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, December 12, 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 December 12)

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

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

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

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Conference with Labor Negotiators
   Agency Designated Representative: District Assistant Superintendent for HR/Student Services
   Employee Organization: SSFCTA

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Parkway Heights Middle School 8th grade student Bella Casillas.

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. CSBA Annual conference update

b. Holiday greetings

c. Other

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President ECHS
2. Josephine Harsana, Spring Student Trustee and ASB President SSFHS

M. PUBLIC COMMENTS

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

To comment prior to the meeting:
Public comments may be submitted in advance of the meeting through the following link: https://bit.ly/BoardMeeting12122024 beginning at 3:00 p.m. on Monday, December 9, until 3:00 p.m. on Thursday, December 12. 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.

N. INFORMATION ONLY PRESENTATIONS

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

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation:
Parkway Heights Middle School

Principal Kathie Nguyen will present the educational priorities and programs at Parkway Heights Middle School.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. First Interim Financial Report

Assistant Superintendent Ted O will present, to the Board, the 2024-25 First Interim Financial Report, for the period ending October 31, 2024.

ACTION

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BUSINESS SERVICES

a. Approval of the First Interim Financial Report and Positive Certification of Financial Condition 1

Staff recommends the approval of the 1st Interim Financial Report and positive certification of financial condition for FY 2024-25, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years, as presented to the Board.

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

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1. ADMINISTRATION		
a.	Minutes of the November 14, 2024 Regular Board meeting.	2 - 55
2. EDUCATIONAL SERVICES		
a.	Approval for South San Francisco High School to hire a professional consultant for an on-campus dance workshop, February 3 – 7, 2025.	56 - 57
b.	Permission for staff to attend the Computer-Using Educators (CUE) conference in Palm Springs, CA, March 20 – 22, 2025.	58 - 59
c.	Permission for El Camino High School wrestling team to travel to Clovis, CA, December 19 – 21, 2024.	60
d.	Permission for El Camino High School wrestling team to travel to Chico, CA, January 3 – 4, 2025.	61
e.	Permission for El Camino High School wrestling team to travel to Sacramento, CA, January 9 – 11, 2025.	62
3. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order.	63
b.	Classified Personnel Assignment Order.	64 - 65
c.	Provisional Internship Permit (PIP) for Social Science Teachers at Parkway Heights Middle School.	66 - 67
4. BUSINESS SERVICES		
a.	Purchase Order Listing, October 1 - 31, 2024.	68 - 79
b.	Warrant Register, October 1 - 31, 2024.	80 - 128
c.	Cash Receipts, October 1 - 31, 2024.	129 - 151
d.	Declaration of surplus items.	152 - 153
e.	Gifts to the District, November 2024.	154 - 155

f. Fundraising events for the 2024-25 school year. 156

g. Professional services agreements under $25,000. 157 - 158

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PUBLIC HEARING

In accordance with California Government Code Section 3547, prior to commencing labor negotiations, all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("SSFCTA") will be negotiating a successor collective bargaining agreement ("successor agreement") for the 2025-2028 term. 159

SSFCTA Initial Proposal 160 - 162

The SSFCTA has submitted its initial proposal to the Board of Trustees and the District to reopen negotiations for the successor agreement and SSFCTA representatives will present its initial proposal for information and discussion. Following the presentation, a public hearing will be conducted to provide an opportunity for members of the public to comment on SSFCTA's initial proposal.

SSFUSD Initial Proposal

At the next public meeting, the District will submit its initial proposal to the Board of Trustees and the SSFCTA and the Assistant Superintendent of Human Resources and Student Services will present the District's initial proposal for information and discussion. Following the presentation, a public hearing will be conducted to provide an opportunity for members of the public to comment on the District's initial proposal.

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

INFORMATION/DISCUSSION

1. EDUCATIONAL SERVICES

a. Summer School Programs 2025 163 - 165

Assistant Superintendent Keith Irish will update, to the Board, information on the 2025 Summer School Program plans for the District.

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ACTION ***(continued)***

1. ADMINISTRATION

a. Resolution No. 24-56 School Board Recognition Month 166

Staff recommends the adoption of Resolution #24-56: To acknowledge the SSFUSD school board and its role in supporting student achievement.

b. Resolution No. 24-57 for Trustee Compensation 167

The Board will discuss the adoption of Resolution #24-57: To allow stipend payment for Trustee Anthony who was absent from the October 24 and November 14 Special and Regular Board meetings.

c. Resolution No. 24-58 Support of Undocumented Student and Families 168 - 169

Staff recommends the adoption of Resolution #24-58: In support of the District's students and families, including those who are undocumented and directing staff to develop policies and procedures to implement and advance this principle.

d. Approval of District's Updated Board Bylaws and Policies 170 - 199

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

1. BP 0520 – Intervention in Underperforming Schools
2. BP 1431 – Waivers
3. BP 3400 – Management of District Assets/Accounts
4. BP 5116.2 – Involuntary Student Transfers
5. BP 5131.2 – Bullying
6. BP 6142.8 – Comprehensive Health Education
7. BB 9321 – Closed Session

2. EDUCATIONAL SERVICES

a. Approval of the California State Preschool Program (CSPP) Continue Funding Application (CFA) and Adoption of Resolution No. 24-59 200 - 211

Staff recommends the approval of the California Department

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of Education CSPP application for fiscal year 2025-26 and the adoption of Resolution #24-59: Authorizing Continued Funding Application 2025-26, as presented to the Board.

b. Approval of Emergency Response (EMT) 1 Course 212 - 213

Staff recommends the approval of the Career and Technical Education (CTE), Emergency Response (EMT) 1 course for implementation during the 2025-26 school year, as presented to the Board.

3. HUMAN RESOURCES

a. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Mathematics Pilot for the 2024-2025 School Year 214 - 219

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Mathematics Curriculum Pilot for the 2024-2025 school year, as presented to the Board.

b. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Newcomer Multilingual Learner Curriculum Implementation for the 2024-2025 School Year 220 - 225

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Newcomer Multilingual Learner Curriculum Implementation for the 2024-2025 school year, as presented to the Board.

c. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the College and Career Access Pathway (CCAP) Partnership Program (Evaluation) for the 2024-2025 School Year 226 - 231

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (Evaluation) for the 2024-2025 school year, as presented to the Board.

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d. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) for the 2024-2025 School Year 232 - 236

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) for the 2024-2025 school year, as presented to the Board.

e. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Specialized Secondary Programs (SSP) Emergency Response Pathway for the 2024-2025 School Year 237 - 241

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Specialized Secondary Programs (SSP) Emergency Response Pathway for the 2024-2025 school year, as presented to the Board.

f. Approval of Annual Minimum Wage Increase (2025) 242

Staff recommends the approval of increasing the minimum wage in the South San Francisco Unified School District from $17.25 to $17.70 per hour effective January 1, 2025, as presented to the Board.

4. BUSINESS SERVICES

b. Approval of Agreement with Multistudio, Inc. for the El Camino High School Modernization Project Assessment Phase (Part 1) 243 - 308

Staff recommends the approval of agreement with Multistudio, Inc. for the El Camino High School Modernization Project under the Measure T Bond program in the amount of $431,009.00, as presented to the Board.

c. Approval of the Construction Project Manager Job Description 309 - 311

Staff recommends the approval of the Construction Project Manager job description, as presented to the Board.

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d. Approval of Amendment #1 with Verde Design, Inc. for the Pavement and Field Project at Westborough Middle School 312 - 317

Staff recommends the approval of Amendment #1 to the professional services agreement with Verde Design, Inc. for additional electrical engineering services at Westborough MS for the field and pavement project under the Measure T Bond program in the amount of $2,290.00 as presented to the Board.

e. Approval of Agreement with Kier & Wright Civil Engineers and Surveyors, Inc. for the Surveying and Topographic services for the South San Francisco High School Modernization Project 318 - 342

Staff recommends the approval of agreement with Kier & Wright Civil Engineers and Surveyors, Inc for topographic surveying and underground utility locating services for the South San Francisco HS modernization project in the amount of $70,000.00, as presented to the Board.

f. Approval of Agreement with NV5 for Assessment and Recommendations for Replacement of Key Elements of the District's Legacy Photovoltaic Systems 343 - 349

Staff recommends the approval of agreement with NV5, Inc. for legacy solar facilities assessment and recommendation in the amount of $38,500.00, as presented to the Board.

g. Approval of Proposal with 19six Architects for Two Special Education Classroom Renovations at South San Francisco High School 350 - 355

Staff recommends the approval of the proposal with 19six Architects for the renovation of two Special Education classrooms at South San Francisco HS in the amount of $105,550.00, as presented to the Board.

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

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

December 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

January 23, 2025

- Presentation teaching and learning – Los Cerritos ES
- Presentation – Children's Center
- Recognition for outgoing Student Trustee Wong
- Presentation on audited actuals report for the fiscal year ended June 30, 2024
- Presentation LCAP
- Williams report for 4th quarter ending 12/31/24
- Resolution honoring African American History Month (February)

February 13, 2025

- Presentation teaching and learning – Monte Verde MS
- Presentation on Performance Management - English Learners
- Introduction of new Student Trustee Harsana
- Approval of DTS contract for 2025-26
- Approval of implementation of Science for Scientists for 2025-26
- Update on Governor's 2025-26 budget proposal
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2025 Summer School Programs

February 27, 2025

- Presentation teaching and learning - Martin ES
- Presentation on Performance Management - Special Education
- Presentation on supplement to the annual LCAP update for 2025-26
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- 2025 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2025-26

March 13, 2025

- Presentation teaching and learning – South San Francisco HS
- Presentation on Counseling
- Presentation on Structured Literacy Block

- Presentation and approval of Second interim budget report “positive certification”
- Approval of recommended dates for 2025-26 LCAP and budget hearings and adoptions

March 27, 2025

- Presentation teaching and learning – Ponderosa ES
- Presentation on Nutrition Services
- Presentation on Induction
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Approval of LCFF supplemental funded positions
- Resolutions for retirees

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 Joanna Marcelino, 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 and can be found via YouTube at: https://www.youtube.com/@ssfusdmeetings

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: December 12, 2024

RE: Approval of the 2024-25 1st Interim Financial Report

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The Education Code requires school districts to submit interim financial reports twice a year. The 1st Interim Financial Report reflects transactions as of October 31, 2024 and must be adopted by the Governing Board by December 15, 2024.

As part of the 1st Interim Financial Report, each school district must certify that its financial status is positive, qualified, or negative. Each of these terms is defined below:

- A positive certification means that the district will meet its financial obligations for the current fiscal year and subsequent two years.
- A qualified certification means that the district may not meet its financial obligations for the current fiscal year or two subsequent years.
- A negative certification means that the district will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year.

The South San Francisco Unified School District is submitting a **positive certification** for the 2024-25 1st Interim Financial Report.

The complete 2024-25 1st Interim Financial Report is available on the South San Francisco Unified School District website under Business Services, Financial Reporting.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the positive certification for the 2024-25 1st Interim Financial Report as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of November 14, 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 — 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

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

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

C. PLEDGE OF ALLEGIANCE was led by Junipero Serra ES student Isaac Kal-el Magno and Skyline ES student Sawyer Franklin.

Principal Daniel Libman introduced Sawyer Franklin, a fifth-grader at Skyline Elementary. Sawyer is a hardworking, kind, and respectful student who leads by example. She loves soccer, the color pink, dogs, horses, and her family. Her aspirations include becoming a designer or a soccer player, and her mission is to inspire, create, and spread joy. Principal Daniel Libman expressed pride in her growth and achievements.

Principal Sampayan introduced Isaac Kal-el Magno, a fifth-grader at Junipero Serra Elementary. Described by his teacher as embodying key character traits at Junipero Serra, Isaac is a positive, kind, and reliable student with perfect

attendance this year. Isaac enjoys learning languages (currently German), cooking, and art. He aspires to follow his sister's academic path to El Camino High and eventually become an ICU nurse like his mom. Principal Sampayan highlighted Isaac's love of learning, humor, and ability to connect with others, expressing pride in his growth and leadership.

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

Action

MOTION #69 (Murray/Hsieh) to uphold the panel's decision on expelled student, Case number 2024-2025-01 for one calendar year. Motion Carried on a 4-0 vote with Vice President Amanda Anthony being absent.

F. REVIEW OF AGENDA – No changes

G. PTA COUNCIL REMARKS – SSF PTA Council President Lauren Kitchen introduced Aisha Magno, Vice President of the Junipero Serra PTA, and Priya Mercado, President of the Skyline PTA.

Aisha Magno, VP of Junipero Serra PTA, thanked School Board Trustee candidates Pat Murray and Amy Lam for attending the recent PTA candidate forum, which followed California State PTA guidelines and remained neutral. She looks forward to working with both trustees in the future. Aisha highlighted district PTA events, including the Ruby Bridges Walk to School Day, South San Francisco PTSA's Holiday Bazaar on November 17, and Alta Loma PTA's Turkey Trot Fun Run on November 26th. Ms. Magno thanked the Junipero Serra PTA and parent volunteers in attendance, recognizing their contributions. She shared that Junipero Serra PTA aligns with the Graduate aim Impact initiative by fostering community engagement and collaboration. Their recent fundraiser raised $30,000 to provide walkie-talkies for staff, and they successfully hosted their annual Halloween Happening, which included a costume contest, haunted house, games, and Trunk or Treat. Students from El Camino High, South San Francisco High, and Alta Loma Middle School volunteered to make the event enjoyable for everyone. Looking ahead, the Junipero Serra PTA plans to host Santa's Workshop in December, featuring Santa hats, games, and arts and crafts activities. Aisha concluded her remarks and passed the floor to Priya Mercado to

provide updates on the Skyline PTA.

Priya Mercado, Skyline PTA President, thanked Skyline PTA and parent volunteers for their contributions. She highlighted key achievements, including the creation of Skyline's new Skyhawk logo, launching an online spirit wear store, hosting the third annual Trunk or Treat, and securing a community partner to donate fifth-grade promotion T-shirts. She shared that Skyline PTA supports the district's Portrait of a Graduate initiative through events like a martial arts performance at Back-to-School Night, showcasing student perseverance and focus. The PTA improved communication by leveraging social media and creating a mobile-friendly Linktree site, which helped engage families and grow membership to over 100 members in the first month. She noted recent accomplishments include hosting a Fall Book Fair, funding a new first-grade classroom library, and providing teacher reimbursements to ease financial burdens for classroom supplies. Looking ahead, the PTA will fund its first after-school basketball league, ensuring accessibility for all students, and host various events like a Gratitude Distribution, Santa visit, free holiday crafts, and supporting the principal's "12 Days Before Winter Break" activities. She highlighted upcoming Spring events which include an International Night and Kinder and Fifth Grade promotions. Ms. Mercado concluded by wishing everyone a pleasant Thanksgiving break.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – President Elizabeth Bales-Stutes provided an update on the progress of the semester, noting that the team is actively preparing for a full WASC visit in 2026. She also mentioned that the team is exploring new program options to better serve the adult community. Ms. Bales-Stutes thanked Superintendent Dr. Moore for including the adult education sector in discussions with CSEA about district needs and improvements. She emphasized the importance of organizational changes to better serve both staff and students. Ms. Bales-Stutes acknowledged the contentious and divisive nature of the recent election. She called for unity, emphasizing that, regardless of political outcomes, all individuals have the right to express their opinions under the Constitution, including through peaceful assembly and free speech. Ms. Bales-Stutes urged the South San Francisco community to prioritize the well-being and rights of all students, regardless of their background or identity. She reiterated the importance of providing a safe learning environment free from discrimination, bullying, or bigotry. She concluded her remarks by wishing everyone a happy Thanksgiving break.

South San Francisco Classroom Teachers Association – President Shari Giusti addressed the trustees, cabinet, and the South San Francisco Unified School District community. She congratulated Trustee Pat Murray on her re-

election and Amy Lam on her upcoming appointment to the school board. She expressed her excitement to work with both of them. Ms. Giusti emphasized the importance of focusing on making SSFUSD a great place to learn and work, in line with the district's strategic goals. She also highlighted that retaining and recruiting great educators is a key part of achieving these goals. She shared concerns from the teachers' perspective, reporting that several grievances have been filed, with some related to pay issues. There has also been a problem with the timely payment of class size overage stipends from the recent tentative agreement. While most grievances are expected to be resolved, Ms. Giusti noted that trust was damaged before the grievances were filed. She further raised an issue about how new educators are being placed on the salary schedule, which many feel is unfair. She mentioned that this year, an unusually large number of new teachers have expressed concerns about their placement, which could lead to more grievances or bargaining. She stressed that if the district wants to retain these educators, it needs to address the issue quickly, as many are considering leaving for other districts offering higher pay. Ms. Giusti concluded by urging the board to work with SSFCTA to resolve the salary schedule issue before more teachers are lost, as they love working in SSFUSD but may be forced to leave due to financial pressures. She wished everyone a great November.

California School Employees Association Chapter 197 – President Jolene Malfatti congratulated Trustee Murray on her re-election, noting her strong support from staff and voters. She thanked Mr. Hannon and Ms. Smith for working with CSEA on the need for paraprofessionals and reported that the recent MOU vote for paraprofessional stipends passed overwhelmingly with great support from CSEA members. Ms. Malfatti emphasized her ongoing efforts to attract and retain more paraprofessionals, as they provide crucial support for students and teachers. She also announced CSEA 197's upcoming Toy Drive Fiesta on December 11th at Chevy's, in collaboration with the Fire Department and South San Francisco Police. The event will collect toys and monetary donations for local children, and attendees can enjoy free photos. Ms. Malfatti concluded by wishing everyone a blessed Thanksgiving.

I. PERSONNEL COMMISSION – Assistant Superintendent Marwan Hannon reported that the next Personnel Commission meeting would take place on Monday, November 18, at 5:00 PM in the South San Francisco Unified School District Office Boardroom.

J. ITEMS FROM THE BOARD

Trustee Richardson announced a Teacher Retention Workshop next Monday at 6:00 p.m. She encouraged all board members to attend to better understand the challenges of teacher retention and gain valuable insights.

President Lujan read a statement on behalf of Vice President Amanda Anthony,

who was unable to attend the meeting. Trustee Anthony clarified her position regarding a public comment she made at the South San Francisco City Council meeting on September 25th. She stated that her comments were made as an individual, not on behalf of the SSFUSD Board of Trustees. She expressed regret for not clarifying this at the time and invited anyone with questions to reach out to her via her public SSFUSD email.

K. SUPERINTENDENT'S REPORT

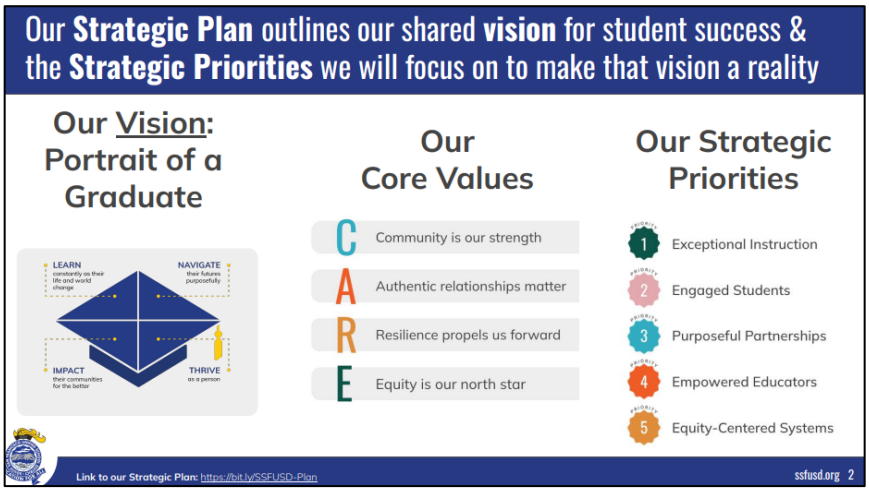
a. **Ruby Bridges Walk-to-School Day** - Superintendent Dr. Moore began by acknowledging the participation of various dignitaries, including a representative from Senator Becker's office and the Mayor of South San Francisco, in the Ruby Bridges Walk to School event. She shared the history of how retired Martin Elementary teacher Deborah Carlino initiated the petition for Ruby Bridges Walk to School Day, which became a statewide observance in 2021, thanks to State Senator Josh Becker's sponsorship. Dr. Moore expressed gratitude to the South San Francisco Police Department for ensuring the safety of participants and congratulated Martin Elementary students and Mrs. Carlino for inspiring students to think critically and push for positive change.

b. **ASB Funds** - Dr. Moore addressed concerns raised in recent board meetings regarding the potential misuse of ASB funds at South San Francisco High School. She reviewed the history of the issue, noting that in 2019, the district conducted a thorough investigation, which found no evidence of inappropriate fund use. The concerns resurfaced recently, and the district once again re-examined the situation. After consulting with district staff, former administrators, and the Parent Teacher Student Association (PTSA), the findings remained consistent with the 2019 investigation. A $4,000 payment from ASB to PTSA for student trip transportation costs was approved and aligned with ASB guidelines. Dr. Moore emphasized the district's commitment to transparency and fiscal responsibility, stating that future audits will continue to monitor ASB funds. She also expressed gratitude to the community for advocating for accountability and equity in resource management.

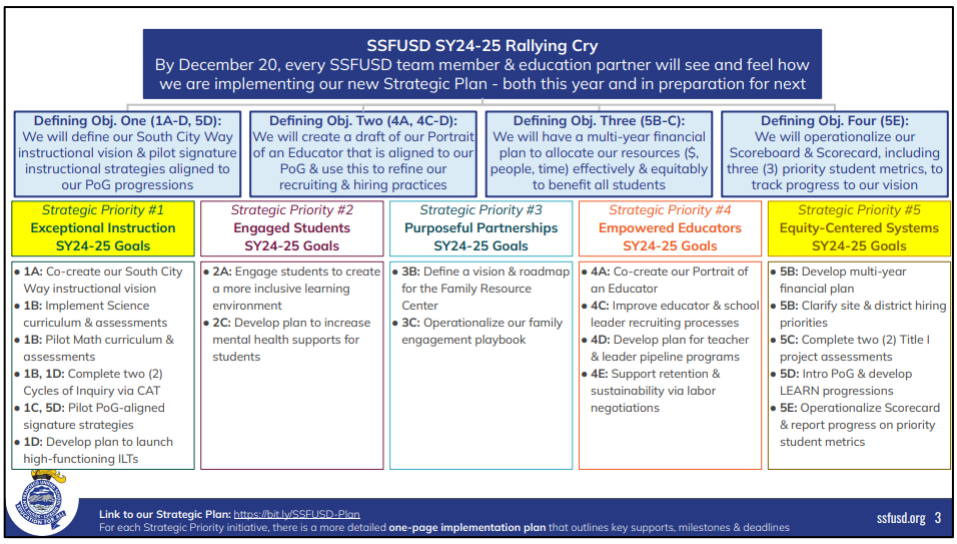
c. **Thanksgiving Appreciation** - Dr. Moore shared her deep gratitude as we approach the Thanksgiving holiday. She expressed being humbled to be part of a community that treasures, values, and celebrates one another's lives, embracing and respecting differing beliefs and perspectives. She highlighted the resiliency of the community, where authentic relationships matter, and educational equity is unwavering. Dr. Moore encouraged everyone to reflect on the relationships, opportunities, and experiences they are privileged to enjoy. She reminded us that, though we cannot control what happens in the world, we can control how we respond. She

hopes we continue to treat one another with kindness and come together as one unified community.

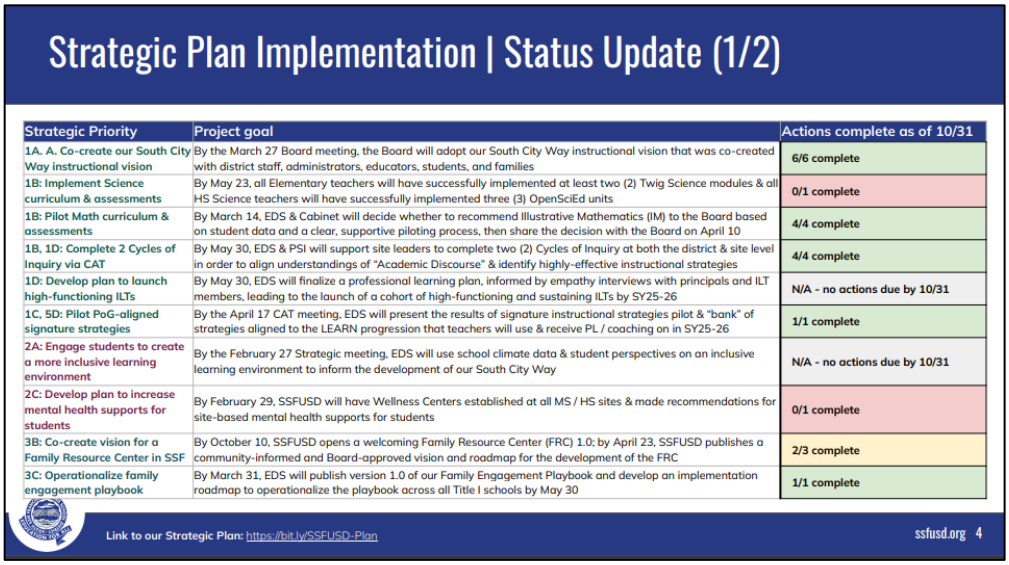
d. **Strategic Plan Progress Update** - Dr. Moore shared an update on the progress of the district's Strategic Plan, marking its first year of implementation. She emphasized the importance of publicly reporting progress to ensure accountability to the community. Dr. Moore expressed excitement about the collective efforts of the district to bring the plan to life, which was co-created with the community. The plan focuses on the district's vision for student success, including the Portrait of a Graduate, Core Values, and Strategic Priority Initiatives. She also outlined the concrete actions being taken to implement the plan and provided a brief update on its progress.

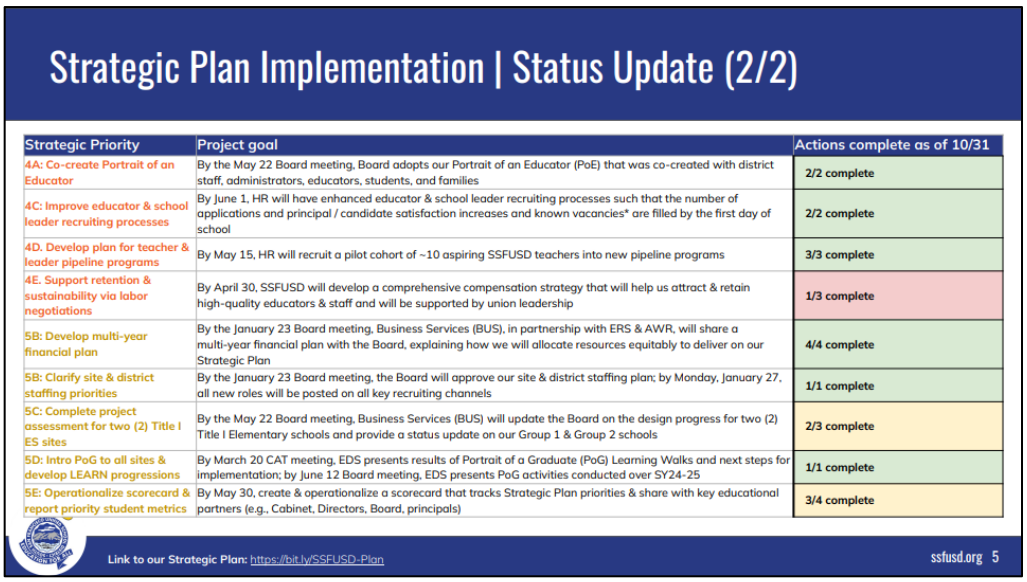


Dr. Moore shared the district's "scoreboard," which is essentially our project management framework, highlighting the goals for the year to share with our teams and the broader community. This year, she noted the district is specifically focusing on Strategic Priorities One (Exceptional Instruction) and Five (Equity-Centered Systems), which are highlighted on the scoreboard. However, there are also goals for Priorities Two, Three, and Four, which are currently in the planning phase. Each bullet point represents a Strategic Priority Initiative from the plan that we are tackling this year. Every year, we will have a set of focused priorities from the five-year Strategic Plan, and these priorities build on each other to ensure that when students leave our schools, they will be ready to be lifelong learners who know how to impact their communities, navigate life's challenges, and thrive as individuals.



Along with this high-level view is a more detailed implementation plan that guides our staff's daily, weekly, monthly, and yearly work. This tracker is reviewed during quarterly step-back meetings and shows the status of each strategic priority as of October 31st. The tracker uses color codes: green indicates strong progress, while yellow or red suggest challenges or areas needing further consideration. This system helps ensure transparency and honest reflection on the district's progress, identifying areas for growth and support to improve outcomes for students. Dr. Moore emphasized the commitment to periodic updates and transparency, with the full presentation available on the district website for anyone wishing to dive deeper. She thanked the invited guests who have supported the implementation and concluded her report.





Strategic Plan Implementation | Status Update (2/2)

Strategic Priority	Project goal	Actions complete as of 10/31
4A: Co-create Portrait of an Educator	By the May 22 Board meeting, Board adopts our Portrait of an Educator (PoE) that was co-created with district staff, administrators, educators, students, and families	2/2 complete
4C: Improve educator & school leader recruiting processes	By June 1, HR will have enhanced educator & school leader recruiting processes such that the number of applications and principal / candidate satisfaction increases and known vacancies* are filled by the first day of school	2/2 complete
4D. Develop plan for teacher & leader pipeline programs	By May 15, HR will recruit a pilot cohort of ~10 aspiring SSFUSD teachers into new pipeline programs	3/3 complete
4E. Support retention & sustainability via labor negotiations	By April 30, SSFUSD will develop a comprehensive compensation strategy that will help us attract & retain high-quality educators & staff and will be supported by union leadership	1/3 complete
5B: Develop multi-year financial plan	By the January 23 Board meeting, Business Services (BUS), in partnership with ERS & AWR, will share a multi-year financial plan with the Board, explaining how we will allocate resources equitably to deliver on our Strategic Plan	4/4 complete
5B: Clarify site & district staffing priorities	By the January 23 Board meeting, the Board will approve our site & district staffing plan; by Monday, January 27, all new roles will be posted on all key recruiting channels	1/1 complete
5C: Complete project assessment for two (2) Title I ES sites	By the May 22 Board meeting, Business Services (BUS) will update the Board on the design progress for two (2) Title I Elementary schools and provide a status update on our Group 1 & Group 2 schools	2/3 complete
5D: Intro PoG to all sites & develop LEARN progressions	By March 20 CAT meeting, EDS presents results of Portrait of a Graduate (PoG) Learning Walks and next steps for implementation; by June 12 Board meeting, EDS presents PoG activities conducted over SY24-25	1/1 complete
5E: Operationalize scorecard & report priority student metrics	By May 30, create & operationalize a scorecard that tracks Strategic Plan priorities & share with key educational partners (e.g., Cabinet, Directors, Board, principals)	3/4 complete

Link to our Strategic Plan: https://bit.ly/SSFUSD-Plan

ssfusd.org 5

L. STUDENT TRUSTEE REPORTS

1. Jamie Wong, Fall Student Trustee and ASB President of ECHS shared several updates on El Camino High School's recent events and achievements. She highlighted the girls' golf team's historic win against South San Francisco High on October 17th after 10 years, and the senior night celebrations for volleyball, tennis, football, cheer, and cross-country. On October 26th, El Camino held a successful Fall Festival with fun activities like karaoke and a haunted hallway which was a huge hit drawing a great crowd. Additionally, the school's annual Bell game against South San Francisco's Warriors took place, where El Camino's Colts showed great determination. Ms. Wong shared upcoming events including a Winter Rally on December 6th, a Power Puff game, and the fall musical *Legally Blonde* from November 21st to 24th. She also recognized staff and students of the week, Ms. Stevenson for her mentoring and Zachary Fung, a dedicated junior officer in STEM clubs. She encouraged senior students as college application deadlines approach, reminding them that their worth is not defined by grades or test scores. Finally, Ms. Wong wished everyone a warm Thanksgiving break, expressing appreciation for the community's support.

   Trustee Richardson expressed enthusiasm about the upcoming Power Puff event and asked what it entailed. Student Trustee Wong explained that the event is a flag football game featuring female students from all grades and shared that it would take place the following evening from 7:00 to 9:00 PM.

2. Josephine Harsana, Spring Student Trustee and ASB President of SSFHS began by reflecting on the busy fall season for the Associated Student Body (ASB) and the school. The Homecoming Week concluded successfully on October 19th, culminating in a dance on Saturday, October 19th. Thanks were

extended to the PTSA for their support and donations, which contributed significantly to the event's success. Congratulations were given to the senior class for winning the Homecoming Class Competition for the second consecutive year. ASB's School Community Commission hosted the annual Fall Fest at lunch on October 31st, which featured activities like a Halloween costume contest, pie-eating contests, slime-making stations, and a chance to pie Economics teacher Mr. Kelly. On October 30th, the Earth Club held its annual Dinner in the Dark for the fourth year in a row in South City's Outdoor Learning Space. This year's Halloween-themed event featured Italian food made by club members, a band performance, pumpkin painting, and game stations. It was an excellent opportunity for the community to bond over a festive atmosphere. The Sports Commission has been actively promoting school spirit. Although the Colts were defeated by the Warriors in both JV and Varsity football games (with a Varsity final score of 50-14), the Warriors retained the Bell. Attendees displayed high levels of school spirit, wearing new merchandise sold at the game and filling the stands with blue and white. The football team was commended for their success as league champions and for advancing to the CCS quarterfinals. Additionally, the Drama Department's fall play, Much Ado About Nothing, opened that evening and was scheduled to continue the next two evenings at 6:30 PM. Tickets were priced at $10 for general admission and $6 for students. Ms. Harsana highlighted the hard work of various programs, noting their contributions to boosting school spirit, fostering community, and embodying the values of the Portrait of a Graduate initiative. She concluded her report expressing gratitude.

Trustee Richardson inquired about ticket availability for the Drama Department's fall play, Much Ado About Nothing. Ms. Harsana confirmed that tickets could be purchased at the door for the 6:30 PM performance.

President Lujan thanked Student Ms. Harsana for her report.

Student Trustee Wong left the meeting at 7:49 p.m.

M. PUBLIC COMMENTS

Julie Ulmer, a third-grade teacher at Skyline Elementary, shared her experiences piloting the new math curriculum. She expressed how much she loves the program and noted that her students are constantly engaged and look forward to math lessons. Ms. Ulmer shared student feedback, stating they find it "fun and challenging." She highlighted the strong student engagement, with plenty of opportunities for academic discourse, emphasizing how amazing it is to hear what students come up with during discussions. Ms. Ulmer mentioned that fifth-grade teacher Carolyn Selvy, who is also piloting the curriculum, shared positive feedback about using 3D models to teach dividing decimals, a concept her students responded to very well. Reflecting on her own teaching,

Ms. Ulmer described her experience teaching rounding and compared it to how she taught it with the previous program, noting how much better students now seem to truly understand the concept. While acknowledging it is not perfect and identifying areas where she might spend more or less time, she praised the program's clear and teacher-friendly materials, including a well-scripted manual and slides for each lesson. Ms. Ulmer invited the Board to visit her classroom to see the curriculum in action and ended by thanking the Board for their time and dedication to the district.

President Lujan thanked Ms. Ulmer for her comments.

Michael Harris, a resident of South San Francisco, addressed the Board regarding ongoing maintenance issues in the corridor between Alta Mesa Drive, South Cliff, and El Campo Drive near Buri Buri Elementary School. He shared his ongoing efforts to clean the area personally, moving approximately 20,000 pounds of concrete over the past two weeks, with an additional 8,000 pounds moved recently. Mr. Harris emphasized the increasing difficulty of the work and requested assistance from the district, specifically asking if Assistant Superintendent, Ted O could address the issue. Mr. Harris shared that he had recently spoken with Eunejune Kim, the Public Works Director for the City of South San Francisco, who acknowledged that the city's code enforcement department is facing staffing challenges, currently operating with only two full-time employees and one part-time staff member. He commended Director Wazi's efforts in maintaining areas inside the school property, stating that the slope and playing field maintained by the city are in good condition. However, he emphasized that additional support is needed for the lots adjacent to the school property. Mr. Harris concluded by thanking the Board for their attention to the matter.

