activity (what you did and for how long)
        - A short reflection (2-3 sentences) on how the practice made you feel each day
        - A final summary (1-2 paragraphs) on the overall impact of mindfulness on your happiness
4. **Resilience Reflection: "Bouncing Back"**

- **Description:** Write a reflective piece on a time when you faced a challenge or setback and how you demonstrated resilience. Discuss what strategies helped you overcome the difficulty and what you learned from the experience.
- **Requirements:**
  - Description of the challenging situation
  - Explanation of how you demonstrated resilience
  - Reflection on what strategies were effective and what you learned (1-2 pages)

Assessments: (Fall and Spring finals. Include proficiency scale)

Categories:

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Below 60%

Projects = 30% Classwork & Participation = 20% Quizzes & Tests = 50%

Project Grades: Exemplary, Commendable, Passing, Revisit

- ➔ Homework Reading Requirement: Students must maintain consistent completion of daily reading assignments and submit unit summaries.
- ➔ Daily Assignments: Assignments include readings, structured group discussions, in-class research and experiments, and viewing and analysis of relevant videos and films.
- ➔ Projects & Mini-Projects: The class includes several large projects and a variety of smaller ones. The projects are designed to encourage deeper engagement with key topics, including brain anatomy and functions, the development and understanding of personality traits, important figures and theories in the history of psychology, among others.
- ➔ Unit Exams: Periodic unit exams and quizzes are given to assess comprehension and retention of course material.

Instructional Materials

List instructional Materials for this Course (you should list all material used in the course of the year)

Type of Material: Textbook, literary text, manual, periodical, scholarly article, website, primary doc, other	Author	Publisher	Edition, Year	URL	Primary book/ read it its entirety? Yes, no
Textbook: Understanding Psychology	Richard A. Kasschau, Ph.D.	Glencoe/Mcgraw-Hill	2014	https://www.mheducation.com/prek-12/program/understanding-psychology-2014/MKTSP-HBD08M0.html	This textbook is the primary book. Sections aligned with units listed above are covered in their entirety.

Unit Lesson Plans For High School Teachers of Psychology.	Various	American Psychological Association	Updated 2024	https://www.apa.org/ed/precollege/topss/lessons	Supplementary material used as needed.
Film	“Awakenings”		1990	https://en.wikipedia.org/wiki/Awakenings	Film about neurologist Oliver Sacks.
Film	“Eternal Sunshine Of The Spotless Mind”		2004	https://en.wikipedia.org/wiki/Eternal_Sunshine_of_the_Spotless_Mind	Classic film about memory.
Film	“A Beautiful Mind”		2001	https://en.wikipedia.org/wiki/A_Beautiful_Mind_(film)	Story of John Nash’s experience with schizophrenia.
Film	“Reign Over Me”		2007	https://en.wikipedia.org/wiki/Reign_Over_Me	Exploration of P.T.S.D. and defense mechanisms.

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

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Lori Shelton, Director of Bond Program

DATE: July 18, 2024

RE: Approval of Modification #2 to the Professional Services Agreement with Hamilton + Aitken Architects for Architectural Design Services for the El Camino High School Central Kitchen Project under the Measure T Bond Program

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BACKGROUND:

The Central Kitchen facilities at ECHS are in need of significant upgrades in several areas in order to accommodate the increased demand for meals, including new breakfast programs, under the State's new mandated Universal Meals Program. Meals are prepared at this facility and distributed District-wide. There are a few code issues and health/safety issues with the current Central Kitchen facilities, which need to be addressed. In addition, the existing cafeteria serving areas are inadequate and poorly configured to meet the demands of the current food service program at the school.

On December 14, 2023, the Board of Trustees approved the professional services agreement for the ECHS Central Kitchen Project with Hamilton + Aitken Architects. The project scope includes design development, preparing construction documents, regulatory review, bidding assistance, construction administration, deliverables, meetings, and project closeout for the Central Kitchen.

This agreement modification includes design development program revisions for the Central Kitchen, schematic design planning for the interim kitchen's layout, voluntary seismic upgrade design, and unforeseen structural design for the walk-in refrigeration building. The structural design is necessary due to the existing walk-in refrigeration foundation deviating from the approved DSA drawings and updated data from the California Geological Survey (CGS) showing the walk-in refrigeration building within the mapped zone where liquefaction analysis is required.

FISCAL IMPLICATIONS:

The total cost of the additional services is **$195,385.00**. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Modification #2 to the agreement with Hamilton + Aitken Architects for additional architectural design and construction administration services for the ECHS Central Kitchen Project in the amount of $195,385.00.

Hamilton + Aitken Architects | 525 Brannan Street Suite 400 | San Francisco CA 94107 | HAArchs.com | 415 .974 .5030
| 101 Broadway Suite 308, Jack London Square | Oakland CA 94607 |

9 May 2024
Revised 29 May 2024
Revised 3 June 2024
Revised 6 June 2024

Lori Shelton
Director of Bond Program
South San Francisco USD
398 B Street
South San Francisco, CA 94080

Re: Proposal for Additional Services ASR #2 – El Camino HS Central Kitchen HAA# 2021.225

Dear Lori:

Thank you for this opportunity to present this proposal to provide additional services for the El Camino HS Central Kitchen Project. The following information describes our understanding and approach to these services.

Additional Services Scope

Project Location: El Camino High School Central Kitchen

Scope of Work

1. Central Kitchen Program Revisions:
    - Prepare design layouts based on new programmatic information at the Central Kitchen at Design Development level. This new information is regarding the Children's Center packaging component and new information on current workflow and projected capacity and program functions.
    - Attend up to 10 meetings with users and District to investigate and finalize programmatic elements and layout including a preliminary planning workshop with the Bond Management Team and a presentation to the Nutrition team.
    - Update food service layout and plans for review and approval by client and users.
    - Update plans to Design Development level based on revised program information. This includes updating the architectural and MEP drawings based on revised food service equipment layout.
    - Prepare updated statement of probable cost based on program revisions.
    - Provide assessment report on the existing "Chef's refrigerator and freezer" condition and recommendation.
2. Interim Kitchen Planning
    - Design Phase: Food service layouts

- The Central Kitchen requires a continuous year-round function and plans to house it in a temporary modular structure for the duration of the kitchen construction.
- Prepare schematic design layouts of central kitchen functions, including the kitchen packaging for the Central Kitchen District-wide distribution, the Children's Center packaging and distribution in the interim modular building, and a warming option for El Camino HS cafeteria, up to 3 design options.
- Preliminary review with San Mateo County Health Department to confirm health code requirements.
- Attend up to 3 meetings required for the design of the project.
- The District will implement the layouts into DSA pre-check interim building package.
- Placement of the Interim Kitchen building and related sitework is being performed under a separate proposal, which the District has approved.
- Allowance included for connection to sewer based on location of portable building
  - On-site sewer connection with lift station or ejector pump design.
  - Off-site sewer connection to public street main (City permitting).

3. Building to Support the Walk-in Freezer and Refrigerator

- The existing walk-in freezer and refrigerator were not built in a separate structure as described in the original DSA-approved as-built drawings.
- Per DSA IR A-14, a stand-alone, exterior walk-in cooler over 250 sf cannot be installed unless it is designed as a building structure. The replacement cooler's foundation will be fully replaced and will require a geotechnical report. The building location is in a liquefaction hazard zone per USGS maps. H+AA has requested for the geotechnical report to be supplied by Client.
- Design of structure and foundation:
  - A seismically separated building with foundation constructed to house the replacement walk-in freezer and refrigerator insulated assembly.
  - Approximately 1500 SF, single story.
  - Metal stud exterior walls, sheathed in plywood for seismic force resistance, metal exterior finish panels. Roof will likely be framed with metal deck spanning between steel beams supported by steel columns within exterior walls.
- Attend up to 3 meetings required for the design of the project.

4. Voluntary Seismic Upgrade

- Review and assessment of Tier II Seismic Retrofit Study Report by Thornton Tomasetti dated 11-26-2012.
- Add the voluntary seismic retrofit scope of work as outlined in the Tier II Seismic Retrofit Study Report by Thornton Tomasetti to the current program.
- Prepare Design Development and Construction Documents and incorporate the upgrade scope into the overall kitchen and cafeteria projects.
- Prepare opinion of cost of seismic upgrade.
- Attend up to 3 meetings required for the design of the project.

5. Additional Design Coordination Meetings

- The District wishes to increase the number of design coordination meetings over those established in our current agreement, to assist in Bond management.

- We have included the fee for up to an additional 3 meetings in Design Development phase and 9 meetings in Construction Documents phase.

Budget: The District has not established a budget for this work.

Schedule: Design and construction for the project will be completed in one phase, on the following preliminary schedule:

- Kitchen Program Revisions 6 weeks
- Interim Kitchen Planning 4 weeks
- Walk-in Refrigerator Building 5 weeks
- Voluntary Seismic Upgrade 5 weeks
- These design activities will run in parallel for the duration from notice to proceed. At the end of these activities, we will return to the construction document activity on original schedule. Calendar time will be affected by delay from these activities. See attached schedule.

Phasing: The services will be provided in one phase with the Central Kitchen project.

Form of Agreement: These services will be provided according to the conditions in our current Agreement for services.

Assumptions

This proposal is based on the following assumptions:

- Prior to the start of design, our team will be provided with a copy of the Owner's Project Requirements (OPR), detailed program, project design standards, and product, systems and material standards, if they exist.
- As-built drawings of existing building and building systems will be made available by the Client.
- The Client District will provide site surveys, surveys of existing conditions, and geotechnical information if required by us to perform the work.
- The project will be produced in our standard BIM format using our office standards for documentation. The BIM model will be developed to LOD 100 for schematic design, LOD 200 for design development and contract documents.
- The existing site utility infrastructure is sufficient to accommodate these renovations.

Contingent Additional Services

The following services may be provided at the request of the Client, but are not included in Basic Services of the Architect:

- Work requested beyond the Project Scope or the Proposed Scope of Services shall be considered extra work and may be performed as additional services upon authorization.
- Design of fire, life safety and structural upgrades that may be required by regulatory agencies but not specifically identified as part of this proposal are not part of our basic services, but may be included as a contingent service.
- Design and documentation for sustainable rating certification, for example LEED.
- Major design revisions or changes to project scope requested by the Client.
- Building commissioning.

- Bid Alternates.

Exclusions

Services not listed in this proposal are specifically excluded from our scope of services.

- Preparation of as-built drawings
- Review of extent of existing hazardous materials or removal procedures, and cost estimating for hazardous materials abatement.

Compensation

We propose to provide these services for a fixed fee as follows (plus expenses):

Add Service Item	Fee
1. Central Kitchen Program Revisions	$66,565
2. Interim Kitchen Planning	$23,330
3. Walk-in Refrigerator Building	$31,810
4. Voluntary Seismic Upgrade	$52,680
5. Additional Coordination Meetings	$11,400
Subtotal Proposed Fee	$185,785

Allowance for sewer connection for interim kitchen – one of the following two options:

- On-site sewer connection with lift station or ejector pump design
- Off-site sewer connection to public street main (City permitting) $9,600

Total Proposed Fee	**$195,385**

Expenses

It is expected that deliverables, including documents for reporting progress to the Client, record keeping, review by regulatory agencies, and construction document distribution will be in PDF format, minimizing reproduction and delivery expenses.

Unanticipated expenses for the project are in addition to the fee, and may include printed documents requested by the Client, review by regulatory agencies, construction document distribution, or other expenses for the benefit of the client. Typical types of expenses for the project are indicated below.

Reproduction:	1.1 X Direct cost
Postage and Delivery:	1.1 X Direct cost
Out of Bay Area Travel:	$0.6255 per mile for auto, or the current IRS mileage reimbursement Direct Cost for non-auto

Billing Rates for Other Services – Per existing Agreement

I hope this proposal addresses the requirements of the project and meets your expectations. Should you have any questions, please call me and I would be happy to review them with you.

Sincerely,



Chad Hamilton AIA
Principal – Hamilton + Aitken Architects

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Lori Shelton - Director of Bond Program

DATE: July 18, 2024

RE: Approval of Agreement with Project Support Services (PSS) for DSA Close-out of Non-Certified Projects for the Measure T Bond Program

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BACKGROUND:

The South San Francisco Unified School District currently has approximately two dozen construction projects from 1993 to today that remain uncertified by the Division of the State Architect (DSA). Certification by DSA is essential for ensuring the safety and compliance of school facilities. Uncertified projects pose significant challenges, including delays in the approval of new construction projects, such as those funded by the Measure T bond programs. Project Support Services was selected to assist the District with the non-certified DSA projects based on their experience and outstanding work for other school districts.

It is important for the District to address certification issues promptly to avoid complications and delays with future construction projects. New construction at school sites with uncertified projects may not be approved by DSA until the issue of certification is resolved. Reasons for non-certification may include, but are not limited to, project teams not taking the final steps in obtaining DSA certification, failure to submit all required documentation, failure to submit final payment, undocumented revisions, non-compliant scope of work, or failure of inspector or architect to sign off on the project.

The scope of work for this proposal (Phase 1) will include reviewing the District's and DSA files to create a list of tasks and documents necessary for the certification process and create a plan of action for each project. Phase 1 is expected to take between three to six months.

FISCAL IMPLICATIONS:

The cost of the services is $174,720.00. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the contract with Project Support Services for the DSA close-out of non-certified projects for the Measure T Bond program, in the amount of $174,720.00.

PROJECT SUPPORT SERVICES

Contact: Natassia Melendrez
Email: Natassia@psscert.com
Cell: 909.538.3053
Office: 714.602.8400

June 11, 2024

Lori Shelton
Director – Bond Program
South San Francisco Unified School District
Measure T Bond Program
398 B Street
South San Francisco, CA 94080

RE: Proposal for DSA Project Closeout & Certification
Phase I: Research & Evaluation

Dear Lori Shelton,

Thank you for allowing Project Support Services (PSS) to present this proposal for DSA project closeout and certification assistance. PSS is a minority woman-owned small business that saves our clients time and money by putting our expertise to work by:

- Managing the Division of the State Architect (DSA) process on new projects,
- Resolving DSA issues with ongoing projects,
- Achieving closeout on completed, but non-certified, projects,
- Training client staff on DSA requirements,
- Scanning, organizing, managing, and archiving plans and project files, and
- Maintaining inventory of relocatables.

Project Support Services Qualifications

PSS Principal Natassia Melendrez has over 17 years of experience in working with Division of the State Architect. PSS has helped California school districts complete the DSA closeout process for hundreds ofnon-certified K-12 and Higher Education projects. Many of these were projects the Districts and their consultant teams thought could not be closed, with some dating as far back as 1964.

The projects' closeouts had issues with documentation such as:

- Missing change orders,
- Deferred approvals,
- Revisions,
- Non-compliant scopes of work,
- Non-compliant test results,
- Missing DSA-6 by the original Project Inspector,
- Fire sprinkler systems,
- Fire alarm systems,

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- ADA compliance, or
- Missing in-plant reports.

Due to our expansive knowledge of DSA requirements, PSS is able to resolve project closeout issues quickly and efficiently. We have also worked hard to build and maintain a strong working relationship and positivereputation with DSA staff.

Clients

- ABC Unified School District
- Covina-Valley Unified School District
- Downey Unified School District
- Glendora Unified School District
- Hawthorne Elementary School District
- Inglewood Unified School District
- Manhattan Beach Unified School District
- Montebello Unified School District
- Norwalk-La Mirada Unified School District
- Palos Verdes Peninsula Unified School District
- Redondo Beach Unified School District
- San Marcos Unified School District
- Wiseburn Elementary School District
- Cerritos Community College District
- College of the Desert
- Long Beach Community College District
- Mt. San Jacinto Community College District
- Rancho Santiago Community College District
- South Orange County Community College District
- San Mateo Union High School District

Please visit our website at www.psscert.com for additional information about the firm.

Background

The South San Francisco Unified School District (SSFUSD) serves approximately 8,000 students in the vibrant and diverse community of South San Francisco, California. Established in 1913, the district operates 15 schools, including 9 elementary schools, 3 middle schools, 2 comprehensive high schools, and 1 continuation high school. SSFUSD is committed to academic excellence, offering Advanced Placement (AP) courses, Career and Technical Education (CTE) programs, and a strong focus on STEM education. By fostering strong community partnerships and providing a wide range of

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extracurricular activities, SSFUSD ensures a well-rounded and inclusive educational experience, preparing students for future success in college, careers, and beyond.

With numerous buildings and portables the Facilities Department oversees the capital improvement program funded by the community passed or state bond measure. With each local or state bond passing the District has a result of **24 noncertified projects** with the Division of State Architect.

Scope of Services

Project Support Services (PSS) will work with district and campus staff, Division of State Architect (DSA) staff, project architect and their design team, and inspectors to resolve and close out projects that have remained closed without certification. We will research and evaluate each project to identify specific issuesthat have prevented certification, and we will develop a solution that will enable the project to be certified by DSA.

Our goal is to close as many projects as possible in Phase I, Research and Evaluation. These projects maybe essentially complete but simply require that documentation be finalized. Other projects that have more complex requirements will be resolved in Phase II. At the end of Phase, I, a detailed evaluation of all remaining uncertified projects will be provided to the District.

Our process begins by reviewing District and DSA files to create a list of tasks and documents necessary for the certification process of each project. As an example, based on the Close of File without Certificationletter, we may discover missing or incomplete documents such as DSA SIVR 292, DSA 291 LVR, DSA 293GVR, unapproved change orders, DSA 6, etc. PSS will secure the missing or incomplete documents, following our established procedures to resolve certification concerns.

For projects that no longer exist, we will retrieve a copy of the most recent DSA approved site plan as wellas a Google Earth shot, and create a letter for the District to sign stating the project has been demolished.PSS will submit the closeout packet to DSA for #5 Resolution of Certification Due to Removal.

Additionally, if deficiencies are found while reviewing inspector daily reports, test results, etc., PSS will research and compile information and documents to correct the deficiencies and ensure that the construction complies with DSA approved documents and applicable codes and regulations. Depending on the deficiency, PSS may work with the project structural engineer or architect to obtain additional testingand inspections that are needed to obtain DSA Certification.

This proposal specifically covers Phase I tasks. After our evaluation clarifies the scope of work required forthe remaining projects, a separate proposal will be submitted to the District for Phase II, in which we will execute the plan of action agreed upon to close out the project.

Specific tasks related to Phase I include:

Phase I, Research and Evaluation

- Create Smartsheet, Action Item List, Electronic Folder for the District to have access.

PROJECT SUPPORT SERVICES

Contact: Natassia Melendrez
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- Set up project in the server and share access
- Retrieve Close of File (COF) letter from DSA.
- Order and review file and plans from DSA.
- Locate each project to verify whether the project exists and its exact scope. If the project nolonger exists, PSS will create #5 Letter and supporting documents for certification.
- For existing projects, PSS will identify the scope of work and verify that a later modernization hasnot altered the work.
- Contact IOR and AOR for project history.
- Contact design professional and consultants for documents required per the COF Letter.
- Site investigation report and completion if required.
- Create a plan of action for Phase II Execution and Closeout.
- Coordinate a meeting with the District and the Division of the State Architect.

At the completion of Phase I, we provide the District the following for each project:

- Project location and scope or, alternatively, verification that the project does not exist
- Documents required to correct deficiencies listed in the COF Letter.
- Project constraints.
- DSA File & Plans obtained from DSA to assist with locating project and archive documents for thelist of documents required
- Plan of Action to complete closeout of the project.
- Create budget and spreadsheet of project closeout cost.
- Request proposals from consultants required for certification such as Project Inspector, Architect,Contractor, Engineer or Special Inspector along with testing.
- If the project no longer exists we create a #5 Resolution of Certification Letter.

Phase II Execution & Closeout

- Complete closeout per plan of action agreed upon with the Bond Program and Division of State Architect.
- Assist with DSA 312 A/E Certification Program.
- Project manage the closeout and document control of the verified report forms.
- Create project closeout packets, provide copies for the District, upload to DSA box and mail toDSA for final review of certification.
- **Proposal for Phase II will be submitted after completion of Phase I.**

Compensation & Completion:

The services described above will be provided at $6,500.00 per project and shall not exceed the amount of **$174,720.00 for Phase I** unless authorized by the South San Francisco Unified School District. Excludes DSA re-opening fee and unpaid DSA invoices.

Each project will be billed based on the following milestones completed:

PROJECT SUPPORT SERVICES

Contact: Natassia Melendrez
Email: Natassia@psscert.com
Cell: 909.538.3053
Office: 714.602.8400

Milestones	Amount
Milestones 1-6	$3,250
• New District Set Up	
• Retrieve COF Letters, AP Letters an DSA Tracker	
• Request & Retrieve DSA archive files and plans	
• Request, Retrieve and contact the original Design Professional Team along with the Project Inspector, Testing Lab and Contractor to retrieve documents required.	
• Create a site plan comparing to google earth to determine if the project exist and scope of work and if necessary complete a site investigation.	
• Assess and review to complete an evaluation	
Milestones 7-8	$3,250
• Prepare a Plan of Action Report for Phase II	
• Receive DSA and/or District approval regarding the Phase II Plan of Action in order to retrieve certification	

*A hardcopy of the documents above and dropbox link will be sent to the District as each milestone is completed. If the District prefers, a binder can be created with each project and the documents listed above.

Non-Certified Project List:

App Id	Project Name	Certified LetterType	Date	Amount
01-101232	ALTA LOMA MIDDLE SCHOOL	#3-Close of File w/o Certification - Exceptions	4/10/2013	$6,500.00
01-100961	BADEN CONTINUATION HIGH SCHOOL	#3-Close of File w/o Certification - Exceptions	5/9/2013	$6,500.00
01-105220	BADEN ELEMENTARY SCHOOL	#3-Close of File w/o Certification - Exceptions	1/9/2008	$6,500.00
01-113864	Buri Buri Elementary School-South SFUSD	DSA 301P Notification of Requirement for Certification	7/31/2018	$6,500.00
47333	EL CAMINO HIGH	#3-Close of File w/o Certification - Exceptions	9/13/1994	6,500.00
01-120170	El Camino High School	DSA 301P Notification of Requirement for Certification	7/28/2023	$6,500.00

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01-120675	El Camino High School	DSA 301P Notification of Requirement for Certification	4/4/2024	$6,500.00
65822	El Camino High School	#3-Close of File w/o Certification - Exceptions	1/24/2000	$6,500.00
01-117433	Martin Elementary School	DSA 301P Notification of Requirement for Certification	4/11/2019	$6,500.00
01-116642	Martin Elementary School	DSA 301P Notification of Requirement for Certification	4/20/2018	$6,500.00
01-100939	MONTE VISTA ELEMENTARY	#3-Close of File w/o Certification - Exceptions	5/17/2013	$6,500.00
01-105974	PARKWAY HEIGHTS MIDDLE SCHOOL	#3-Close of File w/o Certification - Exceptions	7/14/2014	$6,500.00
01-113867	Parkway Heights Middle School-South SFUSD	DSA 301P Notification of Requirement for Certification	4/4/2016	$6,500.00
01-116522	Parkway Heights MS	DSA 301P Notification of Requirement for Certification	3/12/2019	$6,500.00
46221	PONDEROSA ELEM	#3-Close of File w/o Certification - Exceptions	5/8/1993	$6,500.00
01-100938	PONDEROSA ELEMENTARY SCHOOL	#3-Close of File w/o Certification - Exceptions	8/31/2006	$6,500.00
61162	S. SAN FRANCISCO HIGH	#3-Close of File w/o Certification - Exceptions	11/16/1995	$6,500.00
01-101306	SOUTH SAN FRANCISCO HIGH SCHOOL	#3-Close of File w/o Certification - Exceptions	10/25/2005	$6,500.00
01-101909	VARIOUS SITES	#3-Close of File w/o Certification - Exceptions	2/2/2006	$6,500.00
01-101910	VARIOUS SITES	#3-Close of File w/o Certification - Exceptions	7/17/2007	$6,500.00
01-102248	VARIOUS SITES	#3-Close of File w/o Certification - Exceptions	1/9/2008	$6,500.00
01-104769	VARIOUS SITES	#3-Close of File w/o Certification - Exceptions	4/16/2013	$6,500.00
01-103341	VARIOUS SITES	#3-Close of File w/o Certification - Exceptions	4/3/2013	$6,500.00
01-114312	Westborough Middle School-S.S.F. USD	DSA 301P Notification of Requirement for Certification	3/7/2019	$6,500.00

PROJECT SUPPORT SERVICES

Contact: Natassia Melendrez
Email: Natassia@psscert.com
Cell: 909.538.3053
Office: 714.602.8400

Administrative Support Services:

- Project Control Fee $18,720.00

Additional Services:

Should the District seek any additional services required beyond the original scope of work PSS will submit a separate proposal.

Terms & Conditions

- Prices submitted are considered firm for 60 days until contract is signed.
- Payment terms are net 30 days from invoice date. Invoices will be generated monthly throughoutthe duration of the project.

Reimbursable Expenses:

The District shall reimburse PSS at a cost, a reasonable sum for out-of-pocket expenses listed below, thatare incurred and paid for by PSS in furtherance of performance of our obligations under this agreement. PSS will add a 15% markup fee for all charges listed below. However, we shall be reimbursed only to the extent that such expenses are generated in connection with the operation of projects assigned and only tothe extent **authorized** by **South San Francisco Unified School District.**

- Scanning of plans retrieved by the Division of State Architect.
- Express shipping, overnight mail, messenger, courier, or delivery services.
- Printing of oversized file and documents for closeout.

Again, we appreciate the opportunity to provide you with this proposal. Please feel free to contact me at 714.602.8400 or my cell number, 909.538.3053, with any questions.

Respectfully,
Project Support Services

x _____
Natassia Melendrez
President & CEO
Project Support Services Inc.

Accepted:

x _____
Lori Shelton
Director – Bond Program
South San Francisco Unified School District

Contact: Natassia Melendrez
Email: Natassia@psscert.com
Cell: 909.538.3053
Office: 714.602.8400

The following projects are to be prioritized in the following order:

1. **Group 1 Projects**
    1. Sunshine Gardens ES
    2. Los Cerritos ES
    3. Westborough ES

2. **Group 2 Projects**
    1. El Camino HS ($49 million)
    2. South San Francisco HS ($83 million)
    3. Spruce ES ($18.7 million)
    4. Monte Verde ES ($10.5 million)

3. **Group 3 Projects**
    1. Alta Loma MS ($20.6 million)
    2. Parkway Heights MS ($21.6 million)
    3. Baden ($8 million)

4. **Group 4 Projects**
    1. Skyline ES ($10.8 million)
    2. Junipero ES ($9 million)
    3. Ponderosa ES ($10.5 million)

5. **TBD Projects**
    1. Buri Buri ES ($721k)
    2. Martin ES ($2.3 million)
    3. District Offices ($5.8 million)
    4. Children's Center ($2.1 million)
    5. Hillside ($5.1 million)
    6. Serra Vista ($1 million)
    7. Foxridge ($70 million)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Wazi Chowdhury – Director of Facilities and Safety

DATE: July 18, 2024

RE: Approval of Agreement with Experience Janitorial for Temporary Custodial Staffing Support for the 2024-25 School Year.

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of Experience Janitorial, Inc. to provide temporary custodial staff support for 2024-25. Due to vacancies and staff out due to medical leave, vacations, and illnesses, there are insufficient substitute custodians to cover the work.

Based on the number of additional hours needed, the staff has estimated the cost to be no more than $100,000 for the 2024-25 school year.

FISCAL IMPLICATIONS:

The cost is not to exceed $100,000. It will be paid from the saving in the substitute custodial budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Experience Janitorial, Inc. for temporary custodial staffing support, in the amount not to exceed $100,000, for the 2024-25 school year.

EXPERIENCE JANITORIAL, INC.
435 LINDEN AVE.
SSF, CA 94080
OFFICE: 1(650)871-6530
FAX: 1(650)871-6530
WWW.EXPERIENCEJANITORIAL.COM

Custodial Assistance

SERVICE OUTLINE FOR:
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B STREET
SOUTH SAN FRANCISCO, CA 94080

CONTACT:

Wazi Chowdry
1(650)877-8751
Cell: 1(650)438-6085

Wence Parades
wparades@ssfusd.org

July 3, 2024

SERVICE OUTLINE FOR SSFUSD:

Experience Janitorial, Inc. Will provide custodial assistance due to the shortage of custodians for SSFUSD.

Hector Macedo (Experience Janitorial, Inc.):_____Date:_____

SSFUSD rep:_____Date:_____

RATE SHEET:

FREQUENCY OF SERVICE: 5X WEEK

RATE: $41.00/HOUR PER PERSON

SERVICE AGREEMENT

This agreement is made between **Experience Janitorial**, (hereinafter referred to as "**Agent**")
And **SSFUSD (**hereinafter referred to as "**Client**"). Agent agrees to arrange the performance of JANITORIAL services during the term of this Agreement as follows:

1) Janitorial Services. Agent will negotiate on behalf of client to obtain all labor, material and equipment necessary to perform the services listed in the "**SERVICE OUTLINE" Request** except hand soaps, paper products, and plastic liners. Client must additionally arrange and pay separately for these items and the costs of all debris disposal. Services will be performed outside normal business hours whenever possible.