President Lujan thanked Mr. Harris for his comments.

Megan Connery, a math teacher at El Camino High School, began by congratulating Trustee Murray on her re-election. She also mentioned that she is on the list of educators hoping to attend the math conference in early December and expressed her enthusiasm for a potential "yes" vote, as she has never attended a math conference before. She reflected on the productive sessions held on November 1, starting with the math pilot and a session on the math framework. While she appreciated the discussions, she suggested that additional time might be needed to delve deeper into the framework. Ms. Connery also highlighted Dr. Hew's presentation on graduation requirements, praising it as excellent and noting the value of the spirited yet constructive discussion among teachers that followed. She hoped Dr. Hew would share the teachers' perspectives with the Board. On the math pilot, Ms. Connery acknowledged progress but shared concerns about pacing, particularly the challenge of completing Unit 3 before the final exams, with four additional units

planned for the next semester. She observed that the high school experience with the pilot differs from that of elementary schools, which have additional supports. High school teachers, she noted, rely more heavily on reading and preparation to deliver lessons. Despite these challenges, she described the pilot as progressing well and reiterated that the November 1 sessions were productive overall.

President Lujan thanked Ms. Connery for her comments.

N. INFORMATION ONLY PRESENTATIONS

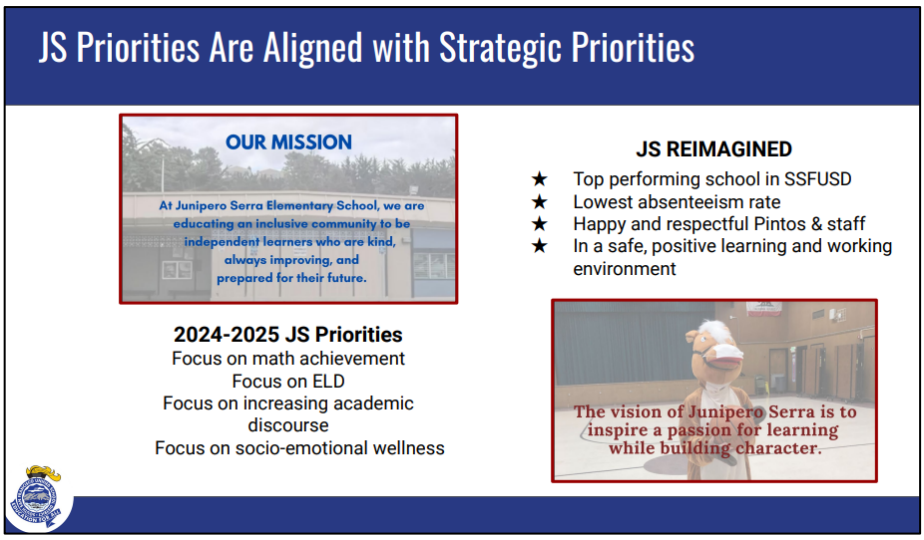
1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Junipero Serra Elementary School

Principal Teresa Sampayan presented the educational priorities and programs at Junipero Serra Elementary School. She expressed gratitude and introduced herself as the proud principal of Junipero Serra Elementary School, home of the Pintos. She thanked Dr. Moore for reviewing the slides related to the strategic plan, core values, and the Portrait of a Graduate. She then shared the school's vision for the Portrait of a Graduate, which outlines a commitment to providing students with the opportunity to develop four graduate aims: to be lifelong learners, purpose-driven individuals, thriving as people, and making a positive impact on their communities.

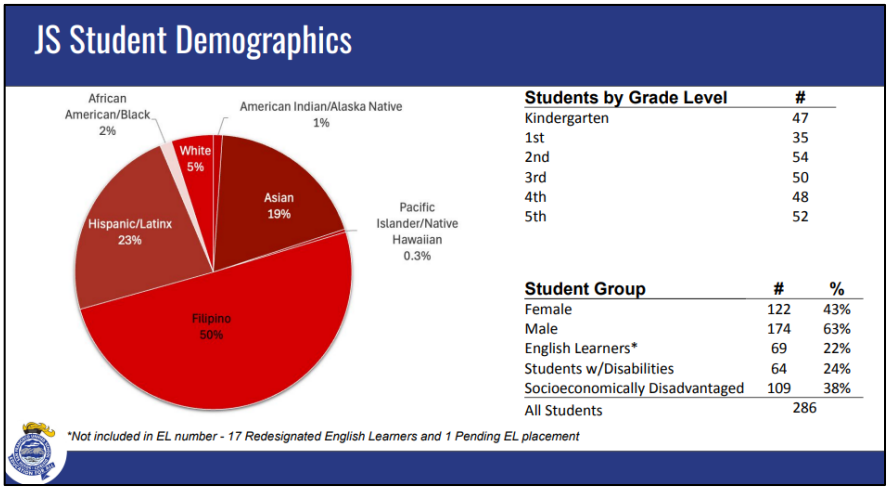
Strategic Priorities

Principal Sampayan continued by highlighting that the priorities at Junipero Serra Elementary are aligned with the district's strategic plan and the Portrait of a Graduate. These priorities focus on strengthening instructional capacity, particularly in math achievement, ALD (Academic Language Development), and academic discourse. She emphasized the school's commitment to the emotional well-being of the Pintos, with a dedication to raising the whole child. Last year, J.S. reimagined its approach, aiming to become the top-performing school in the district with the lowest absenteeism, fostering happy and respectful students and staff in a safe, positive learning and working environment.



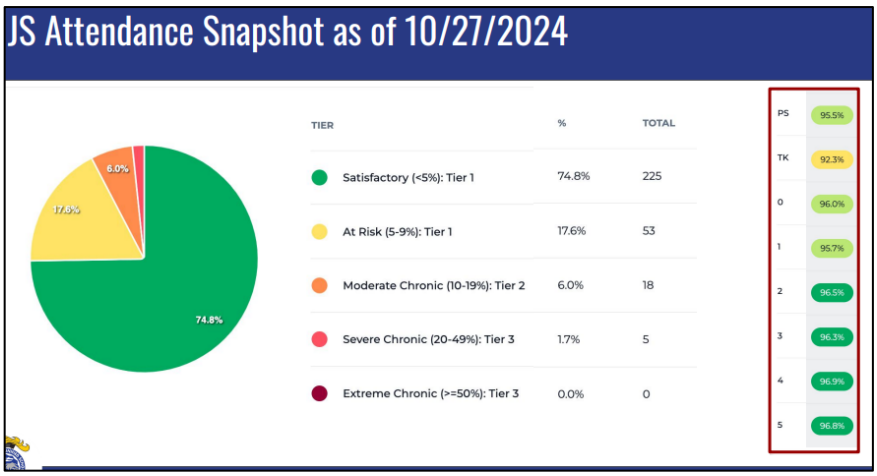
Demographics

Principal Sampayan shared that Junipero Serra Elementary currently has 286 students in grades K-5, along with 14 preschoolers. Of these students, 22% are multilingual learners, 24% have disabilities, and 38% are socioeconomically disadvantaged. The majority of the student population is Filipino, Hispanic or Latinx, and Asian.

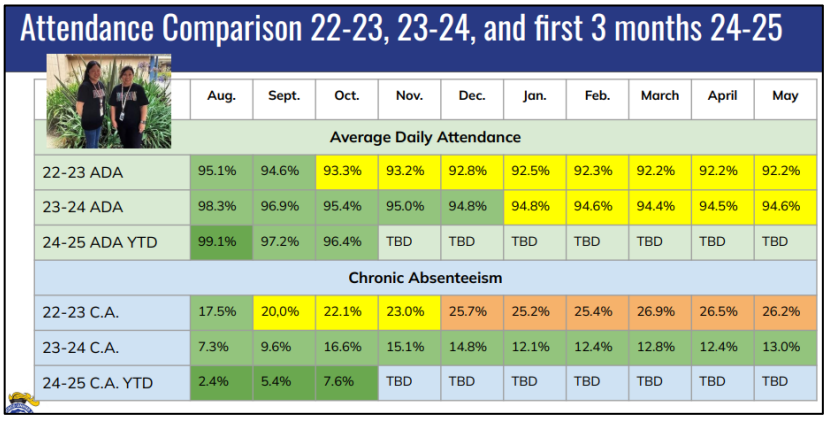


Attendance

Principal Sampayan provided a snapshot of attendance data, showing that approximately 95% of students have an attendance rate over 95%.



Principal Sampayan presented an attendance comparison for the 2022-2023 school year, the 2023-2024 school year, and the first three months of the current school year. The top section displayed average daily attendance rates, while the bottom section outlined chronic absenteeism rates by month. Orange indicated moderately chronic absenteeism, yellow signified students at risk for chronic absenteeism, and green represented the desired attendance rate. The data showed an increase in J.S.'s attendance rate over this period.

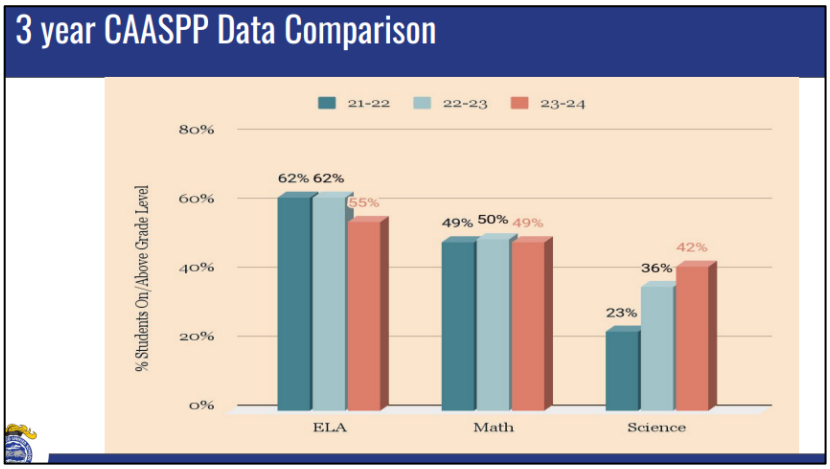


	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Average Daily Attendance										
22-23 ADA	95.1%	94.6%	93.3%	93.2%	92.8%	92.5%	92.3%	92.2%	92.2%	92.2%
23-24 ADA	98.3%	96.9%	95.4%	95.0%	94.8%	94.8%	94.6%	94.4%	94.5%	94.6%
24-25 ADA YTD	99.1%	97.2%	96.4%	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Chronic Absenteeism										
22-23 C.A.	17.5%	20.0%	22.1%	23.0%	25.7%	25.2%	25.4%	26.9%	26.5%	26.2%
23-24 C.A.	7.3%	9.6%	16.6%	15.1%	14.8%	12.1%	12.4%	12.8%	12.4%	13.0%
24-25 C.A. YTD	2.4%	5.4%	7.6%	TBD	TBD	TBD	TBD	TBD	TBD	TBD

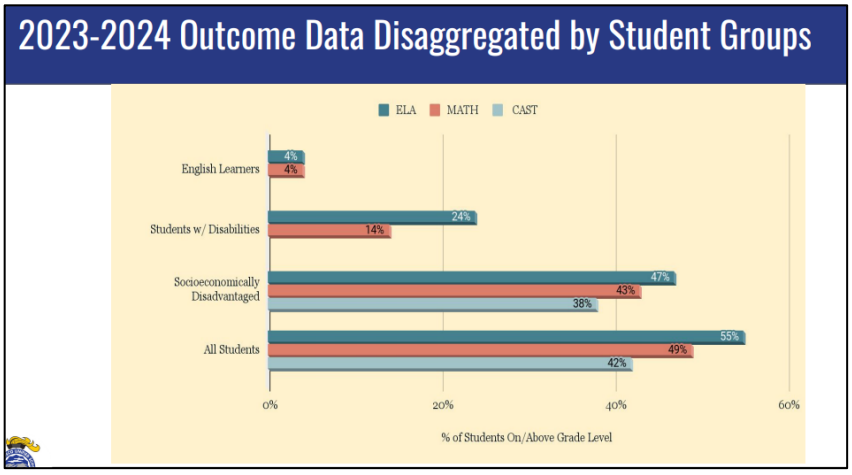
Principal Sampayan credited the improvement to the addition of a full-time attendance clerk, Ms. Nicole Kim, and the hard work of Ms. Kim and Ms. Dela Cruz, the administrative assistant, who both make daily calls to families of absent students and coordinate attendance team meetings. She also acknowledged the efforts of dedicated teachers who emphasize the importance of attendance.

<u>California Assessment of Student Performance and Progress</u>
Principal Sampayan presented comparison data for the

CAASPP results over the past three years. The graph illustrated the percentages of students meeting or exceeding grade-level standards in English Language Arts (ELA), Math, and Science. While there were slight decreases in both ELA and Math, Science showed an increase in performance. The graph highlighted both the strengths and areas for growth, emphasizing the need for additional support in certain subjects.

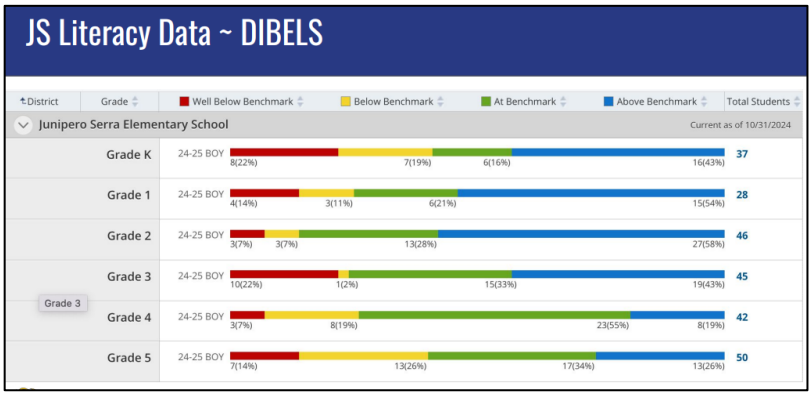


Principal Sampayan shared the CAASPP data for Junipero Serra broken down by student groups, showing the percentage of students meeting or exceeding standards in Math and Science. While there are areas to celebrate, the data also highlights opportunities for growth, particularly in addressing the needs of students. These needs are identified through data analysis and are addressed through targeted small group instruction. Additional supports and instructional strategies are developed through the collaborative cycle.



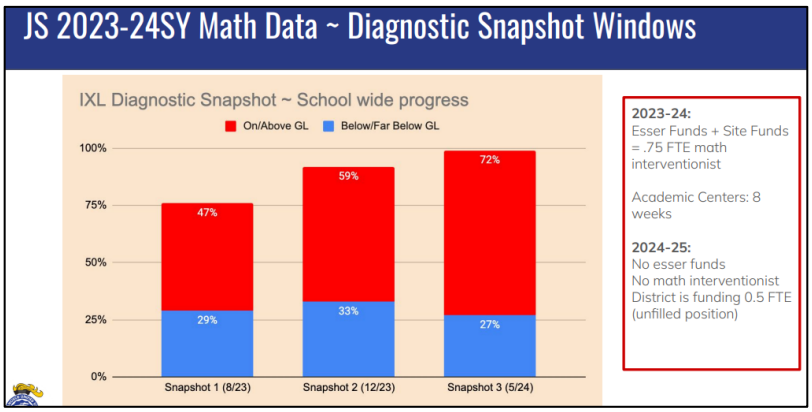
Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

Principal Sampayan presented the beginning-of-year (BOY) school-wide data for DIBELS, showing that more students are performing at or above benchmark, as indicated by the green and blue categories. The data is used to provide strategic support for students who demonstrate a need. These needs are addressed through in-class support and/or pull-out interventions. Progress monitoring is conducted for students meeting specific criteria, and growth is measured during the middle and end-of-year benchmark windows.

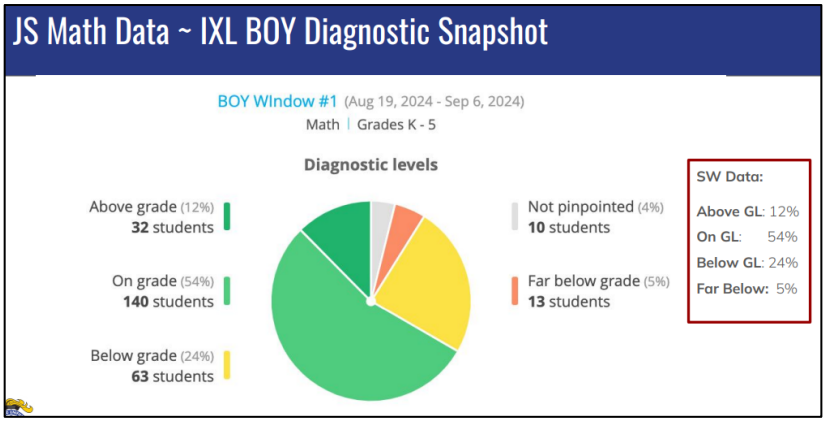


IXL (I excel)

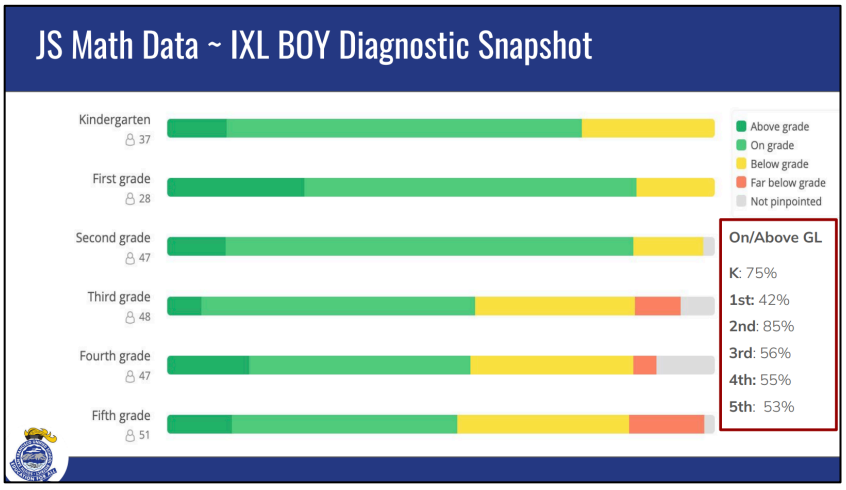
Principal Sampayan shared that last year, J.S. used funds to hire a .75 full-time math interventionist. Combined with Tier 1 support and pull-out math intervention, students showed a 25-percentage point increase in performance on or above grade level from the beginning to the end of the year, as measured by IXL assessments. However, this year, with no remaining ESSER funds, the district is funding a .5 FTE (full time employee) math interventionist position, but unfortunately, no applicants have been received, as the half-time position has proven difficult to fill.



At the beginning of the year, IXL data showed that 66% of J.S. students were performing on or above grade level, a 19 percentage point increase from the previous year's IXL scores. While J.S. teachers remain committed to providing small group intervention in class, the absence of a dedicated math interventionist has significantly increased the workload. Principal Sampayan emphasized that the support of the district to fund a full-time math interventionist would greatly benefit the students.

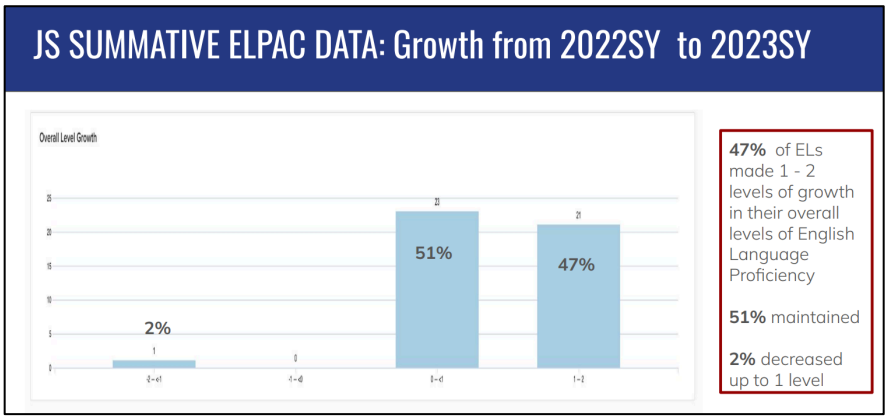


Principal Sampayan explained how IXL is used to track student progress in math three times a year; beginning, middle, and end. The snapshots help identify students' strengths and areas where they need extra help. Like DIBELS, it's designed to focus on specific math needs. This system provides support for students who need it and boosts learning for those who've mastered skills. She noted that students spend 10 minutes a week on real-time diagnostics to track progress and guide small group instruction.



English Language Proficiency Assessments for California

Principal Sampayan shared that last spring's ELPAC Summative data showed growth over the year. The goal was for 33% of English Learners (ELs) or Multilingual Learners (MLs) to improve, and the goal was surpassed with 47% making one to two levels of growth in English proficiency. This year, efforts will continue to focus on improving English Language Development (ELD) instruction.



Collaboration

Principal Sampayan explained that during grade-level collaboration, teachers analyze data from assessments like DIBELS and IXL to identify and address student needs. Various resources are used to support these learning needs.

Portrait of a Graduate Awareness

Principal Sampayan shared that at the start of the year, the team committed to bringing the Portrait of the Graduate (POG) to life. This effort has been highlighted in several ways. At the main entrance, the Portrait of a Pinto is displayed alongside the Portrait of a Graduate to inspire students about what they can achieve when they graduate from South City or El Camino High Schools. Information about the Portrait of a Graduate was shared with parents through the Pinto Press and during fall conferences. At the beginning of the year, each teacher and staff member also made individual commitments to incorporate the POG into their work.

Learn & Thrive

Principal Sampayan talked about how Pintos are encouraged to keep a growth mindset and love learning as the world around them changes. Students are taught to ask questions,

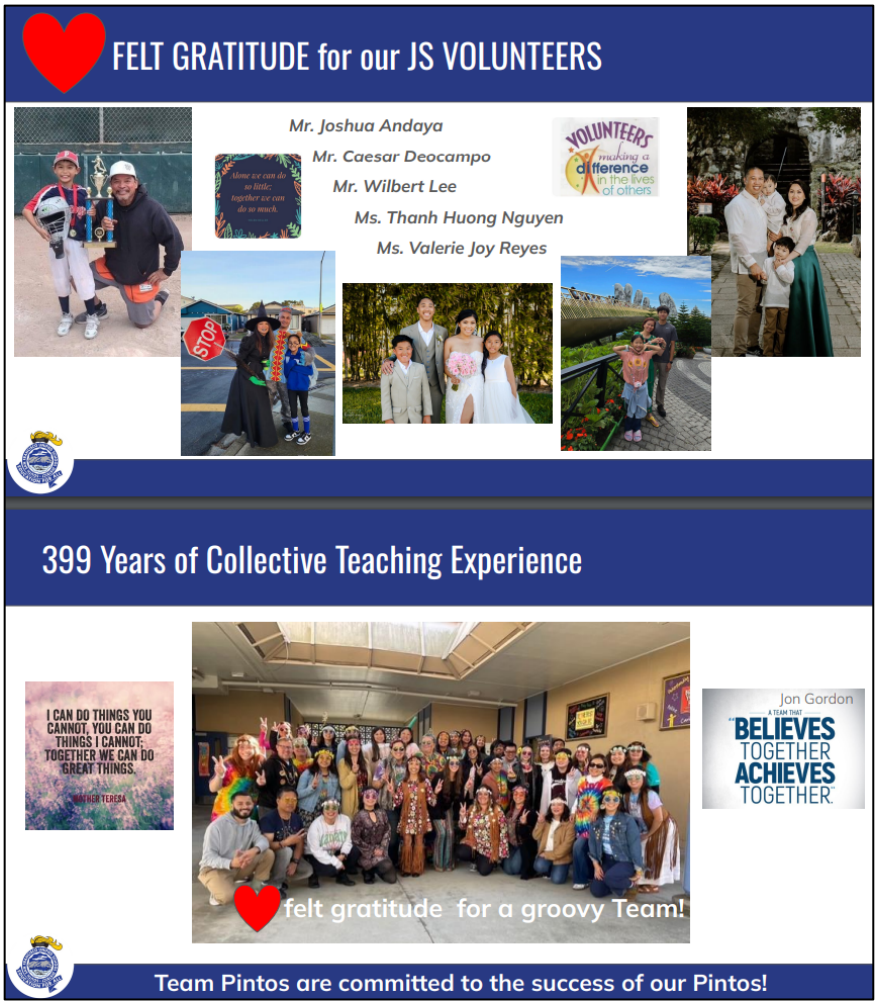
seek understanding, and use data to support their ideas. Creativity and problem-solving are also key, like when kindergartners came up with their own tools to harvest apples or when fifth graders used the scientific method to learn about mosquitoes and land formations. Fifth graders also worked together on matching math expressions with area models. Building strong character is a big focus, and the school works closely with families to support this. At Back-to-School Night, families were asked to share encouraging words with their kids to help them start the year off right. Students learn self-awareness and how to manage their emotions through the Zones of Regulation program, which gives them tools and visuals to stay calm and focused. This approach helps students build resilience, like a student who wrote “Never give up” on Chalk Day. To keep students inspired, fourth graders picked motivational quotes at the start of the year to hang in their classrooms. The school also continues its partnership with Legarza, providing structured P.E. activities twice a week, benefiting about 25 students over the past two years.



Gratitude to Volunteers and Staff

Principal Sampayan shared that Pintos are happy because of their strong sense of belonging, supported by community events like Ruby Bridges Walk to School Day and the Halloween Happening. She thanked J.S. volunteers, the JSPTA, and the School Site Council for their help in keeping students safe, funding initiatives, and supporting field trips and enrichment clubs.

Principal Sampayan praised her team for their dedication to student success, focusing on both academic growth and character development. She quoted John Gordon, “A team who believes together achieves together,” and thanked the Board, Cabinet, Dr. Moore, and the community for their support. She expressed pride in being part of the South San Francisco Unified School District.



Trustee Hsieh thanked Principal Sampayan for the excellent presentation, noting that it demonstrated a strong commitment to accountability and continuous improvement. She emphasized that the level of openness shown is key to building trust and fostering collaboration within the educational community.

Trustee Richardson expressed excitement for Principal Sampayan's return to Junipero Serra, noting that the students missed her. She also thanked the PTA for their hard work, highlighting the increasing involvement of dads, which she finds encouraging. Trustee Richardson mentioned attending the Autism Awareness Day event, praising its organization and the energy the children brought. She thanked Principal Sampayan for the presentation, adding that JS is a wonderful place for students.

Trustee Murray expressed gratitude for the support from the community, mentioning that both schools are in her district and the people who voted for her are from these schools. She thanked the teachers and staff for their support and shared her overwhelming appreciation for the votes she received, especially from the community where she grew up. Trustee Murray promised to continue making decisions that prioritize children, as she has done in the past.

President Lujan thanked Principal Sampayan for the presentation and praised her and the community for their strong teamwork. She pointed out how clear it is that everyone is focused on helping all the kids grow and succeed. She expressed gratitude for the hard work happening to support the students.

b. Teaching and learning presentation:
Skyline Elementary School

Principal Luann Daniel Libman began by expressing appreciation for the Skyline parent volunteers who help at the school. She highlighted their support for events like Trunk or Treat and the Book Fair, which would not have been possible without their help.

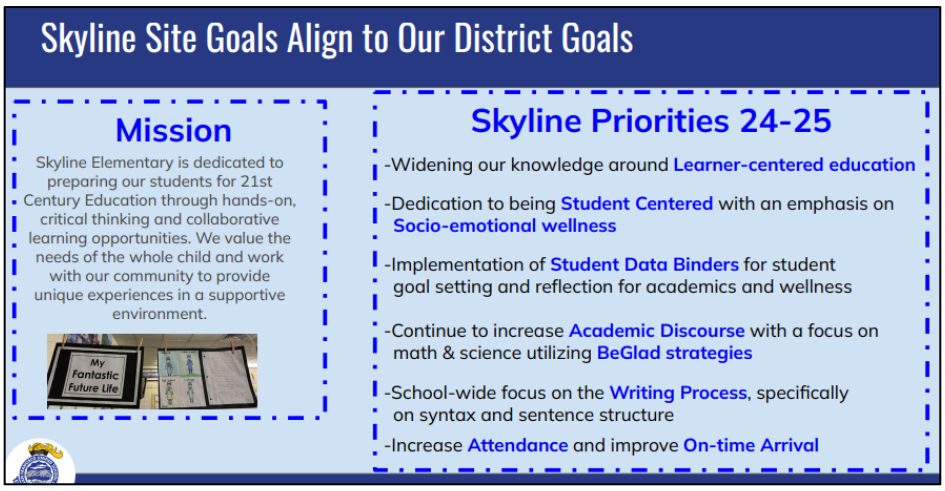
The Board recessed at 8:21 p.m. for a break and reconvened at 8:31 p.m.

Principal Daniel Libman thanked the community for their support and presented gifts to cabinet and the Trustees, noting that the juices inside represent the Portrait of a Graduate (PoG). She shared that Skyline Elementary continues to support students' learning, helping them thrive and prepare for middle school. The school works with the district's strategic plan and core values to guide students towards achieving the PoG. Principal Daniel Libman highlighted the school's focus on the four key aims: Learn, Thrive, Navigate, and Impact. She also mentioned the district's five-year strategic plan priorities sharing that Skyline Elementary aligns with the district's five-year strategic plan, focusing on exceptional instruction and equity. Teachers and students are working to enhance academic discussions, provide solid Tier 1 and 2 instruction, and support diverse learning styles.



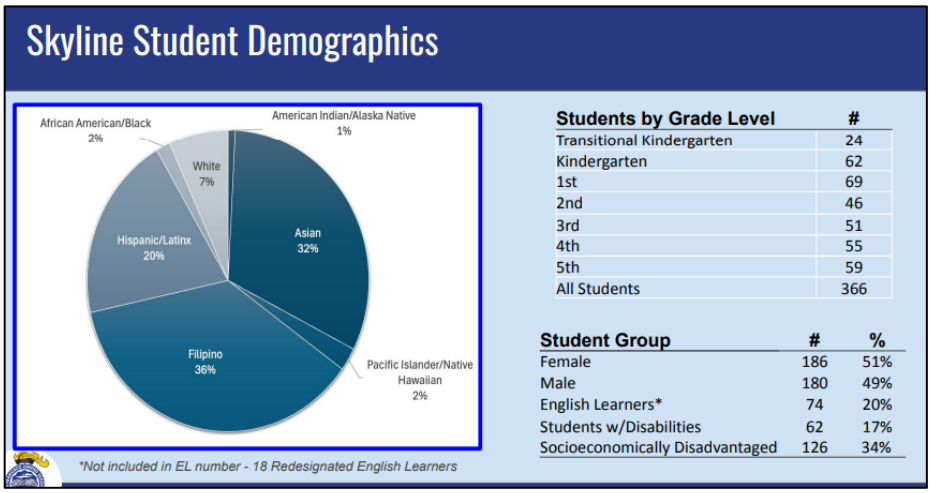
Goals

Principal Daniel Libman highlighted that Skyline's goals align with the district's LCAP and strategic plan, focusing on creating well-rounded students ready for middle school. The school emphasizes student-centered learning and social-emotional wellness. They are implementing student data binders for goal-setting and reflection on academic and personal growth. The school is also enhancing academic discourse in math and science, using BeGLAD (Guided Language Acquisition Design) strategies with district support. Additionally, there is a focus on improving writing skills, specifically syntax and sentence structure, and addressing attendance and on-time arrival.



Demographics

Principal Daniel Libman provided demographic information for Skyline Elementary which is predominantly Filipino 36%, with 32% identifying as Asian, 20% as Hispanic/Latinx, 7% as White, 2% as African American, 2% as Pacific Islander and Native Hawaiian, and 1% as American Indian and Alaska Native. Of the 366 students, 51% identify as female and 49% as male. 34% are socioeconomically disadvantaged, 20% are English Language Learners, and 17% have disabilities, reflecting a 3% increase this year. The school also hosts a special education preschool program with 12 students.



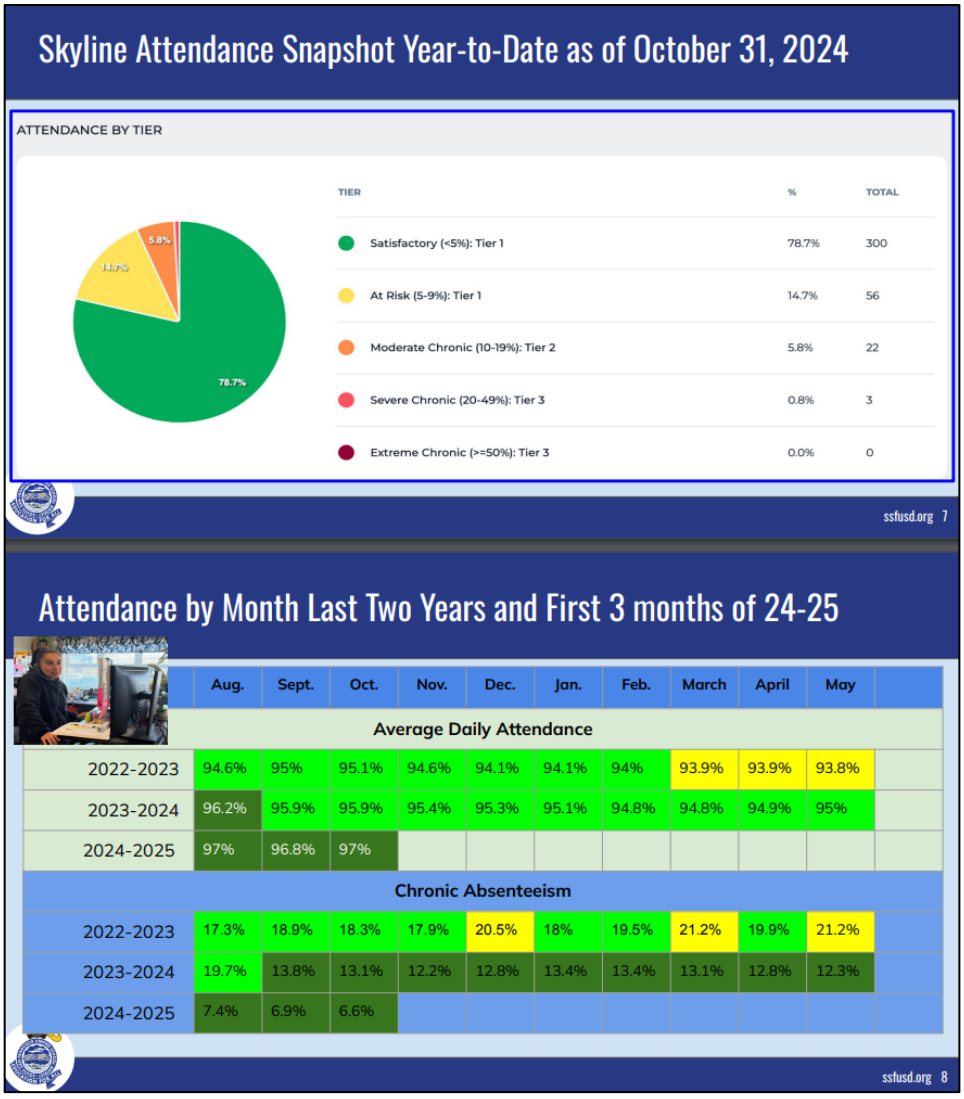
Students by Grade Level	#
Transitional Kindergarten	24
Kindergarten	62
1st	69
2nd	46
3rd	51
4th	55
5th	59
All Students	366

Student Group	#	%
Female	186	51%
Male	180	49%
English Learners*	74	20%
Students w/Disabilities	62	17%
Socioeconomically Disadvantaged	126	34%

Attendance

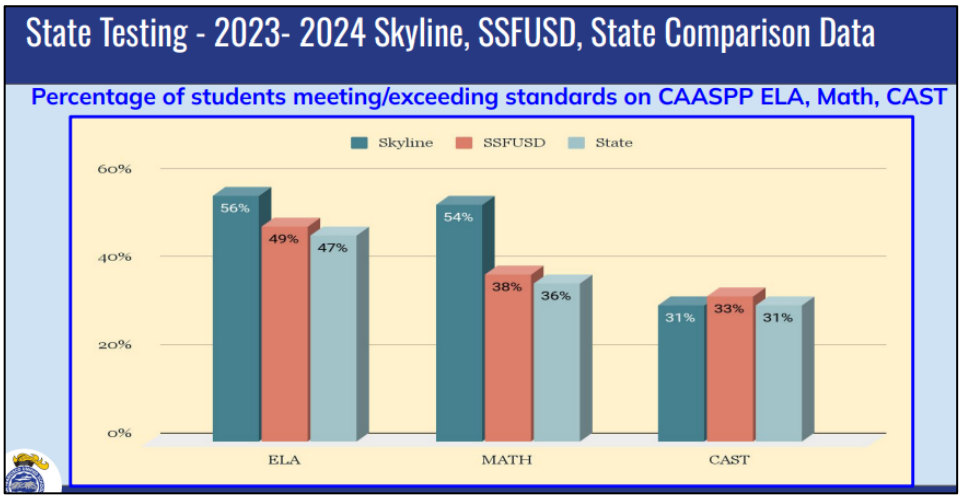
Principal Daniel Libman shared the end-of-October attendance report, showing that 78.8% of students have satisfactory attendance. 14.7% are at risk, 5.8% are moderately chronically absent, and less than 1% are severely

chronically absent. There are no extremely chronic absentees. Attendance has significantly improved over the last two years, thanks to the efforts of Everyday Labs, support from Ms. Rodriguez, and her partner Ms. Ippolito. Ms. Rodriguez consistently communicates with families, follows up on absences, and educates families about the importance of regular attendance for academic and social success. Teachers also reinforce this message through conferences with families.

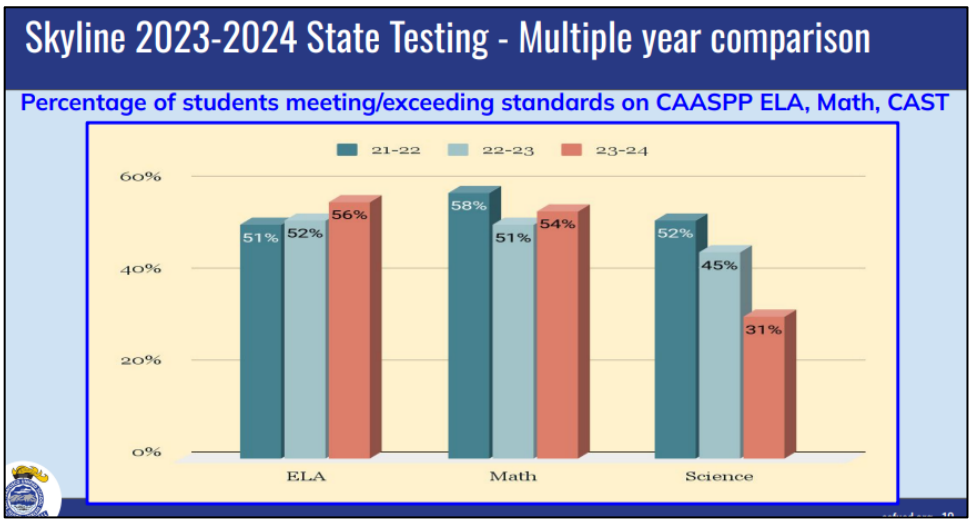


<u>California Assessment of Student Performance and Progress</u>
Principal Daniel Libman shared the CAASPP state testing data, showing that 56% of Skyline students met or exceeded standards in ELA, and 54% in math. Both scores outperform the district and state averages. However, the school's scores

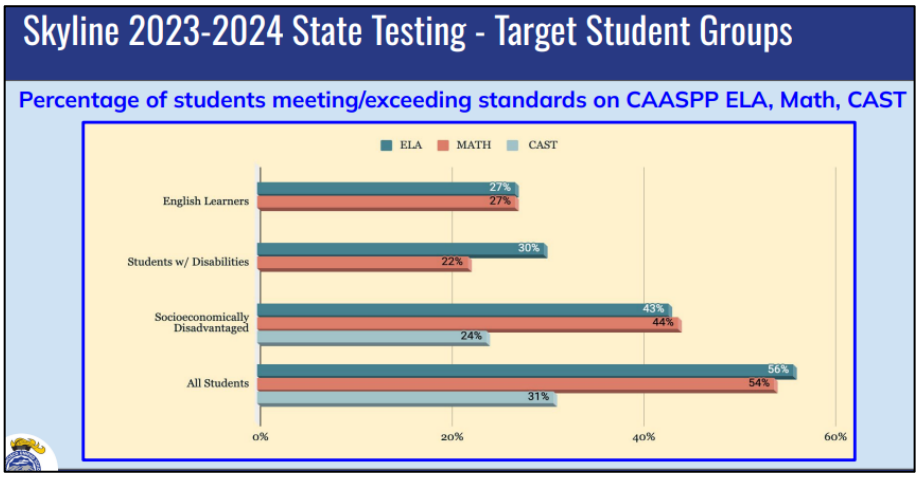
in math and ELA were slightly below the district, with 31% of students scoring at or above standards, matching the state average.



Additionally, she discussed Skyline's CAASPP performance over the past three years. In ELA, students made steady progress, reflecting teachers' efforts to build foundational skills. Math results bounced back this year, approaching the strong results from 2021 and 2022. Last year's 5th graders struggled with stamina, which may have impacted their test performance. However, 60% of these students were near the standard. The leadership team identified writing as a key area for improvement, and will focus on academic discourse and GLAD strategies during professional development to strengthen these skills.

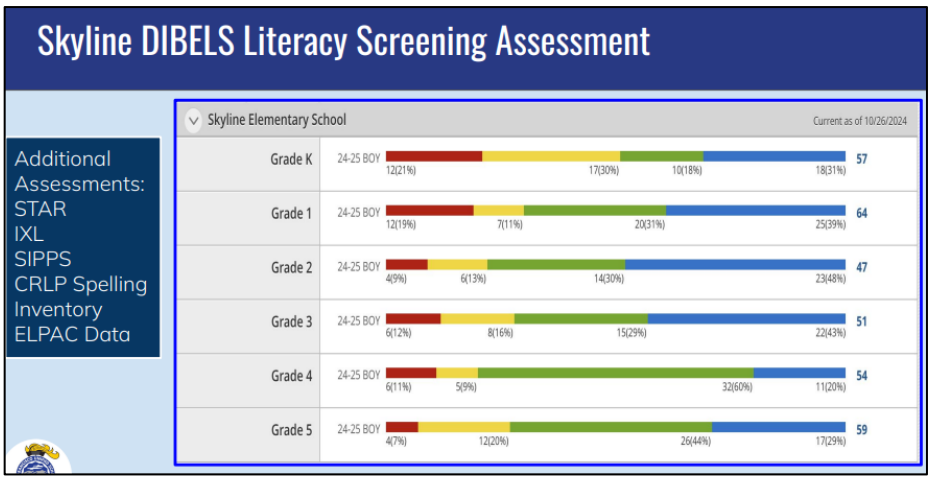


Principal Daniel Libman shared that Skyline is supporting English Learners with the newcomer curriculum, integrated English language Development (ELD), and Academic Vocabulary Toolkit (AVT) strategies in 3rd and 5th grades. Teachers are also being trained in GLAD strategies. Many of these approaches also benefit students with disabilities, alongside the individualized instructional support they receive.

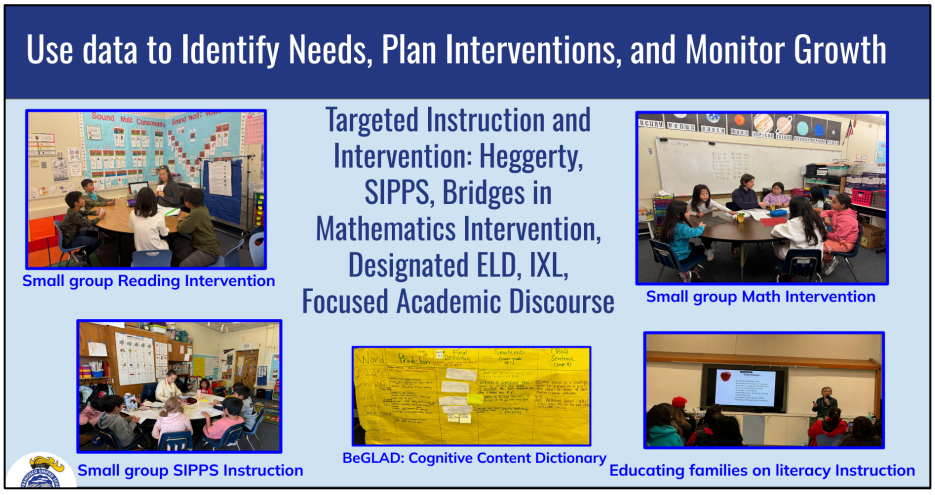


Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

Principal Daniel Libman shared that Skyline uses DIBELS literacy screening data from the beginning of the year to identify students who may need intervention support from the reading specialists. This data, along with additional assessments like STAR Reading, IXL, SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words), CRLP (California Reading and Literature Project) Spelling Inventory, and ELPAC (English Language Proficiency Assessments for California), helps guide further support.



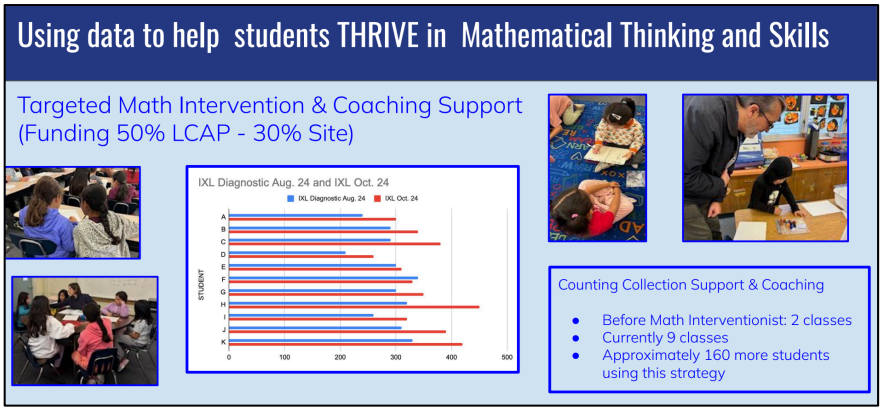
She explained that SIPPS assessments help identify students for small groups and determine who receives support from Reading Specialist Ms. Andrea Kasler. Ms. Rebecca Fox provides math intervention through the Bridges in Mathematics program. K-2 teachers use Heggerty to support phonological awareness, and staff have focused on academic discourse, implementing the GLAD Cognitive Content Dictionary strategy. She also noted that this year, Ms. Kristie Yee led a literacy night, teaching families about the science of reading and emphasizing the importance of reading aloud to children. Teachers facilitated engaging activities, with support from the local librarian.



<u>THRIVE</u>

Principal Daniel Libman highlighted the impact of the Math Intervention Teacher and Coach program, showing IXL data where 10 of 11 students demonstrated significant growth in

math since the start of the year. The program is tailored to individual skill needs rather than grade levels. She also praised Ms. Fox for expanding Counting Collections from two to nine classrooms, benefiting 160 more students. This strategy helps students understand numbers, articulate their thinking, and engage in discussions. Principal Daniel Libman emphasized the district's focus on strengthening math skills and academic discourse, expressing hope to expand the program despite financial challenges.



<u>Portrait of a Graduate (PoG)</u>

Principal Daniel Libman shared examples of how Skyline Elementary brings the Portrait of a Graduate (PoG) to life, particularly focusing on the "Learn" aim. Fourth-grade students in Mr. Dumpit and Ms. Devera classes wrote about the importance of school and how it helps them learn, thrive, navigate, and have an impact. Skyline teachers are implementing data binders to help students set goals and reflect on their learning, while kindergarten teachers are starting PoG portfolios with writing samples that will grow with students each year. An increase in academic discourse, especially in math, is evident not just in pilot classrooms but across others as well. Students are learning to explain their mathematical thinking and respectfully address errors with their peers.

Principal Daniel Libman also emphasized Skyline Elementary's commitment to helping students thrive. PAX Leaders exemplify values of respect, responsibility, safety, and kindness, earning recognition through positive actions. Monthly assemblies celebrate character traits based on the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework, and weekly "Wing Winners," spirit days,

and Soul Shoppe lessons help students develop conflict resolution and emotional regulation skills. The school has welcomed a Youth Service Bureau (YSB) counselor, available two days a week to support student well-being. Additionally, with the help of librarian Michelle Kater, Skyline launched a student leadership team of 20 students from grades 3–5, working to make the school a kinder, cleaner place. Principal Daniel Libman also highlighted Skyline's new mural, created by artist Castro and painted by Genentech volunteers last summer.

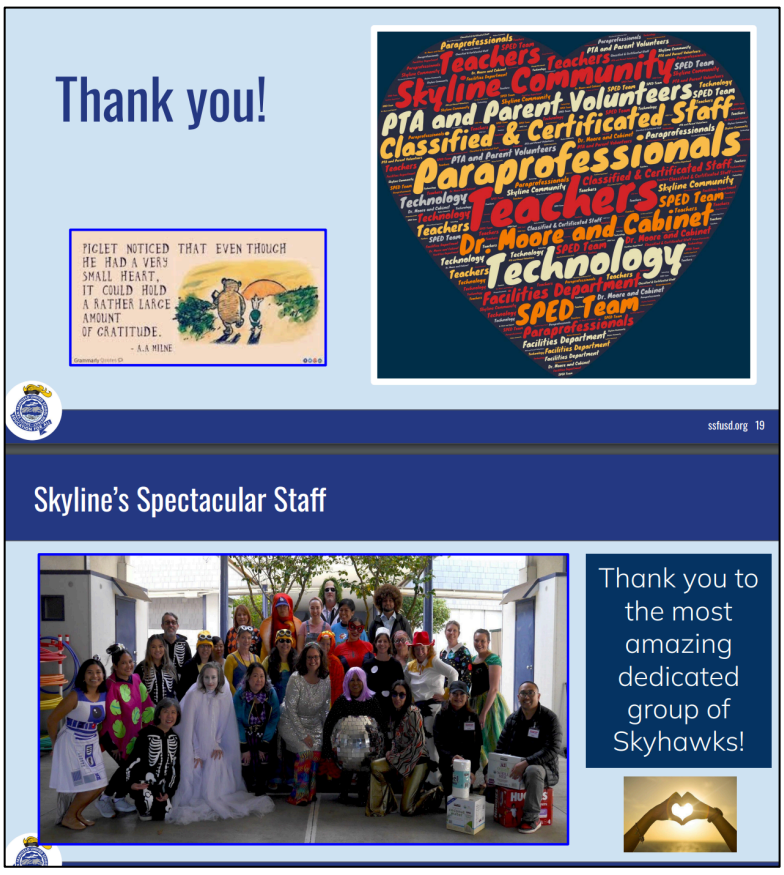
Community

Principal Daniel Libman highlighted Skyline Elementary's efforts to build both academics and community. Over 200 families attended the PTA Trunk or Treat event, held safely on the playground, followed by the annual Halloween parade. Students had a pumpkin patch, taking home a pumpkin, and 124 participating in a pumpkin decoration contest. Through partnerships with Genentech and Hands on Bay Area, the school added a composting bin and lending library to the garden this summer. Skyline also participated in the Ruby Bridges Walk to School, honoring her bravery and courage, with a great turnout. The Daly City Fire Department visited to teach students fire safety, and a "Principal of the Day," Joseph, joined Principal Daniel Libman for a memorable experience.



Gratitude to Volunteers and Staff

Principal Daniel Libman expressed deep gratitude for the support and dedication of the Skyline Elementary community. She thanked the PTA, parent volunteers, the technology and facilities departments for their responsiveness, Dr. Moore, cabinet, and trustees for their ongoing support. She commended the Skyline staff for ensuring students feel safe and develop a love for learning, highlighting their dedication and compassion. Teachers were praised for creating engaging, supportive lessons that make every student feel valued. Ms. Ippolito and Ms. Rodriguez were acknowledged for providing exceptional customer service and first aid to students. Paraprofessionals received special recognition for nurturing the school's most vulnerable students and fostering a safe learning environment. Principal Daniel Libman also highlighted the exceptional contributions of the office team, custodial staff, school psychologists, speech-language pathologists (SLPs), and hardworking students who inspire her daily. She concluded by honoring the staff, PTA, and community for their unwavering commitment and support, expressing her pride and gratitude as their principal.



Trustee Murray expressed appreciation for the presentation, specifically praising the targeted math program as “amazing.” She commended both schools for their strong sense of community, highlighting the dedication of the teaching staff and the positive environment where students thrive. She also thanked everyone involved for their efforts and commitment.

Trustee Hsieh praised the presentation, calling it clear, easy to follow, and well-organized. She highlighted the success of the math intervention program and its positive impact inquiring if it was funded through a grant. Trustee Hsieh encouraged the district to explore ways to expand the program, suggesting more research on adding math specialists at other schools. Principal Daniel Libman explained that the math intervention program is partially funded by the district (50%) and the school site (30%). While it is not grant-funded, it functions like a pilot program. She emphasized its success and shared her hope that all schools in the district could benefit from similar support. Assistant Superintendent Keith Irish noted that the district reviews programs like this each year to decide on funding based on data and resources. He acknowledged the challenges of staffing part-time positions at elementary schools compared to secondary, but expressed gratitude for the program’s positive results at Skyline and Junipero Serra. Trustee Hsieh also thanked the district for making school presentations consistent in structure, saying it helps make the information easier to understand.

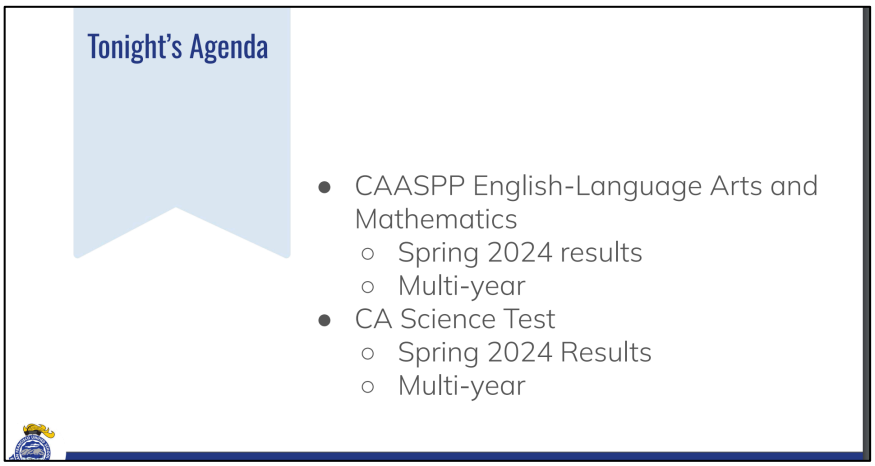
Trustee Richardson thanked everyone for the goody bags, mentioning how much she enjoyed the Doritos from the last event. She then expressed concern about students’ handwriting, asking how they are being taught to write in a world where so much is done on computers, and at what age they start learning to hold a pencil. Principal Daniel Libman explained that penmanship instruction starts on Day 1, especially in transitional kindergarten. She emphasized that while students use computers, they also practice writing with paper and pencil all the way through 5th grade. Principal Daniel Libman also noted that writing by hand helps students organize and express their thoughts clearly. Trustee Richardson shared her concern about students being able to sign their names in the future, especially when she sees younger children struggling with their grip. Principal Daniel Libman reassured her that while students use Google

Classroom, they are still practicing penmanship to ensure they develop those skills as well.

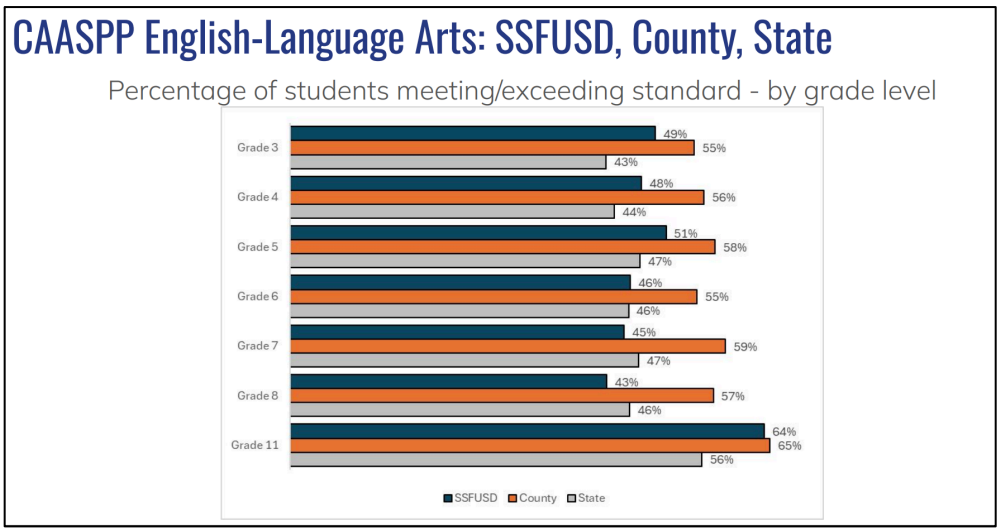
President Lujan thanked everyone for the wonderful presentations, calling both presentations "absolutely beautiful" and "gorgeous." She expressed appreciation for the work done to bring together such strong and supportive communities.

c. Performance Management – CAASPP

Director Dr. Hew greeted the Board of Trustees, Cabinet, and the South San Francisco Unified School community. She introduced her presentation on the California Assessment of Student Performance and Progress (CAASPP) and California Science Test (CAST) results from Spring 2024. Dr. Hew explained that the presentation would cover the results from the Spring 2024 tests, as well as multi-year data in English Language Arts (ELA), Math, and Science. She also mentioned that much of the information related to the strategic plan had already been covered, so she would focus primarily on the data.

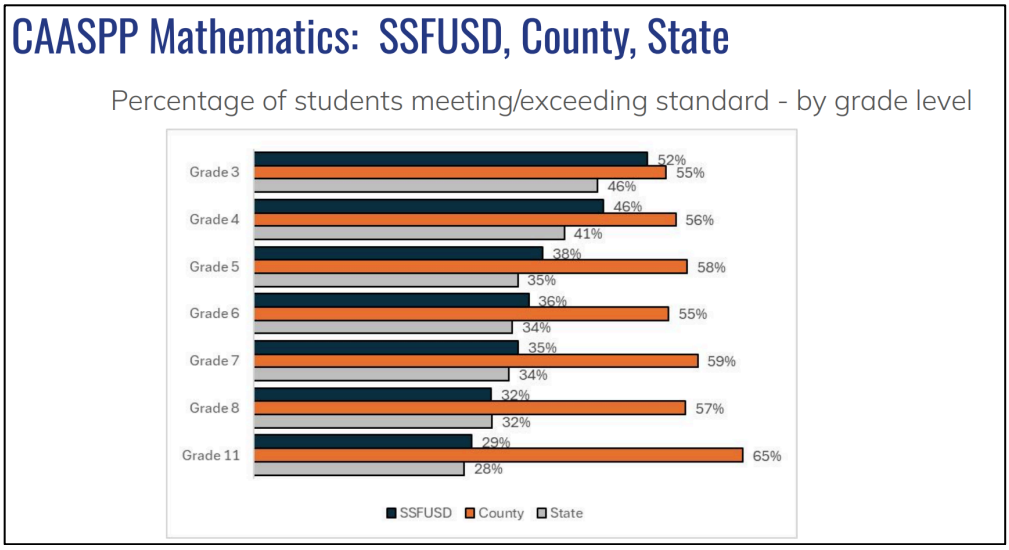


<u>English Language Arts (ELA): SSFUSD, County, State</u>
Dr. Hew presented data on the ELA performance, showing the percentage of students who met or exceeded the standards by grade level. She explained that students in grades 3, 8, and 11 take the ELA and math tests in the spring. The chart displayed showed the district's performance in blue, San Mateo County in orange, and the state in gray. Dr. Hew pointed out that the district's students are generally performing better than the state, but there are gaps in performance when compared to the county, where the district is not outpacing county-wide results in ELA.



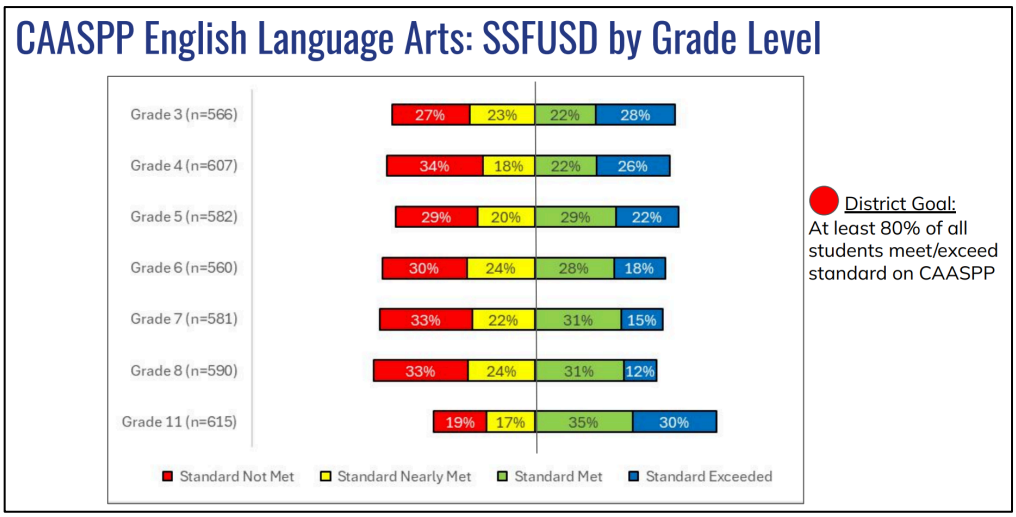
Math: SSFUSD, County, State

Dr. Hew presented the math performance data, noting a similar pattern to the ELA. She highlighted that students start strong in grade 3, but as they move up through the grades, the rate of students meeting or exceeding the standard decreases over time.



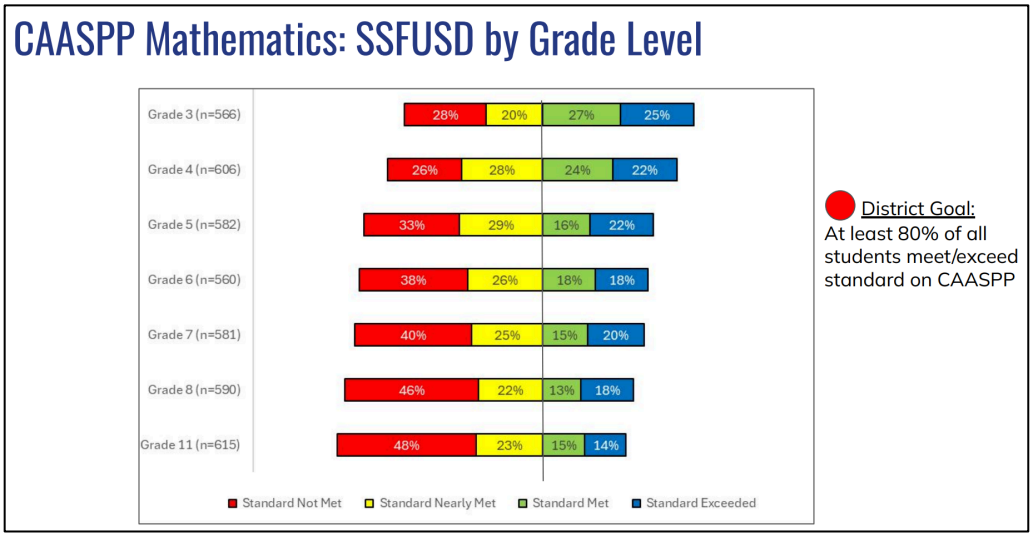
English Language Arts by Grade Level

Dr. Hew presented another look at grade-level performance, showing the different performance levels: red for students who did not meet the standard, yellow for nearly met, green for met, and blue for exceeded. She pointed out that a significant number of students are not meeting the standard, with nearly a third of students in some grade levels falling into the red category. Dr. Hew emphasized that this is an area of focus for improvement in the district's schools.



Math by Grade Level

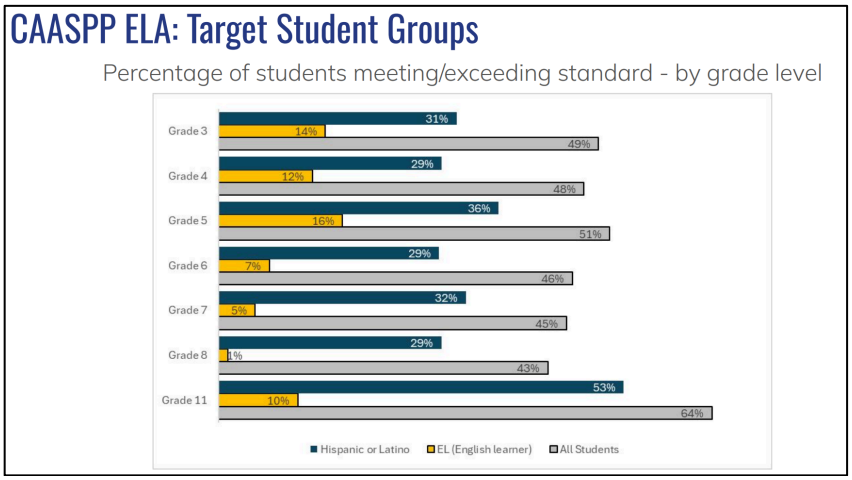
Dr. Hew presented the math performance data, noting the same pattern seen in ELA, with a higher number of students not meeting the standard as they progress through the grade levels. She also highlighted that the grade 11 math test is a college-readiness test, covering material at an Algebra II level. Dr. Hew explained that not all students have completed Algebra II by the time they take this test, which may affect their ability to meet the standard.



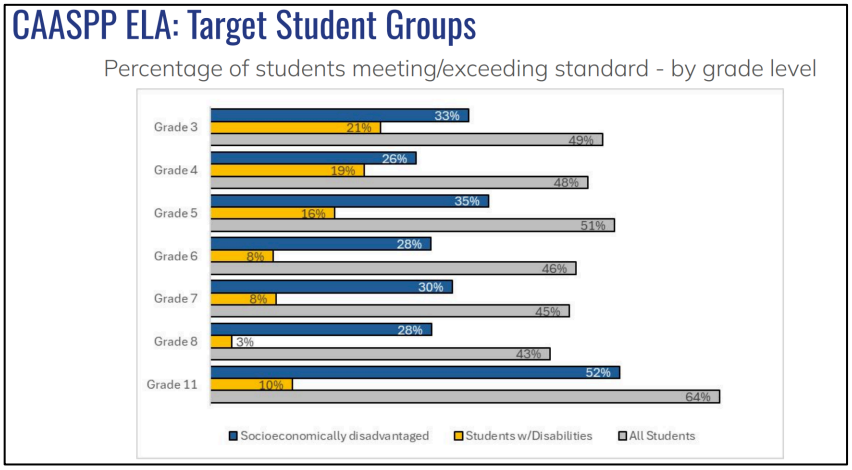
English Language Arts Target Groups

Dr. Hew presented data comparing the performance of Hispanic/Latino students, English learners, and all students across the district. She pointed out that the blue bars represent Hispanic/Latino students, the yellow bars represent English learners, and the overall district performance is shown in comparison. Dr. Hew highlighted the disparity,

particularly the gaps between English learners and both Hispanic/Latino and all student groups. These gaps tend to widen as students get older, as students entering later grades have more to catch up on in terms of English language development in order to meet grade-level expectations on the tests.

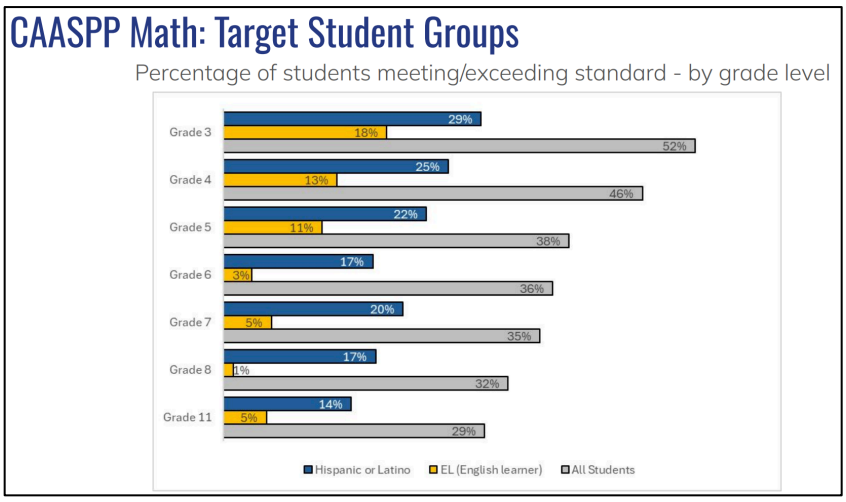


She also presented the same data for ELA, but this time focusing on socioeconomically disadvantaged students and students with disabilities, comparing their performance across grade levels.

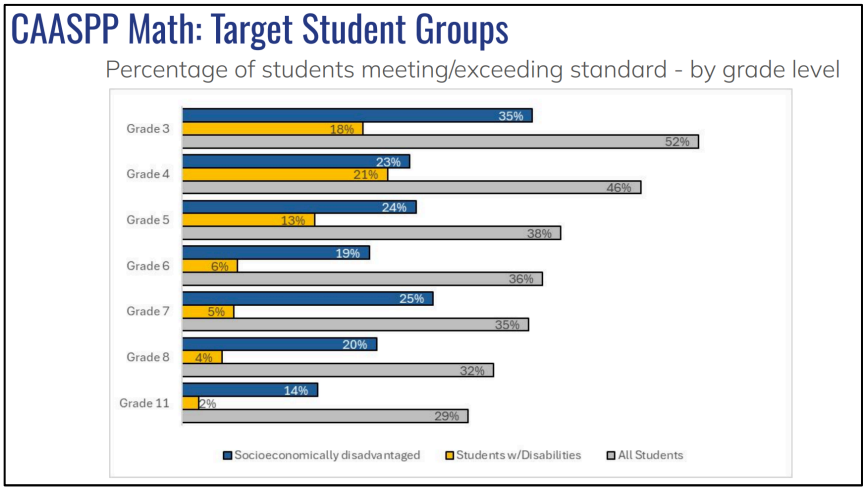


<u>Math Target Groups</u>

Dr. Hew presented the data for math, again comparing Hispanic/Latino students and English learners. She pointed out the same disparity seen in ELA, noting that in math, students need strong language skills to demonstrate their understanding, especially as they progress to higher grade levels. There is a significant emphasis on communicating reasoning in math, which presents a challenge for English learners, who must develop both language and reasoning skills.