2) Payments. Client agrees to pay **$ $41.00** per HOUR in exchange for services as specified in the "Service Outline". Janitor or his Agent will issue invoices in advance, on the first day of every month. Full payment is due within thirty (30) days of receipt. Finance charges will be assessed at the rate of 1% of the total outstanding balance, for every thirty (30) days of delinquency, if the invoice has not been paid after a new period of service start. The above price is based upon current labor and material costs. If such costs change, or if the job requirements change, Janitor reserves the right to amend his price accordingly. Client may either agree to such changed price or may elect to cancel service. Client will make all payments directly to the Janitor or designated billing Agent. ** Option 2 may be enacted by client, when client is prepared to do so without interrupting 1 YEAR contract.

3) Term. The term of this Agreement ("Term") shall commence on 6/01/2024. and shall continue as needed unless extended as provided below or terminated earlier for the following reasons: (i) a change in the Monthly Payment under Paragraph 2 above, or (ii) for cause after Client has provided at least thirty (30) day's written notice of Client's intent to terminate. The term "for cause" shall mean for the failure of Janitor to provide the Service in a timely and workmanlike manner or for the breach of any provision of this Agreement, and said notice shall describe the nature of any breach of the Services in accordance with this Agreement or any representations or warranties made by Agent hereunder. After the end of the one-year period, the Term shall be automatically extended to another year unless both parties agree to continue this agreement on a month-to-month basis, and may thereafter be terminated by either party by giving written notice to the other party at least thirty (30) days in advance of the termination date. Notwithstanding anything in this paragraph to the contrary, Client may terminate the Services immediately upon the occurrence of a natural catastrophe or unforeseen vacancy of the entire Premises.

4) Insurance & Bonding. At all times while the Agreement is in force, Agent represents, warrants and covenants its compliance with the insurance requirements attached hereto as Attachment 1.

5) Miscellaneous. The addendum to this Agreement titled "**SERVICE OUTLINE"** outlines the actual services to be performed by Janitor at the Premises. This Agreement shall be governed by and construed solely in accordance with the laws of California, and that the proper venue for any legal action brought with respect to this Agreement or the rights of any of the parties in relation thereto shall be in San Francisco, California, and in no otherplace.

Executed in San Francisco, California on the day and year written below.

By:_____ Date:_____ By:_____ Date:_____
Client's Agent Hector Macedo

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Wazi Chowdhury - Director of Facilities and Safety

William Savidge - Facilities Management Consultant

DATE: July 18, 2024

RE: Approval of Change Order #4 for the Contract with E.F. Brett and Company for the Heating Ventilating and Air Conditioning (HVAC) Project Package B, Project #16-23

BACKGROUND:

After a public bid process, the Board awarded a contract for the HVAC Package B Project to E.F. Brett and Company on June 22, 2023. The HVAC Project Package B is currently under construction. Work is underway for the replacement and upgrade of Heating Ventilating and Air Conditioning ("HVAC") systems at Hillside Pre-School Classroom Wing, Parkway Heights MS Administration Wing, Spruce ES Gymnasium, and Martin ES Multi-Purpose Building/Administration Building/Classroom Wing A. Work is complete at the Parkway Heights MS Admin. Building. There have been ongoing changes to the work as demolition has uncovered unforeseen conditions and required elements of the work that were not included in the original scope. The Board has previously approved three change orders on the project.

Change Order #4 includes work at Martin ES and Hillside. At the Martin ES Classroom Wing A there are multiple areas of electrical and low voltage wiring for building systems that are impacted by the installation of the new high-efficiency furnace closets; and outside air fans in two rooms were not shown on the electrical plans and needed to be wired. At the Martin ES MPR Mechanical room there were multiple older conduits, lights, and low voltage wiring that needed to be removed. In addition, the wiring for the main new MPR mechanical units was required to removed and replaced with new service to the switchgear. At the Martin ES Admin. wing a complete upgrade of the electrical panel feeding all of

the new units was required. At Hillside additional outside air ductwork was required to be installed that was not in the original contract.

The total Change Order #4 cost is $28,529. The total of change orders #1-#4 will be $433,885. This total is 8.9% of the original contract amount of $4,864,000. Staff has authorized the contractor to proceed with this work. The change order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **$28,529** will be paid from Facilities Fund 40.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #4 to the to the contract with E.F. Brett and Company for the HVAC Project Package B, Project #16-23, in the amount of $28,529.

DOCUMENT 00 63 63

CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
004

CHANGE ORDER

Project: HVAC Package B Projects
Bid No.: #16-23

Date: 07/08/2024
DSA File No.: 41-28
DSA Appl. No.: Martin 01-120510, Spruce - 01-120512, Hillside

The following parties agree to the terms of this Change Order:

Owner:
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Contractor:
EF Brett & Company, Inc.
1435 Technology Lane, Suite B1, Petaluma, CA 94954

Architect:
HIBSER YAMAUCHI Architects, Inc. (HY+A)

Project Inspector:
Construction Inspection Services (CIS Inc.)
243 Arroyo Dr.
Pacifica, CA 94044

Reference	Description	Cost	Days Ext. Req.
PCO: #029 Requested by: EF Brett Performed by: PPS Reason: Unforeseen Cond.	**Martin:** Per RFI#85 Intake Exhaust Fans Power from Panel and (N) Breakers, see attached COR#14 PPS	$ 4,439.00	1
PCO: #030 Requested by: EF Brett Performed by: PPS Reason: Drawing coordination	**Martin:** Per RFI#78 Electrical Items to be removed from Mech. Room & RFI#85 Remove and replace conduit, pull wires and new breaker T&M Tag @ Classroom #18	$ 11,456.00	5
PCO: #031 Requested by: EF Brett Performed by: Trahan Reason: Unforeseen Cond.	**Hillside:** Labor & Materials for added Outside Air Ductwork per RFI#81	$ 2,666.00	2
PCO: #032 Requested by: SSF USD Performed by: PPS Reason: Unforeseen Condition	**Martin:** Existing Panel C Replacement at Martin Admin Building	$ 9,968.00	5.5

Contract time will be adjusted as follows: Previous Completion Date: August 1,2024 [13.5] Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: August 20,2024	1) Original Contract Amount:	$ 4,864,000.00
	2) Amount of Previously Approved Change Order(s): ***COs #1, #2, #3***	$ 405,356.00
	3) Amount of this Change Order:	**$ 28,529.00**
	Contract Amount: *(Pending approval of line item #3 included)*	$ 5,297,885.00

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:

_____ _____
[Name] Date

Contractor:

Ian Burns Digitally signed by Ian Burns DN: C=US, E=ianb@elbrett.com, O=Elbrett, CN=Ian Burns Date: 2024.07.08 11:23:27-07'00' 7/8/2024
[Name] Date

Architect:

Digitally signed by Eleni Antonelli Date: 2024.07.08 14:29:51-07'00' 7/8/24
[Name] Date

Project Inspector:

_____ _____
[Name] Date

END OF DOCUMENT

Reviewed by ***Cumming***

Babatunde J. Olayomi
07/08/2024

PCO #029
Submitted 06/21/2024

E.F. BRETT & COMPANY

2525 Van Ness Ave., Suite 213, San Francisco, CA 94109 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: SSF USD
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

COR # 29
DATE: 6.21.24
PROJECT: SSF HVAC B
JOB # 172

We submit for your approval the following cost estimate of changes in work as follows:
At Martin ES per RFI#85 Intake Exhaust Fans Power from Panel and (N) Breakers, see attached COR#14 PPS

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
PPS COR#14 per RFI#85				$4,145.00	$4,145.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$4,145.00	$4,145.00
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$4,145.00
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$4,145.00
MARK-UP ON SUBCONTRACTORS	5 %	($4,145.00)			$207.25
				SUBTOTAL	$4,352.25
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$87.05
					$4,439.30
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$4,439**
TIME EXTENSION REQUIRED FOR THIS CHANGE					15 (WORKING DAYS)

☒ We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with In an effort to maintain the project schedule. **This work is happening now**

☐ We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

PACIFIC POWER
& SYSTEMS

June 21, 2024

Ian Burns / Anthony "AC" Crivelli
E F Brett and Company Inc.
1435 Technology Lane, Suite B1
Petaluma Ca. 94954

Cell 415-819-9553/707-695-7544
Email anthonyc@efbrett.com
Email ianb@efbrett.com

RE: South San Francisco HVAC Project - PPS Job Number 23-06-1250
COR #014 – MARTIN ELEM. SCHOOL – INTAKE EXHAUST FANS PPS R.F.I #19/EF BRETT R.F.I. #85

Dear Ian, Anthony,

This is our P.C.O. for the work involved in providing power and hook-up the intake exhaust fans in the Classroom Building A Classroom Building at Martin Elementary School.

Included in this accounting is the following:

1.) Provide and Install power from panel LA to the intake exhaust fans.
2.) Provide and install new breaker.
3.) Provide and install new switch disconnecting means
4.) Remove existing cords and hard wire new fan units.
5.) Install phenolic labels and provide updated panel schedule.
6.) Test for proper operation.

Total Cost for the above scope of work including materials, taxes, equipment, and labor would be $4,145.00.

Thank You for allowing Pacific Power & Systems to bid on your electrical work.

If anyone has any questions, please feel free to call me at 707-580-0375.

Sincerely,

Joe Dwyer
Pacific Power & Systems

4145.11

COR #14 - MARTIN INTAKE EXHAUST FANS

PACIFIC POWER & SYSTEMS

DATE: 21-Jun-24

PROJECT: **MARTIN ELEMENTARY SCHOOL - INTAKE EXHAUST FANS**

JOB NO: **PPS R.F.I #19 /EF BRETT R.F.I # 85**

MATERIALS			AMT
MATERIALS FROM TAKEOFF			647.41
MATERIALS MARKUP			0.00
SALES TAX 8.38 %			54.25
NON-TAXABLE MATERIAL ITEMS			0.00
TOTAL MATERIAL COSTS			701.66
LABOR COSTS	HOURS	RATE	TOTAL
ELECTRICIAN	20.36	148.62	3025.90
FOREMAN	0.00	0.00	0.00
WAREHOUSE FIXTURE DEMO	0.00	0.00	0.00
TRAVEL TIME	0.00	0.00	0.00
OVERTIME PREMIUM ONLY	0.00	0.00	0.00
	0.00	0.00	0.00
SUPERVISION	0.00	0.00	0.00
TOTAL LABOR	20.36		3025.90
TOTAL MATERIAL AND LABOR			3727.57
SUBCONTRACTOR ITEMS	QUAN.	PRICE	TOTALS
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
TOTAL UNIT PRICES AMOUNT			0.00
EQUIPMENT	QUAN	COST	TOTAL
SMALL TOOLS	20.36	2.00	40.72
FREIGHT	0	0.00	0.00
SCISSIOR LIFT	0	1000.00	0.00
BOOM LIFT	0	2800.00	0.00
DUMP TRUCK	0	2800.00	0.00
BOBCAT	0	1000.00	0.00
MINI EXCAVATOR	0	1500.00	0.00
BACKHOE		0.00	0.00
		0.00	0.00
TOTAL EQUIPMENT COSTS			40.72

EXPENSES		AMT.
TESTING		0.00
		0.00
GAS FOR EQUIPMENT		0.00
AS BUILTS		0.00
TELEPHONE		0.00
TEMP. POWER		0.00
JOB OFFICE		0.00
FREIGHT CHARGES		0.00
CLERK		0.00
RESUBMITTALS		0.00
ENGINEERING		0.00
		0.00
		0.00
		0.00
		0.00
TOTAL EXPENSES		0.00
SUMMARY		
		0.00
		0.00
		0.00
		0.00
		0.00
MATERIAL		701.66
LABOR		3025.90
SUBCONTRACTOR		0.00
EQUIPMENT		40.72
EXPENSES		0.00
PERMITS		0.00
SUB TOTAL COST OF CHANGE		3768.29
FEE ON PPS COSTS LESS SUBS	10.00%	376.82
TOTAL COSTS		4145.11
BOND		0.00
TOTAL COST OF CHANGE	>>>>>>>>>>>>>>	$4,145

South San Francisco HVAC - Martin Intake Exhaust F

Job Number: 12038

Extension By Phase

Item #	Description	Quantity	Price	U	Disc	Ext Price	Labor Hr	U	Ext Lab Hr
		--- 01 Raceway, Fittings & Boxes ---							
1000	1/2" EMT	200	328.50	C	60.00	262.80	4.00	C	8.00
1121	1/2" Steel Flex	10	137.48	C	30.00	9.62	1.53	C	0.15
1496	1/2" Comp Steel Insul Throat Conn	4	1,547.49	C	94.00	3.71	0.10	E	0.40
1576	1/2" Compression Steel Coupling	20	160.93	C	2.00	31.54	0.08	E	1.60
1885	1/2" Die-Cast Straight Squeeze Flex Conn	2	741.07	C	74.00	3.85	0.07	E	0.14
1910	1/2" Greenfield Conn 90D	2	9.22	E	30.04	12.90	0.11	E	0.22
2278	1/2" 1-Hole Strap	25	55.91	C	76.00	3.36	2.00	C	0.50
2571	4" Square Box (1/2 & 3/4 KO's)	4	2,694.84	C	94.00	6.47	0.17	E	0.68
	--- 01 Raceway, Fittings & Boxes Total ---					334.25			11.69
		--- 02 Wire & Cable ---							
2790	#12 THHN CU Stranded Wire	672	700.85	M	70.00	141.29	4.81	M	3.23
4367	#14-12-10 Wire Termination Labor	6	0.00	E	0.00	0.00	0.09	E	0.54
	--- 02 Wire & Cable Total ---					141.29			3.77
		--- 03 Distribution ---							
3143	30A/2P 3WSN 240V GD Fus Safety Sw-Nem	2	85.28	E	58.00	71.64	0.44	E	0.88
3960	20A 1P 120/208V Bolt-On Circuit Breaker	1	32.40	E	52.99	15.23	0.50	E	0.50
	--- 03 Distribution Total ---					86.87			1.38
		--- 05 Wiring Device & Covers ---							
4791	4" Square Flat Blank Cover w/KO	4	1,184.66	C	92.00	3.79	0.06	E	0.24
	--- 05 Wiring Device & Covers Total ---					3.79			0.24
		--- 07 Misc ---							
6839	Red Wirenuts	18	145.79	M	54.00	1.21	1.53	C	0.28
	--- 07 Misc Total ---					1.21			0.28
		--- 18 Underground Adder ---							
T0001	Phenolic Labels	2	25.00	E	0.00	50.00	0.50	E	1.00
T0002	Demo Existing power to fan unit	2	10.00	E	0.00	20.00	0.50	E	1.00
T0003	Enter Existing Panelboard	1	10.00	E	0.00	10.00	1.00	E	1.00
	--- 18 Underground Adder Total ---					80.00			3.00
	Job Total					647.41			20.36

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC Package B**	JOB NO. 172 RFI NO. 85
TO: Hibser Yamauchi Architects Inc. 300 27th Street, 2nd Floor Oakland, CA 94612	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Martin - Intake Exhaust Fans

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ OTHER
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO:	DETAIL NO:

DESCRIPTION:
Please see attached.

ATTACHMENTS:

☒ COST IMPACT: $ EST. TBD ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE:		DATE ISSUED:	DATE REQUIRED:
Anthony Crivelli		6/12/24	6/19/24

RESPONSE:

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

RFI #19 – Martin Elementary School - Intake Exhaust Fans

Due	Sent on	Sent by
Jun 17, 2024	Jun 12, 2024	Joe Dwyer

Assigned to
No one assigned.

Question

At Martin Elementary School in the classroom wing there are two fan coil units, they are SHPI-A17 and SHPI-A23 (in rooms A17 & A23).
These are now getting air intake exhaust fans as well, that are not shown on the drawings.
They will need (1) 20 amp circuit (both can share the same circuit), feed from LA-36 to the first unit and then on to the second unit.
This will take 200 FT of conduit and wire (+-). Please let me know how you wish for us to proceed.

Answer This is acceptable.

References (0)

A. Hernandez
Capital Engineering
06/17/24

PCO #030
Submitted 06/26/2024

E.F. BRETT & COMPANY

2525 Van Ness Ave., Suite 213, San Francisco, CA 94109 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: SSF USD
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

COR # 30
DATE: 6.26.24
PROJECT: SSF HVAC B
JOB # 172

We submit for your approval the following cost estimate of changes in work as follows:
At Martin ES per RFI#78 Electrical Items to be removed from Mech. Room & RFI#85 Remove and replace conduit, pull wires and new breaker
T&M Tag to removal and relocation of wiremold in the way of new duct in classroom #18

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
PPS COR#15 Per RFI#78				$1,281.84	$1,281.84
PPS COR#16 T&M for removal and relocation of wiremold in classroom #18 in the way of new duct				$1,367.29	$1,367.29
PPS COR#17 Per RFI#86				$8,047.12	$8,047.12
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$10,696.25	$10,696.25
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$10,696.25
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$10,696.25
MARK-UP ON SUBCONTRACTORS	5 %	($10,696.25)			$534.81
				SUBTOTAL	$11,231.06
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$224.62
					$11,455.68
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$11,456**
TIME EXTENSION REQUIRED FOR THIS CHANGE					8 (WORKING DAYS)

☒ We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with
In an effort to maintain the project schedule. **This work is happening now, some of it is completed.**

☐ We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

PACIFIC POWER
& SYSTEMS

June 21, 2024

Anthony "AC" Crivelli
E F Brett and Company Inc.
1435 Technology Lane, Suite B1
Petaluma Ca. 94954

Cell 415-819-9553
Email anthonyc@efbrett.com

RE: South San Francisco HVAC – PCO #0015 T & M Tag # 9217 (EF Brett RFI #78)

Dear Anthony,

PCO #15 is for the labor used in T & M Tag # 9217 concerning the work requested in (EF Brett RFI #78), Additional work in Building G Mechanical room at Martin Elementary School.

Journeyman Hours (7.5 hours @ $148.62 per hour)	$1,114.65
Overhead (@ 10 percent)	$111.46
Markup (@ 5 percent)	$55.73
Final Total	$1,281.84

Total Cost for the above scope of work including materials, taxes, equipment, and labor would be $1,281.84

Thank You for allowing Pacific Power & Systems to bid on your electrical work.

If anyone has any questions, please feel free to call me at 707-580-0375.

Sincerely,
Joe Dwyer

PRODUCT 6674 USE WITH 771 ENVELOPE PRINTED IN U.S.A.

Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9217

TO: EF BRETT / SSFVS

DATE OF ORDER | TEL:
ORDER TAKEN BY | CUSTOMER ORDER NO.:
STARTING DATE | ☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME / NO. RFI # 78
JOB LOCATION Martin
INVOICE DATE | JOB TEL.

TERMS:

DESCRIPTION OF WORK

Remove light fixture in G Building mechanical Room To be relocated at another time. TRACE OUT Fiber optic wiring & Camera & Speaker wiring in J Box Above the opening (same building "G"). Trace out wiring in damaged conduit * Found while Trenching. Removed Damaged Conduit & unused wiring (ALSO Buildings G mechanical Room). Reuse Conduit above opening

LABOR	HRS.	@	AMOUNT
Darren Kicker 6/5/24	5		
Darren Kicker 6/11/24	1		
Jairo Mejia 6/20/24	1.5		
		TOTAL LABOR	

QTY	MATERIAL	@	AMOUNT
2	3/4 2Piece KO Seal		
		TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	
TOTAL	

Thank You!

E0.00
E1.01
E1.02
E1.11
E2.01
E2.02
E2.03
E3.00

PACIFIC POWER
& SYSTEMS

June 21, 2024

Anthony "AC" Crivelli
E F Brett and Company Inc.
1435 Technology Lane, Suite B1
Petaluma Ca. 94954

Cell 415-819-9553
Email anthonyc@efbrett.com

RE: South San Francisco HVAC – PCO #0016 T & M Tag # 9218 (Work Requested by Paul)

Dear Anthony,

PCO #16 is for the labor used in T & M Tag # 9218 concerning the work requested by Paul of EF Brett for the removal and relocation of wiremold in classroom #18 at Martin Elementary School.

Journeyman Hours (8 hours @ $148.62 per hour)	$1,188.96
Overhead (@ 10 percent)	$118.89
Markup (@ 5 percent)	$59.44
Final Total	$1,367.29

Total Cost for the above scope of work including materials, taxes, equipment, and labor would be $1,367.29.

Thank You for allowing Pacific Power & Systems to bid on your electrical work.

If anyone has any questions, please feel free to call me at 707-580-0375.

Sincerely,
Joe Dwyer

PRODUCT 6674 USE WITH 771 ENVELOPE PRINTED IN U.S.A.

Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9218

TO: EFBRETT /SSFUS

DATE OF ORDER | TEL
ORDER TAKEN BY | CUSTOMER ORDER NO.
STARTING DATE | ☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME / NO. work Requested by Paul
JOB LOCATION Martin
INVOICE DATE | JOB TEL.

TERMS:

DESCRIPTION OF WORK

Remove & Relocate wire mold in the way of furnace new closet Framing, Conduit & low voltage Jack also removed. This work was in Room 18 in A building.
Remove light Fixture, Clock, Speaker, Data to be reinstalled later in Room A17. This was in the way of new Ducting.

LABOR	HRS.	@	AMOUNT
Darren Kicker 6/10/24	2		
Trevor Turner 6/10/24	2		
Darren Kicker 6/12/24	2		
Trevor Turner 6/12/24	2		
		TOTAL LABOR	

QTY	MATERIAL	@	AMOUNT
		TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	
TOTAL	

Thank You!

[redacted]

PACIFIC POWER
& SYSTEMS

June 25, 2024

Anthony "AC" Crivelli
E F Brett and Company Inc.
1435 Technology Lane, Suite B1
Petaluma Ca. 94954

Cell 415-819-9553
Email anthonyc@efbrett.com

RE: South San Francisco HVAC – PCO #0017 T & M Tags # 9221 & #9223 (EF Brett RFI #86)

Dear Anthony,

PCO #17 is for the labor used in T & M Tag #9221 & #9223 concerning the work involved in the feed conduit and wiring going to unit F/G1 in building G at Martin Elementary School.

Material	$1,388.04
Journeyman Hours (8 hours @ $148.62 per hour)	$5,944.80
Overhead (@ 10 percent)	$741.28
Final Total	$8,074.12

Total Cost for the above scope of work including materials, taxes, equipment, and labor would be $8,074.12

Thank You for allowing Pacific Power & Systems to bid on your electrical work.

If anyone has any questions, please feel free to call me at 707-580-0375.

Sincerely,
Joe Dwyer

8154.12

PACIFIC POWER & SYSTEMS

COR #17 - MARTIN ELEMENTARU SCHOOL

DATE: 25-Jun-24

PROJECT: **MARTIN ELEMENTARY SCHOOL - TAGS #9221 & #9223**

JOB NO:

MATERIALS	AMT
MATERIALS FROM TAKEOFF	1280.72
LIGHTING	0.00
MATERIALS MARKUP	0.00
SALES TAX 8.38 %	107.32
NON-TAXABLE MATERIAL ITEMS	0.00
TOTAL MATERIAL COSTS	1388.04

LABOR COSTS	HOURS	RATE	TOTAL
ELECTRICIAN	40.00	148.62	5944.80
FOREMAN	0.00	0.00	0.00
WAREHOUSE FIXTURE DEMO	0.00	0.00	0.00
TRAVEL TIME	0.00	0.00	0.00
OVERTIME PREMIUM ONLY	0.00	0.00	0.00
	0.00	0.00	0.00
SUPERVISION	0.00	0.00	0.00
TOTAL LABOR	40.00		5944.80
TOTAL MATERIAL AND LABOR			7332.84

SUBCONTRACTOR ITEMS	QUAN.	PRICE	TOTALS
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
TOTAL UNIT PRICES AMOUNT			0.00

EQUIPMENT	QUAN	COST	TOTAL
SMALL TOOLS	40.00	2.00	80.00
FREIGHT	0	0.00	0.00
GRADE ALL	0	2800.00	0.00
BOOM LIFT	0	2800.00	0.00
DUMP TRUCK	0	2800.00	0.00
AIR COMPRESSOR	0	1000.00	0.00
MINI EXCAVATOR		0.00	0.00
BACKHOE		0.00	0.00
		0.00	0.00
TOTAL EQUIPMENT COSTS			80.00

EXPENSES	AMT.
TESTING	0.00
	0.00
GAS FOR EQUIPMENT	0.00
AS BUILTS	0.00
TELEPHONE	0.00
TEMP. POWER	0.00
JOB OFFICE	0.00
FREIGHT CHARGES	0.00
CLERK	0.00
RESUBMITTALS	0.00
ENGINEERING	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL EXPENSES	0.00

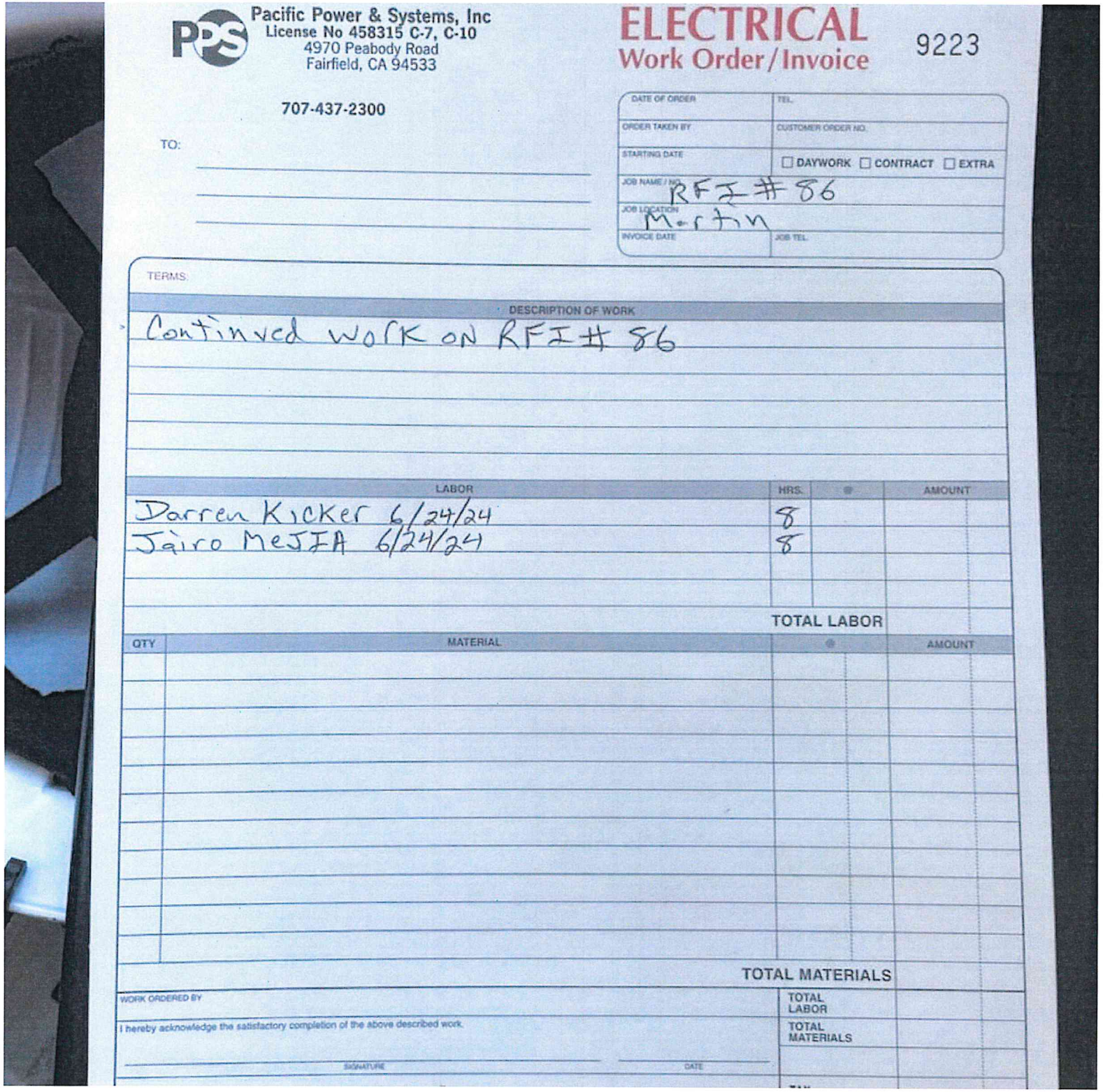
SUMMARY		
		0.00
		0.00
		0.00
		0.00
		0.00
MATERIAL		1388.04
LABOR		5944.80
SUBCONTRACTOR		0.00
EQUIPMENT		80.00
EXPENSES		0.00
PERMITS		0.00
SUB TOTAL COST OF CHANGE		7412.84
FEE ON PPS COSTS LESS SUBS	10.00%	741.28
TOTAL COSTS		8154.12
BOND		0.00
TOTAL COST OF CHANGE	>>>>>>>>>>>>>>	$8,154

South San Francisco HVAC - Martin EF Brett RFI #86

Job Number: 12039

Extension By Phase

Item #	Description	Quantity	Price	U	Disc	Ext Price	Labor Hr	U	Ext Lab Hr
		--- 01 Raceway, Fittings & Boxes ---							
1012	1" EMT (Difficult)	50	1,129.50	C	50.00	282.38	5.40	C	2.70
1578	1" Compression Steel Coupling	2	373.59	C	4.00	7.17	0.11	E	0.22
2337	1" Unistrut Strap	2	244.02	C	79.00	1.02	5.25	C	0.11
1243034	1" EMT Weathertight Compression Steel Con	1	4,450.42	C	85.43	6.48	0.13	E	0.13
1243054	1" EMT Weathertight Compression Steel Cou	4	4,595.66	C	85.43	26.79	0.11	E	0.44
	--- 01 Raceway, Fittings & Boxes Total ---					323.84			3.60
		--- 02 Wire & Cable ---							
2792	#8 THHN CU Stranded Wire	250	1,945.74	M	70.00	145.93	6.47	M	1.62
2793	#6 THHN CU Stranded Wire	750	2,993.64	M	70.00	673.57	6.13	M	4.60
	--- 02 Wire & Cable Total ---					819.50			6.22
		--- 03 Distribution ---							
3987	50A 3P 120/240V Bolt-On Circuit Breaker	1	238.50	E	44.00	133.56	0.44	E	0.44
	--- 03 Distribution Total ---					133.56			0.44
		--- 07 Misc ---							
6644	Unistrut (Deep)	1	1,892.84	C	84.00	3.03	12.75	C	0.13
6650	Cut 12 Gauge 1-5/8x1-5/8 Channel (labor)	1	0.00	E	0.00	0.00	0.02	E	0.02
6856	#6 1-Hole Copper/Alum Lug	1	1.98	E	60.10	0.79	2.63	C	0.03
	--- 07 Misc Total ---					3.82			0.18
	Job Total					1,280.72			10.44



Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9223

TO:

DATE OF ORDER	TEL.
ORDER TAKEN BY	CUSTOMER ORDER NO.
STARTING DATE	☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME / NO.	RFI # 86
JOB LOCATION	Martin
INVOICE DATE	JOB TEL.