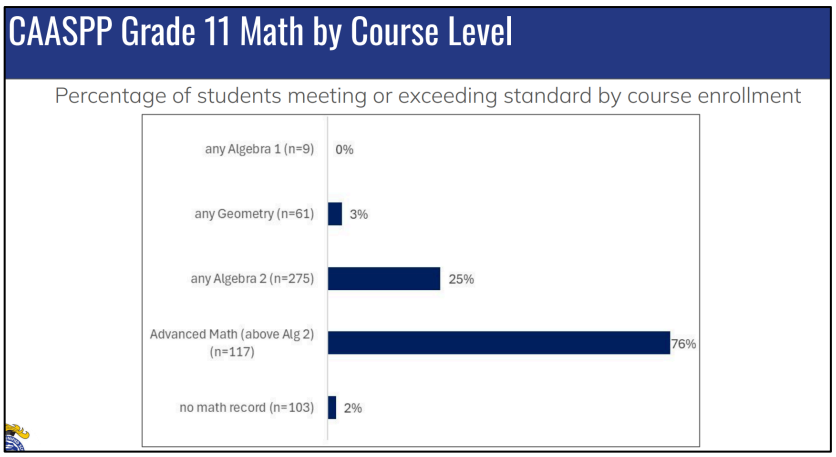
She also shared data comparing the CAASPP math scores of socioeconomically disadvantaged students, students with disabilities, and all students. She highlighted that as students progress from grades 3 to 11, the gap between English learners, students with disabilities, and the general student population widens. This is an area of focus, as the district is looking for ways to continue providing strong support as students move into secondary schools.



<u>Grade 11 Math by Course Level</u>

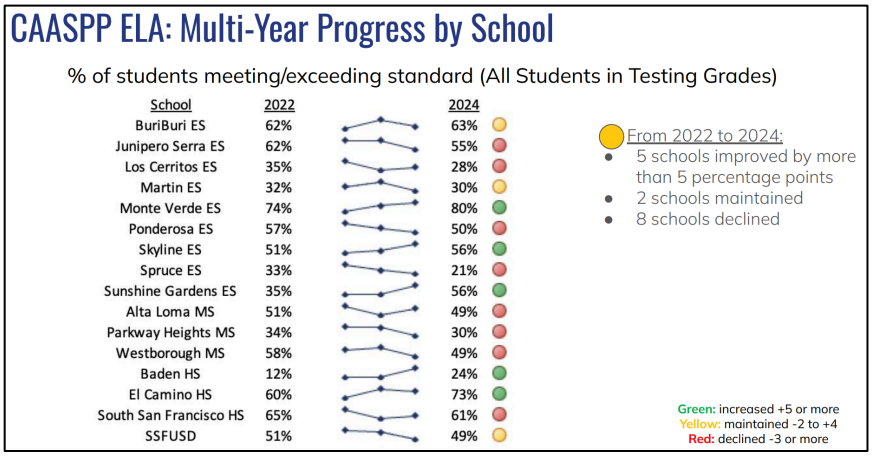
Dr. Hew discussed the CAASPP math scores for 11th graders, particularly focusing on the Algebra II level. She explained that the test, which is administered in mid-March, misses about two and a half months of content. Students in Algebra I and Geometry are not meeting or exceeding the standards, while about 25% of students in Algebra II (including honors students) are meeting or exceeding the standard. However, 75% are not meeting the standard. This may be due to missing instruction time. Dr. Hew emphasized that with the new

three-year math requirement, more students will be entering Algebra II at younger grade levels, which is expected to improve results in the future. Students who complete Algebra II or higher-level math before 11th grade tend to perform well on the test.



English Language Arts Multi-Year Progress by School

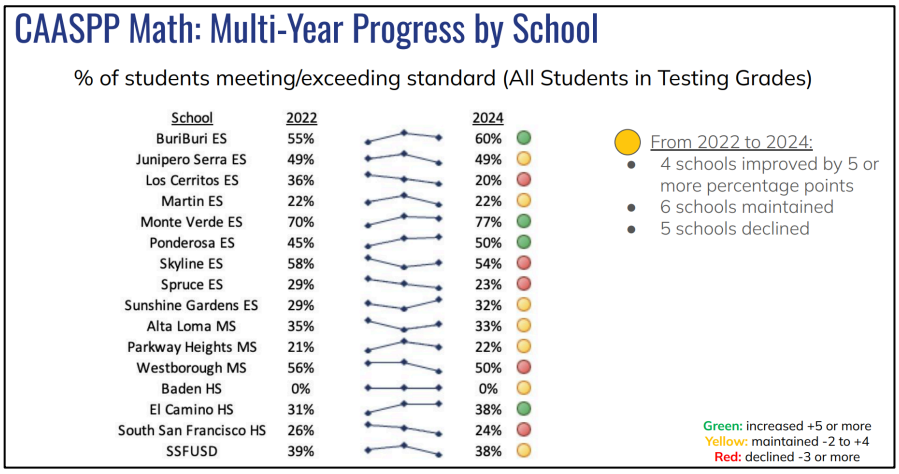
Dr. Hew presented a comparison of the CAASPP English Language Arts (ELA) scores over two years, from Spring 2022 to Spring 2023, and then to Spring 2024. She highlighted that while there were some ups and downs, overall, there has been some improvement in scores across grade levels. The color coding showed that yellow indicates scores were maintained (with minor changes), green shows a score increase of more than 5 percentage points from 2022 to 2024, and red indicates a decline in scores. The data presented included results for each school and the district as a whole.



Math Multi-Year Progress by School

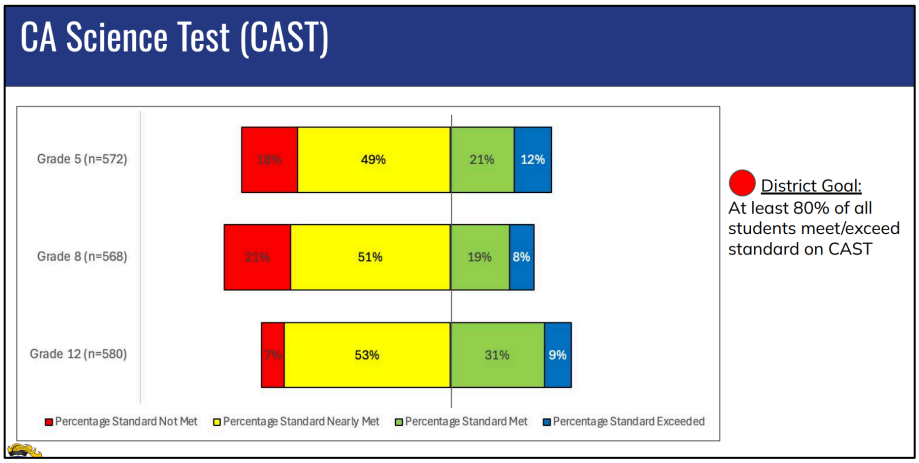
Dr. Hew shared the CAASPP math scores, noting similar trends to the ELA data. She highlighted that while the improvements may be small,

there has been a gradual increase in math scores from 2022 to 2024. The yellow dots indicated areas where there was a slight increase in scores, reflecting progress in math performance across the district.



California Science Test

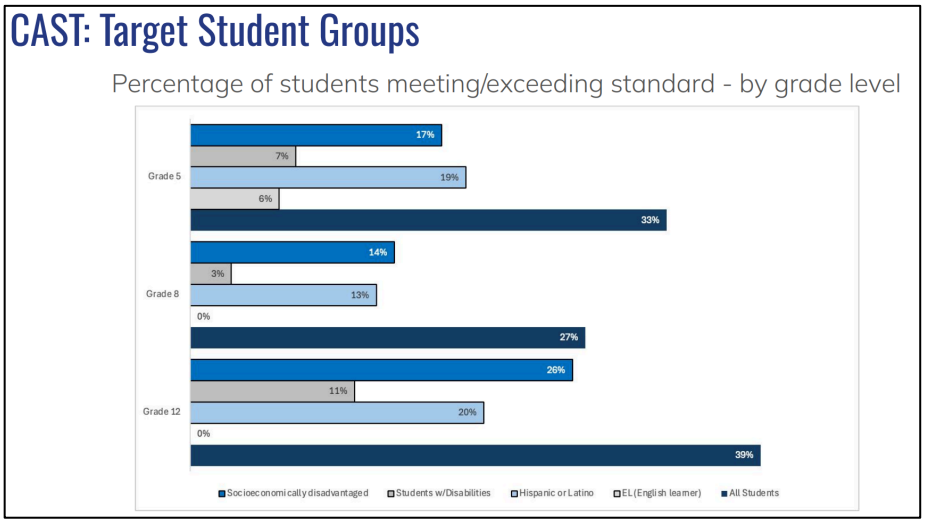
Dr. Hew discussed the science data, noting that results will be included in the district's new dashboard, to be released later this month. She explained that science tests assess students' understanding of material learned over several years. Elementary students take the test in 5th grade, covering grades 3-5; middle school students take it in 8th grade, covering grades 6-8; and high school seniors take it after studying various science subjects. Dr. Hew highlighted that some schools had low scores (marked in red), but many students are nearing the standard (yellow), with the goal of moving them into the "met" category.



California Science Test Target Student Groups

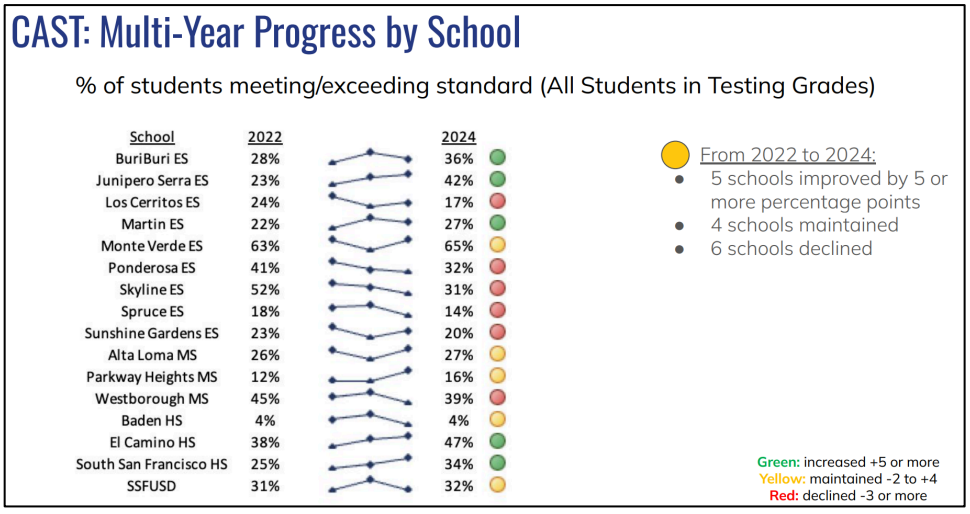
Dr. Hew then highlighted the performance of target student groups, including socioeconomically disadvantaged students, students with

disabilities, Hispanic students, and English Language Learners (ELLs). She pointed out that similar to the patterns seen in ELA and Math, there are noticeable gaps in performance between these groups and the overall student population. These disparities are a key focus for improvement.



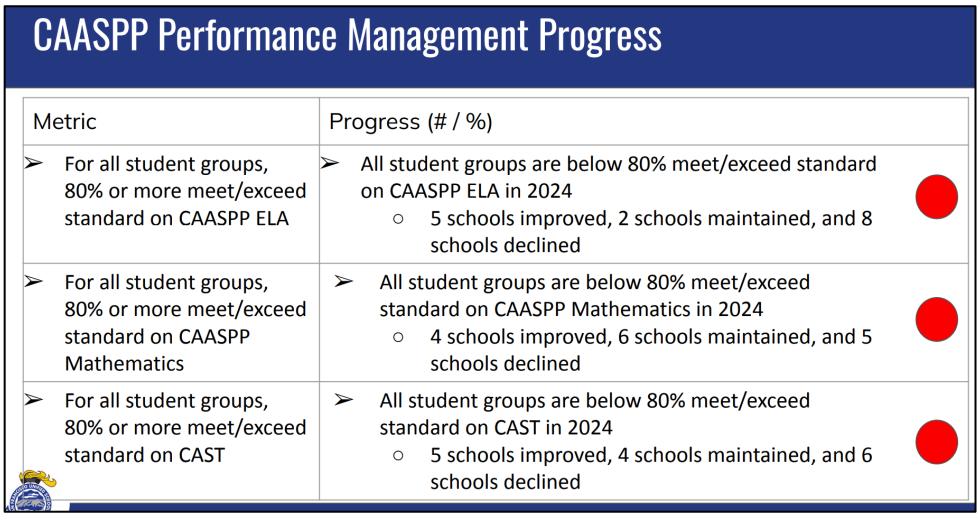
California Science Test Mid-Year Progress by School

Dr. Hew provided an overview of the multi-year progress, comparing the CAST results from Spring 2022 to Spring 2024. This analysis showed how the district's performance in science has evolved over the past two years.



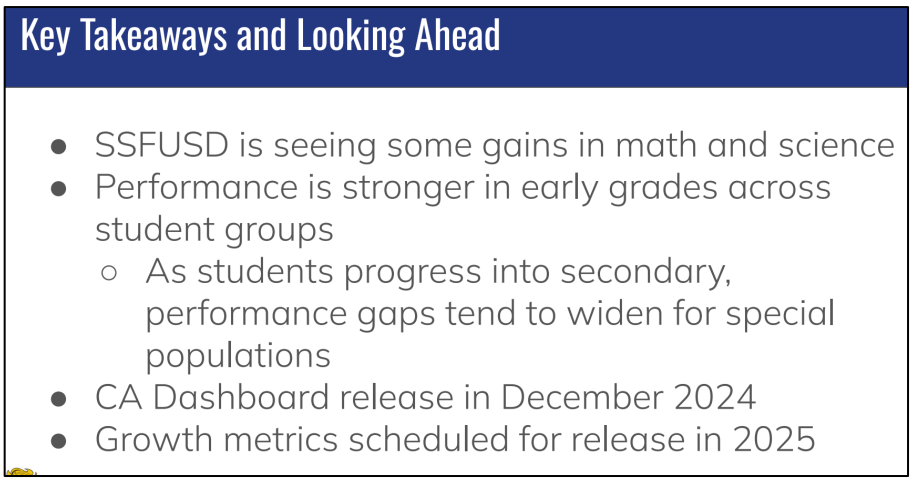
She shared the aim is for at least 80% of students to meet or exceed the standard in both ELA and Math across all tested grade levels. While the district has not yet reached this target, there has been progress. Some schools and student groups are making

improvements. Dr. Hew emphasized that continued efforts, such as the strategies shared by the principals earlier, are helping to support classroom learning and move the district closer to its goals.



Key Takeaways

Dr. Hew concluded with key takeaways. The district is seeing gains in Math and Science, largely due to the focus on academic discourse and math reasoning, which has had a positive impact on student performance. Academic discourse, the practice of writing and communicating reasoning, is emphasized across all subjects, including ELA, Math, and Science, and students are given opportunities to practice these skills, which should reflect in future results. In the early grades, the district sees stronger performance in Science (CAST), but as students progress through the system, performance gaps tend to widen, particularly for students with disabilities and English learners. Looking ahead, the California School Dashboard will be publicly released next week, which will include updates on Science and new student groups like English learners. Additionally, in 2025, the state will release growth metrics to track how students are progressing in ELA and Math based on three years of data, after a delay due to inconsistent testing during the COVID pandemic. Dr. Hew mentioned the district will continue to analyze this data as it becomes available.



Trustee Hsieh thanked Dr. Hew for the clear presentation and transparency. She asked about the decline in math performance from 3rd grade to 11th grade and what interventions are being considered to address this. Dr. Hew explained that as students progress, math problems become more complex, and they are expected to not only solve problems but also set up equations and communicate their reasoning. This increased complexity is reflected in the tests. The district is focusing on strengthening math reasoning and communication through the math pilot program and aligning the curriculum to better prepare students for these challenges.

Trustee Murray thanked Dr. Hew for the report, emphasizing the importance of gathering data to understand where the district stands and where it wants to go. She expressed appreciation for the progress being made.

Trustee Richardson thanked Dr. Hew for the insightful report and asked about the sequence of math courses, specifically whether students take both Geometry and Algebra II. Dr. Hew confirmed that students typically take Algebra I, followed by Geometry, and then Algebra II, with some advanced students starting Geometry before high school. By 11th grade, most students have completed both Algebra I and Geometry and are in Algebra II. Trustee Richardson also shared her excitement after observing the math pilot program at one of the schools. She was impressed by how the new math approach helped students communicate with each other and solve problems, which also supported their socialization. She appreciated seeing learning come alive in such a practical way and expressed how the experience left a lasting impression on her. Dr. Hew acknowledged the connection between math and science skills, noting that the math curriculum helps students transfer these skills to science tasks like data analysis.

President Lujan addressed Mr. Harris after he mentioned he had a question about Dr. Hew's presentation. She explained that, since he had already spoken during the meeting's public comments, he couldn't speak again, but encouraged him to email his questions to the board. President Lujan assured Mr. Harris that staff would respond to his inquiries and that his questions would be answered.

President Lujan then thanked Dr. Hew for the transparent presentation, acknowledging that while some of the data might not be ideal, there are positive aspects. She emphasized the importance of understanding both the current state and the reasons behind it in order to make progress. She expressed appreciation for the work being done and for the quality of the presentation.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. 2025 General Obligation Bond Refunding

Assistant Superintendent Ted O introduced the presentation on bond refunding, highlighting the district's efforts as responsible stewards of public funds. He noted that the purpose of the refunding is to reduce debt service payments on existing bonds, resulting in taxpayer savings. He welcomed Ms. Makiko Sato from the National Advisor of ISAM Advisors and Ms. Katherine Jacobson from RBC Capital Markets.

History of Bonds

Ms. Sato thanked Assistant Superintendent Mr. O, the Board of Trustees, Dr. Moore, Cabinet members, and the South San Francisco Unified School District community for the opportunity to present. She began by providing an overview of the district's bond history. She mentioned that district voters have approved three bond measures: one in 1997, another in 2010, and the most recent in 2022. Ms. Sato highlighted that the 1997 bonds have been fully repaid and emphasized the consistent, strong support from the community for these measures. Focusing on the 2022 Measure T, Ms. Sato explained that voters approved $436 million in funding, with $286 million in authorized but unissued bonds still available. However, she clarified that the discussion for the evening was not about issuing new bonds

from Measure T. Instead, the focus was on exploring opportunities to refinance the district's existing bonds to achieve taxpayer savings.

History of Bond Authorizations

District voters have approved three bond measures

South San Francisco USD

Election Date	Authorized Amount	% Support	Final Repayment
June 1997	$40,000,000	74.6% (66.7% required)	2023
November 2010	$162,000,000	77.5% (55.0% Required*)	2041
November 2022	$436,000,000	63.6% (55.0% Required)	2056 (projected)

Source: Ed-Data

* Unified school districts must be able to project that tax rates under ***each*** Proposition 39 bond authorization will be at or below $60 per $100,0000 in assessed value.
* The bond program tax rates associated with the 2022 Measure T authorization have been lower than the $60 per $100,000 in assessed value projection provided to voters at the time of approval.
* There is $286 million in authorized but unissued bonds remaining under the 2022 Measure T authorization.

<u>Outstanding Bonds</u>

Ms. Sato continued sharing all of the outstanding bonds for the district. She explained that there are four series of bonds. The first series is set to be completely repaid next year, so it's very short-term. She pointed out that the second series, which is bolded on the slide presentation, will be eligible for refunding in September 2025. She noted that the other two series of bonds won't be eligible for refunding for a few more years.

Outstanding Bonds

Approximately $287.8 million in outstanding bonds

South San Francisco USD

- The District currently has approximately $287.8 million in general obligation bonds outstanding.

Dated Date	Series	Call Date	Original Par Amount	Outstanding (November 2024)
6/24/2015	2016 General Obligation Bonds (Measure J), Series B	N/A	$26,000,000	$570,766
6/21/2016	**2016 General Obligation Bonds (Measure J), Series C**	**9/1/2025**	**$128,999,061**	**$123,500,741**
1/26/2022	2022 General Obligation Refunding Bonds	9/1/2032	$26,425,000	$25,715,000
4/26/2023	General Obligation Bonds, Election of 2022, Series 2023	9/1/2031	$150,000,000	$138,000,000

*The District also issued seven series of bond anticipation notes (BANs) under the guidance of the prior financial advisor. The 2011 BANs, Series A and Series B were repaid from the proceeds of the 2012 General Obligation Bonds (Measure J), Series A and the 2012 BANs, Series C were repaid from the proceeds of the 2015 General Obligation Bonds (Measure J), Series B. The remaining four BANs were repaid from the proceeds of the 2016 General Obligation Bonds (Measure J), Series C.

Refunding Opportunity

Ms. Jacobson presented on the financial aspects of the bond refinancing. She explained that the district is exploring the opportunity to refinance outstanding bonds to take advantage of potentially lower interest rates, with the goal of passing savings onto the community through reduced tax payments. Specifically, the bonds issued in 2016 will become eligible for refinancing in September of 2025.

Ms. Jacobson outlined a proposal for an approach known as "forward delivery," which involves locking in interest rates as early as January 2025, even though the bonds cannot be closed until June 2025. This early lock-in comes with a slight premium, approximately 0.3%, to account for the extended period of market risk investors face. She noted that while this premium represents a cost, it also provides certainty in a highly unpredictable market, particularly given recent market volatility and last week's election.

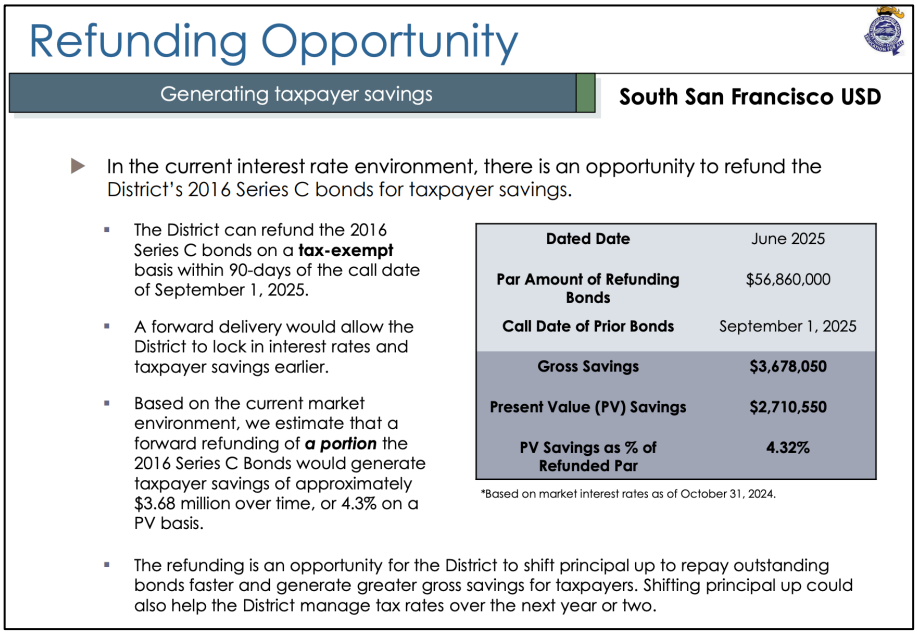
The potential taxpayer savings under current market conditions amount to $3.7 million. When adjusted to present value, that equates to $2.7 million. Ms. Jacobson emphasized that the savings exceed the typical 3% threshold that financial guidance suggests as a minimum for proceeding with refunding, with this proposal offering 4.32%.

She cautioned that these figures depend on interest rates remaining favorable between now and January. She also highlighted an additional potential benefit: refinancing could allow the district to pay off some principal amounts sooner than originally scheduled. While this scenario is not included in the current savings projections, it could further increase the community's savings and help manage the overall tax rate.

Ms. Sato added to the discussion by clarifying details about the refunding proposal. She noted that the refunding will involve a par amount of up to $70 million. Previously, the total outstanding bonds were reported at approximately $123 million. The discrepancy arises because the district analyzed each bond maturity individually to identify those with a viable refunding opportunity.

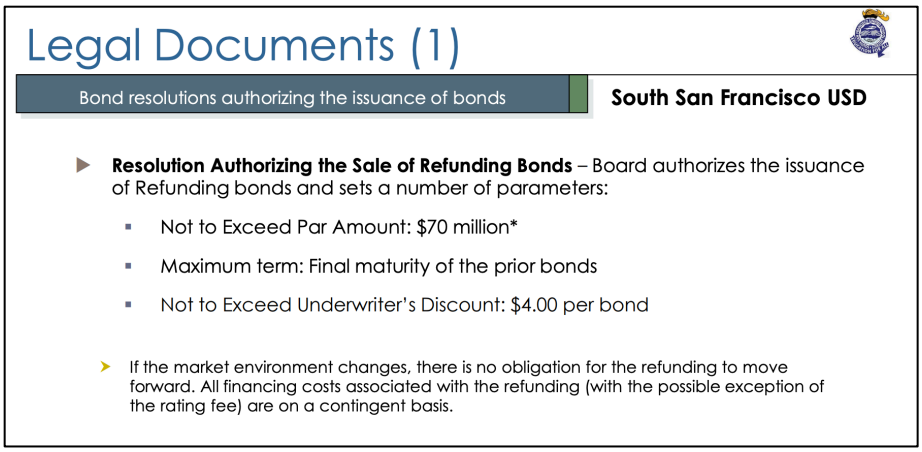
Ms. Sato emphasized that bonds already locked in at lower interest rates than what can be secured today are excluded from the refunding process. This selective approach ensures

that only bonds with potential cost savings are included in the refinancing effort.

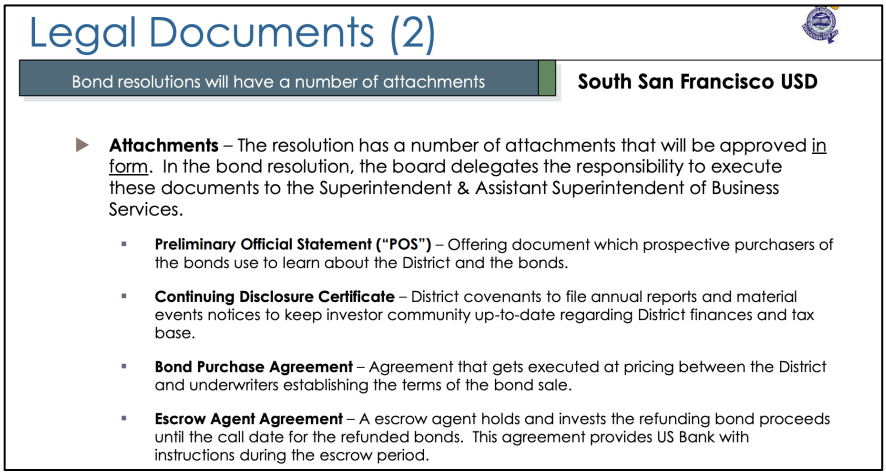


Legal Documents

Ms. Sato explained that the board is being asked to consider a resolution authorizing the sale of refunding bonds, with parameters including a maximum of $70 million, a repayment term limit, and a cap of $4 per bond for underwriter compensation. She emphasized that even if the board approves the bonds tonight, the district is not obligated to proceed if market conditions change. If Dr. Moore and Mr. O determine that the savings are no longer sufficient, the refunding will not move forward.

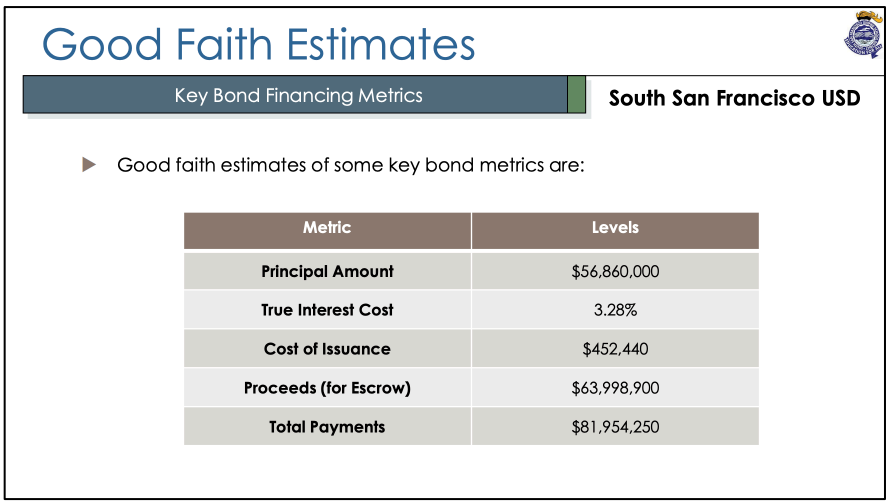


Ms. Sato mentioned that the board packet contained a large number of documents, with the most important being the preliminary official statement. This document serves as the main disclosure to investors at the time of pricing. All of the documents are being approved in draft form, meaning that as the process moves forward, Dr. Moore and Mr. O will finalize them after pricing.



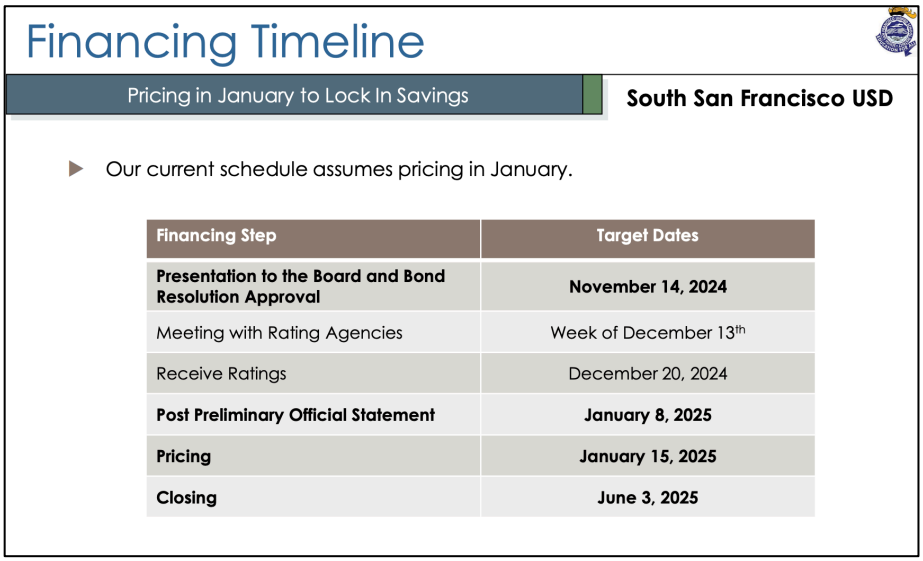
Good Fath Estimates

Ms. Jacobson explained that the resolution requires providing the board and community with good faith estimates regarding the borrowing cost of the debt. She clarified that while the not-to-exceed principle is $70 million, the realistic estimate for today is approximately $56 to $57 million in principal. The current borrowing rate is 3.28%, and the total cost of issuance is estimated at $450,000, which has already been factored into the savings. Regarding total repayment, debt remains at just over 3%, with an estimated total repayment of $82 million. This means for every dollar borrowed, the repayment is about $1.50, or approximately 50 cents for every dollar borrowed.



Financing Schedule

Ms. Jacobson concluded by outlining the financing schedule. She mentioned that if the resolution is approved, district staff will meet with credit rating agencies in December to prepare for the new year. The goal is to lock in interest rates by mid-January, with the bond sale and closing expected to occur in early June.



Trustee Richardson thanked Ms. Sato and Ms. Jacobson for the clear presentation. She inquired about the actual amount to be refunded, referring to page 4 of the presentation. Ms. Jacobson clarified that the amount of old bonds included in the figures is $62.7 million, and the new bonds to be sold would total $56.8 million, which would reduce the outstanding debt by $8 to $10 million. Trustee Richardson also asked

about the timeline for refunding the current bond, which was initially $150 million. Ms. Sato explained that typically, there is a 10-year period before bonds become eligible for refunding or refinancing. Trustee Richardson expressed her appreciation for the clarification.

President Lujan thanked Ms. Sato and Ms. Jacobson for their informative presentation and expressed appreciation for their diligent monitoring of the markets and for taking good care of the district.

ACTION

BUSINESS SERVICES

a. Resolution No. 24-54 for the Sale and Issuance of General Bond Refunding Opportunity.

MOTION #70 (Murray/Richardson) to adopt Resolution #24-54: For the sale and issuance of General Bond Refunding Opportunity. (AYES: Hsieh, Murray, Richardson, Lujan; NOES: None). Motion Carried with waiver of the reading. (Unanimous)

P. CONSENT AGENDA:

MOTION #71 (Murray/Hsieh) to approve Item 1a, Minutes of the October 10, 2024 Regular Board meeting; Item 1b, Minutes of the October 17, 2024 Special Board meeting; Item 1c, Minutes of the October 24, 2024 Community Forum; Item 2a, Permission for SSFHS Girls Wrestling Team students to travel to Corona, CA, December 26 – 28, 2024; Item 2b, Permission for SSFHS Boys Wrestling Team students to travel to Aptos, CA, December 27 – 28, 2024; Item 2c, Permission for SSFHS Boys Wrestling Team students to travel to Sacramento, CA, January 10 – 11, 2025; Item 2d, Permission for SSFHS Girls Wrestling Team students to travel to Napa, CA, January 10 – 11, 2025; Item 2e, Permission for SSFHS Boys Wrestling Team students to travel to Fountain, CA, January 16 – 18, 2025; Item 2f, Permission for ECHS Advanced Dance students to travel to New York City, March 31, 2025 – April 5, 2025; Item 2g, Permission for staff to attend the California Science Education conference (CASE) in Sacramento, CA, November 7 – 9, 2024; Item 2h, Permission for staff to attend the University City for Educational Administration (UCEA) convention in Los Angeles, CA, November 20-23, 2024; Item 2i, Permission for staff to attend the California Math Council Conference in Pacific Grove, CA, December 6 – 8, 2024; Item 2j, Permission for staff to attend the California Association of Directors of Activities (CADA) convention in San Diego, CA, February 25, 2025 – March 1, 2025; Item 3a, Purchase Order Listing, September 1 - 30, 2024; Item 3b, Warrant Register, September 1 - 30, 2024; Item 3c, Cash Receipts, September 1 - 30, 2024; Item 3d,

Declaration of surplus items; Item 3e, Gifts to the District, October 2024; Item 3f, Fundraising events for the 2024-25 school year; Item 3g, Professional services agreements under $25,000. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

a. Update on Safe School Plans

Director Sebers updated the Board on the annual certification process for school safety plans, noting that all schools have completed and submitted their plans for review. After thorough evaluation, the plans were sent to the San Mateo County Education and Schools Division for final review. Once feedback is received, necessary revisions will be made. He also reminded the Board that the plans are now stored on the Document Tracking System (DTS), with a public section on protocols and school climate, and an internal section on emergency procedures. Director Sebers certified that the district meets all required standards.

ACTION *(continued)*

1. ADMINISTRATION

a. Childcare CCTR Contract and Resolution No. 24-55

MOTION 72 (Murray/Hsieh) To approve the Childcare CCTR contract and the adoption of Resolution #24-55: Authorizing designated District personnel to sign contract documents for FY2025-26. (AYES: Hsieh, Murray, Richardson, Lujan; NOES: None). Motion Carried. (Unanimous)

b. Approval of District's Updated Board Bylaws and Policies

President Lujan thanked the committee for all the work they are doing.

MOTION #73 (Murray/Hsieh) to approve the following District's new or updated board bylaws and policies and waive a second reading. Motion Carried. (Unanimous)

1. BP 0410 - Nondiscrimination in District Programs and Activities

2. BP 1312.2 - Complaints Concerning Instructional Materials
3. BP 1312.3 - Uniform Complaint Procedures
4. BP 5145.3 - Nondiscrimination/Harassment
5. BP 6143 - Courses Of Study
6. BP 6161.1 - Selection and Evaluation of Instructional Materials
7. BP 6161.11 - Supplementary Instructional Materials
8. BP 6163.1 - Library Media Centers

2. EDUCATIONAL SERVICES

a. Approval of the K-12 Strong Workforce program Grant for CTE programs

MOTION #74 (Murray/Hsieh) to approve the K-12 Strong Workforce program grant for CTE Programs. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Approval of the MOU with the California State University (CSU) for the Employment of Students with Intern Credentials for the 2024-2027 School Year

MOTION #75 (Richardson/Murray) to approve the MOU with CSU for the employment of students with intern credentials for SY 2024-27. Motion Carried. (Unanimous)

b. Approval of the MOU with the California State University (CSU) for Unpaid Internship Placements of University Students for the 2024-2027 School Year

MOTION #76 (Richardson/Hsieh) to approve the MOU with CSU for unpaid internship placements of University students for SY 2024-27. Motion Carried. (Unanimous)

c. Approval of the MOU with Notre Dame de Namur University (NDNU) for the Employment of Students with Intern Credentials for the 2024-2029 School Year

Trustee Richardson inquired if this was the first year partnering with Notre Dame. Assistant Superintendent Hannon said it was not.

MOTION #77 (Murray/Hsieh) to approve the MOU with NDNU for the employment of students with intern credentials for SY 2024 29. Motion Carried. (Unanimous)

d. Approval of the MOU with Notre Dame de Namur University (NDNU) for Unpaid Internship Placements of University Students for the 2024-2029 School Year

MOTION #78 (Hsieh/Murray) to approve the MOU with NDNU for unpaid internship placements of university students for SY 2024-29. Motion Carried. (Unanimous)

e. Approval of the MOU with University of San Francisco (USF) for the Employment of Students with Intern Credentials for the 2024 2025 School Year

MOTION #79 (Murray/Hsieh) to approve the MOU with USF for the employment of students with intern credentials for SY 2024-25. Motion Carried. (Unanimous)

f. Approval of the MOU with University of San Francisco (USF) for Unpaid Internship Placements of University Students for the 2024-2025 School Year

MOTION #80 (Richardson/Murray) to approve the MOU with USF for unpaid internship placements of university students for SY 2024-25. Motion Carried. (Unanimous)

g. Approval of the Strategic Plan Empowered Educators Talent Pipeline Partnerships Program for the 2025-2026 School Year

MOTION #81 (Richardson/Murray) to approve the Strategic Plan Empowered Educators Talent Pipeline Partnerships Program for the 2025-2026 School Year. Motion Carried. (Unanimous)

h. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for Elementary Science Instructional Innovator Cohort

MOTION #82 (Richardson/Murray) to approve the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for Elementary Science Instructional Innovator Cohort. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

b. Approval of Change Order #6 on the HVAC Project Package B and Adoption of Resolution No. 24-53

A motion was initially made and acted upon. After realizing that a roll call was required for the resolution, Trustee Hsieh amended her original motion and restated her motion to waive the reading of the resolution and allow for a roll call vote.

MOTION #83 (Hsieh/Richardson) to approve Change Order #6 project package B, project #16-23 with E.F. Brett and Company in the amount of $46,275.00 and adoption of Resolution #24-53: Declaring the Futility Bidding of Additional Construction Work. (AYES: Hsieh, Murray, Richardson, Lujan; NOES: None). Motion Carried with a waiver of the reading. (Unanimous)

c. Approval of Change Order #4 on the HVAC Project Package A

MOTION #84 (Murray/Hsieh) to approve Change Order #4 project package A, project #15-23 with E.F. Brett and Company in the amount of $2,424.00. Motion Carried. (Unanimous)

d. Approval of Agreement with Underwood & Rosenblun, Inc. for Topographic Surveying Services Under the Measure T Bond Program

Trustee Richardson inquired about the necessity of conducting a topography assessment. Director Lori Shelton, responded and explained that the topography survey is essential to understand the location of underground utilities, such as sewer and plumbing lines, which aids in mapping out the information necessary for project assessments. Trustee Richardson expressed gratitude for Director Shelton's thorough work, noting the unprecedented level of scrutiny and proper procedures being applied to the facilities and President Lujan thanked Director Shelton for her efforts.

MOTION #85 (Murray/Hsieh) to approve the agreement with Underwood & Rosenblun, Inc. for topographic surveying services for the El Camino High School Modernization Project under the Measure T Bond program in the amount of

$28,000.00. Motion Carried. (Unanimous)

e. Approval of Amendment #3 to the Agreement with Hamilton + Aiken Architects for the El Camino High School Central Kitchen Project Under the Measure T Bond Program

MOTION #86 (Richardson/Hsieh) to approve amendment #3 to the agreement with H+A Architects for additional cost estimating services for the El Camino High School central kitchen project in the amount of $29,150.00. Motion Carried. (Unanimous)

f. Approval of Proposal with Plum Architects for Services on the Special Education Classroom Alteration Project at El Camino High School

MOTION #87 (Murray/Hsieh) to approve the Proposal with Plum Architects for architectural services for the El Camino High School Special Education classroom alteration project in the amount of $42,100.00. Motion Carried. (Unanimous)

g. Approval of Amendment #1 to the Agreement with BKF Engineers, Inc. for the Los Cerritos Elementary School Modernization Project Under the Measure T Bond Program

MOTION #88 (Hsieh/Richardson) to approve Amendment #1 to the agreement with BKF Engineers, Inc. for the additional land survey services for the Los Cerritos Elementary school modernization project in the amount of $9,500.00. Motion Carried. (Unanimous)

h. Approval of Proposal with American Asphalt Repair & Resurfacing Co., Inc. for Asphalt Repairs and Replacement at Hillside

MOTION #89 (Murray/Hsieh) to approve the Proposal with American Asphalt for the asphalt repairs and replacement at the Hillside site in the amount of $59,650.00. Motion Carried. (Unanimous)

i. Approval of Proposal with Raposo Engineering, Inc. for Asphalt Repairs and Replacement at Martin Elementary

MOTION #90 (Murray/Richardson) to approve the Proposal with Raposo Engineering for the asphalt repairs and

replacement at Martin Elementary school in the amount of $40,750.00. Motion Carried. (Unanimous)

j. Approval of Proposal with Siemens Industry, Inc. for the New Fire Alarm Panel at El Camino High School

MOTION #91 (Richardson/Murray) to approve the Proposal with Siemens for the new fire alarm panel at El Camino High school in the amount of $69,985.00. Motion Carried. (Unanimous)

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

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

December 12, 2024

- Presentation teaching and learning - Parkway Heights MS
- 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

January 23, 2025

- Presentation teaching and learning – Los Cerritos ES
- Presentation – Children's Center
- Recognition for outgoing Student Trustee Wong
- Presentation on audited actuals report for the fiscal year ended June 30, 2024
- Presentation LCAP
- Williams report for 4th quarter ending 12/31/24
- Resolution honoring African American History Month (February)

February 13, 2025

- Presentation teaching and learning – Monte Verde MS
- Introduction of new Student Trustee Harsana
- Presentation on Performance Management - Special Education

- Approval of DTS contract for 2025-26
- Approval of implementation of Science for Scientists for 2025-26
- Update on Governor's 2025-26 budget proposal
- Approval of 2024 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2025 Summer School Programs

February 27, 2025

- Presentation teaching and learning - Martin ES
- Presentation on Performance Management - English Learners
- Presentation on supplement to the annual LCAP update for 2025-26
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- 2025 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2025-26

SUMMARY OF BOARD DIRECTIVES - None

GOOD AND WELFARE

Trustee Murray thanked the community for re-electing her to office and expressed her appreciation. She also wished everyone a Happy Thanksgiving.

Trustee Hsieh wished everyone a Happy Thanksgiving.

Trustee Richardson shared her excitement about South San Francisco High School winning the bell for the second time against El Camino who had it four times. She visited Monte Verde Elementary with Dr. Moore and visited the assembly where Principal Mirt was involved and songs being played. She noted she also visited the newly renovated bathroom, which had greatly improved since the pandemic. Additionally, she mentioned that she voted last Tuesday and visited Principal Rossi De Campos' school the following day, where they toured classrooms and were treated to a music performance by students playing a variety of instruments. She also attended the Dia de los Muertos celebration organized by Mr. Cruz, packed with parents and families. She ended by praising Ms. Saelaw's math class, noting how engaged the students were and how well the program is going.

President Lujan expressed gratitude for the community and dedicated staff, highlighting their hard work and support for students and families. She commended the significant efforts reflected in the agenda, particularly the numerous items passed in human resources and business services. President Lujan concluded by wishing everyone a reflective Thanksgiving.

ADJOURNMENT – 9:52 PM

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

James Lothschutz, Principal, South San Francisco High School

DATE: December 12, 2024

RE: Approval for SSFHS to hire a professional consultant to conduct a dance workshop for students on campus from February 3 – 7, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

South San Francisco High School boasts a vibrant and dynamic Ballet Folklórico program led by Mr. Martin Cruz. As part of this thriving initiative, Mr. Cruz is excited to welcome Professor Kevin Andres Gutierrez Cañas, a highly experienced Colombian Folklórico dance instructor with eight years of expertise in this art form. Professor Gutierrez Cañas, a renowned professional artist in folkloric dance, will join the program as a Special Guest Artist.

From Monday, February 3 to Friday, February 7, 2025, Professor Gutierrez Cañas will collaborate closely with the South San Francisco High School Folklórico Dance Program, offering lectures and workshops for students at the Beginning, Intermediate, and Advanced levels during school hours. In addition, he will conduct special after-school workshops for more advanced students, providing them with the opportunity to deepen their skills and knowledge of this rich cultural dance tradition.

During these workshops and lectures, Professor Gutierrez Cañas, will have the privilege of teaching all participants in the SSFHS Folklórico Dance Program a diverse array of steps, routines, and choreographies. Additionally, he will provide an in-depth exploration of the cultural and historical significance behind various Colombian dance styles, including Cumbia, Bambuco, and Mapalé.

As a result of these sessions, the Folklórico Dance Program at South San Francisco High School will not only deepen its understanding of these vibrant traditions but will also enhance and expand its already impressive repertoire of dances.

FISCAL IMPLICATIONS:

The financial expenses for inviting Professor Kevin Andres Gutierrez Cañas will be fully covered by the CTEIG grant. This will include transportation, lodging, meals, and artist compensation, with an estimated total cost of $4,670.00.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the consulting services of Professor Kevin Andres Gutierrez Cañas, Colombian Folklórico Dance Instructor, to lead professional workshops for SSFHS students during the week of February 3–7, 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: December 12, 2024

RE: Approval for Staff Travel to Palm Springs, CA to Attend Spring CUE Conference, March 20-22, 2025

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒**Goal 1:** Exceptional Instruction
☐**Goal 2:** Engaged Students
☐**Goal 3:** Purposeful Partnerships
☒**Goal 4:** Empowered Educators
☐**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

CUE, Computer-Using Educators, is a nonprofit educational corporation founded in 1978. CUE transforms teaching by connecting educators with ideas, resources, and each other to use technology to prepare all students to succeed in a rapidly changing world. Educational Technology TOSAs Genevieve Chan and Leah Lents request approval to attend this conference and bring a team of 8 additional educators from the Technology Teacher Leadership Team. Attending this conference will provide invaluable insights into the latest advancements in educational technology, empowering educators to integrate cutting-edge practices into our classrooms. Through targeted professional development sessions, attendees will gain practical strategies to foster digital literacy, manage data privacy, and create engaging, tech-enabled learning environments for their students. This conference also offers unique networking opportunities to exchange best practices with other forward-thinking educators, enhancing our ability to implement these strategies district-wide to support improved student engagement and outcomes. This conference directly aligns with SSFUSD's Graduate Aim, "Navigate," as defined in our Portrait of a Graduate framework. The Technology TLT has been working to develop a TK-12 scope and sequence aligned to the "Navigate" learner progressions, ensuring students develop fluency with current technologies to meet their needs, solve problems, and prepare for a digitally driven future. Staff who attend this conference will bring back innovative teaching

strategies and applications for technology policies and practices to share with colleagues and integrate into instruction, fostering a tech-savvy and adaptable staff and student body.

FISCAL IMPLICATIONS:

Estimated costs for 10 staff members to attend the CUE Conference:

Item	$ / per person	Total for 10 people
Registration fee (non-member)	$490 (Early bird pricing ($440) before Dec 31)	$4,400
Hotel (x 3 nights, + tax and fees)	$310 x 3 nights = $930 16.7% taxes/fees = $1,085.31	$10,853.10
Transportation (air roundtrip, estimated)	$238.00	$2,380
Food	Breakfast $15 x 3 = $45 Lunch $20 x 3 = $60 Dinner $35 x 2 = $70	$1,750
Estimated Subtotal	**$1,938.31**	**$19,383.10**

Total Estimated Costs: $19,383.10

Educator Effectiveness funds (MGMT: 341) will be utilized to cover conference costs.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the proposal for 10 staff members to attend the Spring CUE conference in Palm Springs, CA from March 20-22, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Briano, Principal, El Camino High School

DATE: December 12, 2024

RE: Permission for the El Camino High School Boys Wrestling Team to travel to Clovis, CA on December 19 – 21, 2024

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☐**Goal 3:** Purposeful Partnerships
☐**Goal 4:** Empowered Educators
☐**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

The purpose of this trip on December 19 – 21, 2024, is to participate in a wrestling tournament hosted by Buchanan High School, 1450 Herndon Ave, Clovis, CA. The team, 7 male students, along with Coach Japheth Aquino, who will serve as the chaperone, will leave Thursday, December 19, 2024 and return on Saturday, December 21, 2024. The group will stay at the University Square Hotel, 4961 N Cedar Ave, Fresno, CA 93726 and will travel by district van.

FISCAL IMPLICATIONS:

The ECHS Wrestling team will cover the cost for tournament fees and the district van. 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 approve the ECHS Boys Wrestling Team to travel to Clovis, CA, December 19 – 21, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Briano, El Camino High School Principal

DATE: December 12, 2024

RE: Permission for the El Camino High School Wrestling Team to travel to Chico, CA on January 3 – 4, 2025

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☐**Goal 3:** Purposeful Partnerships
☐**Goal 4:** Empowered Educators
☐**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

The purpose of this trip on January 3 – 4, 2025, is to participate in a wrestling tournament hosted by Chico High School, 901 Esplanade, Chico, CA. The team, between 4 -7 male students, along with Coach Japheth Aquino, who will serve as the chaperone, will leave Friday, January 3, 2025 and return on Saturday, January 4, 2025. The group will stay at the Heritage Inn Express Chico, 725 Broadway St, Chico, CA, 95928 and will travel by district van.

FISCAL IMPLICATIONS:

The ECHS Wrestling team will cover the cost for tournament fees and the district van. 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 approve the ECHS Boys Wrestling Team to travel to Chico, CA, January 3 – 4, 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

James Briano, Principal, El Camino High School

DATE: December 12, 2024

RE: Permission for the El Camino High School Boys Wrestling Team to travel to Sacramento, CA on January 9 – 11, 2025

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☐**Goal 3:** Purposeful Partnerships
☐**Goal 4:** Empowered Educators
☐**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

The purpose of this trip on January 9 – 11, 2025, is to participate in a wrestling tournament hosted by the Tim Brown Memorial, at the Sacramento Memorial Auditorium, Sacramento, CA. The team, between 4 - 7 male students, along with Coach Japheth Aquino, who will serve as the chaperone, will leave Thursday, January 9, 2025 and return on Saturday, January 11, 2025. The group will stay at the Midtowner Hotel, by Best Western,1319 30th St, Sacramento, CA, 95816 and will travel by district van.

FISCAL IMPLICATIONS:

The ECHS Wrestling team will cover the cost for tournament fees and the district van. 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 approve the ECHS Boys Wrestling Team to travel to Sacramento, CA, January 9 – 11, 2025.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

CERTIFICATED CONTRACT 2024-2025

Souva, Bonnie, will be placed at The Special Education Department on a Probationary contract effective November 1, 2024. Salary placement F – 3

ASSIGNMENT ADJUSTMENT 2024-2025

Flores, Daniel, a Counselor at South San Francisco High School, from 1.0 FTE to 1.2 FTE
Gretter, Julia, a Teacher at Skyline Elementary School, from 0.5 FTE to 0.6 FTE
Natoli, Lisa, a Teacher at Parkway Heights Middle School, from 1.2 FTE to 1.0 FTE
Cabral, Jonah, a Teacher at Westborough Middle School, from 1.0 FTE to 1.0846 FTE

UNPAID LEAVE OF ABSENCE

Bark, Amanda, a School Psychologist at Junipero Serra Elementary School, effective January 24, 2025 through January 28, 2025

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Laasal Chaaban, Nadia, Paraprofessional II – Special Education, Martin Elementary School, 6.0 hours per day, Range 29, Step 1, effective October 7, 2024.

Mendoza, Rayline, Campus Security, Parkway Heights Middle School, 5.0 hours per day, Range 29, Step 3, effective October 8, 2024.

Riessen, Zachary, Painter, District Office, 8.0 hours per day, Range 46, Step 5, effective October 10, 2024.

Chan, Rose, Paraprofessional I, Buri Buri Elementary School, 6.0 hours per day, Range 25, Step 2, effective October 10, 2024.

Martha, Jamileh, Paraprofessional I, Los Cerritos Elementary School, 6.0 hours per day, Range 25, Step 4, effective October 15, 2024.

Gutierrez, Robert, Grounds Maintenance Worker, District Office, 8.0 hours per day, Range 38, Step 4, effective October 15, 2024.

Martinez, Alyzza, Paraprofessional I - Bilingual, Parkway Heights Middle School, 6.0 hours per day, Range 25, Step 3, effective October 15, 2024.

Kakkar, Manni, Budget Technician, District Office, 7.5 hours per day, Range 42, Step 4, effective October 28, 2024.

Alolor, Laurice, Paraprofessional I – Special Education, Sunshine Gardens Elementary School, 6.0 hours per day, Range 26, Step 4, effective October 30, 2024.

Chen, Sabrina, Paraprofessional II – Special Education, Skyline Elementary School, 6.0 hours per day, Range 29, Step 3, effective November 12, 2024.

Chong, Sim, Custodian I, South San Francisco High School, 8.0 hours per day, Range 33, Step 2, effective November 20, 2024.

TRANSFER

Perez, Alicia, Paraprofessional I – Special Education, from Spruce Elementary School to Alta Loma Middle School, 6.0 hours per day, Range 26, Step 5, effective November 4, 2024

RESIGNATION

Cruz Ramirez, Jasmine, Paraprofessional I - Bilingual, Spruce Elementary School, 4.0 hours per day, Range 25, Step 5, effective August 1, 2024.

RETIREMENT

Linnell, Sandra, Paraprofessional I - Childcare, Skyline Elementary School, 3.0 hours per day, Range 25A, Step 5, effective September 30, 2024.

Hitchcock, Rosanne, School Community Liaison, District Office, 7.5 hours per day, Range 32, Step 5, effective December 30, 2024.

Ortiz, Teresa, School Community Liaison, Spruce Elementary School, 7.5 hours per day, Range 32A, Step 5, effective December 30, 2024.

Villar, Cynthia, School Administrative Assistant I, Adult Education, 7.5 hours per day, Range 39A, Step 5, effective December 30, 2024.

Xie, Zebo, Custodian I, El Camino High School, 8.0 hours per day, Range 33, Step 5, effective January 6, 2025.

INCREASE IN HOURS

Guerrero, Claudia Estella, Paraprofessional I - Bilingual, Parkway Heights Middle School, 5.0 to 6.0 hours per day, Range 25, Step 4, effective August 15, 2024.

TEMPORARY INCREASE IN HOURS

Barcelata Long, Maria, School Community Liaison - Child Development Program, Children's Center, 6.5 to 7.5 hours per day, Range 32A, Step 5, effective August 12, 2024 through May 30, 2025.

TEMPORARY OUT OF CLASS PAY

Goenawan, Emilia, Acting Nutrition Services Lead I, District Office, 6.0 hours per day, Range 34H, Step 4, effective September 5, 2024 until through September 12, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: December 12, 2024

RE: Provisional Internship Permit, Guillermo Mejia, Social Science Teacher, Parkway Heights Middle School

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The Provisional Internship Permit (PIP) allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

Guillermo Mejia is currently in the process of applying to a credentialing program. A PIP will allow Mr. Mejia time to meet the requirements necessary to enroll in the preliminary credential program and begin working towards his single subject credential.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the PIP. There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the PIP for Guillermo Mejia, certificated employee at Parkway Heights Middle School retroactive to September 30, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: December 12, 2024

RE: Provisional Internship Permit, Ahmad Rafah, Social Science Teacher, Parkway Heights Middle School

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The Provisional Internship Permit (PIP) allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

Ahmad Rafah is currently in the process of applying to a credentialing program. A PIP will allow Mr. Rafah time to meet the requirements necessary to enroll in the preliminary credential program and begin working towards his single subject credential.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the PIP. There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the PIP for Ahmad Rafah, certificated employee at Parkway Heights Middle School retroactive to September 30, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: December 12, 2024

RE: Purchase Order Listing October 1, 2024 to October 31, 2024

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between October 1, 2024 to October 31, 2024 for the 2024/2025 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 - October 1, 2024 to October 31, 2024

P.O.	Vendor	Description	Account	Amount
251310	A.R.T. CARPET	Carpet Tile Flooring	01-8150-0-0000-8110-5899-009-741	5,982.00
251309	A.R.T. CARPET	Carpet Tile Flooring	01-8150-0-0000-8110-5899-010-741	3,998.00
251602	ACT ENVIRO	Hazardous Waste Removal	01-8150-0-0000-8110-5860-033-741	1,047.10
251452	ACTION SPORTS	WMS Staff Shirts 2024 - Navy Long Sleeve	01-9010-0-0000-2700-5810-025-356	1,308.07
251572	ACTION SPORTS	Culture Keepers Sweatshirt 2024 - Black	01-9305-0-1110-1000-5810-025-391	1,282.24
251473	ALLTIMES LLC	Student Jersey	01-0000-0-1110-1000-5810-022-070	1,276.95
251473	ALLTIMES LLC	Student Jersey	01-9010-0-1110-1000-5810-022-356	205.95
251511	AMAZON CAPITAL SERVICES	EL Classroom Books	01-0805-0-1110-1000-4200-002-123	0.00
251511	AMAZON CAPITAL SERVICES	EL Classroom Books	01-0805-0-4760-1000-4200-002-123	88.25
251562	AMAZON CAPITAL SERVICES	EL Books	01-0805-0-4760-1000-4200-002-123	395.55
251303	AMAZON.COM	Dell Battery/MB Cases	01-0000-0-0000-2424-4320-090-735	66.60
251315	AMAZON.COM	Charging Cables	01-0000-0-0000-2424-4320-090-735	59.27
251397	AMAZON.COM	Office Supplies/Tools	01-0000-0-0000-2424-4320-090-735	309.21
251404	AMAZON.COM	Tech Tools	01-0000-0-0000-2424-4320-090-735	2,289.84
251435	AMAZON.COM	Office Supplies/Batteries	01-0000-0-0000-2424-4320-090-735	72.34
251481	AMAZON.COM	MacBook Air Dongles	01-0000-0-0000-2424-4320-090-735	118.30
251488	AMAZON.COM	Tech Tools	01-0000-0-0000-2424-4320-090-735	944.15
251497	AMAZON.COM	Tech Parts/Supplies	01-0000-0-0000-2424-4320-090-735	57.66
251539	AMAZON.COM	MacBook Cases	01-0000-0-0000-2424-4320-090-735	197.56
251544	AMAZON.COM	PBIS Incentives & Office Supplies	01-0000-0-0000-2700-4320-013-070	52.79
251561	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	53.96
251468	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	467.03
251389	AMAZON.COM	Supplies	01-0000-0-1110-1000-4200-033-070	31.81
251400	AMAZON.COM	Spanish-English Dictionaries	01-0000-0-1110-1000-4200-033-070	61.20
251556	AMAZON.COM	Books and Supplies	01-0000-0-1110-1000-4200-033-070	34.42
251475	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-002-070	349.75
251547	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-002-070	102.17
251548	AMAZON.COM	4th Grade Supplies	01-0000-0-1110-1000-4320-002-070	1,193.20
251443	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-006-070	147.65
251502	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-006-070	440.25
251555	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-006-070	144.98
251558	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-006-070	106.37
251326	AMAZON.COM	Student Step Stool	01-0000-0-1110-1000-4320-008-070	54.93
251392	AMAZON.COM	Office Tech Supply	01-0000-0-1110-1000-4320-008-070	64.82
251500	AMAZON.COM	Student Books / Receipt Books	01-0000-0-1110-1000-4320-008-070	25.02
251550	AMAZON.COM	Reading Resource Center Supplies	01-0000-0-1110-1000-4320-008-070	45.72
251316	AMAZON.COM	School Supplies	01-0000-0-1110-1000-4320-010-070	83.93

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

P.O.	Vendor	Description	Account	Amount
251391	AMAZON.COM	School Supplies	01-0000-0-1110-1000-4320-010-070	221.22
251434	AMAZON.COM	Walkie Talkies & Supplies	01-0000-0-1110-1000-4320-012-070	205.52
251540	AMAZON.COM	Books & Classroom Supplies	01-0000-0-1110-1000-4320-013-070	52.58
251508	AMAZON.COM	Student Supplies	01-0000-0-1110-1000-4320-014-070	285.63
251329	AMAZON.COM	Book	01-0000-0-1110-1000-4320-022-070	16.06
251552	AMAZON.COM	Whiteboards & Partitions	01-0000-0-1110-1000-4320-025-070	294.13
251557	AMAZON.COM	Ink Cartridge - Art	01-0000-0-1110-1000-4320-025-070	57.08
251439	AMAZON.COM	PE & Intramurals Equipment	01-0000-0-1110-1000-4320-025-322	248.68
251440	AMAZON.COM	PE - Bluetooth Speaker	01-0000-0-1110-1000-4320-025-322	139.27
251395	AMAZON.COM	Chair	01-0000-0-1110-1000-4320-032-070	283.46
251501	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-032-070	73.06
251333	AMAZON.COM	SpEd Supplies	01-0000-0-1110-1000-4320-033-070	223.16
251389	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-033-070	131.99
251494	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-033-070	111.67
251504	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-033-070	109.51
251556	AMAZON.COM	Books and Supplies	01-0000-0-1110-1000-4320-033-070	87.60
251398	AMAZON.COM	Supplies for EL/Migrant Programs	01-0000-0-1110-1000-4320-090-127	28.55
251553	AMAZON.COM	6-12 Math Pilot	01-0000-0-1110-1000-4320-090-177	191.94
251304	AMAZON.COM	Adopted Twig Science Gr2 Mar	01-0000-0-1110-1000-4320-090-317	0.00
251547	AMAZON.COM	Classroom Supplies	01-0000-0-1110-2421-4200-002-451	29.67
251501	AMAZON.COM	Supplies	01-0000-0-1110-2421-4320-032-451	12.06
251556	AMAZON.COM	Books and Supplies	01-0000-0-1202-1000-4320-033-322	9.34
251542	AMAZON.COM	Athletic Supplies	01-0000-0-1202-1000-4420-033-322	521.90
251430	AMAZON.COM	Supplies	01-0000-0-1231-1000-4320-032-070	130.57
251554	AMAZON.COM	Rethinking Disability and Mathematics	01-0801-0-1110-1000-4200-090-177	72.76
251329	AMAZON.COM	Book	01-0805-0-1110-1000-4200-022-180	185.58
251443	AMAZON.COM	Office Supplies	01-0805-0-1110-1000-4320-006-180	48.82
251431	AMAZON.COM	Kinder PBIS Incentives	01-0805-0-1110-1000-4320-013-180	279.31
251433	AMAZON.COM	1st Grade PBIS Incentives	01-0805-0-1110-1000-4320-013-180	206.93
251442	AMAZON.COM	2nd Grade PBIS Incentives	01-0805-0-1110-1000-4320-013-180	257.61
251543	AMAZON.COM	PBIS Incentives 3,4,5	01-0805-0-1110-1000-4320-013-180	426.34
251544	AMAZON.COM	PBIS Incentives & Office Supplies	01-0805-0-1110-1000-4320-013-180	347.04
251546	AMAZON.COM	PBIS Incentives	01-0805-0-1110-1000-4320-013-180	122.41
251374	AMAZON.COM	Wellness Center/Counseling	01-0805-0-1110-1000-4320-022-180	364.48
251444	AMAZON.COM	Tampons & Organizer	01-0805-0-1110-1000-4320-025-180	53.37
251445	AMAZON.COM	Music Class	01-0805-0-1112-1000-4320-022-180	527.18
251540	AMAZON.COM	Books & Classroom Supplies	01-0805-0-4760-1000-4200-013-123	200.26

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

P.O.	Vendor	Description	Account	Amount
251541	AMAZON.COM	Instructional Supplies for ELD	01-0805-0-4760-1000-4320-007-123	153.15
251540	AMAZON.COM	Books & Classroom Supplies	01-0805-0-4760-1000-4320-013-123	60.41
251500	AMAZON.COM	Student Books / Receipt Books	01-3010-0-1110-1000-4200-008-301	32.65
251323	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-007-301	666.49
251551	AMAZON.COM	Instructional Supplies	01-3010-0-1110-1000-4320-007-301	299.89
251545	AMAZON.COM	Poster Board	01-3010-0-1110-1000-4320-008-301	196.92
251550	AMAZON.COM	Reading Resource Center Supplies	01-3010-0-1110-1000-4320-008-301	36.25
251402	AMAZON.COM	Supplies	01-3550-0-3800-1000-4320-032-333	45.82
251478	AMAZON.COM	Supplies	01-3550-0-3800-1000-4320-032-333	218.85
251486	AMAZON.COM	Mixer & Cable for Folklorico Studio	01-3550-0-3800-1000-4320-033-333	371.32
251396	AMAZON.COM	CTE-Folklorico Sound System	01-3550-0-3800-1000-4420-033-333	1,597.45
251318	AMAZON.COM	Materials for Newcomer Pilot Programs	01-6266-0-1110-1000-4320-090-341	192.73
251398	AMAZON.COM	Supplies for EL/Migrant Programs	01-6266-0-1110-1000-4320-090-341	25.81
251304	AMAZON.COM	Adopted Twig Science Gr2 Mar	01-6300-0-1110-1000-4320-090-307	283.61
251324	AMAZON.COM	Adopted Twig GrK MV	01-6300-0-1110-1000-4320-090-307	44.50
251325	AMAZON.COM	Adopted Twig Gr1 MV	01-6300-0-1110-1000-4320-090-307	210.79
251330	AMAZON.COM	Adopted Twig Gr 2 MV	01-6300-0-1110-1000-4320-090-307	73.68
251332	AMAZON.COM	Adopted Twig Gr 3 MV	01-6300-0-1110-1000-4320-090-307	251.44
251334	AMAZON.COM	Adopted Twig Gr 4 MV	01-6300-0-1110-1000-4320-090-307	385.17
251335	AMAZON.COM	Adopted Twig Gr 5 MV	01-6300-0-1110-1000-4320-090-307	158.52
251336	AMAZON.COM	Adopted Twig Gr K SKY	01-6300-0-1110-1000-4320-090-307	136.19
251337	AMAZON.COM	Adopted Twig Gr 2 PON	01-6300-0-1110-1000-4320-090-307	156.64
251338	AMAZON.COM	Adopted Twig Gr 1 PON	01-6300-0-1110-1000-4320-090-307	18.63
251339	AMAZON.COM	Adopted Twig Gr 3 PON	01-6300-0-1110-1000-4320-090-307	46.73
251340	AMAZON.COM	Adopted Twig Gr 4 PON	01-6300-0-1110-1000-4320-090-307	28.86
251341	AMAZON.COM	Adopted Twig Gr 5 PON	01-6300-0-1110-1000-4320-090-307	109.59
251342	AMAZON.COM	Adopted Twig Gr 1 SKY	01-6300-0-1110-1000-4320-090-307	28.63
251343	AMAZON.COM	Adopted Twig Gr 2 SKY	01-6300-0-1110-1000-4320-090-307	195.86
251344	AMAZON.COM	Adopted Twig Gr 3 SKY	01-6300-0-1110-1000-4320-090-307	20.21
251345	AMAZON.COM	Adopted Twig Gr 4 SKY	01-6300-0-1110-1000-4320-090-307	220.65
251346	AMAZON.COM	Adopted Twig Gr 5 SKY	01-6300-0-1110-1000-4320-090-307	49.56
251348	AMAZON.COM	Adopted Twig Gr K SPR	01-6300-0-1110-1000-4320-090-307	42.44
251349	AMAZON.COM	Adopted Twig Gr 1 SPR	01-6300-0-1110-1000-4320-090-307	38.24
251350	AMAZON.COM	Adopted Twig Gr 2 SPR	01-6300-0-1110-1000-4320-090-307	299.07
251375	AMAZON.COM	Adopted Twig Gr 1 BB	01-6300-0-1110-1000-4320-090-307	418.24
251376	AMAZON.COM	Adopted Twig Gr 3 BB	01-6300-0-1110-1000-4320-090-307	322.27
251378	AMAZON.COM	Adopted Twig Gr 3 SPR	01-6300-0-1110-1000-4320-090-307	118.81

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

P.O.	Vendor	Description	Account	Amount
251379	AMAZON.COM	Adopted Twig Gr 4 SPR	01-6300-0-1110-1000-4320-090-307	263.05
251380	AMAZON.COM	Adopted Twig Gr 5 SPR	01-6300-0-1110-1000-4320-090-307	81.17
251381	AMAZON.COM	Adopted Twig Gr K SG	01-6300-0-1110-1000-4320-090-307	56.22
251382	AMAZON.COM	Adopted Twig Gr 1 SG	01-6300-0-1110-1000-4320-090-307	297.27
251383	AMAZON.COM	Adopted Twig Gr 2 SG	01-6300-0-1110-1000-4320-090-307	235.77
251394	AMAZON.COM	Adopted Twig Gr 3 SG	01-6300-0-1110-1000-4320-090-307	365.17
251399	AMAZON.COM	Adopted Twig Gr 4 SG	01-6300-0-1110-1000-4320-090-307	87.31
251401	AMAZON.COM	Adopted Twig Gr 5 SG	01-6300-0-1110-1000-4320-090-307	230.64
251493	AMAZON.COM	Twig Gr K DO	01-6300-0-1110-1000-4320-090-307	46.46
251505	AMAZON.COM	Twig Gr 1 DO	01-6300-0-1110-1000-4320-090-307	283.06
251506	AMAZON.COM	Twig Gr 3 DO	01-6300-0-1110-1000-4320-090-307	127.91
251438	AMAZON.COM	Office Supplies	01-6500-0-5760-1190-4320-090-245	201.92
251509	AMAZON.COM	Hot Packs for ECK Food Delivery	01-7032-0-0000-3700-4320-090-820	131.52
251308	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	246.67
251403	AMAZON.COM	T-Power Charger for Autel Maxisys MS905	01-8150-0-0000-8110-4320-090-741	26.35
251549	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	310.67
251492	AMAZON.COM	Helix Cup supplies MS	01-9010-0-1110-1000-4320-090-060	1,083.76
251398	AMAZON.COM	Supplies for EL/Migrant Programs	01-9010-0-1110-1000-4320-090-303	35.89
251393	AMAZON.COM	Supplies	01-9219-0-1208-1000-4320-032-356	300.95
251373	AMAZON.COM	Wellness Center	01-9305-0-1110-1000-4320-022-391	327.03
251441	AMAZON.COM	Activity & Fidget Items	01-9305-0-1110-1000-4320-025-391	431.03
251578	AMERICAN ASPHALT REPAIR	Asphalt Repairs - Mills Montessori	01-8150-0-0000-8500-6275-005-963	59,650.00
251579	AMERICAN ASPHALT REPAIR	Asphalt Repairs - PHMS	01-8150-0-0000-8500-6275-022-963	12,250.00
251406	APPLE COMPUTER INC	iPad Cases	01-0000-0-0000-2424-4320-090-735	5,376.18
251407	APPLE COMPUTER INC	Apps & Books Credit for Education	01-9010-0-5760-3150-5813-090-350	2,500.00
251429	APPLE INC	Apple TV's	01-9010-0-1110-1000-4320-002-356	1,927.14
251365	ARBORTECH TREE CARE INC	Stump Grinding OT	01-8150-0-0000-8110-5899-013-741	900.00
251490	ARBORTECH TREE CARE INC	Trees Trimming - Spruce	01-8150-0-0000-8110-5899-013-741	9,600.00
251489	ARBORTECH TREE CARE INC	Fallen Trunk Removal - ALMS	01-8150-0-0000-8110-5899-021-741	1,250.00
251575	ART IN ACTION	Art in Action	01-0805-0-1110-1000-5899-009-180	5,280.00
251366	ASF CLEAN TEAM	Roof & Gutter Cleaning	01-8150-0-0000-8110-5899-090-741	57,175.00
251466	ASF CLEAN TEAM	Districtwide Security Camera Cleaning	01-8150-0-0000-8110-5899-090-741	6,000.00
251465	AUTISM HELPER INC., THE	Autism Helper Curriculum	01-6500-0-5760-1190-5813-090-245	930.05
251418	AVID CENTER	Seminar	01-0000-0-1110-1000-5210-032-070	950.00
251387	BEE THERAPY GROUP LLC	NPA - b.e.e. Therapy	01-6500-0-5760-3150-5899-090-220	75,000.00
251593	BELFOR PROPERTY RESTORATION	Ponderosa ES Property Restoration	01-8150-0-0000-8110-5899-010-741	15,000.00
251390	BLU RIPPLE INC.	Concrete Planters	01-8150-0-0000-8110-4420-090-741	4,450.72