TERMS:

DESCRIPTION OF WORK

Continued work on RFI # 86

LABOR	HRS.	@	AMOUNT
Darren Kicker 6/24/24	8		
Jairo MEJIA 6/24/24	8		
		TOTAL LABOR	

QTY	MATERIAL	@	AMOUNT
		TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	

Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9221

TO:

DATE OF ORDER	TEL.
ORDER TAKEN BY	CUSTOMER ORDER NO.
STARTING DATE	☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME / NO.	RFI # 86
JOB LOCATION	Martin
INVOICE DATE	JOB TEL.

TERMS:

DESCRIPTION OF WORK

Remove existing Feeders. Replaced existing Damaged portion of Conduit, Removed existing Conduit where it enters a Junction box that Connects to the Switchgear Pull new #6 wires & #8 Ground wire. Added a new breaker in Panel "AA"
This work is in building G Mechanical Room

LABOR	HRS.	@	AMOUNT
6/20/24 Darren Kicker	4		
6/20/24 Jairo Mejia	4		
6/21/24 Darren Kicker	8		
6/21/24 Jairo Mejia	8		
		TOTAL LABOR	

QTY	MATERIAL	@	AMOUNT
50 ft	1" EMT		
4	1" Raintight EMT Coupling s		
1	1" Raintight EMT Connector		
2	1" Compression EMT Couplings		
1 ft	Shallow Strut		
2	1" EMT Strut Clamps		
750 ft	#6 AWG wire Thhn		
1	#6 Lay in Lug		
1	3 Pole 50 AMP Cutler Hammer bolt in Breaker		
250 ft	#8 AWG wire Thhn		
		TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	

Thank You!

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC Package B**	JOB NO. 172 RFI NO. 78

TO: Hibser Yamauchi Architects Inc. 300 27th Street, 2nd Floor Oakland, CA 94612	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Martin - Electrical Items to be Removed from Mechanical Room

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ OTHER
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO: A3.03	DETAIL NO: 20

DESCRIPTION:

20/A3.03 note D2.03 calls out an outdoor light fixture, this is in fact a camera. Note D2.09 calls out a vent this is in fact a speaker. These will have to be removed by our low voltage subcontractor. On the inside of the mechanical room are two overhead conduit runs across the room, and two 4'light fixtures not noted on the plan that will have to be removed. Everything mentioned above can be removed and reinstalled except for the conduit. See pictures below. Please advise.

ATTACHMENTS:

☒ COST IMPACT: $ EST. TBD ☐ TIME IMPACT: EST.

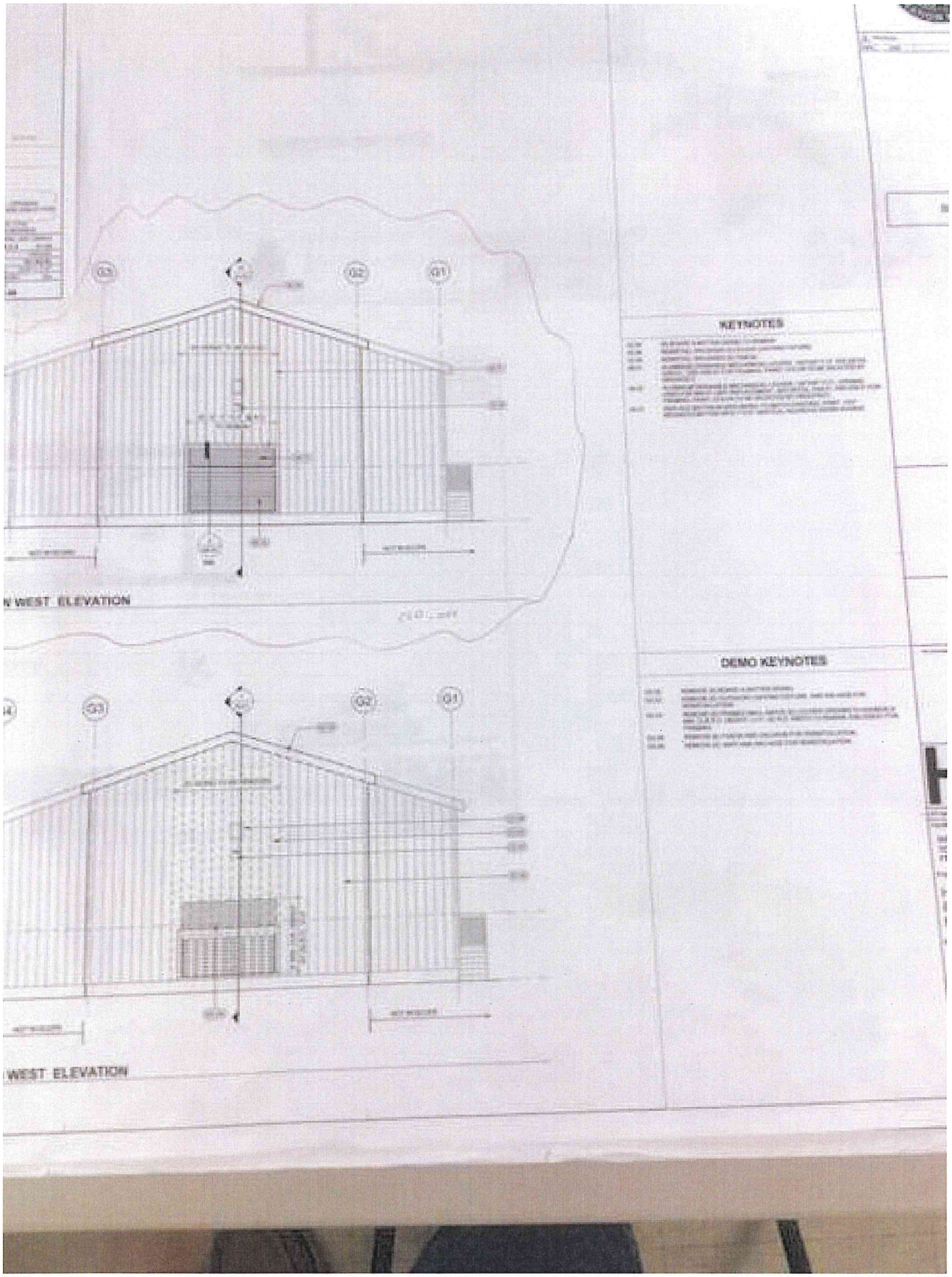
CONTRACTOR SIGNATURE: *Anthony Crivelli*		DATE ISSUED: 5/28/24	DATE REQUIRED: 6/4/24

RESPONSE: Exterior camera: Remove and reconnect.
Exterior speaker: Remove and reconnect.
Interior light fixture: Remove and re-install.
Mike Ashor/HY Architects 6/3/24

One of those conduits terminates at a junction box for future use, this conduit and associated boxes shall be removed.
The second conduit powers the lights, this conduit and wires shall be rerouted as needed.
A. Hernandez/Capital Engineering 5/31/24

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:


KEYNOTES
DEMO KEYNOTES
WEST ELEVATION
WEST ELEVATION



REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC Package B**	JOB NO. 172 RFI NO. 86
TO: Hibser Yamauchi Architects Inc. 300 27th Street, 2nd Floor Oakland, CA 94612	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Martin - Building G Mechanical Room

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ OTHER
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO: E1.02, E1.11	DETAIL NO:

DESCRIPTION:
Please see attached.

ATTACHMENTS:

☒ COST IMPACT: $ EST. TBD ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE: *Anthony Crivelli*		DATE ISSUED: 6/13/24	DATE REQUIRED: 6/20/24

RESPONSE:

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

RFI #20 – Martin Elementary School - Building G Mechanical Room

Due	Sent on	Sent by
Jun 18, 2024	Jun 13, 2024	Joe Dwyer

Assigned to
No one assigned.

Question

In the building G mechanical room the plans (Sheet E1.11) call for the reuse the existing feeders for unit F-G1. These feeders are single phase feeders and feed from the switchgear. The plan shows them as three phase feeders to be feed from Panel AA.

The existing feeders are also to large (#2) to add another conductor in the existing conduit. The existing conduit is also damaged and a section of it needs to be repaired/replaced.

The fix for this situation is as follows:
1.) Remove existing feeders from existing conduit.
2.) Replace/Repair existing damaged conduit.
3.) Remove the conduit from where it enters the switchgear and extend it to Panel AA.
4.) Pull in new 3 - #6 wires and a #8 Ground Wire.
5.) Add a new breaker in Panel AA.

We can price this work upon request or add it to one of the open T & M tags. Please let us know how you wish to proceed.

Answer

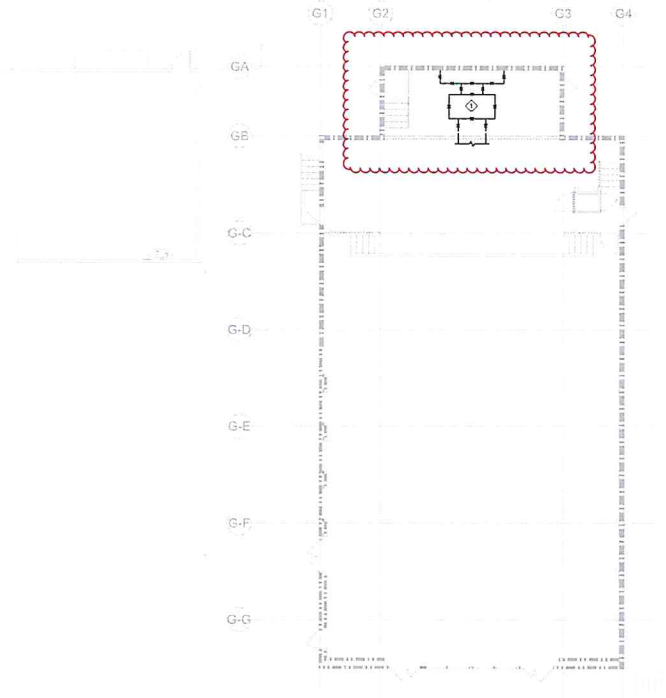
1.) This is acceptable.
2.) This is acceptable.
3.) If switchgear can still supply this equipment this can remain.
4.) This is acceptable.
5.) If switchgear can still supply this equipment the replacement CB will go on the switchgear.

A. Hernandez
Capital Engineering
06/17/24

References (0)

GRAPHIC SCALES: 1/16" = 1'-0" | 1/8" = 1'-0" | 1/4" = 1'-0" | 1/2" = 1'-0" | 3/4" = 1'-0" | 1" = 1'-0" | 1 1/2" = 1'-0" | 3" = 1'-0"

IF THIS SHEET IS NOT 30"x42", IT IS A REDUCED PRINT SCALE ACCORDINGLY



1 / E1.02 HVAC DEMOLITION FLOOR PLAN - BLDG G
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

1. THE DESIGN HAS BEEN BASED ON RECORD DRAWINGS AND SITE OBSERVATIONS. CONTRACTOR SHALL PERFORM INVESTIGATION OF EXISTING CONDITIONS PRIOR TO INSTALLATION OF NEW WORK. CONTRACTOR SHALL NOTIFY ARCHITECT IMMEDIATELY OF EXISTING CONDITIONS THAT MAY NOT ALLOW INSTALLATION OF NEW WORK AS SHOWN.

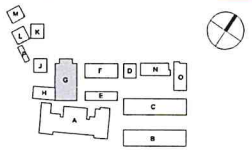
KEYNOTES:

1. REMOVE EXISTING MECHANICAL FURNACE AND PROTECT FEEDERS IN PLACE. EXISTING CIRCUITS TO BE REUSED TO POWER NEW IN-KIND FURNACE.

LEGEND

- (E) 1-HR FIRE-RATED WALL TO REMAIN, UON
- (E) WOOD FRAMED WALLS TO BE DEMOLISHED
- (E) WALLS TO REMAIN, PROTECT DURING CONSTRUCTION
- (E) DOOR TO REMAIN
- (E) DOOR TO BE REMOVED

KEY MAP



IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 01-120510 INC:
REVIEWED FOR:
SS ☒ FLS ☒ ACS ☒
DATE: 2/6/2023

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
EDUCATION FOR ALL

Revisions			
Delta	Date	Revisions	By

BID SET

capital engineering

E 12151 EXPIRES 6/30/24 ELECTRICAL STATE OF CALIFORNIA PROFESSIONAL ENGINEER

HIBSER YAMAUCHI Architects, Inc.
300 - 27th Street
Oakland, CA 94612
510.446.2222 tel | 510.446.2211 fax

HY Architects Project number: 5889

Facility
MARTIN ELEMENTARY SCHOOL
35 SCHOOL STREET, SOUTH SAN FRANCISCO, CA 94080

Project
HVAC REPLACEMENT

Sheet Title
ELECTRICAL DEMOLITION PLANS - BLDG G

Client Project Number: Client Proj. #

Scale:	As indicated
Drawn By:	Author
Checked By:	Checker
Issue Date:	2/6/2023
Revit Version:	2023

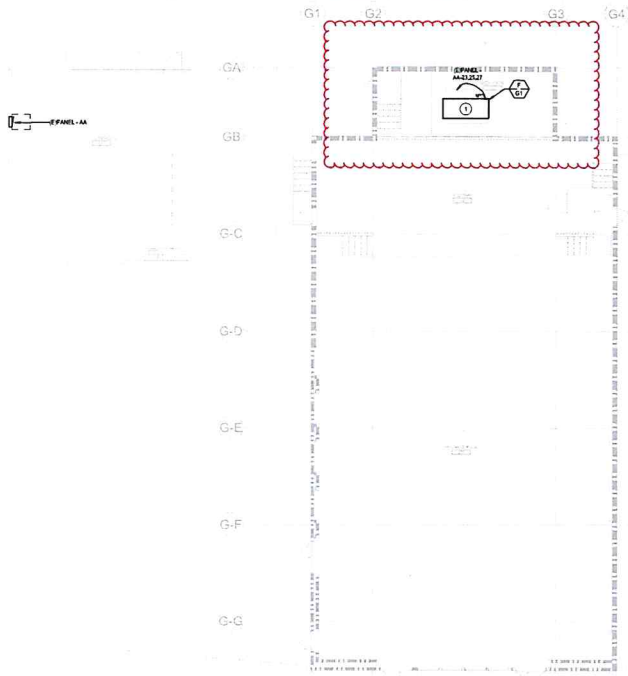
Sheet
E1.02
Sheet 47 of 52

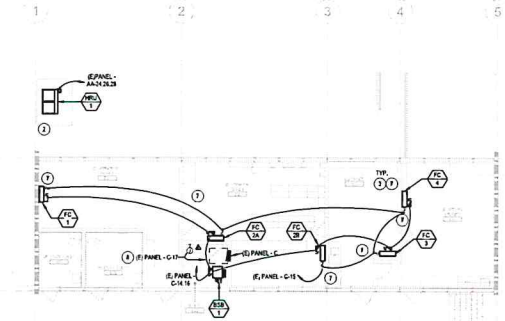
Action

2/6/2023 8:36:16 AM
H:\HY\5889\ARCH\Revit\Plan_Sheet_Files\E1.02 Martin Elementary Demo Plan.rvt

GRAPHIC SCALES: 1/16" = 1'-0" | 1/8" = 1'-0" | 1/4" = 1'-0" | 1/2" = 1'-0" | 3/4" = 1'-0" | 1" = 1'-0" | 1 1/2" = 1'-0" | 3" = 1'-0"

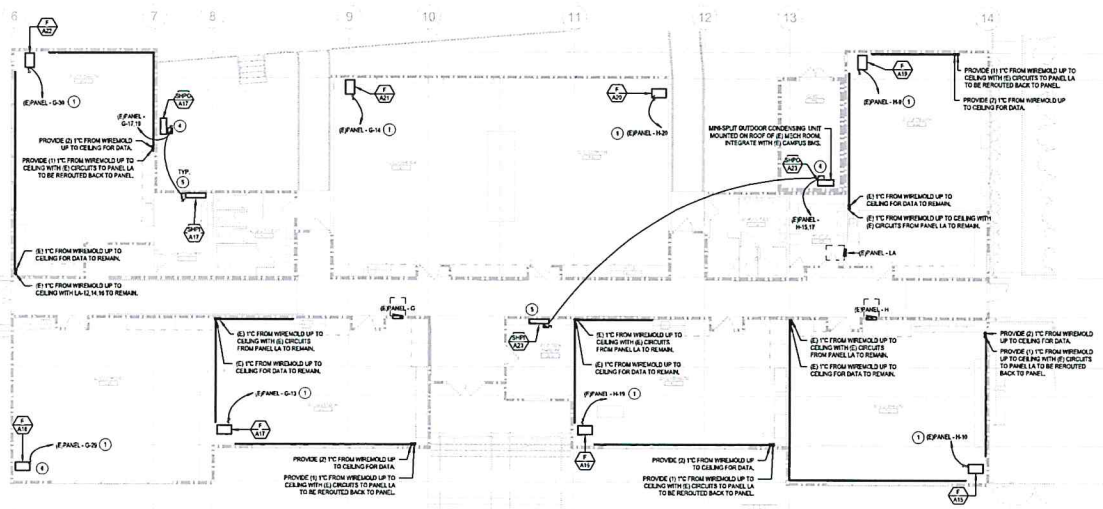
IF THIS SHEET IS NOT 30"x42", IT IS A REDUCED PRINT SCALE ACCORDINGLY





3 E1.11 ELECTRICAL POWER FLOOR PLAN - BUILDING E
SCALE: 1/8" = 1'-0"

2 E1.11 ELECTRICAL POWER FLOOR PLAN - BUILDING G
SCALE: 1/8" = 1'-0"



1 E1.11 ELECTRICAL POWER FLOOR PLAN - BUILDING A
SCALE: 1/8" = 1'-0"

ELECTRICAL REMODEL NOTES

A BRANCH CIRCUITING INDICATED ON PLANS AND SCHEDULES IS BASED UPON EXISTING PLANS AND SITE OBSERVATION. CONTRACTOR TO FIELD VERIFY.

B PROVIDE TYPED CIRCUIT BOARD DIRECTORIES TO REFLECT AS-CONSTRUCTED CONDITIONS. FIELD VERIFY DURING CONSTRUCTION AND REVISE ACCORDINGLY.

C PROVIDE NECESSARY DEMOLITION TO FACILITATE NEW CONSTRUCTION WORK ASSOCIATED WITH THIS PROJECT. COORDINATE OUTAGES WITH OWNER MINIMUM 72 HOURS IN ADVANCE. OWNER RETAINS RIGHT TO FIRST SALVAGE. PROVIDE DISPOSAL OF REMOVED MATERIAL. MAINTAIN CIRCUIT CONTINUITY AS REQUIRED.

D IT IS THE INTENT OF THESE DIAGRAMMATIC DRAWINGS TO PROVIDE THE PROJECT SCOPE, INCLUDING, BUT NOT LIMITED TO PHASED DEMOLITION AND NEW CONSTRUCTION. EXISTING INFORMATION INDICATED ON THESE PLANS DOES NOT REPRESENT ALL EXISTING CONDITIONS. THIS CONTRACTOR SHALL BECOME FAMILIAR WITH EXISTING CONDITIONS, SCOPE OF PHASING, AND PROJECT INTENT PRIOR TO BID SUBMISSION. NO EXTRA WILL BE ALLOWED DUE TO THE LACK OF KNOWLEDGE OF EXISTING CONDITIONS TO COORDINATE RELOCATION OF ELECTRICAL SYSTEMS AS REQUIRED.

E PROVIDE CUTTING, PATCHING, AND RESTORATION OF FINISHES NECESSARY FOR WORK SURFACES DAMAGED BY THIS WORK AND SPACES AROUND CONDUITS PASSING THROUGH FLOORS AND WALLS SHALL BE NEATLY PATCHED AND FINISHED TO MATCH NEW/EXISTING. STRUCTURAL MEMBERS SHALL NOT BE CUT OR PENETRATED IN ANY MANNER. THE SPACES AROUND THE CONDUITS SHALL BE SEALED TO PREVENT ENTRANCE OF MOISTURE. PROVIDE FIRE STOPPING PER UL APPROVED METHODS.

F REMOVE ABANDONED WIRING COMPLETE. AT CONTRACTORS OPTION, UTILIZE EXISTING ABANDONED RACEWAY TO EXTENT AVAILABLE. EXPOSED ABANDONED RACEWAY SHALL BE REMOVED.

G COORDINATE WORK IN PHASES WITH GENERAL CONTRACTOR AND OWNER TO FACILITATE DEMOLITION AND NEW CONSTRUCTION.

H REMOVE ELECTRICAL RELATED EQUIPMENT (I.E JUNCTION BOXES, RECEPTACLES, SWITCHES, DEVICES, ETC.,) AFFECTED/ABANDONED AS A RESULT OF DEMOLITION AND NEW CONSTRUCTION

I PENETRATIONS IN WALLS REQUIRING PROTECTED OPENINGS MUST BE FIRESTOPPED WITH AN APPROVED MATERIAL.

1. CONDUITS MAY PENETRATE WALLS OR PARTITIONS, PROVIDED THEY ARE FIRE-STOPPED.
2. OPENINGS FOR STEEL ELECTRICAL BOXES NOT EXCEEDING 16 SQUARE INCHES ARE PERMITTED PROVIDED OPENINGS DO NOT AGGREGATE MORE THAN 100 SQUARE INCHES FOR ANY 100 SQUARE FEET OF WALL OR PARTITION.
3. OUTLET BOXES ON OPPOSITE SIDES OF WALLS OR PARTITIONS MUST BE SEPARATED BY A HORIZONTAL DISTANCE OF 24 INCHES.

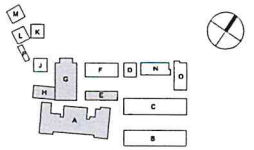
ELECTRICAL KEYED NOTES

1. REUSE EXISTING CIRCUITS AND FEEDERS TO POWER (2) NEW IN-KIND FURNACES. CONNECT TO (E) CAMPUS BMS.
2. ~~REMOVE (E) OUTDOOR CONDENSING UNIT MOUNTED ON GRADE. PROVIDE NEW STANDALONE NON-BMS CONTROLS TO ENTIRE VRF SYSTEM.~~
3. PROVIDE POWER FOR NEW VRF FAN COIL. SEE EQUIPMENT SCHEDULE SHEET E2.01 FOR DISCONNECT AND FEEDER INFORMATION.
4. PROVIDE POWER FOR NEW OUTDOOR MINI-SPLIT CONDENSING UNIT. SEE EQUIPMENT SCHEDULE SHEET E2.01 FOR DISCONNECT AND FEEDER INFORMATION.
5. POWER FOR NEW INDOOR HEAT PUMP MINI-SPLIT UNIT IS FED FROM ITS CORRESPONDING NEW OUTDOOR MINI-SPLIT CONDENSING UNIT VIA ONE-POINT OF CONNECTION AS INDICATED.
6. PROVIDE POWER FOR NEW FURNACE. SEE EQUIPMENT SCHEDULE SHEET E2.01 FOR DISCONNECT AND FEEDER INFORMATION.
7. PROVIDE SINGLE POLE MOTOR RATED DISCONNECT SWITCH FOR CONNECTION TO FAN COIL CONDENSATE PUMP. VERIFY LOCATION AND REQUIREMENTS WITH MECHANICAL PRIOR TO INSTALL.
8. PROVIDE 120V, 20A CIRCUIT AND DATA OUTLET FOR DAIKIN 1 TOUCH CONTROLLER. REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION.

LEGEND

(E) WALL TO REMAIN
(F) DOOR TO REMAIN
(E) 1-HR FIRE-RATED WALL TO REMAIN, UON

KEY MAP



IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 01-120510 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☒
DATE: 2/5/2023

SAN FRANCISCO UNIFIED SCHOOL DISTRICT — EDUCATION FOR ALL

Revisions

Delta	Date	Revisions	By

BID SET

capital engineering

HIBSER YAMAUCHI Architects, Inc.
300 - 27th Street
Oakland, CA 94612
510.465.3222 tel | 510.465.2211 fax

HY Architects Project number: 5469

Facility
MARTIN ELEMENTARY SCHOOL
35 SCHOOL STREET, SOUTH SAN FRANCISCO, CA 94080

Project
HVAC REPLACEMENT

Sheet Title
ELECTRICAL FLOOR PLANS BUILDINGS A, E, AND G

Client Project Number: Client Proj. #

Scale:	As Indicated	Sheet	E1.11
Drawn By:	Author		
Checked By:	Checker		
Issue Date:	2/5/2023		
Revit Version: 2023		Sheet 48 of 52	

Action

2/2/2023 10:25:54 AM J:\Projects\5469 - Capital\Documents\5469 DD_Martin ES_MP23_Capital_AHERNANDEZ01.rvt

PCO #031
Submitted 06/27/2024

E.F. BRETT & COMPANY

2525 Van Ness Ave., Suite 213, San Francisco, CA 94109 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: SSF USD
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

COR # 31

DATE: 6.27.24
PROJECT: SSF HVAC B
JOB # 172

We submit for your approval the following cost estimate of changes in work as follows:
Labor & Materials for added Outside Air Ductwork per RFI#81 @ Hillside

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Trahan PCO#3 @ Hillside per RFI#81, attached				$2,489.19	$2,489.19
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$2,489.19	$2,489.19
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$2,489.19
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$2,489.19
MARK-UP ON SUBCONTRACTORS	5 %	($2,489.19)			$124.46
				SUBTOTAL	$2,613.65
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$52.27
					$2,665.92
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$2,666**
TIME EXTENSION REQUIRED FOR THIS CHANGE					**8** (WORKING DAYS)

☒ We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with
In an effort to maintain the project schedule. **This work is happening now**

☐ We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

Propose Change Order No. 3

Parkway Heights Middle School
HVAC Replacement for Administration Building
650 Sunset Avenue
South San Francisco, CA 94080

June 26, 2024

Attn: Ian Burns (E.F. Brett & Company)

Scope of Work: Additional outside air as south side of building per response to RFI No. 81 (scope of work below)

Material / Item / Scope of Work	Labor	Actual Costs	Taxable Items	Multiplier	Totals
As-built		$125.00	$0.00	110%	$137.50
Expedited Ship:	N/A	$0.00	$0.00	110%	$0.00
Round ductwork, fittings, etc.	N/A	$0.00	$0.00	110%	$0.00
Flat stock, liner, pins, etc.		$234.11	$234.11	110%	$257.52
Sealant, hangers, etc		$72.22	$72.22	110%	$79.44
Pipe, fittings, solder, etc.	N/A	$0.00	$0.00	110%	$0.00
Material (i.e. screws. clamps, anchors, etc..)		$43.43	$43.43	110%	$47.77
Isolation	N/A	$0.00	$0.00	110%	$0.00
Shop Labor	2.75	$153.47		110%	$464.25
Field Labor	4.75	$153.47		110%	$801.88
Field Layout (detailing, etc.)	1.75	$153.47		110%	$295.43
Startup	0.00	$153.47		110%	$0.00
Delivery	2.25	$153.47		110%	$379.84
Insulation		$0.00		110%	$0.00
Air Balancing	N/A	$0.00		110%	$0.00
Controls	N/A	$0.00		110%	$0.00
Plumbing (condensate)	N/A	$0.00		110%	$0.00
Rentals	N/A	$0.00		110%	$0.00
Electrical	N/A	$0.00		110%	$0.00
Taxes			$349.76	9.880%	$34.56
			TOTAL ADD		**$2,498.19**
Subcontractor(s):	N/A	$0.00	$0.00	105%	$0.00
Plumbing (condensate)	N/A	$0.00	$0.00	105%	$0.00
Insulation	N/A	$0.00	$0.00	105%	$0.00
Equipment (see note below)	N/A	$0.00	$0.00	105%	$0.00
Tax	N/A	$0.00		105%	$0.00
Shop Labor (hours)	0.00	$153.47		105%	$0.00
Field Labor (hours)	0.00	$153.47		105%	$0.00
Field Layout (detailing, etc.)	0.00	$153.47		105%	$0.00
			TOTAL CREDIT		$0.00
Subtotal					$2,498.19
Total					**$2,498.19**

1) Multiplier is actual cost multiplied by allowable markup.
2) Material costs are actual cost for raw materials and include all incidentals (i.e. fasteners, sealants, insulation, hangers, etc., etc.,) where applicable.
3) Labor hours indicated are for the additional hours, beyond the contract hours, that will be required to perform the additional requested additions, modifications or changes.
4) Any applicable credits have been deducted from the comparable additive costs associated with the issued construction revisions.