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P.O.	Vendor	Description	Account	Amount
251356	BOYS & GIRLS CLUBS	24/25 Boys & Girls ELOP Partner	01-2600-0-0000-8200-5899-090-358	1,518,000.00
251525	BREATHE FOR CHANGE INC	Leadership Training	01-0805-0-1110-1000-5210-013-180	1,500.00
251581	BSN SPORTS INC	Mat Tape	01-0000-0-1202-1000-4320-033-322	190.96
251456	BSN SPORTS INC	Soccer Uniform	01-0000-0-1202-1000-5810-033-322	5,096.93
251419	BSN SPORTS INC	Tennis Nets	01-8150-0-0000-8110-4320-090-741	620.95
251454	BSN SPORTS INC	Tennis Nets	01-8150-0-0000-8110-4320-090-741	2,173.33
251526	CADA CENTRAL	CADA Conference	01-0000-0-1110-1000-5210-022-070	1,150.00
251426	CADA CENTRAL	CADA Registration	01-0000-0-1110-1000-5210-033-070	200.00
251426	CADA CENTRAL	CADA Registration	01-0000-0-1110-1000-5815-033-070	2,040.00
251358	CAM EDUCATIONAL SERVICES LLC	24/25 CAMEdu ELOP Partner	01-2600-0-0000-8200-5899-090-358	859,200.00
251592	CAROLINA BIOLOGICAL SUPPLY CO	Twig Supplies Seeds	01-6300-0-1110-1000-4320-090-307	165.64
251524	CDW GOVERNMENT INC	Replacement TV	01-0000-0-0000-2424-4320-090-735	324.09
251420	CDW GOVERNMENT INC	Samsung 70" TV- Replacement	01-0000-0-0000-2424-4420-090-735	837.63
251499	CDW GOVERNMENT INC	Palo Alto Network Security -3yr	01-0000-0-0000-2424-5813-090-735	277,049.00
251523	CDW GOVERNMENT INC	Veeam 1yr Renewal	01-0000-0-0000-2424-5813-090-735	13,725.00
251499	CDW GOVERNMENT INC	Palo Alto Network Security -3yr	01-0000-0-0000-2424-6415-090-735	71,748.38
251371	CDW GOVERNMENT INC	Doc Cameras/DVD Players	01-0000-0-1110-1000-4420-033-070	1,758.22
251424	CDW GOVERNMENT INC	Classroom Technology	01-0000-0-1110-1000-4420-033-070	3,798.44
251472	CDW GOVERNMENT INC	Classroom Technology	01-0000-0-1110-1000-4420-033-070	1,111.94
251362	CDW GOVERNMENT INC	Technology	01-0000-0-3200-1000-4420-031-070	2,933.07
251372	CDW GOVERNMENT INC	Technology	01-0000-0-3200-1000-4420-031-070	2,933.07
251462	CESA 6	Qualtrics 24-25 SY	01-6762-0-1110-1000-5801-090-384	2,400.00
251573	CHILDREN'S HEALTH COUNCIL	NPS - Esther B. Clark	01-6500-0-5760-1180-5870-090-230	90,000.00
251573	CHILDREN'S HEALTH COUNCIL	NPS - Esther B. Clark	01-6500-0-5760-1180-5880-090-230	200,000.00
251573	CHILDREN'S HEALTH COUNCIL	NPS - Esther B. Clark	01-6500-0-5760-1180-5899-090-230	10,000.00
251359	CITY OF DALY CITY	24/25 City of Daly City ELOP Partner	01-2600-0-0000-8200-5899-090-358	87,300.00
251455	CITY OF SOUTH SAN FRANCISCO	Security Services	01-0000-0-0000-8300-5899-025-070	260.00
251451	CITY OF SOUTH SAN FRANCISCO	CPR Classes	01-0000-0-1202-1000-5899-032-322	400.00
251357	CITY OF SOUTH SAN FRANCISCO	24/25 City of SSF ELOP Partnership	01-2600-0-0000-8200-5899-090-358	635,378.40
251495	DELL MARKETING LP	Computer Tower for Business Services	01-0000-0-0000-7300-4420-090-717	2,018.89
251423	DELL MARKETING LP	Theater Equipment	01-0000-0-1110-1000-4420-033-070	1,044.03
251485	DELL MARKETING LP	Technology	01-3182-0-1110-1000-4320-031-387	30,962.10
251302	DELL MARKETING LP	All-in-One for NS Office	01-7032-0-0000-3700-4420-090-820	1,500.71
251529	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-014-451	269.81
251320	E.L. ACHIEVE INC.	Discussion Cards Materials for Newcomer Pilot Program	01-6266-0-1110-1000-4320-090-341	486.69
251319	EAST BAY RESTAURANT SUPPLY INC	Warmer for ECK	01-7032-0-0000-3700-4420-090-820	4,039.13
251469	EBAY	Fan Assembly-Switch	01-0000-0-0000-2424-4320-090-735	98.78

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P.O.	Vendor	Description	Account	Amount
251538	ECA EDUCATIONAL SERVICES INC.	Science Kits for HS Science	01-6300-0-1110-1000-4320-090-307	38,152.99
251569	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks	01-0000-0-0000-0000-9322-000	5,610.00
251569	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks	01-0000-0-0000-7340-5899-090-717	476.85
251569	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks	01-0000-0-0000-7340-5920-090-717	36.00
251416	EPS OPERATIONS LLC	S.P.I.R.E. Curriculum	01-6762-0-1110-1000-4320-090-384	1,724.13
251531	FLUENCY & FITNESS	Fluency & Fitness Subscription	01-3010-0-1110-1000-5813-008-301	375.00
251595	FOLLETT SCHOOL SOLUTIONS INC	Library Books 10-2024	01-0000-0-1110-2421-4200-025-451	399.12
251421	FOUNDATION FOR	ACSA Workshop	01-6500-0-5760-1190-5210-090-245	6,790.00
251491	GLOBAL INDUSTRIAL	Picnic Tables for Spruce	01-8150-0-0000-8110-4420-090-741	4,055.73
251448	GOPHER SPORTS	P.E. & Intramurals Equipment	01-0000-0-1110-1000-4320-025-322	2,131.11
251487	GOPHER SPORTS	PE Supplies	01-0000-0-3200-1000-4320-031-070	280.07
251385	GOTO TECHNOLOGIES USA INC.	Remote Connection-'24-'25	01-0000-0-0000-2424-5813-090-735	20,254.00
251317	GRANITEROCK	Open P.O. - Grounds Supplies	01-8150-0-0000-8110-4320-090-741	8,000.00
251453	GREEN NINJA	Adopted Green Ninja Gr 8 AL	01-6300-0-1110-1000-4100-090-307	1,646.36
251458	GREEN NINJA	Adopted Green Ninja Science PH	01-6300-0-1110-1000-4100-090-307	2,899.19
251321	HOMETOWN MEDICAL	Collar & Chin Roll Equipment	01-6500-0-5760-1190-4420-090-215	637.61
251408	HOMETOWN MEDICAL	Equipment - Bed and Table	01-6500-0-5760-1190-4420-090-215	2,766.07
251422	HOUGHTON MIFFLIN HARCOURT	English 3D Digital Licenses Renewal	01-4203-0-4760-1000-5813-090-330	2,500.00
251580	IMAGINE LEARNING INC.	Renewal Digital Licenses (Language & Literacy)	01-0801-0-1110-1000-5813-090-127	22,500.00
251314	IMAGINE LEARNING LLC	Math Pilot	01-0000-0-1110-1000-4320-090-177	1,520.87
251585	INTERNATIONAL COMMUNICATION	Materials for Deaf Hard of Hearing Class	01-9010-0-5001-3900-4320-090-350	443.94
251585	INTERNATIONAL COMMUNICATION	Materials for Deaf Hard of Hearing Class	01-9010-0-5001-3900-5813-090-350	26.95
251364	JAMECO ELECTRONICS	MS Science Helix Cup	01-9010-0-1110-1000-4320-090-055	746.68
251591	JEFF JOINER TRAINING LLC	Jeff Joiner Training 11/1/24	01-7032-0-0000-3700-5210-090-820	7,000.00
251498	KBA DOCUSYS INC	District-Wide Copiers - Lease Buyout	01-0000-0-0000-7300-4420-090-717	40,588.34
251496	KELLY SPICERS INC.	Copy Paper	01-0000-0-1110-1000-4320-002-070	1,722.29
251535	KELLY SPICERS INC.	Paper	01-0000-0-1110-1000-4320-009-070	1,722.29
251322	KELLY SPICERS STORES	NCR 3-Part & 4-Part	01-0000-0-0000-7550-4320-090-718	736.27
251436	KELLY SPICERS STORES	Straight 3-Part & 4-Part	01-0000-0-0000-7550-4320-090-718	736.33
251574	LAKESHORE	Classroom Rug & Easel	01-3010-0-1110-1000-4420-008-301	1,093.91
251307	LAMBERT, DAVID H.M.	Theater Equipment	01-0000-0-1110-1000-5813-033-070	109.88
251414	LEARNING A - Z	Learning A-Z RAZ Plus	01-6266-0-1110-1000-5813-090-341	744.00
251471	LOCKWORKS UNLIMITED INC.	Panic Bar Installation	01-0000-0-0000-8200-4320-032-760	7,315.57
251477	LOWE'S BUSINESS ACCOUNT/SYNCB	Refrigerator	01-0000-0-1110-1000-4320-032-070	229.70
251427	LOWE'S BUSINESS ACCOUNT/SYNCB	Refrigerator	01-6500-0-5760-1190-4320-090-245	417.48
251384	LY, LE MY	Litigation Payments	01-0000-0-0000-7602-5888-090-726	37,334.00
251520	MCGRAW-HILL COMPANIES, THE	Wonders ELL Gr 4 MAR	01-6300-0-1110-1000-4100-090-307	432.08

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P.O.	Vendor	Description	Account	Amount
251521	MCGRAW-HILL COMPANIES, THE	Wonders ELL Gr K LC	01-6300-0-1110-1000-4100-090-307	113.72
251522	MCGRAW-HILL COMPANIES, THE	Wonders ELL IMC	01-6300-0-1110-1000-4100-090-307	949.07
251413	MIRACLE PLAYSYSTEMS INC.	Temporary Fencing - Buri Buri	01-8150-0-0000-8110-5899-002-741	1,186.65
251409	MIRACLE PLAYSYSTEMS INC.	Temporary Fencing - Los Cerritos	01-8150-0-0000-8110-5899-007-741	889.99
251410	MIRACLE PLAYSYSTEMS INC.	Temporary Fencing - Martin	01-8150-0-0000-8110-5899-008-741	966.90
251411	MIRACLE PLAYSYSTEMS INC.	Temporary Fencing - Ponderosa	01-8150-0-0000-8110-5899-010-741	1,631.64
251412	MIRACLE PLAYSYSTEMS INC.	Temporary Fencing - Spruce	01-8150-0-0000-8110-5899-013-741	1,076.78
251450	MRC	Color/B&W Copy Charges	01-0000-0-0000-7350-5600-090-717	1,500.00
251450	MRC	Color/B&W Copy Charges	01-0000-0-0000-7550-5600-090-718	3,000.00
251599	MUSIC & ARTS CA DEPT 5295	Music Supplies 10-2024	01-0000-0-1110-1000-4320-025-322	1,719.00
251599	MUSIC & ARTS CA DEPT 5295	Music Supplies 10-2024	01-0000-0-1110-1000-4420-025-322	1,263.56
251576	MUSIC FOR MINORS INC.	Prop 28 Music for Minors Grades TK-4	01-6770-0-1110-1000-5899-014-186	9,682.16
251300	NCCER	NCCER Assessment/Certificate 24/25	01-6387-0-3800-1000-5813-090-394	2,320.00
251537	NEW SPECIALTY'S HOLDINGS INC.	Open PO for Food/Catering for Meetings	01-0000-0-1110-1000-4322-010-070	1,000.00
251567	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-3130-4320-090-503	88.51
251312	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7150-4320-090-714	93.65
251565	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7300-4320-090-717	257.57
251568	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	269.06
251351	OFFICE DEPOT INC	Classroom Supplies	01-0000-0-1110-1000-4320-007-070	149.31
251432	OFFICE DEPOT INC	Office Supplies	01-0000-0-1110-1000-4320-007-070	313.78
251512	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-009-070	745.58
251405	OFFICE DEPOT INC	Toner	01-0000-0-1110-1000-4320-025-070	2,097.44
251566	OFFICE DEPOT INC	School Supplies 10-2024	01-0000-0-1110-1000-4320-025-070	507.02
251564	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4322-032-070	169.95
251353	OFFICE DEPOT INC	Supplies	01-0000-0-3200-1000-4320-031-070	1,390.20
251351	OFFICE DEPOT INC	Classroom Supplies	01-3010-0-1110-1000-4320-007-301	247.94
251352	OFFICE DEPOT INC	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	663.80
251354	OFFICE DEPOT INC	Supplies	01-3550-0-3800-1000-4320-032-333	63.43
251479	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4320-090-715	700.32
251377	OFFICE DEPOT/BUSINESS SERVICE	Water	01-0000-0-0000-7400-4322-090-715	120.03
251446	OFFICE DEPOT/BUSINESS SERVICE	Initial Supply Order	01-0000-0-1110-1000-4320-025-070	2,363.81
251305	P & F DISTRIBUTORS	Open P.O. - Mechanical Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
251597	PARTS TOWN LLC	Open P.O. - Facilities Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
251459	PRINTED SOLID INC.	PLTW Supplies	01-6387-0-3800-1000-4320-090-394	237.26
251534	PROTECH	Environmental Consulting Services	01-0000-0-0000-8200-5899-010-760	1,890.00
251577	RAPOSO, MARK	Asphalt Work - Martin ES	01-8150-0-0000-8500-6275-008-963	40,750.00
251464	RESOURCE SOLUTIONS OF SF GROUP	Absorbent Supply Restock	01-0000-0-0000-0000-9320-000	544.98

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P.O.	Vendor	Description	Account	Amount
251360	RIGHT AT SCHOOL LLC	24/25 Right at School ELOP Provider	01-2600-0-0000-8200-5899-090-358	666,000.00
251582	SAN MATEO COUNTY OFFICE OF EDU	23-24 Outdoor Ed	01-9010-0-1110-1000-5899-014-356	4,925.15
251470	SAN MATEO UNION HIGH DISTRICT	Open PO for Buses	01-0000-0-1110-1000-5821-013-070	6,000.00
251527	SANTA CLARA UNIFIED SCHOOL DIS	NPS - SCCOE	01-6500-0-5760-1180-5880-090-230	150,000.00
251474	SCANTRON CORPORATION	Scantrons	01-0000-0-1110-1000-4320-033-070	1,595.46
251589	SCHOLASTIC INC	Scholastic Magazines	01-0805-0-1110-1000-4320-013-180	1,822.15
251460	SCHOOL DATEBOOKS	Student Planners	01-0000-0-1110-1000-4320-014-070	530.27
251457	SCRIPPS NATIONAL SPELLING BEE	National Spelling Bee Registration Fee	01-0000-0-1110-1000-5899-025-070	192.50
251603	SERVICE PRESS INC.	Envelopes	01-0000-0-0000-3130-5810-090-503	207.78
251530	SILICON VALLEY	Football Officials	01-0000-0-1202-1000-5814-033-322	2,733.00
251583	SILICON VALLEY	Volleyball Officials	01-0000-0-1203-1000-5814-033-322	987.00
251584	SILICON VALLEY	Flag Football Officials	01-0000-0-1203-1000-5814-033-322	564.00
251463	SILICON VALLEY MATHEMATICS	SVMI 24-25	01-0000-0-1110-1000-5899-090-177	43,575.00
251386	SOUL SHOPPE	Soul Shoppe Assembly	01-3010-0-1110-1000-5899-008-301	8,900.00
251361	SSFUSD - DEDAP	24/25 DEDAP ELOP Provider	01-2600-0-0000-8200-5899-090-358	200,000.00
251480	STAPLES ADVANTAGE	Office Supplies	01-0000-0-1110-1000-4320-010-070	44.05
251363	SUNBURST DIGITAL INC.	Student Online Typing Program	01-3010-0-1110-1000-5813-008-301	326.70
251482	TC SPAN AMERICA LLC	Safety Patrol Uniforms	01-9010-0-1110-1000-4320-008-366	651.40
251415	TPC HARDING PARK	Fees	01-0000-0-1202-1000-5899-032-322	700.00
251476	ULINE	Facilities Supplies	01-0000-0-0000-8200-4420-090-760	2,461.20
251536	ULINE	Lost & Found Rack	01-0000-0-1110-1000-4320-014-070	162.88
251368	ULINE	Stanchions & Sign Holders	01-7032-0-0000-3700-4320-090-820	3,787.25
251367	UNITED COACH TOURS	Bus	01-0000-0-1110-1000-5821-013-070	1,665.00
251417	UNITED COACH TOURS	Transportation	01-0000-0-1231-1000-5821-032-070	2,000.00
251369	UNITED COACH TOURS	CTE-Charter Bus	01-6387-0-3800-1000-5821-033-394	3,750.00
251598	UNITED COACH TOURS	CTE Charter Bus	01-6387-0-3800-1000-5821-033-394	1,540.00
251586	UNITED COACH TOURS	Transportation	01-7339-0-3800-1000-5821-032-332	2,000.00
251596	UNITED COACH TOURS	CTE Charter Bus	01-7339-0-3800-1000-5821-033-332	1,260.00
251327	WELLS FARGO VENDOR FIN SERV	Copiers Lease - District-Wide	01-0000-0-1110-1000-5600-090-722	25,000.00
251425	WRITE TOOLS, THE	PD - Coaching	01-0805-0-1110-1000-5899-014-123	4,907.50
251425	WRITE TOOLS, THE	PD - Coaching	01-3010-0-1110-1000-5899-014-301	2,642.50
251449	XEROX FINANCIAL SERVICES	MRC/Xerox Lease for Copiers	01-0000-0-0000-7550-5600-090-718	5,850.00
	TOTAL FUND 01			**5,590,294.66**
251483	CDW GOVERNMENT INC	Interactive TV	11-6391-0-4110-2490-4420-041-481	2,933.07
251528	CENGAGE LEARNING	Textbook	11-6391-0-4145-1000-4100-041-145	1,150.80
251484	DELL MARKETING LP	Computers	11-6391-0-4110-1000-4420-041-481	42,019.79
251370	DELL MARKETING LP	Laptop	11-6391-0-4110-2490-4420-041-481	2,977.63

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

P.O.	Vendor	Description	Account	Amount
251447	OFFICE DEPOT INC	Mini Whiteboards	11-6391-0-4145-1000-4320-041-145	195.47
	TOTAL FUND 11			**49,276.76**
251328	AMAZON.COM	Classroom/Site Supplies	12-6105-0-8510-1000-4320-045-830	122.28
251503	AMAZON.COM	Classroom Supplies	12-6105-0-8510-1000-4320-045-830	55.15
251328	AMAZON.COM	Classroom/Site Supplies	12-6105-0-8535-1000-4320-045-835	122.28
251503	AMAZON.COM	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	55.15
251331	AMAZON.COM	Walkie Talkies	12-9010-0-8530-1000-4320-002-832	27.46
251507	AMAZON.COM	Classroom Supplies	12-9010-0-8530-1000-4320-002-832	61.16
251510	AMAZON.COM	Classroom Supplies	12-9010-0-8530-1000-4320-002-832	35.97
251560	AMAZON.COM	Supplies	12-9010-0-8530-1000-4320-002-832	29.24
251331	AMAZON.COM	Walkie Talkies	12-9010-0-8530-1000-4320-012-832	27.47
251560	AMAZON.COM	Supplies	12-9010-0-8530-1000-4320-012-832	29.25
251559	AMAZON.COM	Books	12-9010-0-8533-1000-4200-045-833	33.89
251328	AMAZON.COM	Classroom/Site Supplies	12-9010-0-8533-1000-4320-045-833	122.27
251503	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	55.13
251355	APPLE COMPUTER INC	iPad	12-9010-0-8533-1000-4320-045-833	480.36
251299	CHARTER UP LLC	Field Trip Transportation	12-9010-0-8533-1000-5821-045-833	1,396.29
251571	COUNTY SCHOOL SERVICE FUND	ECE: LETRS Training	12-6105-0-8535-1000-5210-045-835	26.12
251571	COUNTY SCHOOL SERVICE FUND	ECE: LETRS Training	12-9010-0-8533-1000-5210-045-833	26.12
251301	DEPARTMENT OF SOCIAL SERVICES	Licensing Fees for Hillside CDC	12-9010-0-8533-1000-5899-045-833	605.00
251533	GRAHAM, JAMES	Mural Revitalization	12-6105-0-8510-1000-5899-045-830	666.67
251533	GRAHAM, JAMES	Mural Revitalization	12-6105-0-8535-1000-5899-045-835	666.67
251533	GRAHAM, JAMES	Mural Revitalization	12-9010-0-8533-1000-5899-045-833	666.66
251513	OFFICE DEPOT INC	Office/Classroom Supplies	12-6105-0-8510-1000-4320-045-830	318.86
251513	OFFICE DEPOT INC	Office/Classroom Supplies	12-6105-0-8535-1000-4320-045-835	318.86
251513	OFFICE DEPOT INC	Office/Classroom Supplies	12-9010-0-8533-1000-4320-045-833	318.79
251563	OFFICE DEPOT INC	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	81.29
251532	SPRUCE SCHOOL PTA	Pumpkins	12-6105-0-8535-1000-4320-045-835	257.50
251532	SPRUCE SCHOOL PTA	Pumpkins	12-9010-0-8533-1000-4320-045-833	257.50
	TOTAL FUND 12			**6,863.39**
251437	AMAZON.COM	Charcoal	13-5310-0-0000-3700-4320-090-820	150.31
251347	AMAZON.COM	Chia Seeds	13-5310-0-0000-3700-4700-090-820	89.98
	TOTAL FUND 13			**240.29**
251601	STEWART SIGNS	Outdoor LED Sign - JS	14-0000-0-0000-8500-6410-006-965	24,748.00
251600	STEWART SIGNS	Outdoor LED Sign - Skyline	14-0000-0-0000-8500-6410-012-965	24,950.00
	TOTAL FUND 14			**49,698.00**
251590	BESS TESTLABS INC	Utility Survey Services for SG	21-9010-0-0000-8500-6140-014-743	33,840.30

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

P.O.	Vendor	Description	Account	Amount
251467	PROTECH CONSULTING &	HVAC Upgrade Project (Package A) - MV	21-9010-0-0000-8500-6273-009-945	5,465.00
251461	PROTECH CONSULTING &	HVAC Upgrade Project (Package A) - Ponderosa	21-9010-0-0000-8500-6273-010-945	4,320.00
251313	ROZZI'S REPRODUCTION & SUPPLY	Bond Document Solution-Open PO	21-9010-0-0000-8500-6260-098-902	5,000.00
	TOTAL FUND 21			**48,625.30**
251311	SCHOOL FACILITY CONSULTANTS	Consultant Services	25-0000-0-0000-8100-5899-090-717	25,000.00
	TOTAL FUND 25			**25,000.00**
251428	CDW GOVERNMENT INC	Samsung 70" TV- Replacement	40-9010-0-0000-8100-4420-090-927	837.63
251594	DANCE EQUIPMENT INT'L	Dance Studio Mirrors	40-9010-0-0000-8500-6270-033-946	11,078.31
251306	DSK LLP	Architectural Services	40-9010-0-0000-8500-6210-032-946	3,150.00
251388	KBI PAINTING INC.	SSFHS Dance Floor Painting	40-9010-0-0000-8500-6270-033-946	16,155.00
251516	MIRACLE PLAYSYSTEMS INC.	Buri Buri Primary & Upper PIP Repair & Reseal	40-9010-0-0000-8500-6270-002-980	38,765.52
251517	MIRACLE PLAYSYSTEMS INC.	Los Cerritos ES Upper PIP Repair & Reseal	40-9010-0-0000-8500-6270-007-980	18,219.26
251518	MIRACLE PLAYSYSTEMS INC.	Martin ES PIP & Reseal	40-9010-0-0000-8500-6270-008-980	14,211.31
251515	MIRACLE PLAYSYSTEMS INC.	Ponderosa ES - PIP Repair & Reseal	40-9010-0-0000-8500-6270-010-980	41,807.42
251514	MIRACLE PLAYSYSTEMS INC.	Spruce ES - Kinder - PIP Repair	40-9010-0-0000-8500-6270-013-980	50,129.71
251519	MIRACLE PLAYSYSTEMS INC.	Spruce ES - Secondary Play Area	40-9010-0-0000-8500-6270-013-980	6,383.00
251570	PROTECH	Environmental Consulting Services	40-9010-0-0000-8500-6285-032-946	8,940.00
	TOTAL FUND 40			**209,677.16**
	TOTAL # OF PURCHASE ORDERS:	**303**	**TOTAL P.O. AMOUNT**	**5,979,675.56**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 5,590,294.66		
11	ADULT EDUCATION FUND	$ 49,276.76		
12	CHILD DEVELOPMENT FUND	$ 6,863.39		
13	FOOD SERVICE	$ 240.29		
14	DEFERRED MAINTENANCE	$ 49,698.00		
21	BOND	$ 48,625.30		
25	CAPITAL FACILITIES	$ 25,000.00		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 209,677.16		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 5,979,675.56**		
CHANGE ORDERS:				
250909	ACSA'S FOUNDATION FOR EDUCATIO	ACSA Annual Dues 7/1/24-6/30/25	01-0000-0-0000-7150-5300-090-714	1,972.32
250174	AG PARTS WORLDWIDE INC	Student Chromebook Parts	01-0000-0-1110-1000-4320-090-735	5,000.00
250052	OCCUPATIONAL HEALTH CENTERS	TB and Hep B Vaccinations SY 2023-2024	01-0000-0-0000-7400-5899-090-715	2,000.00
250122	PROJECT LEAD THE WAY INC.	PLTW Westborough Design & Modeling	01-6387-0-3800-1000-4320-090-394	1,944.79
250564	ROZZI'S REPRODUCTION & SUPPLY	Open P.O. Printing Services	01-0000-0-0000-8200-5810-090-760	750.00

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

P.O.	Vendor	Description	Account	Amount
250494	SOUTH SAN FRANCISCO TIRE	Open P.O. - Vehicle Maintenance Parts	01-8150-0-0000-8110-4320-090-741	1,000.00
250494	SOUTH SAN FRANCISCO TIRE	Open P.O. - Vehicle Maintenance Parts	01-8150-0-0000-8110-5600-090-741	2,000.00
251074	THE EDUCATION TEAM	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	45,000.00
250070	UNITED COACH TOURS	Transportation	01-6387-0-3800-1000-5821-032-394	2,000.00
250060	VRS CATERING CONNECTION	2024 - 2025 Open PO for District Meetings	01-0000-0-0000-2700-4322-090-762	1,000.00
250247	SYSCO FOOD SERVICES OF SAN FRA	Food & Supplies	13-5310-0-0000-3700-4700-090-820	7,000.00
250382	E.F. BRETT AND COMPANY INC.	HVAC Projects Package A	21-9010-0-0000-8500-6270-009-945	13,698.67
250382	E.F. BRETT AND COMPANY INC.	HVAC Projects Package A	21-9010-0-0000-8500-6270-010-945	9,384.67
250382	E.F. BRETT AND COMPANY INC.	HVAC Projects Package A	21-9010-0-0000-8500-6270-025-945	1,720.66
250744	CODY ANDERSON WASNEY	Architectural Services	40-9010-0-0000-8500-6210-090-940	31,700.00
	TOTAL CHANGE ORDERS			**126,171.11**

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: December 12, 2024

RE: Warrant Register – October 1, 2024 to October 31, 2024

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report lists all the Warrants issued by the District from October 1, 2024 to October 31, 2024. For the period listed above, the Warrants total $6,521,340.70 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of October 1, 2024 to October 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
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
360 DEGREE CUSTOMER INC	10/03/2024	975226	PV250219	01	6500	0	5760	1110	5899	090	201	15920	8,640.00
360 DEGREE CUSTOMER INC Total													8,640.00
3P LEARNING	10/15/2024	978019	PO250982	01	0805	0	1110	1000	5813	006	180	INV-US-21520	450.00
3P LEARNING Total													450.00
A BLACK TIE AFFAIR INC.	10/03/2024	975237	PO250724	01	6387	0	3800	1000	4322	090	394	E102777	1,094.79
A BLACK TIE AFFAIR INC.	10/22/2024	979569	PO250724	01	6387	0	3800	1000	4322	090	394	E102472	980.75
A BLACK TIE AFFAIR INC. Total													2,075.54
A.R.T. CARPET	10/08/2024	976321	PO251309	01	8150	0	0000	8110	5899	010	741	605203 PONDEROSA	3,998.00
A.R.T. CARPET	10/08/2024	976321	PO251310	01	8150	0	0000	8110	5899	009	741	605203 MONTE VERDE	5,982.00
A.R.T. CARPET Total													9,980.00
A+ LIVE SCAN SERVICES	10/01/2024	974658	PO250822	01	0000	0	0000	7400	5840	090	715	19146A	224.00
A+ LIVE SCAN SERVICES	10/01/2024	974658	PO250822	01	0000	0	0000	7400	5840	090	715	19232B	336.00
A+ LIVE SCAN SERVICES	10/29/2024	982165	PO250822	01	0000	0	0000	7400	5840	090	715	19516A	252.00
A+ LIVE SCAN SERVICES	10/29/2024	982165	PO250822	01	0000	0	0000	7400	5840	090	715	19570A	168.00
A+ LIVE SCAN SERVICES Total													980.00
ABAT, LORI	10/22/2024	979549	PV250301	01	6500	0	5760	2490	5820	090	245	AUG24MILEAGE25	57.96
ABAT, LORI	10/24/2024	980596	PV250359	01	6500	0	5760	2490	5820	090	245	SEP24MILEAGE46	72.45
ABAT, LORI	10/24/2024	980596	PV250360	01	6500	0	5760	2490	5820	090	245	SEP24MILEAGE47	14.49
ABAT, LORI Total													144.90
ACACIA GLASS CORP	10/15/2024	977971	PO250580	01	8150	0	0000	8110	4320	090	741	1557	488.70
ACACIA GLASS CORP Total													488.70
ACHIEVE KIDS	10/01/2024	974640	PO250992	01	6500	0	5760	1180	5820	090	230	33312	685.00
ACHIEVE KIDS	10/29/2024	982176	PO250992	01	6500	0	5760	1180	5820	090	230	33446	2,466.00
ACHIEVE KIDS	10/01/2024	974640	PO250992	01	6500	0	5760	1180	5870	090	230	33312	912.00
ACHIEVE KIDS	10/29/2024	982176	PO250992	01	6500	0	5760	1180	5870	090	230	33446	2,103.20
ACHIEVE KIDS	10/01/2024	974640	PO250992	01	6500	0	5760	1180	5880	090	230	33312	2,615.00
ACHIEVE KIDS	10/29/2024	982176	PO250992	01	6500	0	5760	1180	5880	090	230	33446	9,414.00
ACHIEVE KIDS	10/01/2024	974640	PO250992	01	6500	0	5760	1180	5899	090	230	33312	50.55
ACHIEVE KIDS	10/29/2024	982176	PO250992	01	6500	0	5760	1180	5899	090	230	33446	181.98
ACHIEVE KIDS Total													18,427.73
ACSA	10/31/2024	982823	PO250909	01	0000	0	0000	7150	5300	090	714	ADD'L DUES FY24-25	1,972.32
ACSA Total													1,972.32
ACTION SPORTS	10/22/2024	979531	PO251452	01	9010	0	0000	2700	5810	025	356	7122024	1,302.11
ACTION SPORTS Total													1,302.11
ADEMCO INC	10/01/2024	974659	PO250504	01	8150	0	0000	8110	4320	090	741	PW5DJL02	66.67
ADEMCO INC	10/22/2024	979525	PO250504	01	8150	0	0000	8110	4320	090	741	RF4TFD01	158.13
ADEMCO INC	10/22/2024	979525	PO250504	01	8150	0	0000	8110	4320	090	741	RF5FBW01	158.13
ADEMCO INC	10/29/2024	982166	PO250504	01	8150	0	0000	8110	4320	090	741	RG1RFT01	270.26
ADEMCO INC Total													653.19
ADROIT ADVANCED	10/08/2024	976302	PO250914	01	0801	0	1110	3600	5820	090	122	48729	13,274.00
ADROIT ADVANCED	10/17/2024	978593	PO250812	01	0000	0	5760	3600	5820	090	781	48696	117,302.05
ADROIT ADVANCED	10/17/2024	978593	PO250812	01	0000	0	5760	3600	5820	090	781	48583	55,994.25

BOARD WARRANT REGISTER
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
ADROIT ADVANCED Total													186,570.30
ADVANCED INTEGRATED PEST MGMT	10/22/2024	979583	PO250492	01	0000	0	0000	8200	5807	090	760	156978 AUG24	2,498.00
ADVANCED INTEGRATED PEST MGMT Total													2,498.00
AG PARTS WORLDWIDE INC	10/08/2024	976303	PO250174	01	0000	0	1110	1000	4320	090	735	107399	1,236.09
AG PARTS WORLDWIDE INC Total													1,236.09
AIR TUTORS LLC	10/17/2024	978594	PO250817	01	6762	0	1110	1000	5813	090	384	SSF 0904-8	30,100.00
AIR TUTORS LLC Total													30,100.00
AIRGAS USA LLC	10/01/2024	974641	PO250502	01	8150	0	0000	8110	4320	090	741	9153556353	35.58
AIRGAS USA LLC	10/15/2024	977972	PO250502	01	8150	0	0000	8110	4320	090	741	9154044536	233.19
AIRGAS USA LLC	10/17/2024	978605	PO250502	01	8150	0	0000	8110	4320	090	741	9154406774	110.84
AIRGAS USA LLC	10/24/2024	980579	PO250502	01	8150	0	0000	8110	4320	090	741	9154279345	27.10
AIRGAS USA LLC	10/24/2024	980579	PO250502	01	8150	0	0000	8110	4320	090	741	9154084479	203.40
AIRGAS USA LLC	10/24/2024	980579	PO250502	01	8150	0	0000	8110	4320	090	741	9154084483	213.09
AIRGAS USA LLC	10/31/2024	982827	PO250502	01	8150	0	0000	8110	4320	090	741	9154614576	161.13
AIRGAS USA LLC	10/31/2024	982827	PO250502	01	8150	0	0000	8110	4320	090	741	9154614570	448.22
AIRGAS USA LLC Total													1,432.55
AK ATHLETICS EQUIPMENT INC.	10/29/2024	982183	PO251159	01	8150	0	0000	8110	4320	090	741	5420260	1,076.35
AK ATHLETICS EQUIPMENT INC. Total													1,076.35
ALAMEDA ELECTRICAL	10/03/2024	975278	PO250565	01	8150	0	0000	8110	4320	090	741	S5883664.001	23.93
ALAMEDA ELECTRICAL	10/29/2024	982199	PO250565	01	8150	0	0000	8110	4320	090	741	S5910870.001	185.46
ALAMEDA ELECTRICAL Total													209.39
ALBERTSONS/SAFEWAY INC.	10/08/2024	976271	PO250047	01	0000	0	1219	1000	4320	032	070	728694-090924-0777	50.05
ALBERTSONS/SAFEWAY INC.	10/31/2024	982845	PO250047	01	0000	0	1219	1000	4320	032	070	722549-100824-0777	193.87
ALBERTSONS/SAFEWAY INC. Total													243.92
ALL CITY MANAGEMENT SVCS INC.	10/01/2024	974672	PO250012	01	0000	0	0000	7300	5899	090	717	95183	8,164.31
ALL CITY MANAGEMENT SVCS INC.	10/08/2024	976289	PO250012	01	0000	0	0000	7300	5899	090	717	95517	7,303.96
ALL CITY MANAGEMENT SVCS INC. Total													15,468.27
ALL STAR GLASS	10/10/2024	977138	PO250803	01	8150	0	0000	8110	5600	090	741	2019032	1,061.70
ALL STAR GLASS	10/10/2024	977138	PO250803	01	8150	0	0000	8110	5600	090	741	698526	420.89
ALL STAR GLASS Total													1,482.59
ALPHA ENTERPRISE CORP.	10/03/2024	975271	PO250568	01	8150	0	0000	8110	5600	090	741	63730	527.19
ALPHA ENTERPRISE CORP.	10/29/2024	982206	PO250568	01	8150	0	0000	8110	5600	090	741	62989	238.00
ALPHA ENTERPRISE CORP.	10/29/2024	982206	PO250568	01	8150	0	0000	8110	5600	090	741	62990	148.00
ALPHA ENTERPRISE CORP. Total													913.19
ALTO MUSIC	10/03/2024	975227	PV250213	01	0000	0	1110	1000	4320	012	322	3719730	169.88
ALTO MUSIC Total													169.88
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250372	01	0000	0	1110	1000	4200	033	070	1464-9L3H-63RD	129.63
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250372	01	0000	0	1110	1000	4200	033	070	14YD-CK6D-6PRP	114.22
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250725	01	0000	0	1110	1000	4200	033	070	1CJG-DT6W-6WNL	93.95
AMAZON CAPITAL SERVICES	10/08/2024	976253	PO250725	01	0000	0	1110	1000	4200	033	070	11D6-3VN3-DH4W	28.32
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO251122	01	0801	0	1110	1000	4200	013	123	1LMT-6CJV-GT9C	43.26
AMAZON CAPITAL SERVICES	10/08/2024	976244	PV250244	01	9109	0	1110	1000	4200	033	356	1F3H-VVC3-7CLG	39.45