Scope of Work: Provide labor and material as required for the additional layout, materials, fabrication and installation of added outside air ductwork as noted in the response to RFI No. 81.

Exclusions: Weekend work, overtime, premium time, cutting patching, framing, finishes, air balancing, concrete coring or sawing, excavation, backfill, compaction, painting, carpentry, roofing, electrical, temporary heating, cooling and ventilation, fire/life/safety, plumbing (gas & condensate), bridging, channel purlin or any bridging for equipment/curb supports. Compensable delay costs, expedited shipping or procurement of material, as well as any and all other exclusions not shown here, but listed as excluded on contract.

Days added to contract for added scope: 2

*Days added to TMI's contract are based on layout, fabrication and installation time. Owner delay in providing PCO approval within a reasonable period of time, and/or any unforeseen delay in the delivery of materials after the PCO approval, may constitute a necessary extension to the contract time from the days stated.

PCO #032
Submitted 07/02/2024

E.F. BRETT & COMPANY

2525 Van Ness Ave., Suite 213, San Francisco, CA 94109 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: SSF USD
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayomi

COR # 32
DATE: 7.2.24
PROJECT: SSF HVAC B
JOB # 172

We submit for your approval the following cost estimate of changes in work as follows:
PPS Labor & Materials per RFI#84R1

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
PPS PCO#18 per RFI#84R1				$9,307.00	$9,307.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$9,307.00	$9,307.00
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$9,307.00
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$9,307.00
MARK-UP ON SUBCONTRACTORS	5 %	($9,307.00)			$465.35
				SUBTOTAL	$9,772.35
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$195.45
					$9,967.80
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$9,968**
TIME EXTENSION REQUIRED FOR THIS CHANGE					8 (WORKING DAYS)

☒ We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with In an effort to maintain the project schedule. **This work has been completed**

☐ We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

PACIFIC POWER
& SYSTEMS

July 1, 2024

Anthony "AC" Crivelli
E F Brett and Company Inc.
1435 Technology Lane, Suite B1
Petaluma Ca. 94954

Cell 415-819-9553
Email anthonyc@efbrett.com

RE: South San Francisco HVAC – PCO #0018 T & M Tags # 9220 & #9224 (EF Brett RFI #84R1)
Existing Panel C Replacement

Dear Anthony,

PCO #18 is for the labor used in T & M Tag #9220 & #9224 concerning the work involved in the Existing Panel 'C' Replacement at Martin Elementary School.

Material & Small Tools	$1,922.02
Journeyman Hours (44 hours @ $148.62 per hour)	$6,539.28
Overhead (@ 10 percent)	$846.13
Final Total	$9,307.00

Total Cost for the above scope of work including materials, taxes, equipment, and labor would be $9,307.00

Thank You for allowing Pacific Power & Systems to bid on your electrical work.

If anyone has any questions, please feel free to call me at 707-580-0375.

Sincerely,
Joe Dwyer

9307.44

PACIFIC POWER & SYSTEMS

COR #18 - MARTIN ELEMENTARY SCHOOL

DATE: 1-Jul-24

PROJECT: **MARTIN ELEMENTARY SCHOOL - TAGS #9220 & #9224**

JOB NO: **PANEL 'C' REPLACEMENT**

MATERIALS			AMT
MATERIALS FROM TAKEOFF			1692.22
LIGHTING			0.00
MATERIALS MARKUP			0.00
SALES TAX 8.38 %			141.81
NON-TAXABLE MATERIAL ITEMS			0.00
TOTAL MATERIAL COSTS			1834.03
LABOR COSTS	HOURS	RATE	TOTAL
ELECTRICIAN	44.00	148.62	6539.28
FOREMAN	0.00	0.00	0.00
WAREHOUSE FIXTURE DEMO	0.00	0.00	0.00
TRAVEL TIME	0.00	0.00	0.00
OVERTIME PREMIUM ONLY	0.00	0.00	0.00
	0.00	0.00	0.00
SUPERVISION	0.00	0.00	0.00
TOTAL LABOR	44.00		6539.28
TOTAL MATERIAL AND LABOR			8373.31
SUBCONTRACTOR ITEMS	QUAN.	PRICE	TOTALS
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
TOTAL UNIT PRICES AMOUNT			0.00
EQUIPMENT	QUAN	COST	TOTAL
SMALL TOOLS	44.00	2.00	88.00
FREIGHT	0	0.00	0.00
GRADE ALL	0	2800.00	0.00
BOOM LIFT	0	2800.00	0.00
DUMP TRUCK	0	2800.00	0.00
AIR COMPRESSOR	0	1000.00	0.00
MINI EXCAVATOR		0.00	0.00
BACKHOE		0.00	0.00
		0.00	0.00
TOTAL EQUIPMENT COSTS			88.00

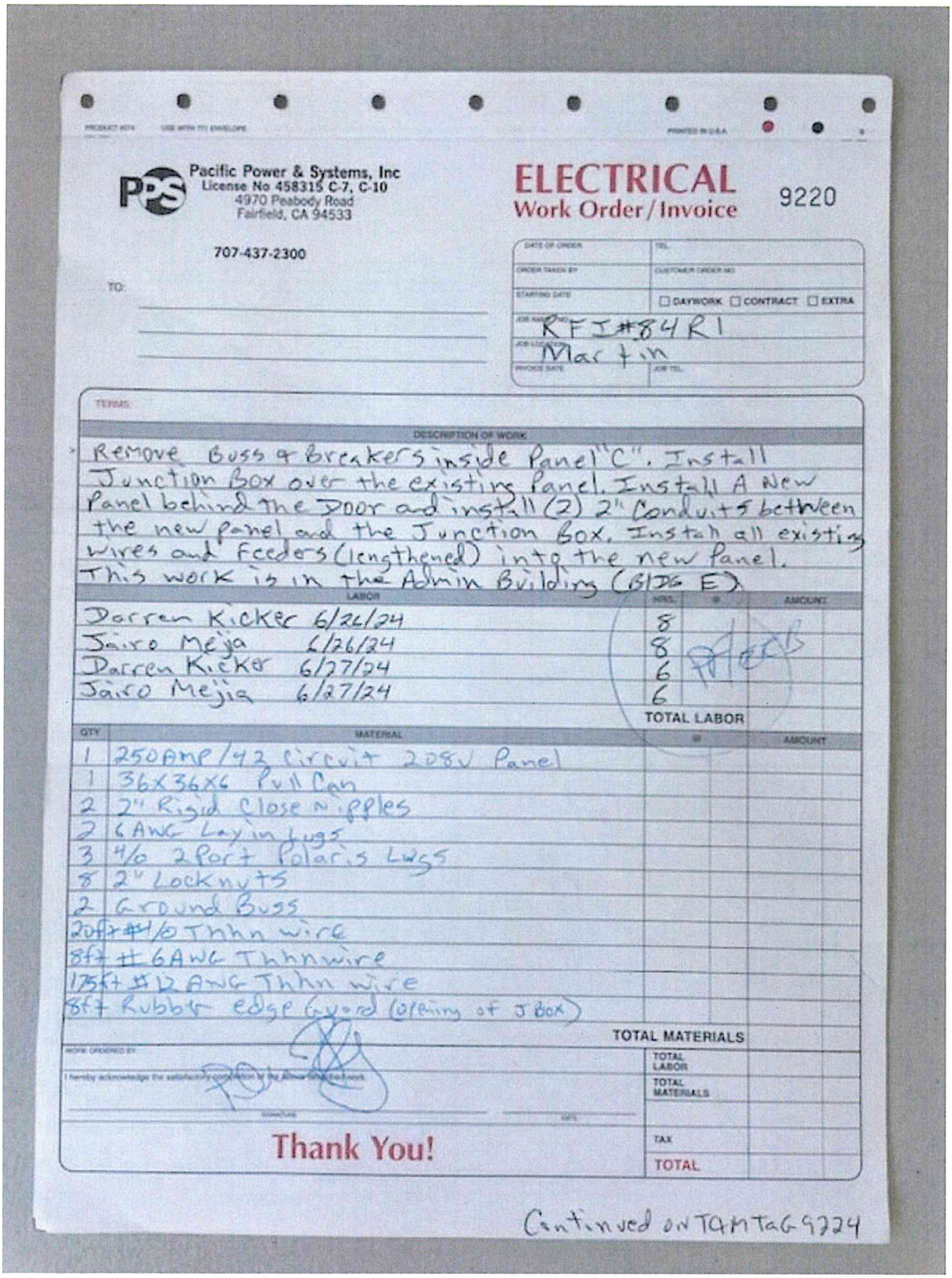
EXPENSES		AMT.
TESTING		0.00
		0.00
GAS FOR EQUIPMENT		0.00
AS BUILTS		0.00
TELEPHONE		0.00
TEMP. POWER		0.00
JOB OFFICE		0.00
FREIGHT CHARGES		0.00
CLERK		0.00
RESUBMITTALS		0.00
ENGINEERING		0.00
		0.00
		0.00
		0.00
		0.00
TOTAL EXPENSES		0.00
SUMMARY		
		0.00
		0.00
		0.00
		0.00
		0.00
MATERIAL		1834.03
LABOR		6539.28
SUBCONTRACTOR		0.00
EQUIPMENT		88.00
EXPENSES		0.00
PERMITS		0.00
SUB TOTAL COST OF CHANGE		8461.31
FEE ON PPS COSTS LESS SUBS	10.00%	846.13
TOTAL COSTS		9307.44
BOND		0.00
TOTAL COST OF CHANGE	>>>>>>>>>>>>>>	$9,307

South San Francisco HVAC - Martin Panel Replacemen

Job Number: 12040

Extension By Phase

Item #	Description	Quantity	Price	U	Disc	Ext Price	Labor Hr	U	Ext Lab Hr
		--- 01 Raceway, Fittings & Boxes ---							
1591	2" Locknut	8	354.53	C	65.00	9.93	0.14	E	1.12
1647	2" Grounding Bushing	4	3,905.89	C	70.00	46.87	0.16	E	0.64
1782	2" X Close Nipple	2	1,906.27	C	76.00	9.15	0.10	E	0.20
6468	36X36X6" Screw Cover Pull Box-Nema 1	1	381.49	E	0.00	381.49	4.00	E	4.00
8223	1/2" KO Blank	2	204.01	C	72.00	1.14	0.04	E	0.08
8224	3/4" KO Blank	1	234.58	C	72.00	0.66	0.04	E	0.04
	--- 01 Raceway, Fittings & Boxes Total ---					449.24			6.08
		--- 02 Wire & Cable ---							
2790	#12 THHN CU Stranded Wire	125	700.85	M	70.00	26.28	4.81	M	0.60
2793	#6 THHN CU Stranded Wire	8	2,993.64	M	50.00	11.97	6.13	M	0.05
2801	#4/0 THHN CU Stranded Wire	20	19,215.20	M	60.00	153.72	17.50	M	0.35
1242735	250-6-AWG INSULATING-TAP CONNECTO	3	53.57	E	35.00	104.46	0.68	E	2.04
	--- 02 Wire & Cable Total ---					296.43			3.04
		--- 03 Distribution ---							
C	100 Amp Surf Panel-Nema 1	1	828.83	E	0.00	828.83	7.99	E	7.99
	--- 03 Distribution Total ---					828.83			7.99
		--- 07 Misc ---							
6856	#6 1-Hole Copper/Alum Lug	2	1.98	E	60.10	1.58	2.63	C	0.05
6886	Tape (3M 88 Super)	4	6.93	E	10.97	24.68	0.50	E	2.00
9202	1/4-20 Flat Washer	6	3.24	C	-13.89	0.22	0.01	E	0.06
	--- 07 Misc Total ---					26.48			2.11
		--- 18 Underground Adder ---							
T0001	Grounding Buss Strips	2	25.00	E	0.00	50.00	1.00	E	2.00
T0002	Boarder Edge	1	20.00	E	0.00	20.00	0.50	E	0.50
T0003	2 1/2" Lag Bolts	6	2.00	E	0.00	12.00	0.10	E	0.60
T0004	Breaker Blanks	12	0.77	E	0.00	9.24	0.10	E	1.20
	--- 18 Underground Adder Total ---					91.24			4.30
	Job Total					1,692.22			23.52



Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9220

TO:

DATE OF ORDER | TEL.
ORDER TAKEN BY | CUSTOMER ORDER NO.
STARTING DATE | ☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME AND NO. RFI #84 R1
JOB LOCATION Martin
INVOICE DATE | JOB TEL.

TERMS:

DESCRIPTION OF WORK

Remove Buss & breakers inside Panel "C". Install Junction Box over the existing Panel. Install A New Panel behind the Door and install (2) 2" Conduits between the new panel and the Junction Box. Install all existing wires and Feeders (lengthened) into the new Panel. This work is in the Admin Building (BLDG E).

LABOR	HRS.	@	AMOUNT
Darren Kicker 6/26/24	8		
Jairo Mejia 6/26/24	8		
Darren Kicker 6/27/24	6		
Jairo Mejia 6/27/24	6		
		TOTAL LABOR	

QTY	MATERIAL	@	AMOUNT
1	250AMP/42 Circuit 208V Panel		
1	36X36X6 Pull Can		
2	2" Rigid Close Nipples		
2	6 AWG Lay in Lugs		
3	4/0 2 Port Polaris Lugs		
8	2" Locknuts		
2	Ground Buss		
20ft ~~#4~~ 4/0 THHN wire			
8ft #6 AWG THHN wire			
175ft #2 AWG THHN wire			
8ft Rubber edge (Cover) (opening of J Box)			
		TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE | DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	
TOTAL	

Thank You!

Continued on T&M Tag 9224

PRODUCT 6574 USE WITH 771 ENVELOPE PRINTED IN U.S.A.

Pacific Power & Systems, Inc
License No 458315 C-7, C-10
4970 Peabody Road
Fairfield, CA 94533

707-437-2300

ELECTRICAL
Work Order / Invoice

9224

TO:

DATE OF ORDER	TEL.
ORDER TAKEN BY	CUSTOMER ORDER NO.
STARTING DATE	☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME NO.	RFI #84 R1
JOB LOCATION	Martin
INVOICE DATE	JOB TEL.

TERMS:

DESCRIPTION OF WORK

RFI #84 R1 Work Continued in Admin Building

LABOR	HRS.	AMOUNT
Darren Kicker 6/28/24	8	
Jairo Mejia 6/28/24	8	
	TOTAL LABOR	

QTY	MATERIAL	AMOUNT
6	2½ - ¼ Lag bolts	
10	15A Siemens bolt in breakers (single Pole)	
18	20A Siemens 1 Pole bolt in breakers	
1	20A Siemens 2 Pole breaker	
1	60A Siemens 2 Pole breaker	
4	Rolls 3M super 33 Tape Black, Red, white, Green	
10	Breaker Blank plates	
6	¼ Fender washers	
4	2" Ground bushings	
2	½" 3 Piece KO Seals	
1	¾" 3 Piece KO Seal	
	TOTAL MATERIALS	

WORK ORDERED BY

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE DATE

TOTAL LABOR	
TOTAL MATERIALS	
TAX	
TOTAL	

Thank You!

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC Package B**	JOB NO. 172 RFI NO. 84R1
TO: Hibser Yamauchi Architects Inc. 300 27th Street, 2nd Floor Oakland, CA 94612	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Martin - Existing Panel C

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ OTHER
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO: E2.03	DETAIL NO:

DESCRIPTION:
Please see attached.

ATTACHMENTS:

☒ COST IMPACT: $ EST. TBD ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE: Anthony Crivelli		DATE ISSUED: 6/12/24	DATE REQUIRED: 6/19/24

RESPONSE:

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

RFI #18 – Martin Elementary School - Existing Panel C

Due	Sent on	Sent by
Jun 17, 2024	Jun 11, 2024	Joe Dwyer

Assigned to
No one assigned.

Question

Concerning Martin Elementary School Existing Panel C:
On sheet E2.03 it shows using 4 existing circuits (14,15,16 and170) to feed the new circuits being added.
There is only one available circuit in this panel.
Should this panel be replaced/upgraded or should these circuits be feed from a different panel?
Please provide direction.

Answer #1-#6 are acceptable to the District. See note below on #3.
Proceed on a T and M basis.

References (0)

#1 Remove panel interior.
#2 Install a 24" X 24" X 6" can with the back cut out over old panel.
#3 Set new 42 space panel next to existing panel. Locate panel behind the door.
#4 Connect new can to new panel with 2-2" conduits.
#5 Extend existing old feeder in one conduit and feed new panel with existing feeder .
#6 Extend all existing branch wiring to new panel.

A. Hernandez
Capital Engineering
06/20/24

July 18, 2024
Page 317
Action

Anthony Crivelli

From: Joe Dwyer <joed@pacificpowersystem.com>
Sent: Tuesday, June 11, 2024 10:58 AM
To: Anthony Crivelli
Cc: Darren Kicker; Ian Burns; Paul Fitzgerald
Subject: RE: SSF HVAC - RFI #18 - Martin Elementary School - Existing Panel C

All,

I probably should have included this with the RFI - #18 but anyway:

In the past we have done the following.

#1 Remove panel interior.
#2 Install a 24" X 24" X 6" can with the back cut out over old panel.
#3 Set new 42 space panel next to existing panel.
#4 Connect new can to new panel with 2-2" conduits.
#5 Extend existing old feeder in one conduit and feed new panel with existing feeder .
#6 Extend all existing branch wiring to new panel.

Everything would then be feed from the new panel, and we would have the new necessary circuits.
We did this recently and it came out well.

I can price this option up if requested to do so.

Joe Dwyer
Pacific Power & Systems

Joe Dwyer
Service Manager
Pacific Power & Systems, Inc.
joed@pacificpowersystem.com | Office: +1(707)-437-2300 Ext.105 | Direct: | Mobile: +1(707)-580-0375 | F: +1(707)-437-2388
4970 Peabody Road, Fairfield, California 94533 www.pacificpowersystem.com



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Please consider the environment before printing this email

From: Anthony Crivelli <anthonyc@efbrett.com>
Sent: Tuesday, June 11, 2024 10:09 AM
To: Jennifer Brothers <JenniferB@pacificpowersystem.com>
Cc: Darren Kicker <darrenk@pacificpowersystem.com>; Joe Dwyer <joed@pacificpowersystem.com>; Ian Burns <ianb@efbrett.com>; Paul Fitzgerald <paul@efbrett.com>
Subject: RE: SSF HVAC - RFI #18 - Martin Elementary School - Existing Panel C

GRAPHIC SCALES: 1/16" = 1'-0" | 1/8" = 1'-0" | 1/4" = 1'-0" | 1/2" = 1'-0" | 3/4" = 1'-0" | 1" = 1'-0" | 1 1/2" = 1'-0" | 3" = 1'-0"

IF THIS SHEET IS NOT 30"x42", IT IS A REDUCED PRINT SCALE ACCORDINGLY

Branch Panel: (E) PANEL - C

Location: (E) STO. E06
Supply From:
Mounting: RECESSED
Enclosure: NEMA1

Volts: 120/208
Phases: 1
Wires: 3

A.I.C. Rating: 10,000 AMPS SYMMETRICAL
Mains Type: MLO
Mains Rating: 225 A
MCB Rating: 1 A

Notes:

CKT	Circuit Description	Trip	Poles	A		B		Poles	Trip	Circuit Description	CKT
1	(E) Lights Study	20 A	1	500 VA	500 VA			1	20 A	(E) Lights	2
3	(E) Lights Study	20 A	1			500 VA	500 VA	1	20 A	(E) Master Clock	4
5	(E) Lights	20 A	1	720 VA	720 VA			1	20 A	(E) Plugs	6
7	(E) Light Principle Office	20 A	1			500 VA	500 VA	1	20 A	(E) Plugs	8
9	(E) Plugs, Pricple Office	20 A	1	720 VA	1500 VA			1	20 A	(E) WTR HTR	10
11	(E) Outwire Corridor Lights	20 A	1			500 VA	500 VA	1	20 A	(Existing)	12
13	(E) Nuisance Lights	20 A	1	200 VA	0 VA			2	20 A	(N)FCS, 1, 2A, 2B, 3, 4 & BSB-1	14
15	(N) Condensate Pumps	15 A	1			1 VA	0 VA				16
17	(N) GARJN I-TOUCH CONTROLLER	20 A	1	180 VA							18
19											20
21											22
23											24
25											26
27											28
29											30
31											32
33											34
35											36
37											38
39											40
41											42
		Total Load:		5049 VA		3001 VA					
		Total Amps:		46 A		29 A					

Legend:

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals	
Other	181 VA	100.00%	181 VA		
				Total Conn. Load:	8041 VA
				Total Est. Demand:	8041 VA
				Total Conn. Current:	39 A
				Total Est. Demand Current:	39 A

Notes:

ELECTRICAL KEYED NOTES

1. REPLACE EXISTING CIRCUIT BREAKER WITH NEW AS INDICATED.

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 01-120510 INC:
REVIEWED FOR:
SS ☒ FLS ☒ ACS ☒
DATE: 7/28/2023

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
EDUCATION FOR ALL

Revisions			
Delta	Date	Revisions	By

BID SET

capital engineering

RC - JSHAR

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PROFESSIONAL ENGINEER E 12151 ELECTRICAL STATE OF CALIFORNIA

HIBSER YAMAUCHI Architects, Inc.
300 - 27th Street
Oakland, CA 94612
510.444.2272 tel | 510.444.2211 fax

HY Architects Project number: 5889

Facility
MARTIN ELEMENTARY SCHOOL
35 SCHOOL STREET, SOUTH SAN FRANCISCO, CA 94080

Project
HVAC REPLACEMENT

Sheet Title
PANEL SCHEDULE

Client Project Number: Client Proj. #

Scale: 1" = 1'-0"
Drawn By: Author
Checked By: Checker
Issue Date: 2/6/2023
Revit Version: 2023

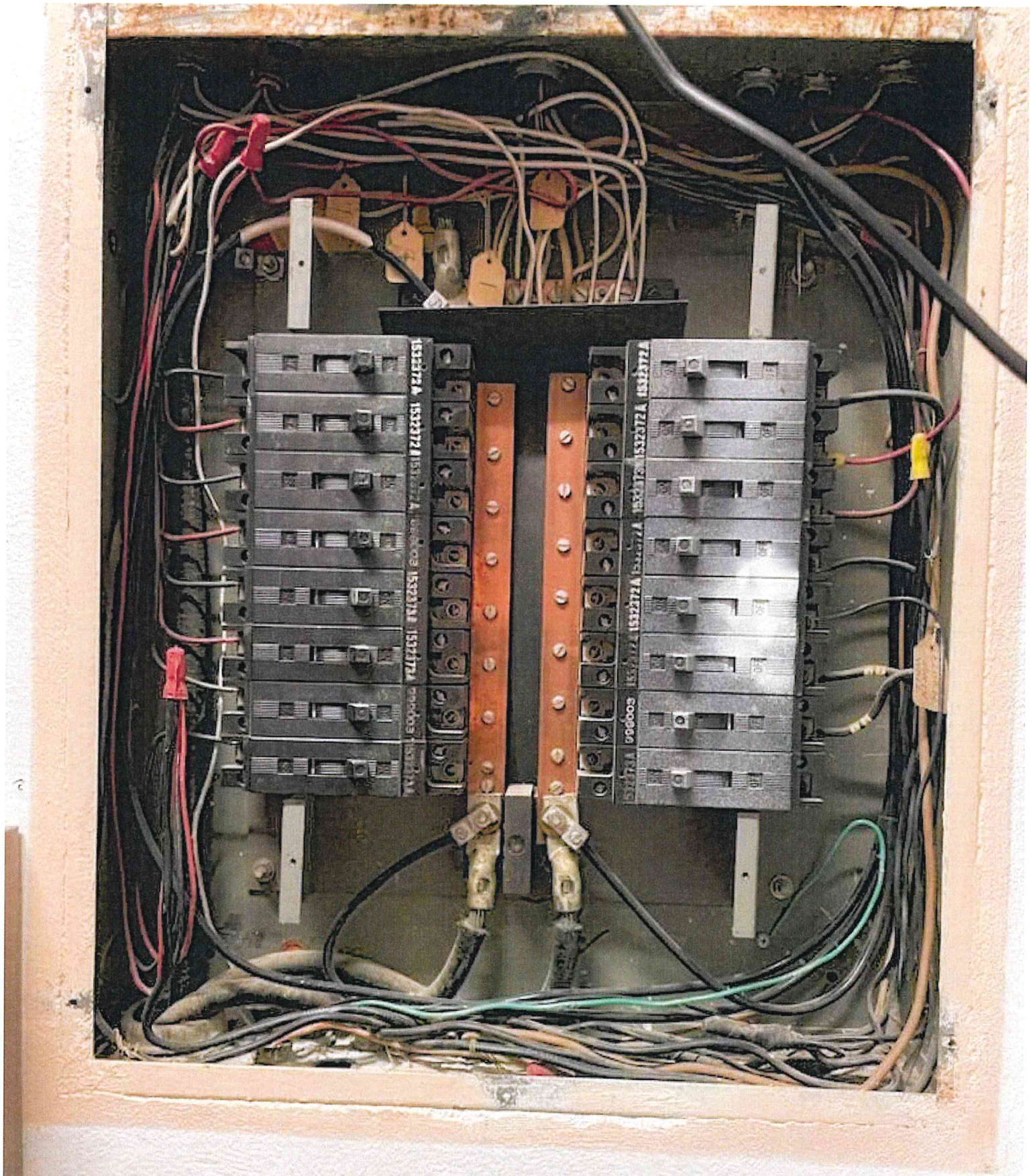
Sheet
E2.03
Sheet 51 of 52

July 18, 2024

Action

Page 319

2/7/2023 10:36:57 AM C:\Users\...\Documents\270309_Martin ES_UP23_Central_AHERNANDEZ01.rvt



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Lori Shelton - Bond Director

William Savidge - Facilities Management Consultant

DATE: July 18, 2024

RE: Approval of Change Order #1 for the Contract with E.F. Brett and Company for the Heating Ventilating and Air Conditioning (HVAC) Project Package A

BACKGROUND:

After a public bid process, the Board awarded a contract for the HVAC Package A Project to E.F. Brett and Company on September 7, 2023. The HVAC Project Package A is currently under construction. Work is underway for the replacement and upgrade of Heating Ventilating and Air Conditioning ("HVAC") systems at ECHS HS-2 Classrooms, Westborough MS-5 Classrooms and Library, Sunshine Gardens ES-4 Classrooms + Administration Wing, Monte Verde ES-Administration Wing, and Ponderosa ES-Administration Wing. Work is nearly complete at ECHS and Sunshine Gardens ES, pending final commissioning and punch list.

There have been ongoing changes to the work as demolition and follow-up installation has uncovered unforeseen conditions and new required elements of the work that were not included in the original scope.

Change Order #1 includes work at Ponderosa ES, Sunshine Gardens ES, and Westborough MS. At Ponderosa ES the added work includes full removal and replacement of the Admin. Wing ceiling and, a credit for revised structural work not required at the smaller units at Ponderosa ES and Monte Verde ES. At Sunshine Gardens ES the added work is for revised building energy management controls. At Westborough MS the added work includes: electrical conduits & wiring reroute to accommodate new HVAC units; replacement of non-

functional roof exhaust fans; and, additional roofing work at the repaired Fire Dampers at the Library and Classroom.

The total cost for Change Order #1 is $40,728. This total is 1.2% of the original contract amount of $3,230,000. Staff has authorized the contractor to proceed with this work. The change order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **$40,728** will be paid from Bond Funds (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #1 to the to the contract with E.F. Brett and Company for the HVAC Project Package A, in the amount of $40,728.

DOCUMENT 00 63 63

CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
001

CHANGE ORDER

Project: HVAC Package A Projects

Bid No.: #15-23

Date: 07/08/2024
DSA File No.:
DSA Appl. No.:
El Camino 01-120597, Sunshine 01-120598, Ponderosa 01-120599, Monte Verde 01-120600, Westborough 01-120601

The following parties agree to the terms of this Change Order:

Owner:
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Architect:
HAMILTON + AITKEN ARCHITECTS (HA+A)
525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107

Contractor:
EF Brett & Company, Inc.
1435 Technology Lane, Suite B1, Petaluma, CA 94954

Project Inspector:
Construction Inspection Services (CIS Inc.)
243 Arroyo Dr.
Pacifica, CA 94044

Reference	Description	Cost	Days Ext. Req.
PCO: #015 Requested by: EF Brett Performed by: Trahan. Reason: Unforeseen Cond.	**WESTBOROUGH -** Replace Non-Functional Exhaust Fans to relief vents per RFI#43/ASI-005	$ 4,831.00	2
PCO: #016 Requested by: EF Brett Performed by: Trahan Reason: Drawing coordination	**SUNSHINE GARDENS -** Revised Controls & Sequence of Operations for VFC-8 per RFI#44/ASI-004	$ 2,988.00	2
PCO: #017 R2 Requested by: EF Brett Performed by: CVE Reason: District Request	**PONDEROSA -** Abatement/Demo & Ceiling Tile Replacement per District Direction + (CREDIT) for Structural Upgrade work not required @ individual units at Ponderosa & Monte Verde per CCD #001	$ 20,925.00	15
PCO: #018 R2 Requested by: EF Brett Performed by: Mega Reason: Unforeseen Condition	**WESTBOROUGH -** T&M Work Re-route Existing Conduit & Wiring Classrooms 71, 72, & 73	$ 6,086.00	1
PCO: #020 Requested by: EF Brett Performed by: Western Reason:	**WESTBOROUGH -** Per RFI#33 Fire Dampers, ductwork, and repairs - Western Roofing Costs Not Captured I PCO #013	$ 5,898.00	2

Contract time will be adjusted as follows: **Previous Completion Date:** August 1,2024 **[22] Calendar Days Extension** (zero unless otherwise indicated) **Current Completion Date:** September 1,2024	1) Original Contract Amount:	$ 3,230,000
	2) Amount of Previously Approved Change Order(s):	$ 0.00
	3) Amount of this Change Order:	**$ 40,728.00**
	Contract Amount: *(pending approval of line item #3 included)*	$ 3,270,728.00

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
_____	_____	Ian Burns Digitally signed by Ian Burns DN: C=US, E=ianb@efbrett.com, O=EF Brett, CN=Ian Burns Date: 2024.07.08 11:48:47-07'00'	7/8/2024
[Name]	Date	[Name]	Date
Architect:		Project Inspector:	
Chad Hamilton Digitally signed by Chad Hamilton DN: C=US, E=c.hamilton@haarchs.com, O="Hamilton + Aitken Architects", CN=Chad Hamilton Date: 2024.07.08 13:25:32-07'00'	7/8/2024	_____	_____
[Name]	Date	[Name]	Date

END OF DOCUMENT

Reviewed by **Cumming**

Babatunde J. Olayomi

07/08/2024

PCO #015
Submitted 06/03/2024

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

PCOR # 15

DATE: 5.29.24
PROJECT: SSF HVAC A
JOB # 174 - Westborough

We submit for your approval the following cost estimate of changes in work as follows:
Westborough Exhaust Fans to relief vents per RFI#43/ASI-005

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Trahan Mechanical PCO#5 per RFI#43/ASI-005				$4,510.37	$4,510.37
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$4,510.37	$4,510.37
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$4,510.37
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$4,510.37
MARK-UP ON SUBCONTRACTORS	5 %	($4,510.37)			$225.52
				SUBTOTAL	$4,735.89
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$94.72
					$4,830.61
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$4,831**
TIME EXTENSION REQUIRED FOR THIS CHANGE					2 (WORKING DAYS)

[X] We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with in an effort to maintain the project schedule.

[ ] We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

Propose Change Order No. 5

May 20, 2024

Westborough Middle School
HVAC Upgrades
1200 Miller Ave., South San Francisco, CA

Attn: Ian Burns (E.F. Brett & Company)

Scope of Work: Remove (E) fan, install ducts, backdraft dampers and roof ventilators per ASI No. 5 (Scope of work below).

Material / Item / Scope of Work	Labor	Actual Costs	Taxable Items	Multiplier	Totals
As-built	N/A	$0.00	$0.00	110%	$0.00
Expedited Ship:	N/A	$0.00	$0.00	110%	$0.00
Equipment		$1,365.00	$1,365.00	110%	$1,501.50
Fire Dampers	N/A	$0.00	$0.00	110%	$0.00
Flat stock, liner, rods, sealant, etc..		$37.00	$37.00	110%	$40.70
Uni-Strut, beam clamps, altread, etc.	N/A	$0.00	$0.00	110%	$0.00
Material (i.e. screws. clamps, wood, etc..)		$35.00	$35.00	110%	$38.50
Isolation	N/A	$0.00	$0.00	110%	$0.00
Shop Labor	1.75	$153.47		110%	$295.43
Field Labor	7.75	$153.47		110%	$1,308.33
Field Layout (detailing, etc.)	1.25	$153.47		110%	$211.02
Demolition	0.00	$153.47		110%	$0.00
Delivery	2.25	$157.47		110%	$379.84
Insulation	N/A	$0.00		110%	$0.00
Air Balancing	N/A	$0.00		110%	$0.00
Controls	N/A	$0.00		110%	$0.00
Programming	N/A	$0.00		110%	$0.00
Rentals	N/A	$0.00		110%	$0.00
Electrical		$335.00		110%	$368.50
Taxes			$3,710.00	9.880%	$366.55
			TOTAL ADD		**$4,510.37**
Subcontractor(s):	N/A	$0.00	$0.00	105%	$0.00
Duct Cleaning	N/A	$0.00	$0.00	105%	$0.00
Material (Register)	N/A	$0.00	$0.00	105%	$0.00
Equipment (see note below)	N/A	$0.00	$0.00	105%	$0.00
Tax	N/A	$0.00		105%	$0.00
Shop Labor (hours)	0.00	$153.47		105%	$0.00
Field Labor (hours)	0.00	$153.47		105%	$0.00
Field Layout (detailing, etc.)	0.00	$153.47		105%	$0.00
			TOTAL CREDIT		$0.00
Subtotal					$4,510.37
Total					**$4,510.37**

1) Multiplier is actual cost multiplied by allowable markup.
2) Material costs are actual cost for raw materials and include all incidentals (i.e. fasteners, sealants, insulation, hangers, etc., etc.,) where applicable.
3) Labor hours indicated are for the additional hours, beyond the contract hours, that will be required to perform the additional requested additions, modifications or changes.

Scope of Work: Remove the existing roof exhaust fans and safe off electrical. Remove the existing backdraft dampers. Install transition ductwork within the curb to the top of the curb and modify for backdraft dampers. Insall backdraft dampers and roof ventilators. Remove debris from site.

Exclusions: Weekend work, overtime, premium time, cutting patching, framing, finishes, air balancing, concrete coring or sawing, excavation, backfill, compaction, painting, carpentry, roofing, electrical, temporary heating, cooling and ventilation, fire/life/safety, plumbing (gas & condensate), bridging, channel purlin or any bridging for equipment/curb supports. Expedited shipping or procurement of material, as well as any and all other exclusions not shown here, but listed as excluded on contract.

Days added to contract for added scope: 2

*Days added to TMI's contract are based on layout, fabrication and installation time. Owner delay in providing PCO approval within a reasonable period of time, and/or any unforeseen delay in the delivery of materials after the PCO approval, may constitute a necessary extension to the contract time from the days stated.

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC PACKAGE A**	JOB NO.174 RFI NO. 43
TO: HA ARCHITECTS 525 Brannan Street, Suite 400 San Francisco, Ca 94107	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Westborough: Existing Exhaust Fans at Library

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS
- ☐ OTHER

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO:	DETAIL NO:

DESCRIPTION:
Please see attached

ATTACHMENTS:

☒ COST IMPACT: TBD $ EST. ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE:		DATE ISSUED:	DATE REQUIRED:
Anthony Crivelli		4/30/24	5/7/24

RESPONSE:

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

CUMMING GROUP

Cumming Group
15010 Avenue of Science, Suite 100
San Diego, California 92128
P: (858) 485-6765
F: (858) 673-9263

RFI #43

Project: 23-01047.00 - SSFUSD - Package A
398 B Street
South San Francisco, California 94080

RFI#43 - Westborough - Existing Exhaust Fans at Library

TO:	Olisa Enueme **(HA Architects)**	**FROM:**	Anthony Crivelli **(EF Brett)**
DATE INITIATED:	04/30/2024	**STATUS:**	Closed on 05/15/24
LOCATION:		**DUE DATE:**	05/05/2024
COST CODE:		**REFERENCE:**	
COST IMPACT:	TBD	**SCHEDULE IMPACT:**	TBD
DRAWING NUMBER:		**SPEC SECTION:**	
LINKED DRAWINGS:			
RECEIVED FROM:	Anthony Crivelli **(EF Brett)**		

COPIES TO:
Ian Burns **(EF Brett)**, Olisa Enueme **(HA Architects)**, Chad Hamilton **(HA Architects)**, Tunde Olayomi **(Cumming Group)**, Calvin Wong **(SSFUSD)**, Samuel Wong **(Cumming Group)**

Question from Anthony Crivelli (EF Brett) at 09:03 AM on 04/30/2024

Subject: Library (E) roof exhaust fans that serve rooms No. 42 (office) and No. 45 (conference room).

Reference: RFI No 33's response, and the attached pictures of the existing field conditions.

The response to RFI No. 33 pertains to the required air relief for the library.

Item No. of the listed response states as follows; "The Library is served by exhaust fans in rooms 42 and 45. Additional air relief is not required for this building. "

1. The exhaust fans were manufactured in 2001 and are not functional.
2. How are the exhaust fans to be controlled?
3. Rooms No. 42 and No. 45 that have the existing nonfunctional exhaust fans are not open to the main library as the room's doors are typically closed during occupied hours.
4. The ductwork for the exhaust fan is not ducted from the roof curb to the grille.

Please advise.

Attachments:
#174 SSF HVAC A - RFI#43 - Westborough - Existing Exhaust Fans at Library.pdf

Official Response: **Olisa Enueme (HA Architects)** *responded on Wednesday, May 15th, 2024 at 5:50PM PDT*
Refer to ASI 005.

Attachments:

All Replies:

Response from Olisa Enueme (HA Architects) at 05:50 PM on 05/15/2024

Refer to ASI 005.

Attachments:

BY **DATE** **COPIES TO**

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

PO BOX 10462 • SAN RAFAEL, CA 94912
Tel. (415) 457-5541 • Fax (415) 457-5269
LIC. #774154

Request for Information

To: E.F. Brett & Company
1435 Technology Lane, Suite B1
Petaluma, CA 94954

Attn: Ian Burns
Office Ph.: (415) 524-8351
Email: ianb@efbrett.com

Westborough Middle School
HVAC Upgrades
South San Francisco, CA

RFI No. 7
Attachment(s): 1
Total Pages: 2

Date: 4-30-25

Date Info. Req.: **5**-10-24

From: Tim Trahan

Cost Impact:	Yes: ____	No:____	Unknown:__X__
Schedule Impact:	Yes: ____	No:____	Unknown:__X__

Subject: Library (E) roof exhaust fans that serve rooms No. 42 (office) and No. 45 (conference room).

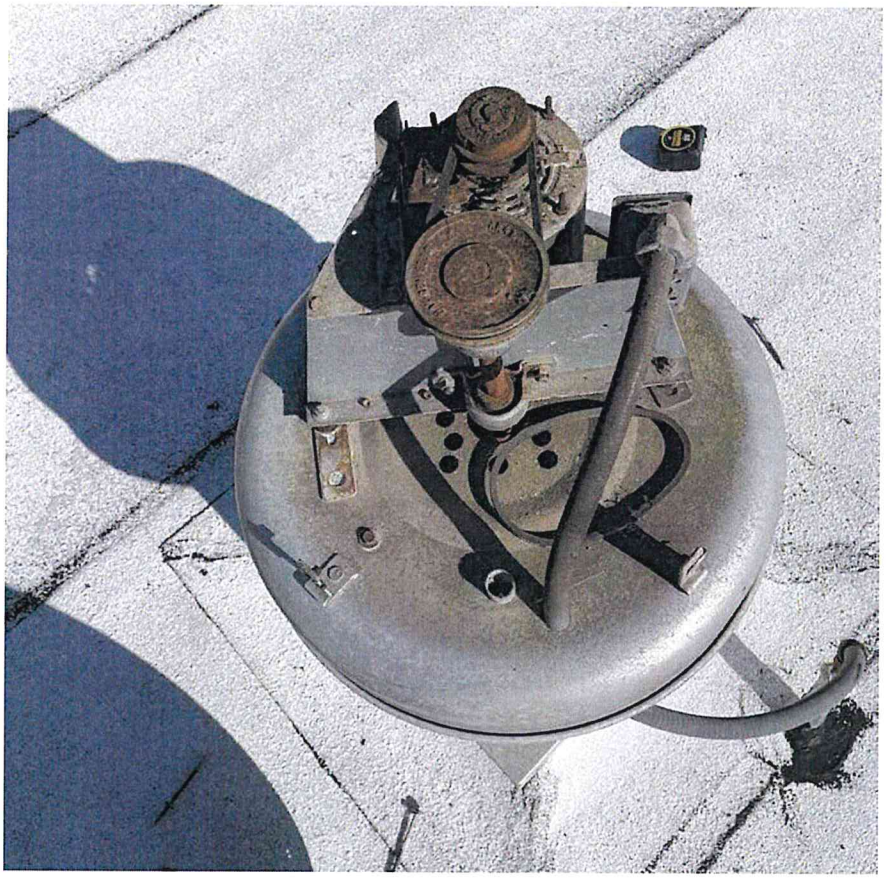
Reference: RFI No 33's response, and the attached pictures of the existing field conditions.

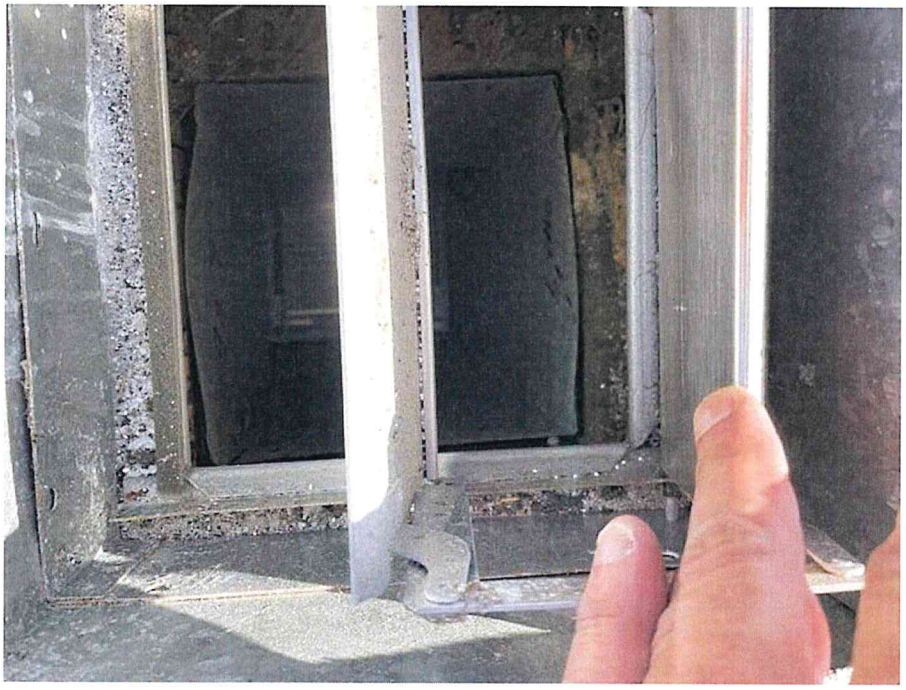
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2. How are the exhaust fans to be controlled?
3. Rooms No. 42 and No. 45 that have the existing nonfunctional exhaust fans are not open to the main library as the room's doors are typically closed during occupied hours.
4. The ductwork for the exhaust fan is not ducted from the roof curb to the grille.

Please advise.





ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Hamilton + Aitken Architects | 525 Brannan Street Suite 400 | San Francisco CA 94107 | HAArchs.com | 415 .974 .5030
| 101 Broadway Suite 308, Jack London Square | Oakland CA 94607 |

Project SSFUSD HVAC Upgrade

Bulletin No 005
HANo 2022.050
DSA_DBI No

Date 15 May 2024

RFI No 43

Company E. F. Brett & Co., Inc.
1435 Technology Lane, Suite B1
Petaluma CA

Attn Ian Burns (415) 524 8351 FAX (415) 524 8349

Information

See attached drawings for updated demo/new floor plans, roof plans, details and schedules regarding the replacement of non-functioning exhaust fans with relief hoods at Westborough MS.

Consultant Reference Dwgs Attached Docs M0.02, M2.03, M3.03, M4.03, M5.01

☒ Advise the Architect within 7 calendar days if this Information Bulletin results in a change to the Contract.

☐ Proposed Change (PCO) Number is being assigned to this Bulletin. Provide a detailed cost proposal in accordance with the contract requirements. Do not proceed with work indicated in this Bulletin until a change order has been issued.

☐ Proposed Change (PCO) Number is being assigned to this change. The total cost of this change is not to exceed per attached unilateral change order. Notify the Owner if the total cost of this change will exceed that amount. Proceed with work indicated in this Bulletin while preparing a detailed cost proposal in accordance with contract requirements.

☐ Proposed Change (PCO) Number is being assigned to this change. The total cost of this change is not to exceed per attached Force Account Change Order. Notify the Owner if the total cost of this change will exceed that amount. Proceed with this work under the force account provisions of the Contract.

By Olisa Enueme

cc list

FURNACE SCHEDULE

UNIT	SERVES	"CARRIER" MODEL NO. U.N.O.	CFM	MIN O&A (CFM)	ESP (IN. WG.)	GAS HEATING			ELECTRICAL DATA						AFUE (%)	OPER. WT. (LBS.)	MOUNTING DETAIL	CONTROL DIAGRAM	NOTES
						INPUT (MBH)	OUTPUT (MBH)	EDB (°F)	VOLT/PH	SUPPLY FAN HP	SUPPLY FAN RPM	SUPPLY FAN FLA	MCA	MOCP					
F 1	CLASSROOM 71	59SC5A100S21-14	1500	UPPER 300 LOWER 135	0.8	100	97	59.4	115/1	3/4	1200 MAX.	13.8	14.5	20	96.5	245	1/M5.01	1/M6.01	1 2 3 4 5
F 2	CLASSROOM 72	59SC5A100S21-14	1500	UPPER 300 LOWER 135	0.8	100	97	59.4	115/1	3/4	1200 MAX.	13.8	14.5	20	96.5	245	1/M5.01	1/M6.01	1 2 3 4 5
F 3	CLASSROOM 73	59SC5A100S21-14	1500	UPPER 300 LOWER 135	0.8	100	97	59.4	115/1	3/4	1200 MAX.	13.8	14.5	20	96.5	245	1/M5.01	1/M6.01	1 2 3 4 5
F 4	CLASSROOM 74	59SC5A100S21-14	1500	UPPER 300 LOWER 135	0.8	100	97	59.4	115/1	3/4	1200 MAX.	13.8	14.5	20	96.5	245	1/M5.01	1/M6.01	1 2 3 4 5

NOTES:
1. UNIT SELECTED AT 96 DEG. F DB / 68 DEG. F WB SUMMER AMBIENT, AND 34 DEG. F DB WINTER AMBIENT AIR TEMPERATURES.
2. PROVIDE WITH MANUFACTURER'S CONCENTRIC COMBUSTION AIR/VENT KIT. SEE DETAIL 3/M5.01.
3. PROVIDE WITH 2" MERV 13 DISPOSABLE PLEATED MEDIA FILTERS AND CONDENSATE NEUTRALIZATION KIT, AND CONDENSATE OVERFLOW SENSOR.
4. PROVIDE WITH "TEAM AIR" ENCLOSURE, 48"W x 34"D x 110"H, W/ FACTORY MOUNTED RA GRILLE SILENCER ON ENCLOSURE.
5. LOWER OUTSIDE AIR POSITION INDICATED IS BASED ON 0.15 CFM/SQ.FT. ALLOWABLE FOR CO2 DEMAND CONTROLLED SYSTEMS AT MINIMUM OCCUPANCY. UPPER OUTSIDE AIR POSITION INDICATED IS BASED ON 0.38 CFM/SQ.FT. WHEN SPACE IS AT MAXIMUM OCCUPANCY, UNLESS SYSTEM IS IN ECONOMIZER MODE. SEE CONTROLS FOR SEQUENCE OF OPERATION.

ROOFTOP HEAT/VENT UNIT SCHEDULE

UNIT	SERVES	"REZNOR" MODEL NO. U.N.O.	CFM	MIN O&A CFM	ESP (IN. WG.)	GAS HEATING			VOLT/PH	FAN FLA (A)	HP (W)	MCA (A)	MOCP (A)	OPER. WT. (LBS.)	MOUNTING DETAIL	CONTROL DIAGRAM	NOTES
						INPUT (MBH)	OUTPUT (MBH)	EFF'Y (%)									
HV 1	CLASSROOMS 51 & 53	RPB-125	2400	900	0.23	125.0	100.0	80.0	208/3#	4.58	3/4	5.72	15.0	482	8/M5.01	1/M6.02	1 2 3 4
HV 2	LIBRARY 41	RPB-125	2400	460	0.23	125.0	100.0	80.0	208/3#	4.58	3/4	5.72	15.0	482	8/M5.01	1/M6.02	1 2 3 4

NOTES:
1. UNITS SELECTED AT 30°F DB WINTER AMBIENT TEMPERATURE.
2. PROVIDE UNIT WITH ELECTRONIC MODULATING GAS VALVE, CONTROLLED BY EMS.
3. PROVIDE WITH STANDARD ALUMINIZED STEEL HEAT EXCHANGER.
4. RECONNECT (E) DUCT SMOKE SHUTDOWN SYSTEM TO NEW HV UNIT & MAKE A FULLY OPERATIONAL SYSTEM, BY DIV 26.

GRAVITY ROOF VENTILATOR SCHEDULE

UNIT	LOCATION	"GREENHECK" MODEL NO.	TYPE	TOTAL THROAT SIZE	CFM	S.P. (IN. W.G.)	OPER. WT. (LBS.)	MOUNTING DETAIL
GRV 1	LIBRARY	GRSR-8	RELIEF	8" DIA.	100	0.01	15	8/M5.01

NOTES:
1. PROVIDE WITH MANUFACTURER'S ROOF CURB, BIRD, AND BIRDSCREEN.

DIFFUSER, REGISTER & GRILLE SCHEDULE

SYMBOL	DESCRIPTION	KRUEGER	METALAIRE	NAILOR	TITUS	TUTTLE & BAILEY
S* [X]	SIDEWALL DOUBLE DEFLECTION SUPPLY GRILLE WITH VERTICAL FRONT BARS, 3/4" SPACING	880 V	Y 4004 S	61 DV	300 RS	T34
SDS O	DOUBLE DEFLECTION SPIRAL DUCT MOUNTED SUPPLY GRILLE WITH CURVED FRAME, AIR SCOOP EXTRACTOR, VERTICAL FRONT BLADES, 3/4" SPACING.	—	—	—	S300FS	—

NOTES:
1. ALL SYMBOLS NOTED MAY NOT BE USED. REFER TO PLANS FOR SIZE AND QUANTITY.
2. ALL SUPPLY AIR DIFFUSERS ARE 4 WAY BLOW UNLESS SHOWN OTHERWISE.
3. FURNISH ALL PRODUCTS OF A SINGLE MANUFACTURER.
4. COORDINATE DIFFUSER TYPE WITH ARCHITECTURAL REFLECTED CEILING PLAN.
5. OPPOSED BLADE DAMPERS ARE NOT REQUIRED AT DIFFUSERS, REGISTERS OR GRILLES.
6. PROVIDE MANUAL AIR DAMPERS AT EACH BRANCH DUCT TO A SINGLE DIFFUSER, REGISTER OR GRILLE.
* ALUMINUM REGISTERS FOR SHOWERS AND DAMP AREAS

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — BRIAN KEITH CLARK — M 34224 — EXPIRES 12/31/24 — MECHANICAL — STATE OF CALIFORNIA

DATE SIGNED: _____

SSFUSD HVAC UPGRADE: WESTBOROUGH

2570 WESTBOROUGH BLVD, SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET, SOUTH SAN FRANCISCO, CA 94080

(650) 877-4717

HAMILTON + AITKEN ARCHITECTS
525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107
T: 415 974 5030
www.HAarchs.com

capital engineering
Mechanical, Electrical, Plumbing
MJB - MAR
PM - DESIGNER TEAM

Consultant

NO.	ISSUED FOR:	DATE
1	ASI 005	05/15/24

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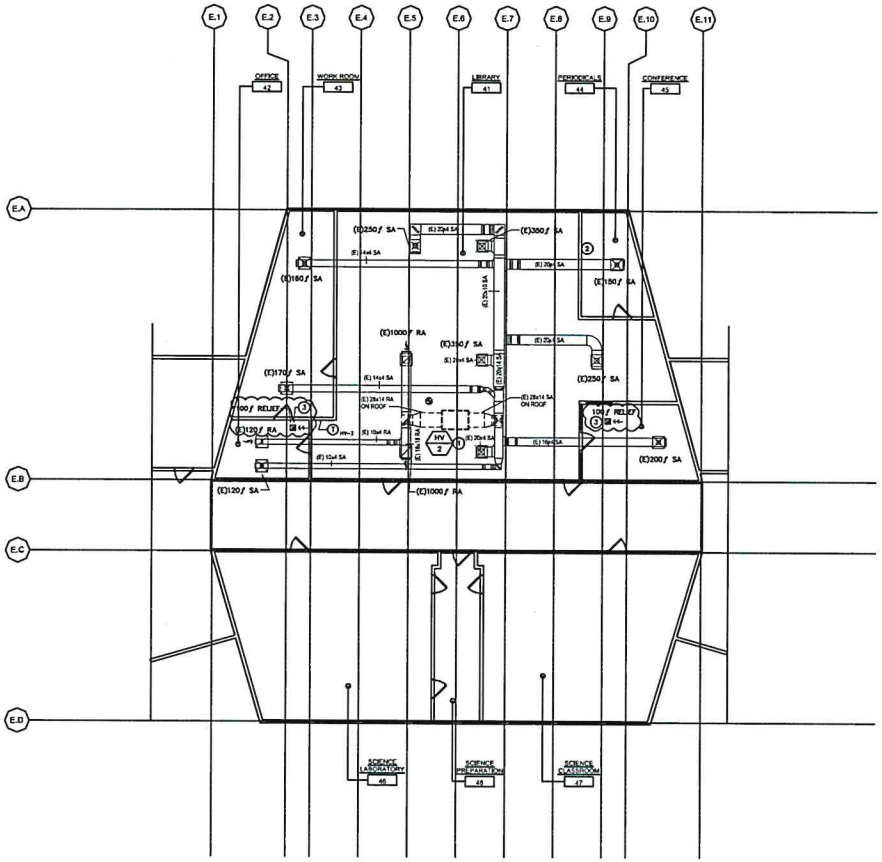
KEY PLAN

DRAWING TITLE: HVAC SCHEDULES

SHEET NUMBER: M0.02

CAD FILE:

DATE	PROJECT NO.
06/25/2022	2022.050



HVAC FLOOR PLAN - LIBRARY

SCALE : NONE

1
M2.03

GENERAL NOTES

1. THE DESIGN HAS BEEN BASED ON RECORD DRAWINGS AND SITE OBSERVATIONS. CONTRACTOR SHALL PERFORM INVESTIGATION OF EXISTING CONDITIONS PRIOR TO INSTALLATION OF NEW WORK. CONTRACTOR SHALL NOTIFY ARCHITECT IMMEDIATELY OF EXISTING CONDITIONS THAT MAY NOT ALLOW INSTALLATION OF NEW WORK AS SHOWN.
2. ALL DUCTWORK, DAMPERS, DIFFUSERS, GRILLES, ETC. SHOWN ARE EXISTING TO REMAIN, AND ARE FOR REFERENCE ONLY.
3. ALL EXISTING SHEET METAL DUCTWORK SHALL BE THOROUGHLY CLEANED AND RE-SEALED, AND PRESSURE TESTED IN STRICT ACCORDANCE TO SPEC SECTIONS 230975 (CLEANING) & 230593 (TESTING).
4. REBALANCE ALL (E) DIFFUSERS/GRILLES/ REGISTERS TO THE AIRFLOWS LISTED ON PLAN.
5. FOR ADDITIONAL MECHANICAL GENERAL NOTES, REFER TO SHEET M0.01.