BOARD WARRANT REGISTER
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251144	01	0000	0	1110	1000	4200	022	070	1RJG-7HQW-DDMT	245.71
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251144	01	0000	0	1110	1000	4200	022	070	1YNG-3PCC-HH1N	78.49
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251329	01	0805	0	1110	1000	4200	022	180	1MVJ-LW6V-9LQR	185.58
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO250962	01	0000	0	1110	2421	4200	031	451	1RX6-36KT-74T7	18.49
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO250962	01	0000	0	1110	2421	4200	031	451	1D6W-YWNM-633K	209.51
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO250962	01	0000	0	3200	1000	4200	031	070	1D6W-YWNM-633K	583.26
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO250962	01	0000	0	3200	1000	4200	031	070	1QVW-QPQY-7YJY	12.34
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251232	01	0000	0	1110	1000	4200	033	070	14GX-YXHY-C7DF	21.44
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251232	01	0000	0	1110	1000	4200	033	070	1NVP-HVH9-96T6	40.03
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251389	01	0000	0	1110	1000	4200	033	070	1JRW-1JRL-6L7J	31.84
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251400	01	0000	0	1110	1000	4200	033	070	1L1K-FRNC-76KK	61.20
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250018	01	9010	0	1110	1000	4320	002	356	1HP4-9JHD-9NPQ	(37.96)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250019	01	9010	0	1110	1000	4320	002	356	1R4D-MCKF-3M39	(18.82)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250021	01	9010	0	1110	1000	4320	010	356	1D1K-64PN-3GGP	(45.18)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250022	01	9010	0	1110	1000	4320	090	055	1WTH-H3DX-96WG	(57.08)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250023	01	0000	0	1110	1000	4320	006	070	11M7-XC4H-D3QV	(10.98)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250024	01	9010	0	5760	1190	4320	090	350	1N9T-JYP7-49GN	(149.40)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250025	01	9010	0	1110	1000	4320	010	356	1PNF-Y34P-K1YW	(116.65)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250026	01	0000	0	1110	1000	4320	006	070	1P6P-LT7R-WLMW	(64.60)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250027	01	0000	0	1110	1000	4320	008	070	1K1V-76FP-K43P	(31.85)
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250372	01	0000	0	1110	1000	4320	033	070	1464-9L3H-63RD	49.96
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250372	01	0000	0	1110	1000	4320	033	070	14YD-CK6D-6PRP	48.55
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250725	01	0000	0	1110	1000	4320	033	070	1CJG-DT6W-6WNL	773.91
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250965	01	0805	0	1110	1000	4320	013	123	179Q-KQCM-7H7T	212.62
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250965	01	0805	0	1110	1000	4320	013	180	1J1V-XQTJ-GCQM	30.75
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO250965	01	0805	0	1110	1000	4320	013	123	1J1V-XQTJ-GCQM	68.10
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251050	01	3010	0	1110	1000	4320	008	301	1CT6-YR37-7KDN	312.18
AMAZON CAPITAL SERVICES	10/03/2024	975231	PO251092	01	0000	0	0000	2424	4320	090	735	1KG4-XC9Q-JJ3Y	83.68
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251118	01	3010	0	1110	1000	4320	008	301	1CPR-69TJ-7FFR	14.00
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251118	01	3010	0	1110	1000	4320	008	301	1Y33-QPKC-KMH3	111.16
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251118	01	0000	0	1110	1000	4320	008	070	1Y33-QPKC-KMH3	82.52
AMAZON CAPITAL SERVICES	10/03/2024	975231	PO251142	01	0000	0	1110	1000	4320	033	070	1X67-CKXM-K3PR	61.88
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251147	01	0000	0	0000	2424	4320	090	735	1R1L-R6TM-JPGK	81.57
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251147	01	0000	0	0000	2424	4320	090	735	19WD-XXY7-GNM9	16.45
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251176	01	0000	0	0000	2424	4320	090	735	1PPC-HVWH-DVFR	200.62
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251192	01	0000	0	3200	1000	4320	031	070	17CL-DTCR-H3L7	1,259.94
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251193	01	0000	0	0000	7550	4320	090	718	13LF-N314-DLRH	71.80
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO250469	01	9010	0	5760	1190	4320	090	350	1V6X-VH6R-4WPJ	298.60
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO250469	01	9010	0	5760	1190	4320	090	350	1GXX-M1RK-7343	103.74
AMAZON CAPITAL SERVICES	10/08/2024	976253	PO250725	01	0000	0	1110	1000	4320	033	070	11D6-3VN3-DH4W	29.00
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO250953	01	0000	0	1110	1000	4320	002	070	16YQ-VQ1N-6PPW	422.92
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO250973	01	0000	0	0000	7400	4320	090	715	1FM7-MY9F-7C1T	(105.24)

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AMAZON CAPITAL SERVICES	10/08/2024	976318	PO250973	01	0000	0	0000	7400	4320	090	715	1D1H-WMPY-77HC	569.80
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO250973	01	0000	0	0000	7400	4320	090	715	13KQ-KYKL-KLVF	(52.63)
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO250973	01	0000	0	0000	7400	4320	090	715	13KL-4VJN-L3LL	(52.62)
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO251040	01	0000	0	1110	1000	4320	006	070	1NDN-F1VK-7GGV	103.34
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251053	01	0000	0	1110	1000	4320	033	070	1931-61GT-6WQF	531.51
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251053	01	0000	0	1110	1000	4320	033	070	1KJP-D3RN-7V9L	36.18
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO251098	01	0000	0	1110	1000	4320	006	070	1PPJ-X1QY-K66T	264.61
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO251099	01	0000	0	1110	1000	4320	090	762	16YY-N949-KDR9	59.60
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO251122	01	0000	0	0000	2700	4320	013	070	1LMT-6CJV-GT9C	10.97
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO251143	01	0000	0	1110	1000	4320	006	070	134V-1WHG-J96K	98.87
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251168	01	3010	0	1110	1000	4320	008	301	1TGR-LPNR-FW1F	59.28
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251170	01	6387	0	3800	1000	4320	032	394	1LT3-NVDD-9YYJ	841.64
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251170	01	6387	0	3800	1000	4320	032	394	1J1V-XQTJ-FLKT	3,575.35
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251170	01	6387	0	3800	1000	4320	032	394	1HLW-RYG9-M3RF	(56.03)
AMAZON CAPITAL SERVICES	10/08/2024	976253	PO251187	01	3010	0	1110	1000	4320	008	301	1XNC-NQDL-DNHG	137.31
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO251189	01	0000	0	1110	1000	4320	033	070	1KWR-4HCN-G1DX	49.53
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251191	01	6300	0	1110	1000	4320	090	307	17J9-CDQM-C371	81.42
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO251194	01	0000	0	1110	1000	4320	002	070	17J9-CDQM-CKDD	304.13
AMAZON CAPITAL SERVICES	10/08/2024	976244	PO251212	01	0000	0	1110	1000	4320	033	070	1MYN-1F93-DGGF	239.16
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251230	01	0000	0	1110	2421	4320	008	451	1FFT-YCM3-9F7P	20.84
AMAZON CAPITAL SERVICES	10/08/2024	976272	PO251233	01	0000	0	1110	1000	4320	014	070	1JYJ-14XY-9D94	18.65
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251235	01	0000	0	0000	2424	4320	090	735	1F3N-43DR-9JP7	1,006.28
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251257	01	3010	0	1110	1000	4320	008	301	1LQD-XLF7-7W37	488.06
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251259	01	0000	0	1225	1000	4320	032	070	1NVP-HVH9-6XL1	34.59
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251259	01	0000	0	1110	1000	4320	032	070	1NVP-HVH9-6XL1	10.38
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251259	01	0000	0	1237	1000	4320	032	070	1NVP-HVH9-6XL1	39.98
AMAZON CAPITAL SERVICES	10/08/2024	976328	PO251268	01	0000	0	1110	1000	4320	002	070	1KJP-D3RN-94GW	112.05
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251283	01	6300	0	1110	1000	4320	090	307	136R-NXPQ-7LD9	46.07
AMAZON CAPITAL SERVICES	10/08/2024	976318	PO251297	01	0000	0	1236	1000	4320	032	070	1NVP-HVH9-74LR	177.58
AMAZON CAPITAL SERVICES	10/10/2024	977143	PO250735	01	6300	0	1110	1000	4320	090	307	1NX4-THLM-F1TG	60.24
AMAZON CAPITAL SERVICES	10/10/2024	977143	PO250735	01	6300	0	1110	1000	4320	090	307	1CJG-DT6W-7MGD	43.48
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251095	01	0000	0	1110	1000	4320	010	070	17GF-6QXX-7N3Y	40.64
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251095	01	0000	0	1110	1000	4320	010	070	16YY-N949-JV64	250.78
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251144	01	0000	0	1110	1000	4320	022	070	1Y7F-VXQ6-DR6M	30.74
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251144	01	0000	0	1110	1000	4320	022	070	1YNG-3PCC-HH1N	513.83
AMAZON CAPITAL SERVICES	10/10/2024	977141	PO251148	01	3550	0	3800	1000	4320	033	333	1XR1-NXD3-99QN	128.67
AMAZON CAPITAL SERVICES	10/10/2024	977141	PO251148	01	3550	0	3800	1000	4320	033	333	1MK4-PW49-F9XX	964.72
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251148	01	3550	0	3800	1000	4320	033	333	1CLY-DFVV-TKDK	(14.34)
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251148	01	3550	0	3800	1000	4320	033	333	19LQ-VJLV-TNKL	(100.56)
AMAZON CAPITAL SERVICES	10/10/2024	977143	PO251169	01	3010	0	1110	1000	4320	007	301	1L34-3Q77-DHTG	804.24
AMAZON CAPITAL SERVICES	10/10/2024	977143	PO251175	01	6300	0	1110	1000	4320	090	307	1GPV-RGYM-FXFQ	39.84
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251231	01	0000	0	1110	2421	4320	008	451	1TLN-JTC1-91NL	287.55

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AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251285	01	6300	0	1110	1000	4320	090	307	13HT-QRQC-GG39	6.36
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251285	01	6300	0	1110	1000	4320	090	307	1GVM-YPMC-9JJJ	225.98
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251303	01	0000	0	0000	2424	4320	090	735	1Y7F-VXQ6-F7CV	66.60
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251315	01	0000	0	0000	2424	4320	090	735	11H3-6FMM-GRVL	59.28
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251340	01	6300	0	1110	1000	4320	090	307	1YGT-MHRC-GM4M	28.87
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251349	01	6300	0	1110	1000	4320	090	307	14GX-YXHY-FMTQ	(0.32)
AMAZON CAPITAL SERVICES	10/15/2024	977955	PO251148	01	3550	0	3800	1000	4320	033	333	1YVR-KPTW-JPF6	1,363.61
AMAZON CAPITAL SERVICES	10/15/2024	977986	PO251271	01	7032	0	0000	3700	4320	090	820	1RFR-THGY-7YG3	927.60
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251280	01	6300	0	1110	1000	4320	090	307	1WWP-TRYC-9LL1	231.88
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251295	01	0000	0	1110	1000	4320	014	070	1QVW-QPQY-7TLX	80.11
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251298	01	8150	0	0000	8110	4320	090	741	1F46-WLPX-GMP3	347.06
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251318	01	6266	0	1110	1000	4320	090	341	1MTR-17LC-CDKP	192.71
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251326	01	0000	0	1110	1000	4320	008	070	1D1G-6KN6-FWC6	54.93
AMAZON CAPITAL SERVICES	10/15/2024	977988	PO251329	01	0000	0	1110	1000	4320	022	070	1MVJ-LW6V-9LQR	16.08
AMAZON CAPITAL SERVICES	10/17/2024	978578	PO251323	01	3010	0	1110	1000	4320	007	301	1D1G-6KN6-FKQL	666.50
AMAZON CAPITAL SERVICES	10/17/2024	978578	PO251337	01	6300	0	1110	1000	4320	090	307	14R6-G4HY-FWJ7	156.64
AMAZON CAPITAL SERVICES	10/17/2024	978578	PO251338	01	6300	0	1110	1000	4320	090	307	1NVG-1JMY-6TMH	18.63
AMAZON CAPITAL SERVICES	10/22/2024	979588	CM250031	01	0000	0	0000	7300	4320	090	717	14HH-3MGF-DM3P	(153.88)
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251185	01	6387	0	3800	1000	4320	032	394	19MM-VM6K-FRJN	431.65
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251185	01	6387	0	3800	1000	4320	032	394	16KH-LD3P-6MWN	418.99
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251190	01	0000	0	1110	1000	4320	021	070	1TGR-LPNR-GTJH	772.60
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251215	01	0000	0	1110	1000	4320	021	322	1FFG-T99G-DYCY	110.92
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251215	01	0000	0	1110	1000	4320	021	322	1FFT-YCM3-7THT	127.61
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251232	01	0000	0	1110	1000	4320	033	070	1NVP-HVH9-96T6	263.53
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251293	01	3010	0	1110	1000	4320	008	301	1QVW-QPQY-9996	66.99
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251293	01	0000	0	1110	1000	4320	008	070	1QVW-QPQY-9996	39.53
AMAZON CAPITAL SERVICES	10/22/2024	979522	PO251304	01	6300	0	1110	1000	4320	090	307	11K7-DYF6-9LWQ	283.58
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251333	01	0000	0	1110	1000	4320	033	070	1HXX-TFNJ-FRMJ	223.17
AMAZON CAPITAL SERVICES	10/22/2024	979584	PO251348	01	6300	0	1110	1000	4320	090	307	1YF1-9JH9-FWW6	42.45
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251349	01	6300	0	1110	1000	4320	090	307	1MTR-17LC-FN43	(1.03)
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251349	01	6300	0	1110	1000	4320	090	307	1HXX-TFNJ-H67T	(3.60)
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251349	01	6300	0	1110	1000	4320	090	307	1PRH-P3MM-GPJV	29.48
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251350	01	6300	0	1110	1000	4320	090	307	13HT-QRQC-GGRR	298.06
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251376	01	6300	0	1110	1000	4320	090	307	1Y96-3KQF-GFDJ	284.25
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251376	01	6300	0	1110	1000	4320	090	307	1L3D-7QKD-6Q4M	38.01
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251378	01	6300	0	1110	1000	4320	090	307	16MN-WR3H-6GM7	7.53
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251378	01	6300	0	1110	1000	4320	090	307	14CT-GXY1-GKG1	111.27
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251379	01	6300	0	1110	1000	4320	090	307	1NWG-7J6M-6VN9	68.10
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251379	01	6300	0	1110	1000	4320	090	307	163C-M6MC-7XWQ	194.96
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251380	01	6300	0	1110	1000	4320	090	307	13HT-QRQC-GLTK	81.17
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251389	01	0000	0	1110	1000	4320	033	070	1JRW-1JRL-6L7J	131.99
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251391	01	0000	0	1110	1000	4320	010	070	13GX-HG7W-6KNV	221.23

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AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251392	01	0000	0	1110	1000	4320	008	070	1DX6-JPJY-7N7Y	64.82
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251393	01	9219	0	1208	1000	4320	032	356	14N9-TJQM-6D6K	300.95
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251397	01	0000	0	0000	2424	4320	090	735	1JQP-DYVM-6GRH	309.20
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251403	01	8150	0	0000	8110	4320	090	741	1RGW-D1MQ-7LWJ	26.35
AMAZON CAPITAL SERVICES	10/22/2024	979568	PO251430	01	0000	0	1231	1000	4320	032	070	1FYF-YMT1-6HMF	130.57
AMAZON CAPITAL SERVICES	10/22/2024	979588	PO251431	01	0805	0	1110	1000	4320	013	180	1TFH-JGF1-6LQX	279.33
AMAZON CAPITAL SERVICES	10/22/2024	979588	PV250315	01	0000	0	0000	7300	4320	090	717	14R6-G4HY-GNRQ	156.07
AMAZON CAPITAL SERVICES	10/24/2024	980569	CM250032	01	0000	0	1236	1000	4320	032	070	1TLY-YFYQ-V1WP	(80.42)
AMAZON CAPITAL SERVICES	10/24/2024	980569	PO251095	01	0000	0	1110	1000	4320	010	070	169C-KK3L-FR3L	10.98
AMAZON CAPITAL SERVICES	10/24/2024	980580	PO251213	01	6387	0	3800	1000	4320	032	394	1RMK-P6KN-F796	411.64
AMAZON CAPITAL SERVICES	10/24/2024	980580	PO251262	01	3010	0	1110	1000	4320	008	301	1XKQ-YG19-FYDM	114.77
AMAZON CAPITAL SERVICES	10/24/2024	980580	PO251262	01	3010	0	1110	1000	4320	008	301	1LT3-NVDD-9QD4	695.57
AMAZON CAPITAL SERVICES	10/24/2024	980592	PO251433	01	0805	0	1110	1000	4320	013	180	11ND-QWM1-66FV	206.93
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO250968	01	0000	0	1110	1000	4320	006	070	1L1K-FRNC-6NVH	74.90
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO250968	01	0000	0	1110	1000	4320	006	070	1WLQ-4GQG-74TW	330.35
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO251052	01	3550	0	3800	1000	4320	032	333	1HMV-QPWJ-KG1R	65.88
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO251052	01	3550	0	3800	1000	4320	032	333	1931-61GT-6XWY	2,170.56
AMAZON CAPITAL SERVICES	10/29/2024	982207	PO251308	01	8150	0	0000	8110	4320	090	741	1C3G-RW47-LGPP	198.32
AMAZON CAPITAL SERVICES	10/29/2024	982207	PO251308	01	8150	0	0000	8110	4320	090	741	16KQ-VDHL-61HP	49.58
AMAZON CAPITAL SERVICES	10/29/2024	982207	PO251316	01	0000	0	1110	1000	4320	010	070	1HXX-TFNJ-GH3V	83.93
AMAZON CAPITAL SERVICES	10/29/2024	982207	PO251374	01	0805	0	1110	1000	4320	022	180	1TP3-QFC6-7Y4X	364.51
AMAZON CAPITAL SERVICES	10/29/2024	982184	PO251442	01	0805	0	1110	1000	4320	013	180	1KHM-NVVH-6TRC	172.04
AMAZON CAPITAL SERVICES	10/29/2024	982184	PO251442	01	0805	0	1110	1000	4320	013	180	1JJW-N7W6-LL6J	85.58
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO251486	01	3550	0	3800	1000	4320	033	333	17J4-1QWG-KTVH	371.32
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO251494	01	0000	0	1110	1000	4320	033	070	1CLR-9GX3-KR1G	111.67
AMAZON CAPITAL SERVICES	10/29/2024	982200	PO251497	01	0000	0	0000	2424	4320	090	735	1R4P-KM1K-KD7N	57.66
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251381	01	6300	0	1110	1000	4320	090	307	1MVJ-LW6V-9Q9N	48.64
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251381	01	6300	0	1110	1000	4320	090	307	1L1K-FRNC-6F4C	7.59
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251382	01	6300	0	1110	1000	4320	090	307	1MQ9-GD91-LDJY	6.43
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251382	01	6300	0	1110	1000	4320	090	307	1MK6-W76P-6MYM	39.09
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251382	01	6300	0	1110	1000	4320	090	307	1LG3-RY4G-GLQW	251.48
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251383	01	6300	0	1110	1000	4320	090	307	1YF1-9JH9-GWXY	232.44
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251383	01	6300	0	1110	1000	4320	090	307	16KH-LD3P-6HP9	3.31
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251394	01	6300	0	1110	1000	4320	090	307	1CMR-3V9N-6JQP	365.14
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251399	01	6300	0	1110	1000	4320	090	307	14HH-3MGF-631N	87.31
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251401	01	6300	0	1110	1000	4320	090	307	1W4M-TCDD-6WXN	230.63
AMAZON CAPITAL SERVICES	10/31/2024	982785	PO251402	01	3550	0	3800	1000	4320	032	333	1WRF-LFWH-6X4C	45.84
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251443	01	0805	0	1110	1000	4320	006	180	1F7Y-7HWQ-LLKH	48.83
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251443	01	0000	0	1110	1000	4320	006	070	1F7Y-7HWQ-LLKH	147.65
AMAZON CAPITAL SERVICES	10/31/2024	982828	PO251478	01	3550	0	3800	1000	4320	032	333	1MQ9-GD91-LFPJ	169.13
AMAZON CAPITAL SERVICES	10/31/2024	982811	PO251488	01	0000	0	0000	2424	4320	090	735	1L4W-PLHW-MDDQ	944.16
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251192	01	0000	0	3200	1000	4322	031	070	17CL-DTCR-H3L7	68.40

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AMAZON CAPITAL SERVICES	10/24/2024	980569	PO251396	01	3550	0	3800	1000	4420	033	333	1KHM-NVVH-6JXC	1,597.46
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251133	01	0000	0	0000	0000	9320	000		14G6-T6K6-GTVW	1,566.24
AMAZON CAPITAL SERVICES Total													38,592.55
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	022	128	E14201280132	1,304.55
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	022	128	E14066750132	1,851.75
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	022	128	E14110300132	1,030.95
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	022	128	E14201680132	1,304.55
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	008	124	E14066560132	3,011.17
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	008	124	E14110490132	1,080.00
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	008	124	E14201150132	1,383.75
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	033	128	E14201210132	1,399.05
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	014	124	E14201360132	712.35
AMERGIS HEALTHCARE	10/01/2024	974673	PO251201	01	0804	0	4760	1000	5899	022	128	E14110060132	1,030.95
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	0000	0	0000	3140	5899	090	507	E14086370132	2,880.00
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	6500	0	5760	3120	5899	090	245	E14086070132	5,250.00
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	6500	0	5760	3140	5899	090	245	E14086120132	1,800.00
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	3310	0	5760	1110	5899	090	201	E14027170132	2,753.55
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	3310	0	5760	1110	5899	090	201	E14027630132	589.16
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	3310	0	5760	1110	5899	090	201	E14138890132	8,262.00
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	0000	0	0000	3140	5899	090	507	E14137130132	2,366.40
AMERGIS HEALTHCARE	10/03/2024	975228	PO251071	01	6500	0	5760	3140	5899	090	245	E14136990132	8,989.50
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	6500	0	5760	1180	5899	090	245	E14137050132	11,699.35
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	3310	0	5760	1110	5899	090	201	E14110560132	21,906.56
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	3310	0	5760	1110	5899	090	201	E14067120132	26,723.32
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	3310	0	5760	1110	5899	090	201	E10486810132	13,336.20
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	6500	0	5760	1180	5899	090	245	E14086030132	14,387.10
AMERGIS HEALTHCARE	10/03/2024	975257	PO251071	01	3310	0	5760	1110	5899	090	201	E14026970132	12,555.45
AMERGIS HEALTHCARE	10/03/2024	975277	PO251071	01	3310	0	5760	1110	5899	090	201	E13697450132	2,095.84
AMERGIS HEALTHCARE	10/03/2024	975277	PO251071	01	6500	0	5760	3140	5899	090	245	E13697450132	1,625.00
AMERGIS HEALTHCARE	10/03/2024	975277	PV250241	01	6500	0	5760	1180	5899	090	245	E13452650132	2,015.00
AMERGIS HEALTHCARE	10/03/2024	975277	PV250241	01	6500	0	5760	3120	5899	090	245	E13452650132	3,500.00
AMERGIS HEALTHCARE	10/10/2024	977146	PO251071	01	3310	0	5760	1110	5899	090	201	E14004340132	18,693.48
AMERGIS HEALTHCARE	10/10/2024	977146	PO251071	01	3310	0	5760	1110	5899	090	201	E13954240132	8,988.20
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	3310	0	5760	1110	5899	090	201	E14254000132	24,139.44
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	3310	0	5760	1110	5899	090	201	E14253960132	13,011.30
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	0000	0	0000	3140	5899	090	507	E14253980132	1,560.00
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	6500	0	5760	3140	5899	090	245	E14253990132	6,115.20
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	6500	0	5760	1180	5899	090	245	E14253950132	13,217.10
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	6500	0	5760	3120	5899	090	245	E14137230132	4,200.00
AMERGIS HEALTHCARE	10/10/2024	977153	PO251071	01	6500	0	5760	3120	5899	090	245	E14253970132	5,250.00
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	006	124	E14306180132	541.80
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	008	124	E14253310132	1,376.10

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AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	008	124	E14305960132	1,106.55
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	022	128	E14253320132	1,304.55
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	022	128	E14306240132	1,304.55
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	022	128	E14253300132	1,304.55
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	022	128	E14305990132	1,286.10
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	033	128	E14305700132	1,424.25
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	033	128	E14253290132	1,424.25
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	014	124	E14253280132	1,305.00
AMERGIS HEALTHCARE	10/10/2024	977152	PO251201	01	0804	0	4760	1000	5899	014	124	E14306110132	787.50
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	6500	0	5760	3140	5899	090	245	E14305820132	6,490.58
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	6500	0	5760	3120	5899	090	245	E14305810132	5,250.00
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	3310	0	5760	1110	5899	090	201	E14306460132	14,603.40
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	3310	0	5760	1110	5899	090	201	E14306280132	31,676.32
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	6500	0	5760	1180	5899	090	245	E14306440132	13,765.05
AMERGIS HEALTHCARE	10/17/2024	978595	PO251071	01	0000	0	0000	3140	5899	090	507	E14306220132	2,720.00
AMERGIS HEALTHCARE	10/22/2024	979530	PO251201	01	0804	0	4760	1000	5899	006	124	E14375170132	921.15
AMERGIS HEALTHCARE	10/22/2024	979530	PO251201	01	0804	0	4760	1000	5899	022	128	E14375040132	540.00
AMERGIS HEALTHCARE	10/22/2024	979530	PO251201	01	0804	0	4760	1000	5899	022	128	E14374710132	1,244.25
AMERGIS HEALTHCARE	10/22/2024	979530	PO251201	01	0804	0	4760	1000	5899	008	124	E14374550132	1,335.15
AMERGIS HEALTHCARE	10/22/2024	979530	PO251201	01	0804	0	4760	1000	5899	014	124	E14374690132	1,436.40
AMERGIS HEALTHCARE	10/24/2024	980600	PO251201	01	0804	0	4760	1000	5899	033	128	E14430450132	1,170.00
AMERGIS HEALTHCARE	10/24/2024	980600	PO251201	01	0804	0	4760	1000	5899	022	128	E14430660132	1,368.00
AMERGIS HEALTHCARE	10/24/2024	980600	PO251201	01	0804	0	4760	1000	5899	014	124	E14430250132	1,323.90
AMERGIS HEALTHCARE	10/24/2024	980600	PO251201	01	0804	0	4760	1000	5899	008	124	E14430070132	1,380.15
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	6500	0	5760	1180	5899	090	245	E14375270132	11,417.90
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	3310	0	5760	1110	5899	090	201	E14374980132	13,091.85
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	3310	0	5760	1110	5899	090	201	E14374860132	25,525.76
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	6500	0	5760	3140	5899	090	245	E14375240132	6,056.37
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	0000	0	0000	3140	5899	090	507	E14375280132	2,640.00
AMERGIS HEALTHCARE	10/29/2024	982177	PO251071	01	6500	0	5760	3120	5899	090	245	E14375140132	5,250.00
AMERGIS HEALTHCARE	10/29/2024	982181	PO251201	01	0804	0	4760	1000	5899	008	124	E14430350132	1,252.35
AMERGIS HEALTHCARE	10/31/2024	982867	PO251071	01	6500	0	5760	1180	5899	090	245	E14430890132	14,798.55
AMERGIS HEALTHCARE	10/31/2024	982867	PO251071	01	6500	0	5760	3120	5899	090	245	E14430060132	5,250.00
AMERGIS HEALTHCARE	10/31/2024	982867	PO251071	01	0000	0	0000	3140	5899	090	507	E14430210132	2,600.00
AMERGIS HEALTHCARE	10/31/2024	982867	PO251071	01	6500	0	5760	3140	5899	090	245	E14430880132	6,267.30
AMERGIS HEALTHCARE Total													444,557.85
AMERICAN FIDELITY	10/22/2024	979570	PO250846	01	0000	0	0000	7350	5899	090	717	72703	1,856.40
AMERICAN FIDELITY Total													1,856.40
AMERICAN SCHOOL	10/29/2024	982217	PO250406	01	3182	0	1110	1000	5210	031	387	635298	709.00
AMERICAN SCHOOL Total													709.00
AMS.NET INC	10/31/2024	982807	CM250033	01	0000	0	0000	2424	5899	090	735	PAID TWICE 062247	(2,620.08)
AMS.NET INC	10/31/2024	982807	PO250602	01	0000	0	0000	2424	5899	090	735	INVOICE-0084044	54,374.40

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AMS.NET INC Total													51,754.32
ANDERSON-ROSSE, JENNIFER	10/22/2024	979560	PV250293	01	9044	0	1110	1000	4320	090	062	143TWIGSCIENCEMAT	11.06
ANDERSON-ROSSE, JENNIFER	10/22/2024	979560	PV250294	01	9044	0	1110	1000	4320	090	062	158TWIGSCIENCE AMAZON	354.74
ANDERSON-ROSSE, JENNIFER	10/22/2024	979560	PV250295	01	9044	0	1110	1000	4320	090	062	150TWIGSCIENCESAFEWAY	4.00
ANDERSON-ROSSE, JENNIFER Total													369.80
ANDERSON'S IT'S ELEMENTARY	10/31/2024	982814	PO251296	01	0000	0	1110	1000	4320	014	070	2463910	204.33
ANDERSON'S IT'S ELEMENTARY Total													204.33
APPLE INC	10/08/2024	976304	PO250636	01	0000	0	0000	2424	4320	090	735	MB03315027	637.28
APPLE INC	10/08/2024	976254	PO251281	01	6387	0	3800	1000	4320	090	394	MA86990042	109.77
APPLE INC	10/10/2024	977148	PO251238	01	0000	0	0000	2424	4320	090	735	MB19871204	2,688.09
APPLE INC	10/15/2024	978006	PO251186	01	0000	0	0000	2424	4320	090	735	MB14514876	382.37
APPLE INC	10/15/2024	978006	PO251186	01	0000	0	0000	2424	4320	090	735	MB20247250	514.22
APPLE INC	10/31/2024	982808	PO251406	01	0000	0	0000	2424	4320	090	735	MB26463455	5,376.18
APPLE INC	10/31/2024	982856	PO251429	01	9010	0	1110	1000	4320	002	356	MB25472566	1,927.14
APPLE INC	10/01/2024	974647	PO251166	01	0000	0	0000	7150	4420	090	714	MB13122739	6,796.55
APPLE INC	10/10/2024	977148	PO251220	01	0000	0	1110	1000	4420	022	070	MB18748004	3,398.28
APPLE INC Total													21,829.88
ARBORIST NOW INC.	10/08/2024	976329	PO251247	01	8150	0	0000	8110	5899	090	741	22315	2,200.00
ARBORIST NOW INC. Total													2,200.00
ARBORTECH TREE CARE INC	10/15/2024	978007	PO251365	01	8150	0	0000	8110	5899	013	741	3376	900.00
ARBORTECH TREE CARE INC Total													900.00
ARCO'S AUTO BODY	10/03/2024	975272	PO250579	01	8150	0	0000	8110	5600	090	741	RO #038779	2,759.26
ARCO'S AUTO BODY Total													2,759.26
ARISE EDUCATIONAL CENTER	10/24/2024	980589	PO250991	01	6500	0	5760	1180	5820	090	230	1035	2,484.64
ARISE EDUCATIONAL CENTER	10/24/2024	980589	PO250991	01	6500	0	5760	1180	5870	090	230	1035	4,000.69
ARISE EDUCATIONAL CENTER	10/24/2024	980589	PO250991	01	6500	0	5760	1180	5880	090	230	1035	4,541.00
ARISE EDUCATIONAL CENTER	10/24/2024	980589	PO250991	01	6500	0	5760	1180	5899	090	230	1035	174.04
ARISE EDUCATIONAL CENTER Total													11,200.37
ARMOUR PETROLEUM SERVICE &	10/01/2024	974660	PO250395	01	8150	0	0000	8110	5600	090	741	WO-27117	195.00
ARMOUR PETROLEUM SERVICE &	10/03/2024	975286	PV250246	01	8150	0	0000	8110	5600	090	741	WO-26679	195.00
ARMOUR PETROLEUM SERVICE &	10/03/2024	975286	PV250247	01	8150	0	0000	8110	5600	090	741	WO-26589	2,231.00
ARMOUR PETROLEUM SERVICE &	10/08/2024	976259	PV250242	01	8150	0	0000	8110	5600	090	741	WO-26640	1,006.07
ARMOUR PETROLEUM SERVICE &	10/10/2024	977149	PO250395	01	8150	0	0000	8110	5600	090	741	WO-27556	195.00
ARMOUR PETROLEUM SERVICE & Total													3,822.07
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13390	975.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13398	362.25
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13395	3,825.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13393	1,530.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13392	1,350.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13391	3,060.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13402	2,295.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13401	2,295.00