KEYNOTES

1. HEATING AND VENTILATING UNIT ON ROOF CURB. SEE DETAIL 8/M5.01 FOR MOUNTING DETAIL.
2. EMS LOCATION POINT. OWNER FURNISHED, CONTRACTOR INSTALLED.
3. EXISTING DUCTWORK FROM THE EXISTING FIRE DAMPER AT CEILING TO BE EXTENDED UP AND OVER THE EXISTING ROOF CURB.

LEGEND

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — STEVE CELATA — M 34234 — EXPIRES 12/31/24 — MECHANICAL — STATE OF CALIFORNIA

DATE SIGNED: _____

SSFUSD HVAC UPGRADE: WESTBOROUGH

2570 WESTBOROUGH BLVD,
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET ,
SOUTH SAN FRANCISCO, CA 94080

(650) 877-4717

HAMILTON + AITKEN ARCHITECTS
525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107
T: 415 974 6030
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KEY PLAN

DRAWING TITLE

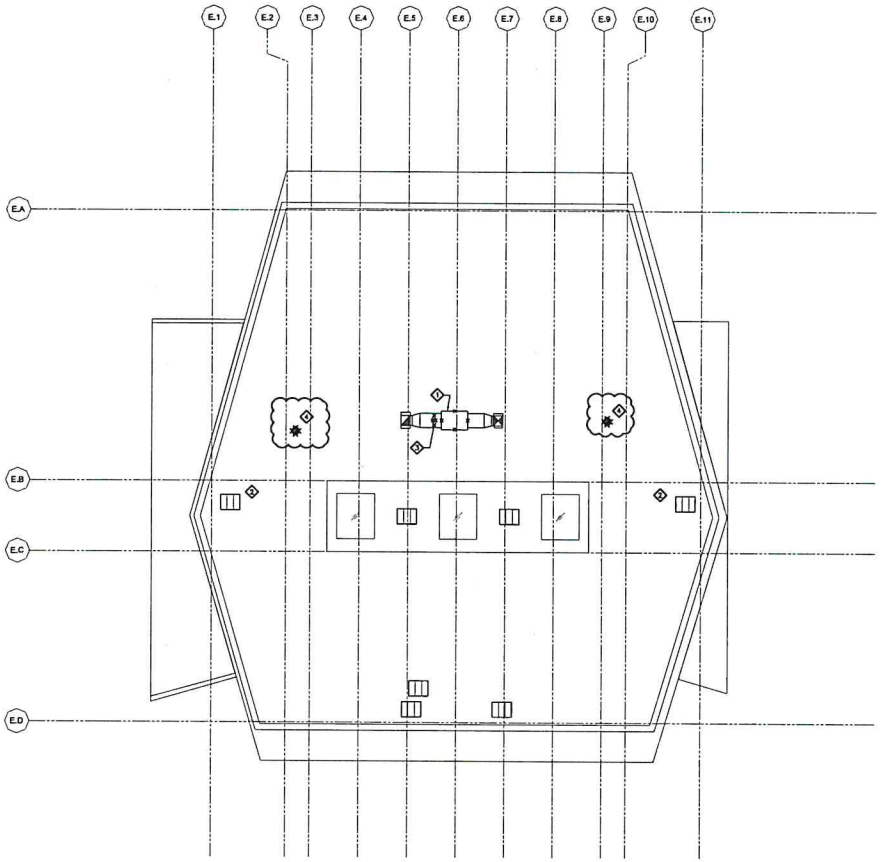
HVAC FLOOR PLAN - LIBRARY

SHEET NUMBER

M2.03

CAD FILE:

DATE	PROJECT NO.
06/23/2022	2022.050



HVAC DEMOLITION ROOF PLAN - LIBRARY (1 / M3.03)

SCALE : 1/8" = 1'-0"

GENERAL NOTES

1. THE DESIGN HAS BEEN BASED ON RECORD DRAWINGS AND SITE OBSERVATIONS. CONTRACTOR SHALL PERFORM INVESTIGATION OF EXISTING CONDITIONS PRIOR TO INSTALLATION OF NEW WORK. CONTRACTOR SHALL NOTIFY ARCHITECT IMMEDIATELY OF EXISTING CONDITIONS THAT MAY NOT ALLOW INSTALLATION OF NEW WORK AS SHOWN.

KEYNOTES

1. DEMOLISH HEATING AND VENTILATING UNIT. DUCTWORK AND DUCT DROP ON ROOF TO REMAIN. PREPARE DUCT FOR RECONNECTION TO NEW UNIT. DISCONNECT (E) GAS PIPING AND CAP FOR RECONNECTION TO NEW EQUIPMENT.
2. EXISTING RELIEF HOOD TO REMAIN.
3. DEMOLISH EXISTING OUTSIDE AIR INLET AT BOTTOM OF RETURN DUCT AND DAMPER.
4. DEMOLISH EXISTING ROOF EXHAUST FAN. EXISTING ROOF CURB TO REMAIN FOR REUSE.

LEGEND

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — M 54234 — EXPIRES 12/31/24 — MECHANICAL — STATE OF CALIFORNIA

DATE SIGNED: _____

SSFUSD HVAC UPGRADE: WESTBOROUGH

2570 WESTBOROUGH BLVD,
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET ,
SOUTH SAN FRANCISCO, CA 94080

(650) 877-4717

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SAN FRANCISCO, CA 94107
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KEY PLAN

DRAWING TITLE

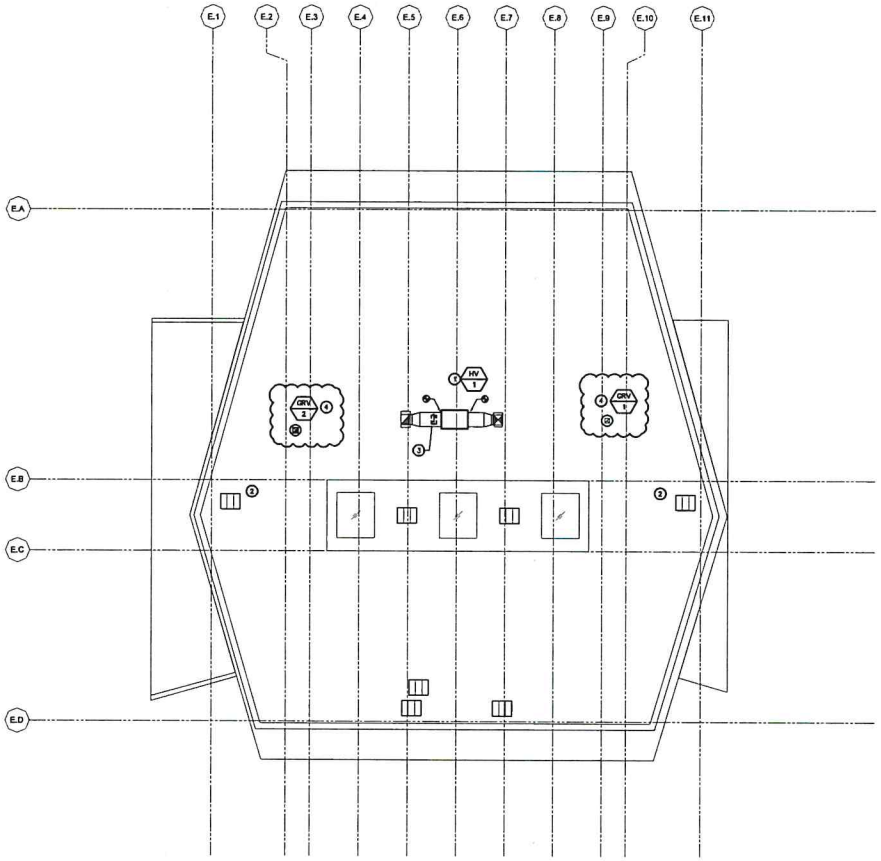
HVAC DEMOLITION ROOF PLAN - LIBRARY

SHEET NUMBER

M3.03

CAD FILE:

DATE	PROJECT NO.
06/23/2022	2022.050



HVAC ROOF PLAN - LIBRARY

SCALE : 1/8" = 1'-0"

1 / M4.03

GENERAL NOTES

1. THE DESIGN HAS BEEN BASED ON RECORD DRAWINGS AND SITE OBSERVATIONS. CONTRACTOR SHALL PERFORM INVESTIGATION OF EXISTING CONDITIONS PRIOR TO INSTALLATION OF NEW WORK. CONTRACTOR SHALL NOTIFY ARCHITECT IMMEDIATELY OF EXISTING CONDITIONS THAT MAY NOT ALLOW INSTALLATION OF NEW WORK AS SHOWN.
2. ALL EXISTING SHEET METAL DUCTWORK SHALL BE THOROUGHLY CLEANED AND RE-SEALED, AND PRESSURE TESTED IN STRICT ACCORDANCE TO SPEC SECTIONS 230515 (CLEANING) & 230593 (TESTING).
3. FOR ADDITIONAL MECHANICAL GENERAL NOTES, REFER TO SHEET M0.01.

KEYNOTES

1. HEATING AND VENTILATING UNIT ON ROOF CURB. RECONNECT TO EXISING SUPPLY AND RETURN DUCT DROPS. SEE DETAIL X/M5.01 FOR MOUNTING DETAIL.
2. EXISTING RELIEF HOOD TO REMAIN.
3. NEW 18x10 OUTSIDE AIR INLET AND DAMPER WITH BIRDSCREEN AT BOTTOM OF RETURN DUCT.
4. NEW GRAVITY RELIEF AIR HOOD MOUNTED TO EXISTING EXHAUST FAN CURB.

LEGEND

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — STAN CZESTY — M 34234 — EXPIRES 12/31/24 — MECHANICAL — STATE OF CALIFORNIA

DATE SIGNED: _____

SSFUSD HVAC UPGRADE: WESTBOROUGH

2570 WESTBOROUGH BLVD,
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET,
SOUTH SAN FRANCISCO, CA 94080

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KEY PLAN

DRAWING TITLE

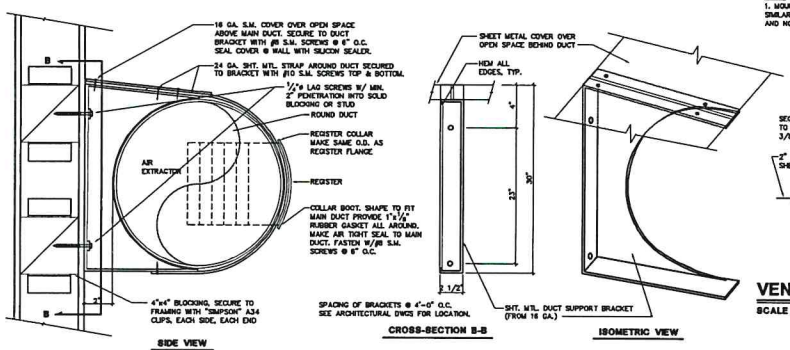
HVAC ROOF PLAN - LIBRARY

SHEET NUMBER

M4.03

CAD FILE:

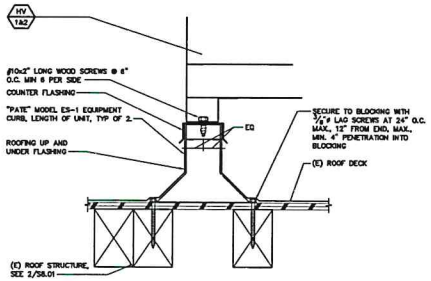
DATE	PROJECT NO.
06/23/2022	2022.050



EXPOSED DUCT WALL MOUNTING DETAIL

SCALE : NONE

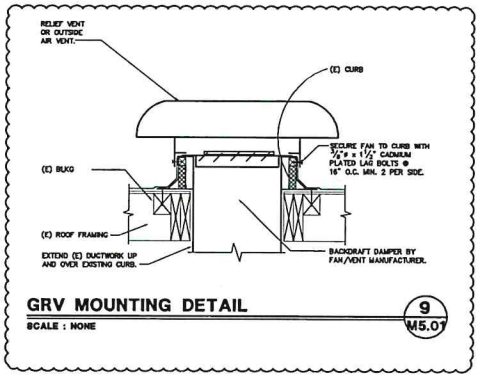
7 / M5.01



HEAT VENT UNIT MOUNTING DETAIL

SCALE : NONE

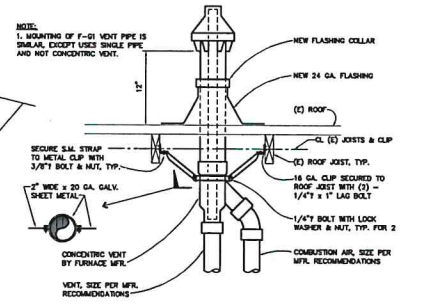
8 / M5.01



GRV MOUNTING DETAIL

SCALE : NONE

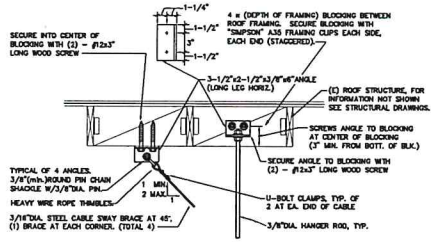
9 / M5.01



VENT & COMBUSTION AIR PIPING

SCALE : NONE

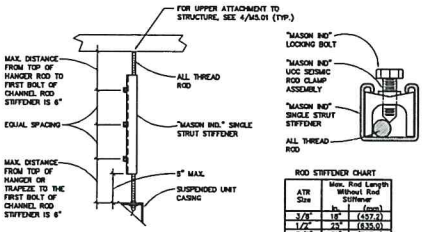
3 / M5.01



UPPER ATTACHMENT MOUNTING

SCALE : NONE

4 / M5.01



ROD STIFFENER CHART

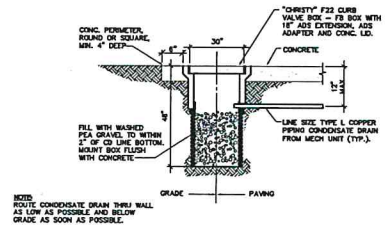
ATR Size	Max. Rod Length Without Rod Stiffener	
	In.	(mm)
3/8"	18"	(457.2)
1/2"	25"	(635.0)
5/8"	31"	(787.4)
3/4"	37"	(939.8)

DETAIL FROM "MASON" SEISMIC RESTRAINT GUIDELINES FOR SUSPENDED DISTRIBUTION SYSTEMS, OSHPD PRE-APPROVAL OPM-0043-13.

ROD STIFFENER

SCALE : NONE

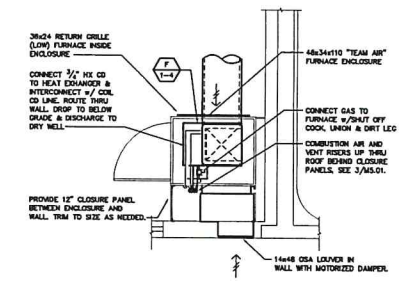
5 / M5.01



DRY WELL DETAIL

SCALE : NONE

6 / M5.01

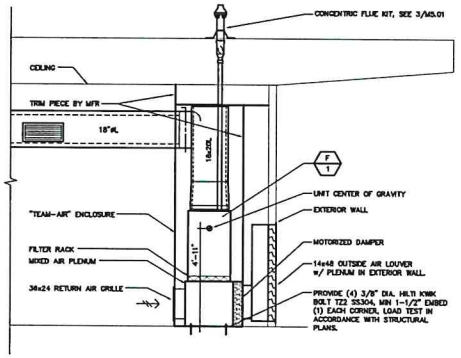


REFER TO DETAIL 2/M5.01 FOR ADDITIONAL INFORMATION.

FURNACE CONFIGURATION

SCALE : NONE

1 / M5.01



FURNACE CONFIGURATION

SCALE : NONE

2 / M5.01

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — TIM DEATS — No. M 34234 — EXPIRES 12/31/24 — MECHANICAL — STATE OF CALIFORNIA

DATE SIGNED:

SSFUSD HVAC UPGRADE: WESTBOROUGH

2570 WESTBOROUGH BLVD,
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B STREET,
SOUTH SAN FRANCISCO, CA 94080
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capital engineering
Kelsie Kreamer, California
M.E. 24448 — 2005 12 08
Prof. Expiration Date — Stamp/Seal Area

Consultant

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KEY PLAN

DRAWING TITLE:
HVAC DETAILS

SHEET NUMBER:
M5.01

CAD FILE:

DATE: 06/23/2022
PROJECT NO.: 2022.050

PCO #016
Submitted 06/03/2024

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

PCOR # 16

DATE: 5.29.24
PROJECT: SSF HVAC A
JOB # 174 - Sunshine

We submit for your approval the following cost estimate of changes in work as follows:
Sunshine Revised Controls and Sequence of Operations per RFI#44/ASI-004

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Trahan Mechanical PCO#2 per RFI#44/ASI-005				$2,790.32	$2,790.32
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$2,790.32	$2,790.32
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$2,790.32
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$2,790.32
MARK-UP ON SUBCONTRACTORS	5 %	($2,790.32)			$139.52
				SUBTOTAL	$2,929.84
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$58.60
					$2,988.43
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$2,988**
TIME EXTENSION REQUIRED FOR THIS CHANGE					2 (WORKING DAYS)

[X] We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with in an effort to maintain the project schedule.

[ ] We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

Propose Change Order No. 2

Sunshine Gardens Elementary School
HVAC Upgrades
1200 Miller Ave., South San Francisco, CA

May 29, 2024

Attn: Ian Burns (E.F. Brett & Company)

Scope of Work: Provide controls and programming as shown in the response to RFI No. 44 and ASI No. 4 (scope of work below)

Material / Item / Scope of Work	Labor	Actual Costs	Taxable Items	Multiplier	Totals
As-built		$125.00	$0.00	110%	$137.50
Expedited Ship:	N/A	$0.00	$0.00	110%	$0.00
Flue pipe and fittings	N/A	$0.00	$0.00	110%	$0.00
Sensor, wiring, conduit, etc..		$156.00	$0.00	110%	$171.60
Flat stock, sealant, etc..	N/A	$0.00	$0.00	110%	$0.00
Uni-Strut, beam clamps, altread, etc.	N/A	$0.00	$0.00	110%	$0.00
Material (i.e. screws. clamps, anchors, etc..)	N/A	$0.00	$0.00	110%	$0.00
Isolation	N/A	$0.00	$0.00	110%	$0.00
Shop Labor	0.00	$153.47		110%	$0.00
Field Labor	4.50	$153.47		110%	$759.68
Field Layout (detailing, etc.)	1.25	$153.47		110%	$211.02
Startup, Commissioning	1.50	$153.47		110%	$253.23
Delivery	N/A	$0.00		110%	$0.00
Insulation	N/A	$0.00		110%	$0.00
Air Balancing	N/A	$0.00		110%	$0.00
Controls Setup and Programming		$1,143.00		110%	$1,257.30
Plumbing	N/A	$0.00		110%	$0.00
Rentals	N/A	$0.00		110%	$0.00
Electrical	N/A	$0.00		110%	$0.00
Taxes	N/A		$0.00	9.880%	$0.00
			TOTAL ADD		**$2,790.32**
Subcontractor(s):	N/A	$0.00	$0.00	105%	$0.00
Pate roof sleepers	N/A	$0.00	$0.00	105%	$0.00
Material (Register)	N/A	$0.00	$0.00	105%	$0.00
Equipment (see note below)	N/A	$0.00	$0.00	105%	$0.00
Tax	N/A	$0.00		105%	$0.00
Shop Labor (hours)	0.00	$153.47		105%	$0.00
Field Labor (hours)	0.00	$153.47		105%	$0.00
Field Layout (detailing, etc.)	0.00	$153.47		105%	$0.00
			TOTAL CREDIT		$0.00
Subtotal					$2,790.32
Total					**$2,790.32**

1) Multiplier is actual cost multiplied by allowable markup.
2) Material costs are actual cost for raw materials and include all incidentals (i.e. fasteners, sealants, insulation, hangers, etc., etc.,) where applicable.
3) Labor hours indicated are for the additional hours, beyond the contract hours, that will be required to perform the additional requested additions, modifications or changes.

Scope of Work: Install and configure controls per ASI No. 4. Work includes, duct sensor, installation of additional wiring and interlocking VFC-8 with VFC-1, VFC-2, VFC-3, VFC-4, VFC-5, VFC-6, and VFC-7. Programming and commissioning of new sequence of operation.

Exclusions: Weekend work, overtime, premium time, cutting patching, framing, finishes, air balancing, concrete coring or sawing, excavation, backfill, compaction, painting, carpentry, roofing, electrical, temporary heating, cooling and ventilation, fire/life/safety, plumbing (gas & condensate), bridging, channel purlin or any bridging for equipment/curb supports. Expedited shipping or procurement of material, as well as any and all other exclusions not shown here, but listed as excluded on contract.

Days added to contract for added scope: 3

*Days added to TMI's contract are based on layout, fabrication and installation time. Owner delay in providing PCO approval within a reasonable period of time, and/or any unforeseen delay in the delivery of materials after the PCO approval, may constitute a necessary extension to the contract time from the days stated.

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Hamilton + Aitken Architects | 525 Brannan Street Suite 400 | San Francisco CA 94107 | HAArchs.com | 415 .974 .5030
| 101 Broadway Suite 308, Jack London Square | Oakland CA 94607 |

Project	SSFUSD HVAC Upgrade	*Bulletin No*	004
		HANo	2022.050
		DSA_DBI No	
Date	15 May 2024		
		RFI No	44
Company	E. F. Brett & Co., Inc. 1435 Technology Lane, Suite B1 Petaluma CA		
Attn	Ian Burns	(415) 524 8351	FAX (415) 524 8349

Information

See attached for revised schedule note, and SOO clarifying the DOAS (VFC-8) and which units to interlock to at Sunshine Gardens.

Consultant Reference Dwgs Attached Docs M0.02, M6.01

☒ Advise the Architect within 7 calendar days if this Information Bulletin results in a change to the Contract.

☐ Proposed Change (PCO) Number is being assigned to this Bulletin. Provide a detailed cost proposal in accordance with the contract requirements. Do not proceed with work indicated in this Bulletin until a change order has been issued.

☐ Proposed Change (PCO) Number is being assigned to this change. The total cost of this change is not to exceed per attached unilateral change order. Notify the Owner if the total cost of this change will exceed that amount. Proceed with work indicated in this Bulletin while preparing a detailed cost proposal in accordance with contract requirements.

☐ Proposed Change (PCO) Number is being assigned to this change. The total cost of this change is not to exceed per attached Force Account Change Order. Notify the Owner if the total cost of this change will exceed that amount. Proceed with this work under the force account provisions of the Contract.

By Olisa Enueme

cc list

GENERAL NOTES

VRV - HEAT RECOVERY UNIT SCHEDULE

UNIT	SERVES	"DAIKIN" MODEL NO. (OUTDOOR UNIT)	NOM. TONS	COOLING CAPACITY (MBH)	HEATING CAPACITY (MBH)	REFRIG. PIPE GS (DIA.)	REFRIG. PIPE GD (DIA.)	REFRIG. PIPE GL (DIA.)	ELECTRICAL DATA VOLT/PH	ELECTRICAL DATA COMPRESSOR KW	ELECTRICAL DATA COND. FAN KW	ELECTRICAL DATA MCA	ELECTRICAL DATA MOCP	EER, SEER(1)	COP	SCHE	OPER. WT. (LBS.)	MOUNTING DETAIL	PIPING & CONTROL WIRING DIAGRAMS	NOTES
HRU 1	BLDG A ADMIN AREA	REYQ120XATJA	10	120.3	108.2	1-1/8"	3/4"	1/2"	208/3	7.2	0.8 x 2	43.9	50	22.8	3.5	22.2	727	11 M5.01	1 M4.01	1 2 3

NOTES:
1. UNITS SELECTED AT 80 F DB / 65 F WB SUMMER AMBIENT, 30 F DB WINTER AMBIENT AIR TEMPERATURES.
2. HEAT PUMP WITH HEAT RECOVERY, FOR SIMULTANEOUS HEATING AND COOLING OPERATION.
3. PROVIDE SYSTEM WITH FACTORY GLOBAL CONTROLLER & BACNET GATEWAY INTERFACE MODULE.

VRV FAN COIL UNIT SCHEDULE

UNIT	SERVES	ASSOC. HEAT RECOVERY BRANCH SELECTOR BOX	"DAIKIN" MODEL NO. (INDOOR UNIT)	MIN. OSA (CFM)	DX COOLING SENSIBLE CAPACITY (MBH)	DX COOLING TOTAL CAPACITY (MBH)	DX COOLING EDB (°F)	DX COOLING EWB (°F)	HEATING TOTAL CAPACITY (MBH)	HEATING EDB (°F)	REFRIG. PIPE GS (DIA.)	REFRIG. PIPE GL (DIA.)	ELECTRICAL DATA VOLT/PH	ELECTRICAL DATA FAN FLA	ELECTRICAL DATA MCA	ELECTRICAL DATA MOCP	OPER. WT. (LBS.)	MOUNTING DETAIL	PIPING & CONTROL WIRING DIAGRAMS	NOTES
WC 1	PRINCIPAL OFFICE 56	BSB-1	FXZQ15TAVJU	30	10.8	15.0	80.0	67.0	17.0	70.0	1/2"	1/4"	208-230/1	0.50	0.40	15	70	1 M5.01	1 M4.01	1 2 3 4 5 6
WC 2	WORKROOM 57	BSB-1	FXAQ09PAVJU	40	6.0	7.5	80.0	67.0	8.5	70.0	3/8"	1/4"	208-230/1	0.17	0.30	15	50	4 M5.01	1 M4.01	1 2 3 4 5 6
WC 3	PRINTER & SERVICE 044	BSB-1	FXAQ12PAVJU	40	8.7	12.0	80.0	67.0	13.5	70.0	3/8"	1/4"	208-230/1	0.20	0.40	15	50	4 M5.01	1 M4.01	1 2 3 4 5 6
WC 4	STORAGE 30	BSB-1	FXAQ07PAVJU	40	6.0	7.5	80.0	67.0	8.5	70.0	3/8"	1/4"	208-230/1	0.17	0.30	15	50	4 M5.01	1 M4.01	1 2 3 4 5 6
WC 5	NURSE 58	BSB-2	FXAQ18PAVJU	50	13.4	18.0	80.0	67.0	20.0	70.0	1/2"	1/4"	208-230/1	0.33	0.40	15	50	9 M5.01	1 M4.01	1 2 3 4 5 6
WC 6	RECEPTION 55	BSB-2	FXAQ18PAVJU	50	13.4	18.0	80.0	67.0	20.0	70.0	1/2"	1/4"	208-230/1	0.33	0.40	15	50	9 M5.01	1 M4.01	1 2 3 4 5 6
WC 7	LOUNGE 54	BSB-2	FXAQ18PAVJU	30	13.4	18.0	80.0	67.0	20.0	70.0	1/2"	1/4"	208-230/1	0.33	0.40	15	50	9 M5.01	1 M4.01	1 2 3 4 5 6
WC 8	ADMIN DOAS 13	BSB-2	FXTQ18TAVJUA	250	12.4	18.0	80.0	67.0	20.0	70.0	1/2"	3/8"	208-230/1	2.20	4.9	15	164	8 M5.01	1 M4.01	1 2 3 5 6

NOTES:
1. PROVIDE WC UNIT WITH FACTORY WASHABLE FILTERS.
2. PROVIDE WC UNIT WITH FACTORY HARDWIRED WALL MOUNTED WALL CONTROLLER / THERMOSTAT.
3. PROVIDE WC UNIT WITH FACTORY INTEGRAL CONDENSATE LIFT PUMP, NO SEPARATE POWER CONNECTION REQUIRED.
4. PROVIDE WITH "DZSP" CONDENSATE LIFT PUMP, 208V/1ph, 0.12 AMPS, 20 WATTS.
5. PROVIDE W/ MANUFACTURER'S FILTER KIT AND MERV-13 FILTER.
6. SEE 1/M4.01 FOR CONTROL DIAGRAMS.

REV 4

HEAT RECOVERY BRANCH SELECTOR

UNIT	SERVES	ASSOC. OUTDOOR UNIT	DESCRIPTION	MOUNTING DETAIL	PIPING & CONTROL WIRING DIAGRAMS	NOTES
BSB 1	ADMIN OFFICE	HRU-1	"DAIKIN" MODEL #BS4Q54TAVJ HEAT RECOVERY FLOW SELECTOR, 4 INDOOR UNIT PORTS. 208-230V/1ph. 0.4 MCA, 15 MOCP. MAX. OPERATING WEIGHT: 80 LBS. *REQUIRES DEDICATED POWER SUPPLY	2 M5.01	1 M4.01	1
BSB 2	ADMIN OFFICE	HRU-1	"DAIKIN" MODEL #BS10Q54TAVJ HEAT RECOVERY FLOW SELECTOR, 4 INDOOR UNIT PORTS. 208-230V/1ph. 0.4 MCA, 15 MOCP. MAX. OPERATING WEIGHT: 80 LBS. *REQUIRES DEDICATED POWER SUPPLY	2 M5.01	1 M4.01	1

NOTES:
1. DRAIN PIPING NOT REQUIRED.

GRAVITY ROOF VENTILATOR SCHEDULE

UNIT	LOCATION	"MFR." MODEL NO.	TYPE	TOTAL THROAT SIZE	CFM	S.P. IN. W.G.	OPER. WT. (LBS.)	MOUNTING DETAIL
GRV 1	ADMIN OFFICE	FGR-10x10	RELIEF	10x10	290	0.04	70	

NOTES:
1. PROVIDE WITH MANUFACTURER'S ROOF CURB, BDD, AND BIRDSCREEN.

DIFFUSER, REGISTER & GRILLE SCHEDULE

SYMBOL	DESCRIPTION	KRUEGER	METALAIRE	NAILOR	TITUS	TUTTLE & BAILEY
S*	SIDEWALL DOUBLE DEFLECTION SUPPLY GRILLE WITH VERTICAL FRONT BARS, 3/4" SPACING	880 V	V 4004 S	61 DV	300 RS	154
SDS	DOUBLE DEFLECTION SPIRAL DUCT MOUNTED SUPPLY GRILLE WITH CURVED FRAME, AIR SCOOP EXTRACTOR, VERTICAL FRONT BLADES, 1/2" - 3/4" SPACING.	—	—	—	S300FS	—

NOTES:
1. ALL SYMBOLS NOTED MAY NOT BE USED. REFER TO PLANS FOR SIZE AND QUANTITY.
2. ALL SUPPLY AIR DIFFUSERS ARE 4 WAY BLOW UNLESS SHOWN OTHERWISE.
3. FURNISH ALL PRODUCTS OF A SINGLE MANUFACTURER.
4. COORDINATE DIFFUSER TYPE WITH ARCHITECTURAL REFLECTED CEILING PLAN.
5. OPPOSED BLADE DAMPERS ARE NOT REQUIRED AT DIFFUSERS, REGISTERS OR GRILLES.
6. PROVIDE MANUAL AIR DAMPERS AT EACH BRANCH DUCT TO A SINGLE DIFFUSER, REGISTER OR GRILLE.
* ALUMINUM REGISTERS FOR SHOWERS AND DAMP AREAS

APPROVALS

REGISTERED PROFESSIONAL ENGINEER — STATE OF CALIFORNIA — M 34234 — EXPIRES 06/30/25 — MECHANICAL

DATE SIGNED: _____

SSFUSD HVAC UPGRADE: SUNSHINE GARDENS ES

1200 MILLER AVE.
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET ,
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capital engineering

Consultant

NO.	ISSUED FOR:	DATE
1	ASI #001	11/21/23
2	ASI #004	05/14/24

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KEY PLAN

DRAWING TITLE

HVAC SCHEDULES

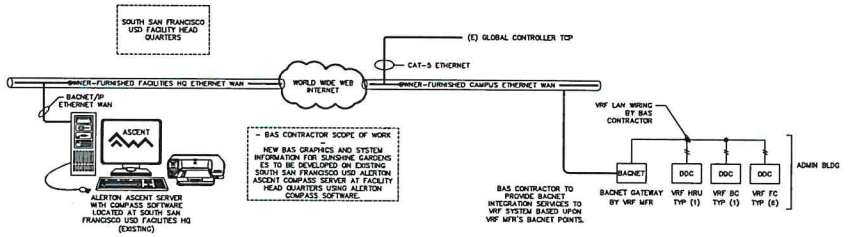
SHEET NUMBER

M0.02

CAD FILE:

DATE: 09/23/2022 | PROJECT NO.: 2022.050

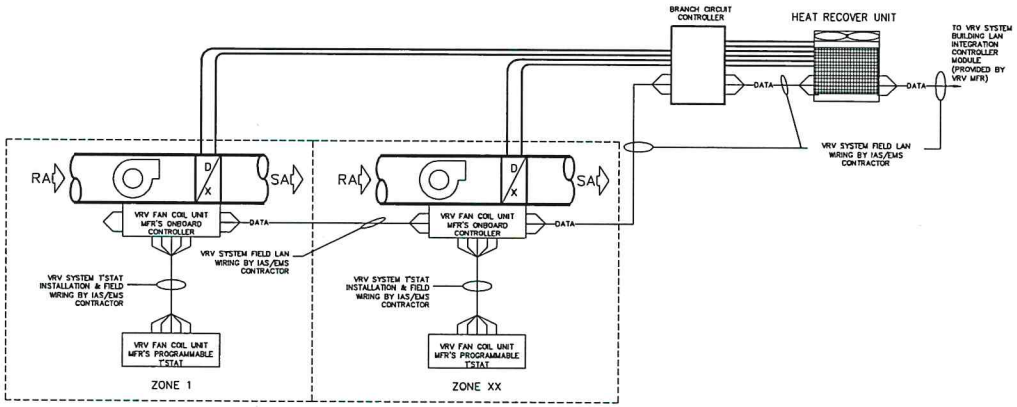
July 18, 2024
Page 343
Action



ALERTON BACNET BAS SYSTEM - NETWORK ARCHITECTURE

1 M6.01

SCALE : NONE



VRV SYSTEM WITH FACTORY CONTROLS

1. SYSTEM OVERVIEW
   a. EACH OUTDOOR CONDENSING UNIT, INDOOR FAN COIL UNIT, AND REFRIGERANT BRANCH SELECTOR BOX WILL BE DIRECTLY CONTROLLED BY THE VRV FACTORY-PROVIDED GLOBAL CONTROLLER.
   b. EACH INDOOR FAN COIL UNIT WILL BE CONNECTED (HARD WIRED) TO A VRV FACTORY-PROVIDED DEDICATED WALL MOUNTED ELECTRONIC ZONE TEMPERATURE SENSOR.
   c. ELECTRONIC ZONE TEMPERATURE SENSORS SHALL HAVE A BACKLIT LCD DISPLAY AND SHALL INCLUDE: 1) PHYSICAL PUSH-BUTTONS FOR WARMER/COOLER SETPOINT CONTROL; 2) PHYSICAL PUSH-BUTTON FOR INDOOR FAN COIL UNIT FAN SPEED CONTROL; 3) VISUAL DISPLAY OF ROOM TEMPERATURE, AND CURRENT MODE; AND 4) PHYSICAL PUSH-BUTTON AFTER-HOURS OVERRIDE CONTROL WITH USER ADJUSTABLE DURATION. THE AFTER-HOURS OVERRIDE DURATION SHALL HAVE HE ABILITY TO BE LIMITED FROM THE CONTROLS FRONT END USER INTERFACE.
   d. THE OWNER STANDARD (ALERTON) EMS SYSTEM SHALL INTERFACE WITH THE VRF SYSTEM GLOBAL CONTROLLER VIA THE FACTORY BACNET INTERFACE/GATEWAY CONTROL MODULE (BY VRF MANUFACTURER), TO ALLOW THE EMS SYSTEM TO MONITOR (READ), OR COMMAND (WRITE), CERTAIN VRF SYSTEM CONTROL POINTS. SEE INTEGRATION POINTS LIST.

2. SCHEDULING
   a. SCHEDULED OCCUPIED AND UNOCCUPIED HOURS SHALL BE PROGRAMMED THRU THE EMS OPERATOR WORKSTATION/GRAPHICAL USER INTERFACE ACCORDING TO EMS TIME SCHEDULE. OCCUPANT MANUAL OVERRIDE TO PROVIDE "AFTER-HOURS" SYSTEM OPERATION SHALL OCCUR AT THE LOCAL ZONE TEMPERATURE SENSOR. DURATION OF MANUAL OVERRIDE SHALL BE PROGRAMMED THRU THE EMS OPERATOR WORKSTATION/GRAPHICAL USER INTERFACE (30 MINUTES MIN., 2 HOURS MAX).

3. ROOM TEMPERATURE SETPOINTS (ADJUSTABLE)
   a. ROOM TEMPERATURE SETPOINTS FOR SCHEDULED OCCUPIED AND UNOCCUPIED HOURS SHALL BE PROGRAMMED THRU THE EMS OPERATOR WORKSTATION/GRAPHICAL USER INTERFACE. OCCUPANT OVERRIDE OF ROOM TEMPERATURE SETPOINT SHALL OCCUR AT THE LOCAL ZONE TEMPERATURE SENSOR AND SHALL BE LIMITED TO 2°F HIGHER/LOWER THAN PROGRAMMED SETPOINTS. ROOM TEMPERATURE SETPOINTS ARE AS FOLLOWS:
      †OCCUPIED ROOM HEATING SETPOINT: 68°F
      †UNOCCUPIED ROOM HEATING SETPOINT: 58°F
      †OCCUPIED ROOM COOLING SETPOINT: 75°F
      †UNOCCUPIED ROOM COOLING SETPOINT: 85°F
   b. DURING PERIODS OF VACANCY, WHEREAS A ZONE IS EMPTY FOR MORE THAN 15 MINUTES DURING SCHEDULED OCCUPIED HOURS (AS SEEN BY EMS VIA BACNET INTEGRATION WITH LIGHTING CONTROL SYSTEM OCCUPANCY SENSORS), THE EMS SYSTEM SHALL SETUP/SETBACK THE ROOM TEMPERATURE SETPOINTS BY 2°F (ADJUSTABLE). WHEN ROOM OCCUPANCY RETURNS, EMS SHALL REVERT BACK TO OCCUPIED ROOM TEMPERATURE SETPOINT.

4. UNIT FAN OPERATION
   a. WHEN THE ZONE IS IN OCCUPIED MODE OR IN AFTERHOURS MODE, THE FAN SHALL RUN CONTINUOUSLY.
   b. DURING THE UNOCCUPIED MODE AS DETERMINED BY EMS TIME SCHEDULE, THE UNIT FAN CYCLES WITH DEMAND AS NEEDED TO MAINTAIN THE UNOCCUPIED ROOM HEATING AND COOLING TEMPERATURE SETPOINTS.

5. AUTOMATIC DEMAND REDUCTION CONTROLS
   a. EMS SHALL BE PROGRAMMED WITH CAPABILITY TO IMPLEMENT CENTRALIZED DEMAND SHED FOR ALL NON-CRITICAL ZONES UPON CALL FOR AUTOMATIC DEMAND REDUCTION. CRITICAL ZONES SHALL NOT BE IMPACTED BY DEMAND SHED CONSERVATION MEASURES.

6. ZONE PRE-OCCUPANCY PURGE
   a. THE EMS SHALL SCHEDULE THE ZONE TO BE IN OCCUPIED MODE ONE HOUR PRIOR TO THE ACTUAL TIME OF ANTICIPATED OCCUPANCY.

7. HEATING OPERATION
   a. THE VRF SYSTEM GLOBAL CONTROLLER COMPARES THE ZONE HEATING SETPOINT WITH THE SPACE TEMPERATURE AND DETERMINES A NEED-HEATING CONTROL SIGNAL TO PROVIDE MECHANICAL HEATING.

8. COOLING OPERATION
   a. THE VRF SYSTEM GLOBAL CONTROLLER COMPARES THE ZONE COOLING SETPOINT WITH THE SPACE TEMPERATURE AND DETERMINES A NEED-COOLING CONTROL SIGNAL TO PROVIDE MECHANICAL COOLING.

9. DOAS (VFC-8) INTERLOCK
   a. THE VRF DOAS UNIT ASSOCIATED WITH EACH VRV FAN COIL UNIT SHALL BE INTERLOCKED TO OPERATE WHENEVER THE ASSOCIATED FAN COIL IS OPERATING.
   b. INTERLOCK DOAS (VFC-8) WITH VFC-1, VFC-2, VFC-3, VFC-4, VFC-5 VFC-6, & VFC-7.

10. INTEGRATION POINTS LIST – THE FOLLOWING VRF SYSTEM CONTROL POINTS SHALL BE DISPLAYED ON THE EMS OPERATOR WORKSTATION/GRAPHICAL USER INTERFACE VIA THE VRF SYSTEM FACTORY BACNET INTERFACE/GATEWAY CONTROL MODULE:
    a. FAN COIL UNIT TAG IDENTIFICATION NUMBER.
    b. UNIT OCCUPANCY COMMAND.
    c. UNIT STATUS.
    d. FAN STATUS.
    e. ZONE TEMPERATURE.
    f. ZONE OCCUPIED COOLING SETPOINT.
    g. ZONE OCCUPIED HEATING SETPOINT.
    h. ZONE UNOCCUPIED COOLING SETPOINT.
    i. ZONE UNOCCUPIED HEATING SETPOINT.
    j. FAN COIL UNIT DISCHARGE AIR TEMPERATURE.
    k. FAN COIL UNIT OPERATION MODE.
    l. ROOM OCCUPANCY MODE (VIA BACNET INTEGRATION TO LIGHTING CONTROL SYSTEM OCCUPANCY SENSOR).
    m. FAN COIL UNIT ALARM STATUS.
    n. COMPRESSOR STATUS.
    o. FAN COIL UNIT THERMAL CONDITIONING STATUS.
    p. FAN COIL UNIT THERMAL CONDITIONING LOCKOUT STATUS.

VRV FAN COIL SYSTEM CONTROL DIAGRAM

2 M6.01

SCALE : NONE (TYPICAL FOR HRU-1, BSB-1, VFC-1 THRU VFC-8

APPROVALS

DATE SIGNED

SSFUSD HVAC UPGRADE: SUNSHINE GARDENS ES

1200 MILLER AVE.
SOUTH SAN FRANCISCO, CA 94080

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

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NO.	ISSUED FOR:	DATE
1	ASI #001	11/21/23
2	ASI #904	05/14/24

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KEY PLAN

DRAWING TITLE

HVAC CONTROLS

SHEET NUMBER

M6.01

CAD FILE.

DATE 06/3/2022

PROJECT NO. 2122.050

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC PACKAGE A**	JOB NO.174 RFI NO. 44
TO: HA ARCHITECTS 525 Brannan Street, Suite 400 San Francisco, Ca 94107	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Sunshine - Sequence of Operation for VRV systems (Revised sheet M6.01)

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS
- ☐ OTHER

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO:	DETAIL NO:

DESCRIPTION:
Please see attached

ATTACHMENTS:

☒ COST IMPACT: TBD $ EST. ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE:		DATE ISSUED:	DATE REQUIRED:
Anthony Crivelli		5/7/24	5/14/24

RESPONSE:

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

CUMMING GROUP

Cumming Group
15010 Avenue of Science, Suite 100
San Diego, California 92128
P: (858) 485-6765
F: (858) 673-9263

RFI #44

Project: 23-01047.00 - SSFUSD - Package A
398 B Street
South San Francisco, California 94080

RFI#44 - Sunshine - Sequence of Operation for VRV systems (Revised sheet M6.01)

TO:	Olisa Enueme **(HA Architects)**	**FROM:**	Anthony Crivelli **(EF Brett)**
DATE INITIATED:	05/07/2024	**STATUS:**	Closed on 05/15/24
LOCATION:		**DUE DATE:**	05/14/2024
COST CODE:		**REFERENCE:**	
COST IMPACT:	TBD	**SCHEDULE IMPACT:**	TBD
DRAWING NUMBER:	M0.02, M6.01	**SPEC SECTION:**	
LINKED DRAWINGS:			
RECEIVED FROM:	Anthony Crivelli **(EF Brett)**		

COPIES TO:
Ian Burns **(EF Brett)**, Olisa Enueme **(HA Architects)**, Chad Hamilton **(HA Architects)**, Tunde Olayomi **(Cumming Group)**, Calvin Wong **(SSFUSD)**, Samuel Wong **(Cumming Group)**

Question from Anthony Crivelli (EF Brett) at 12:05 PM on 05/07/2024

M0.02 and Detail 2 on sheet M6.01

Per RFI No. 3 (TMI RFI No. 1), the sequence of operation shown on 2/M6.01 for the VRV fan coils does not representative the equipment or required controls that has been specified for the project. There was no DOAS's (dedicated outside air systems) incorporated into the mechanical design.

We provided a general comment regarding the presumed SOO and identified the equipment to be utilized per the following (which the MEOR confirmed);

• VFC-8 (DOAS) interlock:
a. VFC-8 operates as the building DOAS unit and shall run when a corresponding VFC is in operation.
b. Interlock VFC-8 with VFC-1, VFC-2, VFC-3, VFC-4, VFC-5, VFC-6 and VFC-7.

VFC-8 is shown on Sheet M0.02 (VRF Fan Coil Unit Schedule) to be controlled by a wall mounted thermostat. The revised sheet M6.01 and corresponding drawings were never provided by the design team.

Please provide the corrected sheet M6.01 that shows the requested SOO, correct equipment, and schematics for the project design that is being requested.

Attachments:
#174 SSF HVAC A - RFI#44 - Sunshine - Sequence of Operation for VRV systems (Revised sheet M6.01).pdf

Official Response: **Olisa Enueme (HA Architects)** *responded on Wednesday, May 15th, 2024 at 5:09PM PDT*
Refer to ASI 004.

Attachments:

All Replies:

Response from Olisa Enueme (HA Architects) at 05:09 PM on 05/15/2024

Refer to ASI 004.

Attachments:

BY **DATE** **COPIES TO**

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

PO BOX 10462 • SAN RAFAEL, CA 94912
Tel. (415) 457-5541 • Fax (415) 457-5269
LIC. #774154

Request for Information

To: E.F. Brett & Company
1435 Technology Lane, Suite B1
Petaluma, CA 94954

Attn: Ian Burns
Office Ph.: (415) 524-8351
Email: ianb@efbrett.com

Sunshine Garden Elementary School
HVAC Upgrade (Package A)
South San Francisco, CA

RFI No. 4
Attachment(s): 0
Total Pages: 1

Date: 5-7-23

Date Info. Req.: 5- 12-23

From: Tim Trahan

Cost Impact:	Yes: __X__	No:____	Unknown:____
Schedule Impact:	Yes: ____	No:____	Unknown: __X__

Subject: Sequence of Operation for VRV systems

Reference: M0.02 and Detail 2 on sheet M6.01

Per RFI No. 3 (TMI RFI No. 1), the sequence of operation shown on 2/M6.01 for the VRV fan coils does not representative the equipment or required controls that has been specified for the project. There was no DOAS's (dedicated outside air systems) incorporated into the mechanical design.

We provided a general comment regarding the presumed SOO and identified the equipment to be utilized per the following (which the MEOR confirmed);

- ***VFC-8 (DOAS) interlock:***
  - ***a. VFC-8 operates as the building DOAS unit and shall run when a corresponding VFC is in operation.***
  - ***b. Interlock VFC-8 with VFC-1, VFC-2, VFC-3, VFC-4, VFC-5, VFC-6 and VFC-7.***

VFC-8 is shown on Sheet M0.02 (*VRF Fan Coil Unit Schedule*) to be controlled by a wall mounted thermostat. The revised sheet M6.01 and corresponding drawings were never provided by the design team.

Please provide the corrected sheet M6.01 that shows the requested SOO, correct equipment, and schematics for the project design that is being requested.

PCO #017 R2
Submitted 07/03/2024

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayomi

PCOR # 17R2

DATE: 7.3.24
PROJECT: SSF HVAC A
JOB # 174 - Ponderosa

We submit for your approval the following cost estimate of changes in work as follows:
Ponderosa Abatement/Demo & Ceiling Tile Replacement per District Direction & RFI29.2/CCD-001
Does not include any Lighting costs/changes

This change was requested by: **District**

	ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
	CVE Demo/Abatement per Proposal # NB 24126 5/13/24				$21,875.00	$21,875.00
	Cal West Ceiling Tile per Proposal dated 5/16/24				$6,226.00	$6,226.00
	Concord Drywall Gypsum Board per Proposal 5/28/24				$5,828.00	$5,828.00
District Credit	***EFB Labor & Materials Credit Ponderosa & Monte Verde CCD-001 removal of roof framing***		($11,494.00)		($1,802.97)	($13,296.97)
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
			($11,494.00)	$0.00	$32,126.03	$20,632.03
	MARK-UP ON LABOR	15 %	$11,494.00			($1,724.10)
					SUBTOTAL	$18,907.93
	MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
					SUBTOTAL	$18,907.93
	MARK-UP ON SUBCONTRACTORS	5 %	($32,126.03)			$1,606.30
					SUBTOTAL	$20,514.23
	ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$410.28
						$20,924.52
	TOTAL AMOUNT FOR CHANGE PROPOSAL					**$20,925**
	TIME EXTENSION REQUIRED FOR THIS CHANGE					**15** (WORKING DAYS)

☐ We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with in an effort to maintain the project schedule.

☒ We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by Jun 17 2024 in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

COR 06 - E.F. Brett & Company Cost Breakdown

LABOR

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	96.00	Hrs	JM Credit for deducted Labor @ MV & Ponderosa	$119.73	11,494.08
					0.00
					0.00
					0.00
					11,494.08

MATERIALS

	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	0.00	ea			0.00
2					0.00
3					0.00
4					0.00
					0.00

EF Brett - Demo & Framing

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1					$0.00
2					$0.00
3					$0.00
					$0.00

CVE PROFESSIONAL ABATEMENT SOLUTIONS
CENTRAL VALLEY ENVIRONMENTAL

PROVIDING SERVICES THROUGHOUT THE WEST COAST
North Bay – 310 Professional Center Dr, Rohnert Park, CA 94928- Ph: (707) 584-1900 F: (707) 238-4292
CONTRACTOR'S LICENSE # 974852 DOSH REGISTRATION # 1064

PROPOSAL CVE NB 24126

Attn Estimating – EF Brett **05/13/2024**

SSF USD HVAC Pkg A – Ponderosa

Scope of Work: Asbestos Abatement – Admin Office

1. Mobilization of Crew and equipment.
2. Set up of negative pressure containments and regulated work areas for the following scope of work;

Admin Area

3. Remove and dispose of approx. 1,800sf of <1% asbestos containing drywall ceiling and associated ceiling tiles throughout admin offices.
4. Remove and dispose of any associated insulation.
5. Remove and dispose of abandoned non-friable asbestos containing flue pipe in ceiling space.
6. Remove and dispose of (20) RACM TSI water pipe elbows.
7. Detail clean, HEPA vacuum, and apply post abatement Fiberlock encapsulant.
8. Includes (4) working day.
9. Demobilize.

Labor & Materials: $21,225.00
Hauling & Disposal: $650.00
Total: $21,875.00

Includes Prevailing Wages
CVE DIR # 1000001557
Includes 1 Mobilizations

Exclusions:

1. Any other abatement or demolition not noted in this proposal.
2. Any city demolition permits or fees.
3. Any 3rd party air clearances, oversight, or sampling.
4. Any unforeseen conditions or multi-layer pricing.
5. Any PLA's, union agreements, bonding, or addendums.
6. Any weather protection or temporary covering of any building components.
7. Any roofing or substrate removal or dry-rot work.
8. Any off hours work.

CVE PROFESSIONAL ABATEMENT SOLUTIONS
CENTRAL VALLEY ENVIRONMENTAL

PROVIDING SERVICES THROUGHOUT THE WEST COAST
North Bay – 310 Professional Center Dr, Rohnert Park, CA 94928- Ph: (707) 584-1900 F: (707) 238-4292
CONTRACTOR'S LICENSE # 974852 DOSH REGISTRATION # 1064

PROPOSAL CVE NB 24126

PROPOSAL TERMS

This proposal is based upon our legal terms and conditions as included as part of this proposal. All work shall be performed in accordance with State and Federal regulations. Unless otherwise noted the customer agrees to provide a sufficient power and water supply to perform work mentioned above. This bid is based on performing the work during regular work hours. Central valley Environmental shall not be responsible for weather protection or for damages resulting from weather or vandalism; this proposal is subject to change and may be withdrawn if not accepted within 30 Days of the above-mentioned date.

PAYMENT TERMS

Cash forthwith for any portion of work commenced and completed in any one calendar month. Balance of contract price due and payable within 10 days upon completion of Central Valley Environmental's work. Unpaid monies shall be subject to a finance charge of 1.5% per month. The customer agrees to compensate Central Valley Environmental for any collection related costs, including reasonable attorney fees, if full payment is not made to Central Valley Environmental. The customer agrees that the court of jurisdiction for any claim shall be located in Fresno County. Credit card transactions will incur a 3% fee of transaction total.

REQUIREMENTS

All Movable items shall be removed from the work area prior to mobilization of Central Valley Environmental crews and equipment unless otherwise stated in this proposal Central Valley Environmental will not be held responsible for items missing or loss during the course of work.

This project will be scheduled and worked on a straight time, normal working schedule of eight hours per day, Monday through Friday, excluding holidays.

All prices in this proposal are based on one mobilization charge. If additional mobilization and/or demobilization is required, an additional mobilization and/or de-mobilization will be charged accordingly and paid for by the client.

The customer is responsible for removing all movable objects and furniture from the work area. Objects left in the work area will not be insured nor will repair cost be charged to Central Valley Environmental should damage occur. Heating, Ventilation and air-conditioning equipment supplying work area must be shut off.

This proposal is based upon our legal terms and conditions as included as part of this proposal. This proposal is subject to change and may be withdrawn if not accepted within (30) days of this date.

CVE PROFESSIONAL ABATEMENT SOLUTIONS
CENTRAL VALLEY ENVIRONMENTAL

PROVIDING SERVICES THROUGHOUT THE WEST COAST
North Bay – 310 Professional Center Dr, Rohnert Park, CA 94928- Ph: (707) 584-1900 F: (707) 238-4292
CONTRACTOR'S LICENSE # 974852 DOSH REGISTRATION # 1064

PROPOSAL CVE NB 24126

SITE ACCESS

Customer agrees to ensure that prior to any demo operations, abatement work etc. The work area and/or storage area shall be vacated and shall remain closed to all persons (other than Central Valley Environmental employees) for the duration of the project. In the event that any individual other than Central Valley Environmental employees enters the control area, customer agrees that Central Valley Environmental shall not be held liable for any claims relative for hazard exposure arising there from and that the customer will indemnify and defend Central Valley Environmental from such claims. Customer agrees that all authorized visitors shall read and sign Central Valley Environmental visitor policy form and/or the option of terminating this contract.

CHANGES AND EXTRA WORK

Customer may change the work at any time, including changes in scope methods, scheduling, or performance requirements, in case the contract price and completion time will be adjusted accordingly.

DIFFERING SITE CONDITIONS

If Central Valley Environmental encounters subsurface or latent physical conditions at the site differing materially, or in quantity from those stated in the bid documents, and/ or unknown physical conditions at the site of an unusual nature, Central Valley Environmental will notify customer. If such conditions cause an increase in cost or the time required for performance of any part of the work an equitable adjustment in price and contract time modified accordingly.

FORCE MAJOR

Central Valley Environmental shall not be deemed in default nor be liable for damages for any failure or default in performance of its work which arise out of causes beyond its reasonable control. Such sovereign or contractual capacity, fires floods, epidemics, quarantine, restrictions, strikes, freight, embargos, material shortages, or unusually severe weather. In the event the work is delayed by such causes, the time and cost for performance and repair will be equitably adjusted.

CVE PROFESSIONAL ABATEMENT SOLUTIONS
CENTRAL VALLEY ENVIRONMENTAL

PROVIDING SERVICES THROUGHOUT THE WEST COAST
North Bay – 310 Professional Center Dr, Rohnert Park, CA 94928- Ph: (707) 584-1900 F: (707) 238-4292
CONTRACTOR'S LICENSE # 974852 DOSH REGISTRATION # 1064

PROPOSAL CVE NB 24126

A Signature below by CLIENT constitutes an authorization to proceed with the scope of work in accordance with the price quotations and terms and conditions set forth in this document. By signing below, you are hereby agreeing that you have read and understand the provisions contained herein and any attachments hereto. This authorization shall constitute a valid and binding agreement of the CLIENT

****PLEASE FILL OUT ALL INFORMATION BELOW AND FAX TO 707-238-4292 OR EMAIL TO dustinr@cvecorp.com & erikam@cvecorp.com**

AUTHORIZATION TO PROCEED

Accepted and approved this _____Day of_____2024

CUSTOMER SIGNATURE: _____

PRINT NAME: _____ DATE: _____

OWNERS INFORMATION

Owner's First & Last Name: _____

Contact Persons First & Last Name: _____

Owner's Mailing address: _____

Owner's Telephone Number: _____

Owners Email Address: _____

BILLING INFORMATION (where the invoice will be sent & who will pay for contract)

Billing Party First & Last Name: _____

Billing Party Mailing Address: _____

Billing Party Phone Number: _____

Billing Party Email Address: _____

THANK YOU FOR CHOOSING CENTRAL VALLEY ENVIRONMENTAL

Cal West Acoustics

April 16, 2024

Mr. Ian Burns
E. F. Brett and Company, Inc.
1435 Technology Ln., Suite B1
Petaluma, CA 94954

RE: HVAC Systems Replacement Package A, EFB Job No: 174
Suspended Acoustical Ceilings & Glue-Up Ceiling Tile Repairs
Ponderosa Elementary School - Change Proposal No. 2

Ian,

As requested, following is a breakdown of cost impact to install all new glue-up acoustical ceiling tiles in Rooms 8, 10, 11, 12 and 14 at Ponderosa Elementary School.

Labor - 56 hours @ 122.68	$ 6,870.00
Material	$ 5,100.00
Subtotal	$ 11,970.00
O & P @ 15%	$ 1,796.00
Subtotal	$ 13,766.00
Delete original scope	[7,500.00]
Total	$ 6,226.00

Above excludes demolition and overtime. Please feel free to contact me should you have questions or require additional information. Thank you.

Sincerely,

Joseph M. Wester

Joseph M. Wester

PROPOSAL

Concord Drywall Inc.
1717 Solano Way, #28
Concord, CA 94520

Phone: 925-676-9255 Fax: 925-825-9583
LIC #729000 DIR #1000001053

Union

To:
E.F Brett

Date: 5/28/2024 Phone: 925-676-9255

SSF HVAC Package A – Ponderosa Elementary School

Job#: 394

We hereby submit an estimate for:

Scope of work bidding: Gypsum Board

Ponderosa Elementary School
Price includes hanging of 5/8" Type X gypsum board at the ceiling in 1 room, fire tape only. Cleanup, supervision, equipment.

Exclude: Fire and Sound caulking, access door supply and installation, insulation

We Propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:
Five Thousand, Eight Hundred Twenty-Eight Dollars.....$5,828.00
Payment to be made as follows: 30 day progress

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, flood and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 60 days

Signature: _____

Signature: _____

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC PACKAGE A**	JOB NO.174 RFI NO. 29.2

TO: HA ARCHITECTS 525 Brannan Street, Suite 400 San Francisco, Ca 94107	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Monte Verde / Ponderosa Ceiling issues, removing ACT problem/abatement, structural conflicts with (E) lighting

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ OTHER
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO: A2.01D, S2.01, M1.01, M5.01	DETAIL NO:

DESCRIPTION:
Please clarify response, we understand structural framing is pending DSA approval however there are still some items that may become issue.
•Will all structural framing be removed from scope at each Monte Verde and Ponderosa or only where there is conflict with the lighting?
•Directions states to "cut and patch 2' x 2' opening for installation access". Is this cut and patch to be alongside of the unit or directly at the unit? Additional area will be needed to install blocking and install unit and required MEP.
•Per M5.01 the cassette units need to mounted between ceiling joist because the bottom of the units are at ceiling elevation. The units typically have dimensions of 23-5/8" x 23-5/8" x 11" h. If the existing joist spacing is 24" on center or less, the (E) framing will need to be headed out or moved for the cassette units to fit.
•Cassette units and BSP will also need to be readily accessible. Please provide details for access panels for maintenance of units.

ATTACHMENTS:

☒ COST IMPACT: TBD $ EST. ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE: *Anthony Crivelli*		DATE ISSUED: 5/23/24	DATE REQUIRED: 5/30/24

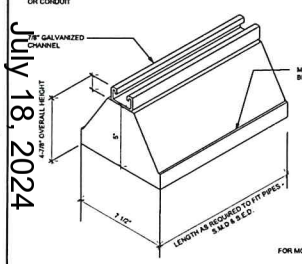
RESPONSE:
1. (N) roof structural framing to be removed from scope and (E) framing to be used to support units, as indicated in CCD 1. Refer to CCD 1 for both schools.
2. Cut and patch opening along side the units for installation access.
3. Refer to detail 6/A7.1 for opening in ceiling framing. Block unsupported gypsum board at cut opening with 2x blocking. Cut existing 2x3 flat ceiling furring at mechanical unit installation and access openings. Do not cut existing roof joists.
4. Cassette units can be accessed from below and will not require an access panel for installation or maintenance. Provide ceiling opening adjacent to location of BSB as indicated on architectural demo plan. For BSB-1 refer to spec section 230050-2.8 for access doors. The contractor should determine the exact location of the access doors for maintenance purposes and can submit a coordinated layout prior to installation for review. VFC-6 can be accessed from existing access panel in janitors closet.
5. See attached sketch for the location of VFC-2 and BSB-1 clear of (E) light fixture. Uninstall light fixtures where shown and utilize opening for refrigerant pipe installation, see suggested refrigerant pipe routing.

H+A (6/25/24)

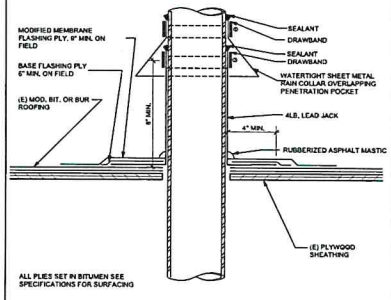
☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

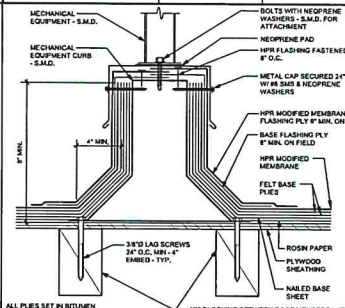
July 18, 2024



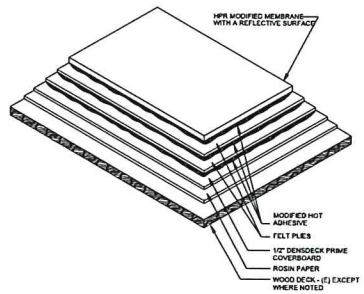
13 CONDUIT SUPPORT - SBS MODIFIED ROOFING
Scale: 3" = 1'-0"



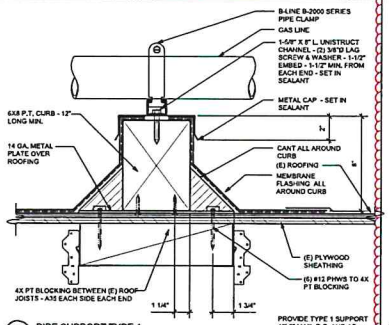
9 ROOF PENETRATION FLASHING - PIPE OR CONDUIT
Scale: 3" = 1'-0"



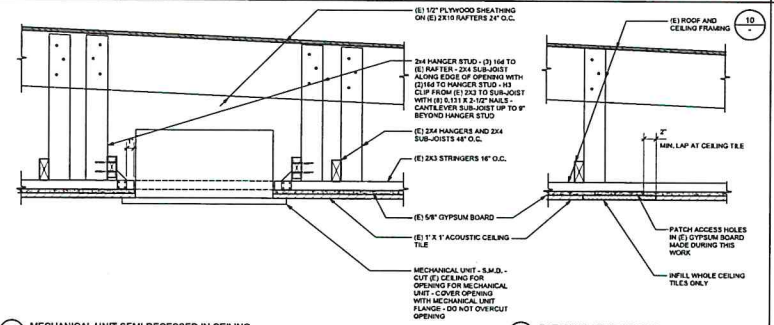
6 EQUIPMENT SUPPORT CURB
Scale: 3" = 1'-0"



1 (E) SBS MODIFIED ROOFING
Scale: 3" = 1'-0"

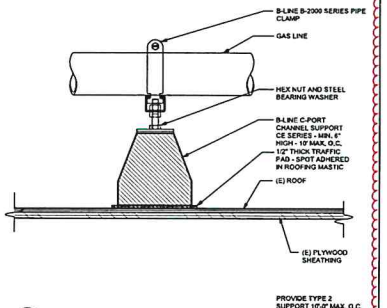


14 PIPE SUPPORT TYPE 1
Scale: 3" = 1'-0"

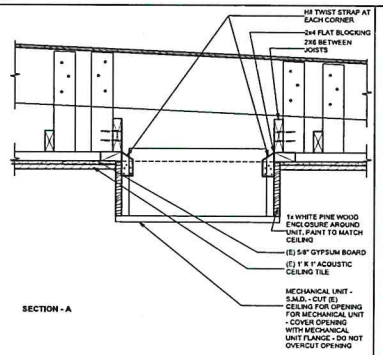


10 MECHANICAL UNIT SEMI-RECESSED IN CEILING
Scale: 1 1/2" = 1'-0"

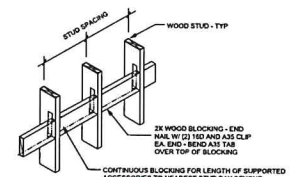
6 PATCHING AT (E) CEILING
Scale: 1 1/2" = 1'-0"



15 PIPE SUPPORT TYPE 2
Scale: 3" = 1'-0"

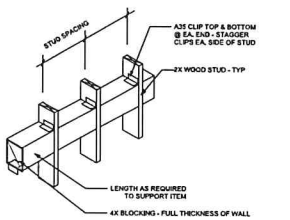


12 MECHANICAL UNIT SUSPENDED IN CEILING
Scale: 1 1/2" = 1'-0"



TYPE A - WOOD STUD WALL

TOILET ACCESSORIES, CHALK AND TACK BOARDS, BASE CABINETS, TALL STORAGE CABINETS, MARKER BOARD ASSEMBLY, FURNACE ENCLOSURE, DOWN SPOUTS



TYPE C - WOOD STUD WALL

GRAB BARS AND PIPE RAILS - NOT FOR USE WITH PLUMBING FIXTURE

4 WOOD BACKING PLATE SCHEDULE
Scale: 3/4" = 1'-0"

KEYNOTES

SHEET NOTES

1. SEE ROOF PLAN FOR DESIGNATION OF ALTERNATES
2. ALL WOOD NAILERS SHALL BE PRESSURE TREATED - MATCH WOOD THICKNESS TO REQUIRED EDGE THICKNESS OF INSULATION BOARD

LEGEND

APPROVALS

MONTE VERDE ES - HVAC UPGRADE

2551 ST CLOUD DR.
SAN BRUNO, CA 94066

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B STREET,
SOUTH SAN FRANCISCO, CA 94080

(650) 877-4717

HAMILTON + AITKEN ARCHITECTS
525 BRANNAN STREET STE 300
SAN FRANCISCO, CA 94107
T: 415 974 5030
www.HAarchs.com

Consultant

NO.	ISSUED FOR:	DATE
1	DSA SUBMITTAL	11/21/22
2	DSA SUBMITTAL	3/20/23

THE DRAWING, DESIGN AND INFORMATION CONTAINED ON THIS SHEET ARE PREPARED FOR USE ON THIS PROJECT AS INSTRUMENTS OF SERVICE, AND REMAIN THE PROPERTY OF HAMILTON+AITKEN ARCHITECTS, WHICH RETAINS ALL COMMON LAW, STATUTORY AND RESERVED RIGHTS, including copyright.
HAMILTON+AITKEN ARCHITECTS.

KEY PLAN

DRAWING TITLE

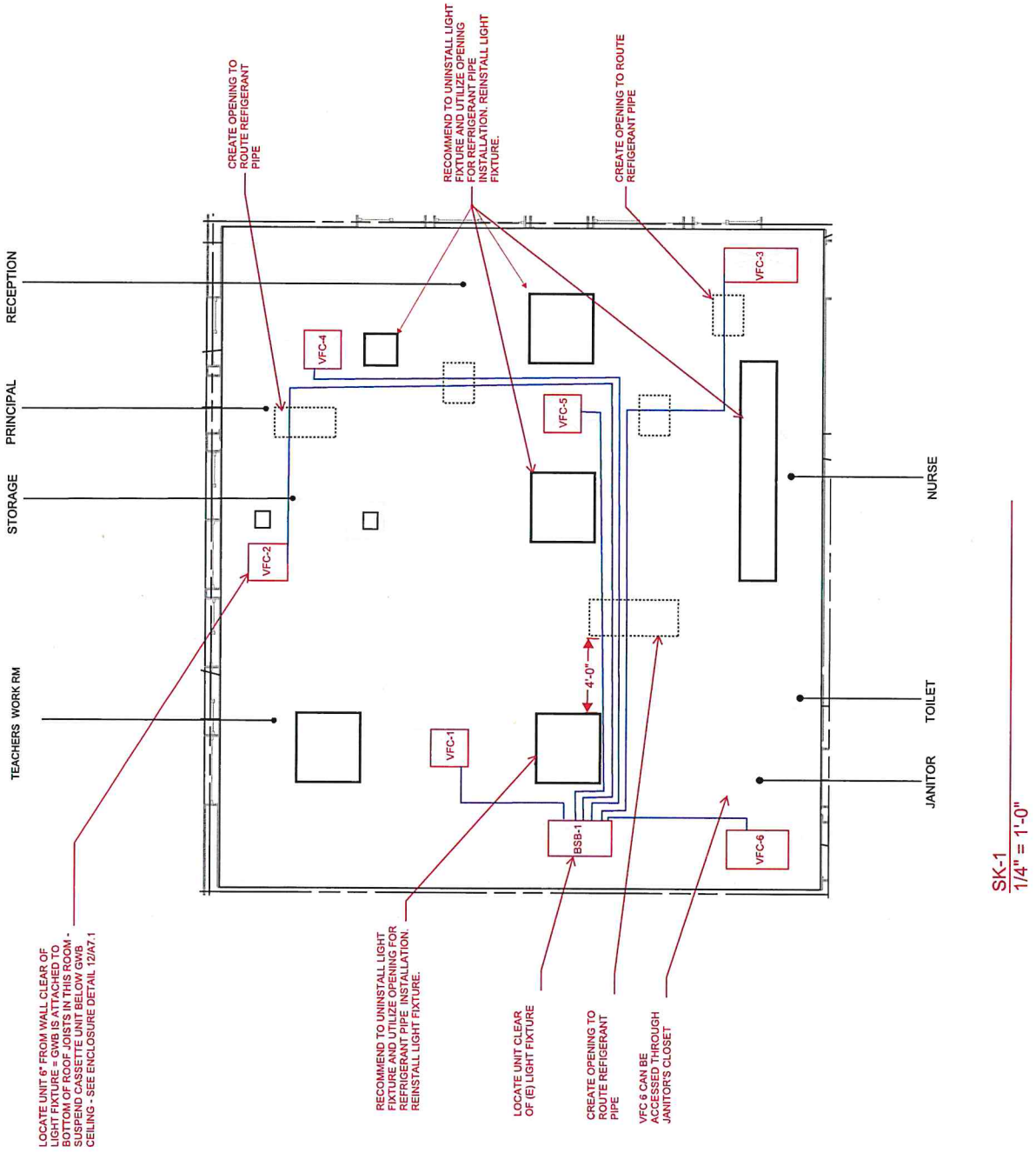
DETAILS

SHEET NUMBER

A7.1

CAD FILE:

DATE	PROJECT NO.
09/12/22	2022.050


RECEPTION
PRINCIPAL
STORAGE
TEACHERS WORK RM
NURSE
TOILET
JANITOR
VFC-1
VFC-2
VFC-3
VFC-4
VFC-5
VFC-6
BSB-1
4'-0"
CREATE OPENING TO ROUTE REFIGERANT PIPE
RECOMMEND TO UNINSTALL LIGHT FIXTURE AND UTILIZE OPENING FOR REFRIGERANT PIPE INSTALLATION. REINSTALL LIGHT FIXTURE.
CREATE OPENING TO ROUTE REFIGERANT PIPE
LOCATE UNIT 6" FROM WALL CLEAR OF LIGHT FIXTURE = GWB IS ATTACHED TO BOTTOM OF ROOF JOISTS IN THIS ROOM - SUSPEND CASSETTE UNIT BELOW GWB CEILING - SEE ENCLOSURE DETAIL 12/A7.1
RECOMMEND TO UNINSTALL LIGHT FIXTURE AND UTILIZE OPENING FOR REFRIGERANT PIPE INSTALLATION. REINSTALL LIGHT FIXTURE.
LOCATE UNIT CLEAR OF (E) LIGHT FIXTURE
CREATE OPENING TO ROUTE REFIGERANT PIPE
VFC 6 CAN BE ACCESSED THROUGH JANITOR'S CLOSET

SK-1
1/4" = 1'-0"

PCO #018 R2
Submitted 06/17/2024

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

PCOR # 18 R2

DATE: 6.17.24
PROJECT: SSF HVAC A
JOB # 174 - Westborough

We submit for your approval the following cost estimate of changes in work as follows:
Existing Conduit reroute at Wall opening at Classrooms 71, 72, 74 (similar to PCO#6 3.27.24) detail 2/M5.01, per RFI#23.1

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Mega Electric Labor & Materials Conduit reroute				$2,261.49	$2,261.49
EFB Labor & Materials, Cut, Demo, Frame & Patch per RFI#23.1		$2,873.52	$250.00		$3,123.52
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$2,873.52	$250.00	$2,261.49	$5,385.01
MARK-UP ON LABOR	15 %	($2,873.52)			$431.03
				SUBTOTAL	$5,816.04
MARK-UP ON MATERIAL & EQUIP.	15 %	($250.00)			$37.50
				SUBTOTAL	$5,853.54
MARK-UP ON SUBCONTRACTORS	5 %	($2,261.49)			$113.07
				SUBTOTAL	$5,966.61
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$119.33
					$6,085.94
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$6,086**
TIME EXTENSION REQUIRED FOR THIS CHANGE					~~15~~ 1 (WORKING DAYS)

[x] We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with in an effort to maintain the project schedule.

We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

COR 06 - E.F. Brett & Company Cost Breakdown

LABOR

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	24.00	Hrs	JM 1 man 5d	$119.73	2,873.52
					0.00
					0.00
					0.00
					2,873.52

MATERIALS

	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	1.00	ea	Drywall, tape, fasteners	$250.00	250.00
2					0.00
3					0.00
4					0.00
					250.00

EF Brett - Demo & Framing

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1					$0.00
2					$0.00
3					$0.00
					$0.00

Mega Electric & PV, Inc.

1501 Viking Street, Suite 100, Alameda, CA 94501, *Tel(510)504-9696, *Fax(510) 521-8847, aka Megalectric Electrical Services

CO Proposal #5(T&M Extra Work)

Date: 6/12/2024	Project: SSF - HVAC Package A, Job #174
Remit to: Mega Electric & PV, Inc.	ATTN: EFB Inc. Ian, Paul
1501 Viking Street Suite 100	Change Order No.: CO #5
Alameda, CA 94501	Reference: T&M extra work at Westborough MS
tel: 510-504-9696 fax: 510-521-8847	Scope: Re-route existing conduit and wiring. Wall opening at classroom 71, 72, 74

1. Labor:	J-man	12	HRS @	$ 82.00	$ 984.00		
	Apprentice	0	HRS @	$ 69.70	$ -		
	Subtotal Labor				$ 984.00		
	Employer's burden(27%)				$ 265.68		
	Fringes(J-man)	12	HRS @	$ 42.67	$ 512.04		
	Fringes(Appr.)	0	HRS @	$ 40.23	$ -		
					Total Labor(A)	$	1,761.72
2. Material:					$ 300.00		
	Sales Tax(10.75%)				$ 32.25		
					Total Material(B)	$	332.25
3. Equipment:							
					Total Equipment(C)	$	-
4. Shop Expense:	engineering, drawing						
					Total Shop Expense(D)	$	-
5. Sub Total(A+B+C+D)						$	2,093.97
6. Overhead & Profit(8% of 5)						$	167.52
7. Subcontract:							
					$ -		
	0				$ -		
					Total Subcontract(E)	$	-
8. Overhead & Profit(6% of E)							$0.00
9. GRAND TOTAL(5+6+7+8)						**$**	**2,261.49**

Prepared By: Paul Park
Mega Electric & PV, Inc., cscl #777269
CC: Contract File

PCO #020
Submitted 06/20/2024
Reference PCO #013

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Tunde Olayami

PCOR # 20

DATE: 6.20.24
PROJECT: SSF HVAC A
JOB # 174 - Westborough

We submit for your approval the following cost estimate of changes in work as follows:
Per RFI#33 EFB Brett & Western Roofing Costs not captured in PCO#13

This change was requested by: **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
EFB Demo and Minor Framing for Roof Curbs		$1,915.68	$150.00		$2,065.68
Western Rooofing penetrations and Roof Patch				$3,245.00	$3,245.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$1,915.68	$150.00	$3,245.00	$5,310.68
MARK-UP ON LABOR	15 %	($1,915.68)			$287.35
				SUBTOTAL	$5,598.03
MARK-UP ON MATERIAL & EQUIP.	15 %	($150.00)			$22.50
				SUBTOTAL	$5,620.53
MARK-UP ON SUBCONTRACTORS	5 %	($3,245.00)			$162.25
				SUBTOTAL	$5,782.78
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$115.66
					$5,898.44
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$5,898**
TIME EXTENSION REQUIRED FOR THIS CHANGE					2 (WORKING DAYS)

[x] We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with in an effort to maintain the project schedule.

We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by _____ in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

COR 06 - E.F. Brett & Company Cost Breakdown

LABOR

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	16.00	Hrs	2 JM Roof Curbs	$119.73	1,915.68
					0.00
					0.00
					0.00
					1,915.68

MATERIALS

	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1	1.00	ea	minor materials	$150.00	150.00
2					0.00
3					0.00
4					0.00
					150.00

EF Brett - Demo & Framing

ITEM	QUANTITY	UNITS	DESCRIPTION	$/UNIT	COSTS
1					$0.00
2					$0.00
3					$0.00
					$0.00

WESTERN ROOFING SERVICE

Project Modification

TO: **EF BRETT AND COMPANY INC**
1435 Technology Lane, Suite B1
Petaluma CA 94954
Ian Burns (707) 695-7544
ianb@efbrett.com

PROJECT: **South San Francisco USD Roofing Package A**
398 B Street
South San Francisco CA

Project . CO # :	**230193**	**PCO 304**
Initiation Date:	**8-Jun-24**	
WR Reply Date:	**19-Jun-24**	
Job Phone:		
Contact Person/PH:	Ian Burns	(707) 695-7544
Owner/GC Ref:	EF BRETT AND COMPANY INC	
Quote Type:	Lump Sum	
Schedule Impact	TBD	1.0 days
Quote Amount:	**$3,245**	
WRS EST/PM	Duane Motogawa	

SCOPE: Patch back roofing to match existing at (1) roof curb per RFI No. 33 Westborough - Relief vents for the Library, and Classrooms No. 51 and 53.

(198-299) Materials		1,372
(110) Labor		1,400
(430) Per Diem		-
(399) Subcontracts		-
(440) Warranty Fees		-
(470) Refuge/Dump		50
(499) Other		-
(710) Bonds / Permits		-
(810) Equipment		-
SUBTOTAL		**2,822**
Contractor Markup/Fee		423
TOTAL	**$**	**3,245**

REQUEST FOR INFORMATION

PROJECT NAME: **SSF HVAC PACKAGE A**	JOB NO.174 RFI NO. 33
TO: HA ARCHITECTS 525 Brannan Street, Suite 400 San Francisco, Ca 94107	FROM: E F Brett & Company, Inc. 1435 Technology Ln., Suite B1 Petaluma, CA 94954

SUBJECT: Westborough - Relief vents for the Library, and Classrooms No. 51 and 53

CATEGORY:
- ☒ NEED ADDITIONAL INFORMATION
- ☐ UNFORESEEN CONDITION
- ☐ COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS
- ☐ OTHER

SPEC. SECTION:	PARAGRAPH NO.:	DRAWING NO:	DETAIL NO:

DESCRIPTION:

Please see attached.

ATTACHMENTS:

☒ COST IMPACT: TBD $ EST. ☐ TIME IMPACT: EST.

CONTRACTOR SIGNATURE:		DATE ISSUED:	DATE REQUIRED:
Anthony Crivelli		4/8/24	4/15/24

RESPONSE:

1. The Library is served by exhaust fans in rooms 42 and 45. Additional air relief is not required for this building.
2.A. Clean, refurbish, adjust, and reuse existing backdraft dampers. The motorized relief damper per RFI 14 response is not necessary.
B. We suggest that the relief hood curbs be relocated so that they align with the ceiling grilles to the extent necessary so that ductwork can extend from fire damper to curb cap. See E, below.
C. Replace missing curb cap "nailer" to match existing.
D. If possible- reinstall existing fire damper consistent with the OEM installation instructions. If not, replace with new.
E. Where existing relief duct is not ducted up to the relief hood, extend duct to curb cap to maintain roof/ceiling rating.

Mike Novotny-CECI-4-15-2023

☐ ATTACHMENTS:

ARCHITECT SIGNATURE:	DATE:

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

PO BOX 10462 • SAN RAFAEL, CA 94912
Tel. (415) 457-5541 • Fax (415) 457-5269
LIC. #774154

Request for Information

To: E.F. Brett & Company
1435 Technology Lane, Suite B1
Petaluma, CA 94954

Attn: Ian Burns
Office Ph.: (415) 524-8351
Email: ianb@efbrett.com

Westborough Middle School
HVAC Upgrades
South San Francisco, CA

RFI No. 5
Attachment(s): 2
Total Pages: 3

Date: 4-5-25

Date Info. Req.: 4-10-24

From: Tim Trahan

Cost Impact:	Yes: X	No:____	Unknown:____
Schedule Impact:	Yes: X	No:____	Unknown:____

Subject: Relief vents for the Library, and Classrooms No. 51 and 53.

Reference: Sheet M6.02 attached to the response to RFI No. 14.

The response to RFI No. 14 was the issuance of a new mechanical drawing (M6.02) by the MEOR that added a sequence of operation and control diagram for HV-1 and HV-2. The sequence of operation (item No. 9) states; *"Relief Damer- a) Motorized relief damper shall be commanded open/closed in tandem with HV unit fan operation."*

Sheet M6.02 does not show how the new relief air systems are to be constructed, i.e. termination point at the exterior of the buildings, duct sizes, location of control dampers, termination point inside the buildings, etc.

1. The library does not have any existing relief vents.

2. Classrooms 51 and 53 have two (2) old vents on the roof that are not ducted and have a fire damper above the ceiling line.
    a. There is an existing weighted backdraft damper installed in the old roof vent.
    b. The existing curbs do not line up with the roof opening and is offset from the framed opening.
    c. One existing curb is missing a "nailer" to attach the old vent hood.
    d. There is an old fire damper at the ceiling line that is not installed per code.
    e. The assembly is not ducted up through the roof curb.

Please advise.





SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

Wazi Chowdhury, Director of Facilities and Safety

DATE: July 18, 2024

RE: Approval of Award of Contract with Zone 4 Construction on the Re-bid of the Alta Loma MS MUR AV Project

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BACKGROUND:

The Alta Loma Multi-Use Room Audio-Video (AV) System project was bid out earlier with the intent of having the construction work done over the summer of 2024. DSK Architects provided plans and specifications for the project.

The scope of work originally included providing a brand-new audio-visual system and acoustical panels/interior finishes, that could support a multiple number of activities like sports, music, plays, and other speech delivery programs. When the two (2) bids were opened on June 17, 2024, they came out over the budget. At the Board meeting on June 20, 2024, recommendations were made to reject all bids and authorize us to re-bid the project. The District, then decided to reduce the scope of work with plans to do some of the non-specialized work using its own staff.

Additionally, plans have been discussed with the school leadership where access may be provided to the contractor at the MUR building only to conduct this project without disrupting instruction, as the AV system installation is not anticipated to be noisy.

Bids on the re-bid scope were opened on July 8, 2024 at 3:00 p.m., and the bids submitted are as follows:

- Wickman Development: Base Bid Amount - $ 223,000
- Zone 4 Construction Base Bid Amount - $ 205,537

The lowest responsive, responsible bidder is Zone 4 Construction at $205,537.

FISCAL IMPLICATIONS:

By this action $205,537 will be paid from Fund 40 (Facilities Fund).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a contract to the lowest responsive, responsible bidder, Zone 4 Construction, for the Alta Loma MS MUR AV project, in the amount of $205,537.

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: July 18, 2024

RE: Approval of Renewal of 3-Year Contract with Syserco, Inc. for Building Energy Management System Support Services

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BACKGROUND:

Syserco, Inc. provides support services for energy management and has been supplying these services at SSFUSD since 2021. Our contract expired at the end of April this year. Staff is recommending renewing the contract for three years to support District equipment.

The scope of work Includes Software and Cyber Security Updates, Global Controller Firmware Updates, Disaster Recovery, System Level Preventative Maintenance Routines, and Network Analysis.

The current Contract will commence beginning July 1, 2024 through June 30, 2027 (3 years).

FISCAL IMPLICATIONS:

By this action $78,379 will be paid from Fund 40 (Facilities Fund).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the service agreement with Syserco Inc., in the amount of $78,379, for providing the District with energy management system support services for three years.