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ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13400	2,295.00
ASF CLEAN TEAM	10/31/2024	982846	PO251366	01	8150	0	0000	8110	5899	090	741	13406	924.75
ASF CLEAN TEAM Total													18,912.00
ASSETGENIE INC	10/03/2024	975287	PV250245	01	0000	0	1110	1000	4320	090	735	099440	241.18
ASSETGENIE INC Total													241.18
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2SEP24	153.84
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4SEP24	29.36
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 6SEP24	(165.85)
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5SEP24	1,007.59
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5SEP24	153.84
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3SEP24	1,370.18
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	650 877-5285 411 6SEP24	4.96
AT&T	10/10/2024	977140	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5SEP24	153.84
AT&T	10/10/2024	977139	PO250248	01	0000	0	0000	7200	5910	090	760	34701763 SEP24	17,521.23
AT&T	10/10/2024	977139	PO250248	01	6500	0	5760	2700	5910	090	245	34701763 SEP24	88.15
AT&T Total													20,317.14
ATTAINMENT CO. INC	10/15/2024	977973	PO251137	01	3010	0	1110	1000	4320	007	301	382928A	86.80
ATTAINMENT CO. INC	10/15/2024	977973	PO251137	01	3010	0	1110	1000	4320	007	301	382928A -1	5.00
ATTAINMENT CO. INC Total													91.80
AVALON ACADEMY, THE	10/08/2024	976257	PO250990	01	6500	0	5760	1180	5870	090	230	6103	7,088.75
AVALON ACADEMY, THE	10/08/2024	976257	PO250990	01	6500	0	5760	1180	5870	090	230	6104	5,888.50
AVALON ACADEMY, THE	10/31/2024	982868	PO250990	01	6500	0	5760	1180	5870	090	230	6139	10,156.50
AVALON ACADEMY, THE	10/31/2024	982868	PO250990	01	6500	0	5760	1180	5870	090	230	6138	11,865.75
AVALON ACADEMY, THE	10/08/2024	976257	PO250990	01	6500	0	5760	1180	5880	090	230	6103	3,930.00
AVALON ACADEMY, THE	10/08/2024	976257	PO250990	01	6500	0	5760	1180	5880	090	230	6104	3,930.00
AVALON ACADEMY, THE	10/31/2024	982868	PO250990	01	6500	0	5760	1180	5880	090	230	6139	5,658.00
AVALON ACADEMY, THE	10/31/2024	982868	PO250990	01	6500	0	5760	1180	5880	090	230	6138	5,658.00
AVALON ACADEMY, THE Total													54,175.50
AVALOS, MARILLYN	10/15/2024	977958	PV250282	01	0000	0	0000	2700	5220	090	762	SEP24MILEAGE48	16.94
AVALOS, MARILLYN Total													16.94
AVID CENTER	10/15/2024	977976	PO251418	01	0000	0	1110	1000	5210	032	070	SIN015525-1	950.00
AVID CENTER	10/10/2024	977147	PO250061	01	4127	0	1110	1000	5813	033	342	SIN026873	6,034.00
AVID CENTER	10/10/2024	977147	PO250061	01	4127	0	1110	1000	5813	032	342	SIN026873	6,034.00
AVID CENTER Total													13,018.00
AVID TRANSLATION	10/01/2024	974661	PO250071	01	0000	0	4760	3900	5899	090	503	5667	395.60
AVID TRANSLATION	10/08/2024	976273	PO250071	01	0000	0	4760	3900	5899	090	503	5681	240.00
AVID TRANSLATION	10/17/2024	978596	PO250808	01	6500	0	5760	1190	5899	090	245	5682	7,625.00
AVID TRANSLATION	10/24/2024	980590	PO250808	01	6500	0	5760	1190	5899	090	245	5683	8,693.31
AVID TRANSLATION Total													16,953.91
B & H PHOTO-VIDEO INC	10/03/2024	975221	PO251139	01	3550	0	3800	1000	4320	032	333	227459640	1,547.39
B & H PHOTO-VIDEO INC	10/10/2024	977150	PO251218	01	3550	0	3800	1000	4320	032	333	227686246	10.93
B & H PHOTO-VIDEO INC	10/29/2024	982167	PO251218	01	3550	0	3800	1000	4320	032	333	228092746	340.56

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B & H PHOTO-VIDEO INC	10/31/2024	982857	PV250385	01	3550	0	3800	1000	4420	033	333	227331199	16.47
B & H PHOTO-VIDEO INC Total													1,915.35
BALLESTEROS, KATE	10/17/2024	978603	PV250289	01	0000	0	0000	7400	5899	090	715	76SUBJANALYREPORT	860.00
BALLESTEROS, KATE Total													860.00
BAY AREA BIOSCIENCE EDUCATION	10/15/2024	977990	PO250985	01	9010	0	1110	1000	4320	090	360	INV-0554	279.08
BAY AREA BIOSCIENCE EDUCATION Total													279.08
BEACON SCHOOL	10/17/2024	978597	PO250809	01	6546	0	5760	3120	5870	090	245	SVCS SEP24	45,455.00
BEACON SCHOOL Total													45,455.00
BEAM STORE INC, THE	10/01/2024	974648	PO251004	01	0000	0	1110	1000	4320	033	070	10FDB	933.92
BEAM STORE INC, THE Total													933.92
BEE THERAPY GROUP LLC	10/17/2024	978570	PO251387	01	6500	0	5760	3150	5899	090	220	230	6,160.00
BEE THERAPY GROUP LLC Total													6,160.00
BELKORP AG LLC	10/08/2024	976330	PO250590	01	8150	0	0000	8110	4320	090	741	1022823	360.98
BELKORP AG LLC	10/08/2024	976330	PO250590	01	8150	0	0000	8110	4320	090	741	1022499	209.08
BELKORP AG LLC Total													570.06
BLUE LINE TRANSFER	10/15/2024	977991	PO250514	01	0000	0	0000	8200	5540	090	760	0001500695	7,745.87
BLUE LINE TRANSFER Total													7,745.87
BODWIN, DIANE LITLE	10/24/2024	980593	PO250418	01	0000	0	0000	2424	5801	090	762	SVCS SEP24	622.87
BODWIN, DIANE LITLE Total													622.87
BOUDIN BAKERY	10/29/2024	982214	PV250368	01	6500	0	5760	1190	4322	090	245	1570814	406.96
BOUDIN BAKERY	10/29/2024	982214	PV250372	01	6500	0	5760	1190	4322	090	245	1570814-1	40.41
BOUDIN BAKERY	10/31/2024	982794	PO250059	01	6387	0	3800	1000	4322	090	394	1583913	168.04
BOUDIN BAKERY Total													615.41
BOYD, AARON	10/08/2024	976250	PV250234	01	0000	0	1203	1000	5810	033	070	140FLAGFOOTBALBANNER	110.95
BOYD, AARON	10/08/2024	976250	PV250235	01	0000	0	1203	1000	5810	033	070	126GOLFPROMOCARDS	69.20
BOYD, AARON	10/08/2024	976250	PV250237	01	0000	0	1203	1000	5810	033	070	136VOLLEYBALBANNERS	110.95
BOYD, AARON	10/10/2024	977131	PV250269	01	0000	0	1203	1000	5810	033	322	159TENNISCARDBANER	110.93
BOYD, AARON	10/08/2024	976250	PV250230	01	0000	0	1203	1000	5899	033	322	125GOLFMATCH	306.00
BOYD, AARON	10/10/2024	977131	PV250264	01	0000	0	1203	1000	5899	033	322	151GIRLSGOLF MATCH	106.00
BOYD, AARON	10/29/2024	982170	PV250316	01	0000	0	1203	1000	5899	033	322	176GIRLSGOLFTEAM	212.00
BOYD, AARON	10/29/2024	982159	PV250365	01	0000	0	1203	1000	5899	033	322	192GIRLSGOLFTEAM	208.00
BOYD, AARON Total													1,234.03
BOYS & GIRLS CLUBS	10/01/2024	974675	PO250129	01	2600	0	1110	1000	5899	090	358	20240719 SSFUSD	170,000.00
BOYS & GIRLS CLUBS	10/01/2024	974675	PO250129	01	0000	0	1110	1000	5899	090	762	20240719 SSFUSD	7,000.00
BOYS & GIRLS CLUBS Total													177,000.00
BRADLEY, AYDEN	10/22/2024	979523	PV250297	01	0000	0	1227	1000	4320	033	070	163BATTERYEQUIP	357.92
BRADLEY, AYDEN Total													357.92
BRADSHAW, LUCIE	10/29/2024	982215	PV250363	01	0805	0	1110	1000	4320	006	180	156TEACHERMANUAL	376.25
BRADSHAW, LUCIE Total													376.25
BREATHE FOR CHANGE INC	10/31/2024	982795	PO251525	01	0805	0	1110	1000	5210	013	180	#20240927-184937377	1,500.00
BREATHE FOR CHANGE INC Total													1,500.00
BRIANO, JAMES	10/01/2024	974700	PV250224	01	7412	0	1110	1000	5210	032	362	2AP LANG& COMP	750.00

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BRIANO, JAMES Total													750.00
BROCKMEYER, JASON	10/08/2024	976251	PV250233	01	9010	0	1110	1000	4322	090	057	93MATH&SCIENCEFOOD	372.20
BROCKMEYER, JASON Total													372.20
BSN SPORTS LLC	10/01/2024	974649	PO251114	01	0000	0	1202	1000	4320	033	322	924390654	363.82
BSN SPORTS LLC	10/03/2024	975222	PO250855	01	0000	0	1203	1000	4320	033	322	926310862	263.72
BSN SPORTS LLC	10/08/2024	976260	PO250983	01	0000	0	1203	1000	4320	033	322	926895405A	727.33
BSN SPORTS LLC	10/08/2024	976260	PO251245	01	0000	0	1202	1000	4320	033	322	927055643	474.68
BSN SPORTS LLC	10/24/2024	980586	PO251454	01	8150	0	0000	8110	4320	090	741	927232141	2,173.36
BSN SPORTS LLC	10/31/2024	982796	PO251419	01	8150	0	0000	8110	4320	090	741	927182921	620.96
BSN SPORTS LLC Total													4,623.87
BUCKLEY, DEDE	10/24/2024	980597	PV250354	01	6500	0	5001	2700	5220	090	245	SEP24MILEAGE45	12.75
BUCKLEY, DEDE Total													12.75
CADA CENTRAL	10/29/2024	982218	PO251426	01	0000	0	1110	1000	5210	033	070	155049	200.00
CADA CENTRAL	10/29/2024	982218	PO251426	01	0000	0	1110	1000	5815	033	070	155049	2,040.00
CADA CENTRAL Total													2,240.00
CALIFORNIA DEPARTMENT OF TAX	10/15/2024	977998	PV250286	01	0000	0	0000	0000	9580	000		020-300028 SEP24	3,078.39
CALIFORNIA DEPARTMENT OF TAX Total													3,078.39
CALIFORNIA QUALITY	10/08/2024	976322	PO250581	01	8150	0	0000	8110	4320	090	741	0157714-IN	466.91
CALIFORNIA QUALITY Total													466.91
CALIFORNIA WATER SERVICE	10/01/2024	974711	PO250549	01	0000	0	0000	8200	5530	090	760	6907544444 SEP24	59,300.54
CALIFORNIA WATER SERVICE	10/29/2024	982220	PO250549	01	0000	0	0000	8200	5530	090	760	6907544444 OCT24	56,272.76
CALIFORNIA WATER SERVICE Total													115,573.30
CALPERS	10/17/2024	978609	PV250291	01	0000	0	0000	7600	3701	090	810	NOV24 PREMIUMS-BOT	649.58
CALPERS	10/22/2024	979548	PV250296	01	0000	0	0000	7600	3701	090	810	NOV24 1354490268	26,062.00
CALPERS	10/22/2024	979548	PV250296	01	0000	0	0000	7600	3702	090	810	NOV24 1354490268	36,905.79
CALPERS	10/17/2024	978609	PV250291	01	0000	0	0000	7600	5899	090	810	NOV24 PREMIUMS-BOT	1.56
CALPERS	10/22/2024	979548	PV250296	01	0000	0	0000	7340	5899	090	717	NOV24 1354490268	2,387.40
CALPERS	10/22/2024	979548	PV250296	01	0000	0	0000	7600	5899	090	810	NOV24 1354490268	414.84
CALPERS	10/22/2024	979548	PV250296	01	0000	0	0000	0000	9564	000		NOV24 1354490268	994,751.41
CALPERS Total													1,061,172.58
CAL-STEAM	10/03/2024	975273	PO250516	01	8150	0	0000	8110	4320	090	741	5340726	62.92
CAL-STEAM	10/03/2024	975273	PO250516	01	8150	0	0000	8110	4320	090	741	5421182	262.35
CAL-STEAM	10/15/2024	977977	PO250516	01	8150	0	0000	8110	4320	090	741	5445070	68.13
CAL-STEAM	10/15/2024	977977	PO250516	01	8150	0	0000	8110	4320	090	741	5434803	103.66
CAL-STEAM Total													497.06
CAM EDUCATIONAL SERVICES LLC	10/29/2024	982171	PO251358	01	2600	0	0000	8200	5899	090	358	SSFU-0014	78,109.00
CAM EDUCATIONAL SERVICES LLC	10/29/2024	982171	PO251358	01	2600	0	0000	8200	5899	090	358	SSFU-0015	78,109.00
CAM EDUCATIONAL SERVICES LLC	10/29/2024	982171	PO251358	01	2600	0	0000	8200	5899	090	358	SSFU-0016	78,109.00
CAM EDUCATIONAL SERVICES LLC Total													234,327.00
CARNEGIE LEARNING INC	10/17/2024	978564	PO250305	01	6300	0	1110	1000	4100	090	307	1040756	40,630.43
CARNEGIE LEARNING INC Total													40,630.43
CAROLINA BIOLOGICAL SUPPLY CO	10/08/2024	976245	PO250269	01	6300	0	1110	1000	4100	090	307	52715904RI	4,570.58

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CAROLINA BIOLOGICAL SUPPLY CO	10/08/2024	976245	PO250269	01	6300	0	1110	1000	4100	090	307	52715903RI	2,285.29
CAROLINA BIOLOGICAL SUPPLY CO	10/08/2024	976245	PO250269	01	6300	0	1110	1000	4100	090	307	52715905RI	1,142.64
CAROLINA BIOLOGICAL SUPPLY CO	10/15/2024	978011	PO251163	01	6387	0	3800	1000	4320	032	394	52719107 RI	3,933.26
CAROLINA BIOLOGICAL SUPPLY CO	10/15/2024	978011	PO251163	01	6387	0	3800	1000	4320	032	394	52728143 RI	48.18
CAROLINA BIOLOGICAL SUPPLY CO Total													11,979.95
CATHOLIC CHARITIES -	10/31/2024	982786	PO251265	01	3010	0	1110	1000	5815	008	301	50122	922.00
CATHOLIC CHARITIES - Total													922.00
CBF INC.	10/01/2024	974650	PO250598	01	0000	0	0000	2424	5600	090	735	51979	3,940.00
CBF INC.	10/03/2024	975238	PO250598	01	0000	0	0000	2424	5600	090	735	52009	1,997.00
CBF INC.	10/03/2024	975238	PO250598	01	0000	0	0000	2424	5600	090	735	52010	1,560.00
CBF INC.	10/03/2024	975238	PO250598	01	0000	0	0000	2424	5600	090	735	52011	390.00
CBF INC.	10/03/2024	975238	PO250598	01	0000	0	0000	2424	5600	090	735	51997	2,180.00
CBF INC.	10/15/2024	977978	PO250598	01	0000	0	0000	2424	5600	090	735	52200	584.00
CBF INC.	10/15/2024	977978	PO250598	01	0000	0	0000	2424	5600	090	735	52201	1,159.00
CBF INC.	10/15/2024	977978	PO250598	01	0000	0	0000	2424	5600	090	735	52202	1,162.00
CBF INC.	10/17/2024	978606	PO250598	01	0000	0	0000	2424	5600	090	735	52298	678.00
CBF INC. Total													13,650.00
CDW GOVERNMENT INC	10/03/2024	975274	PO251223	01	0000	0	0000	7350	4320	090	717	AA7UZ7P	509.90
CDW GOVERNMENT INC	10/08/2024	976274	PO251219	01	0000	0	1110	1000	4320	033	070	AA7UC8W	233.70
CDW GOVERNMENT INC	10/15/2024	977974	PO250419	01	0000	0	0000	2424	4320	090	735	AA7567Q	32.69
CDW GOVERNMENT INC	10/15/2024	977974	PO250419	01	0000	0	0000	2424	4320	090	735	AA79N7L	31.63
CDW GOVERNMENT INC	10/15/2024	977974	PO250419	01	0000	0	0000	2424	4320	090	735	AA8L27L	147.24
CDW GOVERNMENT INC	10/15/2024	977974	PO250419	01	0000	0	0000	2424	4320	090	735	AA6B57T	190.74
CDW GOVERNMENT INC	10/22/2024	979532	PO250419	01	0000	0	0000	2424	4320	090	735	AA9ER1Z	215.53
CDW GOVERNMENT INC	10/24/2024	980570	PO250419	01	0000	0	0000	2424	4320	090	735	AB1LZ8F	120.54
CDW GOVERNMENT INC	10/29/2024	982208	PO250419	01	0000	0	0000	2424	4320	090	735	AA8Y11C	65.38
CDW GOVERNMENT INC	10/31/2024	982829	PO250419	01	0000	0	0000	2424	4320	090	735	AB26F4U	275.79
CDW GOVERNMENT INC	10/31/2024	982829	PO250419	01	0000	0	0000	2424	4320	090	735	AB21T3J	131.85
CDW GOVERNMENT INC	10/31/2024	982829	PO250419	01	0000	0	0000	2424	4320	090	735	AB23F7I	131.85
CDW GOVERNMENT INC	10/31/2024	982829	PO250419	01	0000	0	0000	2424	4320	090	735	AB2X26E	269.66
CDW GOVERNMENT INC	10/31/2024	982829	PO250419	01	0000	0	0000	2424	4320	090	735	AB2MC9B	103.72
CDW GOVERNMENT INC	10/31/2024	982858	PO250419	01	0000	0	0000	2424	4320	090	735	ST40598	554.01
CDW GOVERNMENT INC	10/08/2024	976290	PO251179	01	3010	0	1110	1000	4420	007	301	AA7UW5M	1,518.43
CDW GOVERNMENT INC	10/08/2024	976290	PO251179	01	3010	0	1110	1000	4420	007	301	AA67Q4E	917.68
CDW GOVERNMENT INC	10/22/2024	979532	PO251371	01	0000	0	1110	1000	4420	033	070	AA9KU9Z	1,758.22
CDW GOVERNMENT INC	10/22/2024	979589	PO251420	01	0000	0	0000	2424	4420	090	735	AA98A4R	837.63
CDW GOVERNMENT INC	10/24/2024	980570	PO251372	01	0000	0	3200	1000	4420	031	070	AB1SM9M	653.76
CDW GOVERNMENT INC Total													8,699.95
CELILLO, SHARON	10/03/2024	975251	PV250232	01	0805	0	1110	1000	4320	033	123	12ELHOMEWKSUPPLIES	170.57
CELILLO, SHARON	10/29/2024	982174	PV250353	01	0805	0	1110	1000	5220	033	180	SEP24MILEAGE41	24.25
CELILLO, SHARON Total													194.82
CENGAGE LEARNING	10/08/2024	976335	PO250296	01	6300	0	1110	1000	4100	090	307	NO. 85598519	910.46

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
CENGAGE LEARNING	10/10/2024	977144	PO250450	01	4203	0	1110	1000	4320	090	330	NO. 84804088	1,231.29
CENGAGE LEARNING	10/15/2024	978008	PO250445	01	4203	0	1110	1000	4320	090	330	NO. 84928250	7,880.24
CENGAGE LEARNING	10/15/2024	978008	PO250445	01	4203	0	1110	1000	4320	090	330	NO. 84804092	17,976.79
CENGAGE LEARNING Total													27,998.78
CERTIFIED LANGUAGES	10/03/2024	975229	PO250810	01	0000	0	0000	3140	5899	090	507	817056083124	59.40
CERTIFIED LANGUAGES	10/03/2024	975229	PO250810	01	0000	0	0000	3140	5899	090	507	578210083124	1,053.15
CERTIFIED LANGUAGES	10/17/2024	978598	PO250810	01	0000	0	0000	3140	5899	090	507	5782091724T	19,243.38
CERTIFIED LANGUAGES	10/17/2024	978598	PO251027	01	6500	0	5760	1190	5899	090	245	578210093024	470.25
CERTIFIED LANGUAGES	10/22/2024	979526	PO250810	01	0000	0	0000	3140	5899	090	507	817056093024	6.60
CERTIFIED LANGUAGES Total													20,832.78
CERVANTES, ELIN	10/15/2024	977959	PV250272	01	0000	0	1110	1000	5210	090	762	10UCOUNSELORCONF	250.17
CERVANTES, ELIN	10/22/2024	979581	PV250303	01	0000	0	1110	1000	5210	090	762	9CSUCOUNSELOR	166.12
CERVANTES, ELIN Total													416.29
CHANG, RAYMOND	10/22/2024	979550	MV250023	01	9218	0	0000	0000	8699	032	356	164PSATREFUND	18.00
CHANG, RAYMOND Total													18.00
CHAVEZ GROUP	10/15/2024	977975	PO250412	01	0000	0	0000	7110	5899	090	713	859	760.00
CHAVEZ GROUP Total													760.00
CITY AUTO SUPPLY	10/08/2024	976255	PO250542	01	8150	0	0000	8110	4320	090	741	3-037462	35.47
CITY AUTO SUPPLY	10/08/2024	976255	PO250542	01	8150	0	0000	8110	4320	090	741	3-036866	146.32
CITY AUTO SUPPLY	10/15/2024	978012	PO250542	01	8150	0	0000	8110	4320	090	741	3-038661	80.18
CITY AUTO SUPPLY Total													261.97
CITY OF SAN BRUNO	10/31/2024	982830	PO250551	01	0000	0	0000	8200	5530	090	760	017-343-240 INSTALLMENT 1&2	4,741.80
CITY OF SAN BRUNO Total													4,741.80
CITY OF SAN BRUNO -	10/15/2024	977992	PO250551	01	0000	0	0000	8200	5530	090	760	630440 SEP24	101.05
CITY OF SAN BRUNO - Total													101.05
CITY OF SOUTH SAN FRANCISCO	10/17/2024	978607	PO251451	01	0000	0	1202	1000	5899	032	322	520613	400.00
CITY OF SOUTH SAN FRANCISCO	10/17/2024	978607	PO251455	01	0000	0	0000	8300	5899	025	070	520378	260.00
CITY OF SOUTH SAN FRANCISCO Total													660.00
CONSOLIDATED PLASTICS CO INC	10/15/2024	978020	PO251109	01	0000	0	0000	8200	4320	009	759	64264	494.44
CONSOLIDATED PLASTICS CO INC Total													494.44
CONTRACTORS ELECTRICAL	10/22/2024	979533	PO250576	01	8150	0	0000	8110	4320	090	741	7250-1201740	79.11
CONTRACTORS ELECTRICAL	10/31/2024	982815	PO250576	01	8150	0	0000	8110	4320	090	741	7250-1203748	118.67
CONTRACTORS ELECTRICAL Total													197.78
CORODATA SHREDDING INC.	10/24/2024	980594	PO250274	01	0000	0	0000	8200	5899	090	760	DN 1492300	776.73
CORODATA SHREDDING INC. Total													776.73
COUNTY COUNSEL	10/01/2024	974644	PO250955	01	0000	0	0000	7400	5889	090	715	4523	327.60
COUNTY COUNSEL	10/29/2024	982168	PO250955	01	0000	0	0000	7400	5889	090	715	4564	1,713.60
COUNTY COUNSEL Total													2,041.20
COVACHA, JONATHAN	10/15/2024	977953	PV250263	01	0000	0	1110	1000	4320	008	070	74BSN&CLIMATE&COM	154.01
COVACHA, JONATHAN	10/31/2024	982841	PV250379	01	9010	0	1110	1000	4320	008	430	196STAFFAPPRECDOORDASH	79.99
COVACHA, JONATHAN	10/15/2024	977953	PV250261	01	9010	0	1110	1000	4322	008	356	132STAFFMEET&DWCOLLAB	274.54
COVACHA, JONATHAN	10/15/2024	977953	PV250263	01	0000	0	1110	1000	4322	008	070	74BSN&CLIMATE&COM	6.48

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COVACHA, JONATHAN Total													515.02
CROWN CASTLE FIBER LLC	10/08/2024	976336	PO251188	01	0000	0	0000	2424	5899	090	735	1671851	10,199.40
CROWN CASTLE FIBER LLC Total													10,199.40
CURRICULUM ASSOCIATES LLC.	10/03/2024	975223	PO251079	01	0805	0	1110	1000	5813	002	180	90849474	4,400.00
CURRICULUM ASSOCIATES LLC. Total													4,400.00
DANNIS WOLIVER KELLEY	10/01/2024	974676	PO250283	01	0000	0	0000	7300	5889	090	717	310493	1,008.00
DANNIS WOLIVER KELLEY	10/31/2024	982801	PO250283	01	0000	0	0000	7300	5889	090	717	311613	2,726.00
DANNIS WOLIVER KELLEY Total													3,734.00
DELL MARKETING L.P.	10/08/2024	976331	PO250439	01	0000	0	0000	2424	4320	090	735	10764186196	121.92
DELL MARKETING L.P.	10/31/2024	982859	PO251485	01	3182	0	1110	1000	4320	031	387	10778422009	30,962.10
DELL MARKETING L.P.	10/17/2024	978589	PO251302	01	7032	0	0000	3700	4420	090	820	10776248187	1,500.70
DELL MARKETING L.P.	10/22/2024	979590	PO251423	01	0000	0	1110	1000	4420	033	070	10777725980	1,044.03
DELL MARKETING L.P. Total													33,628.75
DIAZ, MICHAEL ANTHONY	10/01/2024	974702	PV250229	01	9010	0	1110	1000	5210	090	360	98BABEC MILEAGE	3.62
DIAZ, MICHAEL ANTHONY Total													3.62
DOOLEY CORPORATION	10/17/2024	978599	PO250922	01	6546	0	5760	3120	5870	090	245	9482	7,236.00
DOOLEY CORPORATION Total													7,236.00
DUNN-EDWARDS CORPORATION	10/01/2024	974645	PO250517	01	8150	0	0000	8110	4320	090	741	2020A11169	363.55
DUNN-EDWARDS CORPORATION	10/03/2024	975275	PO250517	01	8150	0	0000	8110	4320	090	741	2020A11445	274.87
DUNN-EDWARDS CORPORATION	10/15/2024	978021	PO250517	01	8150	0	0000	8110	4320	090	741	2020A11725	167.21
DUNN-EDWARDS CORPORATION	10/17/2024	978608	PO250517	01	8150	0	0000	8110	4320	090	741	2020A12062	332.45
DUNN-EDWARDS CORPORATION	10/29/2024	982185	PO250517	01	8150	0	0000	8110	4320	090	741	2020A12346	297.54
DUNN-EDWARDS CORPORATION Total													1,435.62
E.L. ACHIEVE INC.	10/17/2024	978590	PO251320	01	6266	0	1110	1000	4320	090	341	35446	490.70
E.L. ACHIEVE INC. Total													490.70
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742941	1,976.05
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742546	300.32
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742940	3,218.07
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742548	963.24
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742545	505.43
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	742543	611.64
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744494	996.23
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744496	227.08
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744497	732.50
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744498	296.66
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744499	974.23
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744500	271.03
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744501	175.80
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744502	300.32
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744503	307.65
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744504	175.80
EDUCATION TEAM, THE	10/08/2024	976281	PO251074	01	0000	0	0000	7400	5899	090	720	744505	186.79

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EDUCATION TEAM, THE	10/08/2024	976312	PO251074	01	0000	0	0000	7400	5899	090	720	742547	175.80
EDUCATION TEAM, THE	10/15/2024	977957	PO251074	01	0000	0	0000	7400	5899	090	720	744492	2,474.49
EDUCATION TEAM, THE	10/15/2024	977957	PO251074	01	0000	0	0000	7400	5899	090	720	741029	3,829.09
EDUCATION TEAM, THE	10/15/2024	977957	PO251074	01	0000	0	0000	7400	5899	090	720	742541	2,509.94
EDUCATION TEAM, THE	10/22/2024	979571	PO251074	01	0000	0	0000	7400	5899	090	720	748461	1,501.57
EDUCATION TEAM, THE	10/22/2024	979571	PO251074	01	0000	0	0000	7400	5899	090	720	748853	2,801.45
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	744892	3,230.79
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	744893	2,165.74
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	746482	985.22
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	746484	234.40
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	746485	651.93
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	737096	2,322.06
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	746871	2,447.01
EDUCATION TEAM, THE	10/29/2024	982169	PO251074	01	0000	0	0000	7400	5899	090	720	746872	1,586.99
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750378	886.32
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750377	263.70
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750376	564.02
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750375	3,058.18
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750374	857.04
EDUCATION TEAM, THE	10/29/2024	982209	PO251074	01	0000	0	0000	7400	5899	090	720	750372	293.00
EDUCATION TEAM, THE Total													45,057.58
EDUCATIONAL INNOVATIONS INC	10/08/2024	976305	PO251164	01	6387	0	3800	1000	4320	032	394	3059129	131.69
EDUCATIONAL INNOVATIONS INC	10/08/2024	976305	PO251164	01	6387	0	3800	1000	4320	032	394	3059129-1	11.99
EDUCATIONAL INNOVATIONS INC Total													143.68
EMPLOYMENT DEVELOPMENT DEPT	10/29/2024	982182	PV250362	01	0000	0	0000	0000	9565	000		SUI Q3-2024	9,787.92
EMPLOYMENT DEVELOPMENT DEPT Total													9,787.92
ESPIRITU, ABRAHAM	10/22/2024	979524	PV250298	01	0000	0	1202	1000	5899	032	322	157 GOLF FEES	220.00
ESPIRITU, ABRAHAM Total													220.00
ESQUIVEL FUENTES, PAOLA	10/01/2024	974662	PO251083	01	0000	0	1110	1000	4322	090	762	#802	562.50
ESQUIVEL FUENTES, PAOLA Total													562.50
ESTRANERO, MELANIE	10/08/2024	976299	MV250020	01	0000	0	1110	1000	5210	033	763	119WASC EXPENSES	224.48
ESTRANERO, MELANIE Total													224.48
EVERDRIVEN TECHNOLOGIES LLC	10/03/2024	975219	PO250807	01	0000	0	5760	3600	5820	090	781	2024 FUEL-CM	(19,343.89)
EVERDRIVEN TECHNOLOGIES LLC	10/08/2024	976258	PO250807	01	0000	0	5760	3600	5820	090	781	57370	17,217.36
EVERDRIVEN TECHNOLOGIES LLC	10/17/2024	978600	PO250807	01	0000	0	5760	3600	5820	090	781	55973	20,503.55
EVERDRIVEN TECHNOLOGIES LLC	10/17/2024	978600	PO250807	01	0000	0	5760	3600	5820	090	781	56056	4,044.26
EVERDRIVEN TECHNOLOGIES LLC	10/17/2024	978600	PO250807	01	0000	0	5760	3600	5820	090	781	58066	23,015.20
EVERDRIVEN TECHNOLOGIES LLC	10/17/2024	978600	PO250807	01	0000	0	5760	3600	5820	090	781	57591	21,823.09
EVERDRIVEN TECHNOLOGIES LLC	10/17/2024	978600	PO250807	01	0000	0	5760	3600	5820	090	781	57825	22,651.78
EVERDRIVEN TECHNOLOGIES LLC	10/29/2024	982178	PO250807	01	0000	0	5760	3600	5820	090	781	58670	21,992.91
EVERDRIVEN TECHNOLOGIES LLC	10/03/2024	975219	CL240453	01	0000	0	0000	0000	9510	000		52475	35,647.15
EVERDRIVEN TECHNOLOGIES LLC Total													147,551.41

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EVERYDAY LABS INC	10/01/2024	963915	PV250072	01	0000	0	0000	3130	5899	090	503	1580-1	(86,878.75)
EVERYDAY LABS INC Total													(86,878.75)
EWING IRRIGATION PRODUCTS INC	10/08/2024	976291	PO250501	01	8150	0	0000	8110	4320	090	741	23475148	526.45
EWING IRRIGATION PRODUCTS INC Total													526.45
FAGEN FRIEDMAN & FULFROST LLP	10/08/2024	976246	PO251024	01	6500	0	5760	1190	5889	090	245	226839	456.00
FAGEN FRIEDMAN & FULFROST LLP	10/08/2024	976246	PO251024	01	0000	0	0000	7400	5889	090	715	226839	202.50
FAGEN FRIEDMAN & FULFROST LLP Total													658.50
FAUSTO, JEWEL	10/08/2024	976238	PV250257	01	0000	0	0000	7340	5220	090	717	SEP24MILEAGE42	19.44
FAUSTO, JEWEL Total													19.44
FERNANDO, MERCY	10/08/2024	976300	PV250258	01	0000	0	1110	1000	4320	090	762	107 RFEP CEREMONY	31.21
FERNANDO, MERCY Total													31.21
FERRARI, ELIZABETH	10/29/2024	982160	PV250374	01	6500	0	5760	3150	5220	090	220	SEP24MILEAGE34	30.06
FERRARI, ELIZABETH Total													30.06
FIRST ALARM	10/15/2024	977979	PO250585	01	8150	0	0000	8300	5806	090	741	847137	1,545.99
FIRST ALARM Total													1,545.99
FLINN SCIENTIFIC INC.	10/01/2024	974642	PV250212	01	0000	0	1235	1000	4320	033	070	2931842	17.58
FLINN SCIENTIFIC INC. Total													17.58
FLORES, DANIEL	10/15/2024	978000	PV250273	01	7412	0	1110	1000	5210	033	362	99CSUHSCOUNSELOR	163.24
FLORES, DANIEL Total													163.24
FLORES, JUANITA	10/22/2024	979562	PV250310	01	9010	0	1110	1000	4322	008	356	180PTC&MTCCMEETS	359.31
FLORES, JUANITA Total													359.31
FLYERS ENERGY LLC	10/15/2024	977980	PO250490	01	0000	0	0000	8200	4320	090	760	24-172887	8,724.71
FLYERS ENERGY LLC	10/17/2024	978591	PO250490	01	0000	0	0000	8200	4320	090	760	24-201064	8,731.07
FLYERS ENERGY LLC Total													17,455.78
FRED FINCH YOUTH	10/17/2024	978571	PO250997	01	6500	0	5760	1180	5870	090	230	003 ANFU	696.00
FRED FINCH YOUTH	10/17/2024	978571	PO250997	01	6500	0	5760	1180	5870	090	230	002 ANFU-1	1,740.00
FRED FINCH YOUTH	10/15/2024	977981	PO250997	01	6500	0	5760	1180	5880	090	230	FULLER AUG24 SVCS	3,342.79
FRED FINCH YOUTH	10/17/2024	978601	PO250997	01	6500	0	5760	1180	5880	090	230	FULLER SEP24 SVCS	5,470.02
FRED FINCH YOUTH Total													11,248.81
FRED FINCH YOUTH CENTER	10/31/2024	982839	PO250997	01	6500	0	5760	1180	5870	090	230	004 ANFU	1,392.00
FRED FINCH YOUTH CENTER Total													1,392.00
FREESTYLE PHOTO	10/03/2024	975225	PO250930	01	0000	0	1110	1000	4320	033	070	1740241-1	26.99
FREESTYLE PHOTO	10/03/2024	975225	PO250930	01	0000	0	1110	1000	4320	033	070	1740241	353.91
FREESTYLE PHOTO	10/03/2024	975225	PO251080	01	3550	0	3800	1000	4420	033	333	1738606	857.99
FREESTYLE PHOTO	10/03/2024	975225	PO251080	01	3550	0	3800	1000	4420	033	333	1738606-1	11.99
FREESTYLE PHOTO Total													1,250.88
GARDUNO FLETES, ANGELICA	10/24/2024	980573	PV250318	01	9010	0	1110	1000	4322	013	430	191FOODCONFERENCES	878.75
GARDUNO FLETES, ANGELICA Total													878.75
GNXCOR USA INC.	10/24/2024	980581	PO250793	01	0000	0	0000	8200	5899	090	760	6022800	190.00
GNXCOR USA INC. Total													190.00
GONZALEZ, LETICIA	10/08/2024	976239	PV250259	01	0000	0	1110	1000	4320	014	070	75STAFFMEET812-13	136.61
GONZALEZ, LETICIA	10/31/2024	982789	PV250378	01	3010	0	1110	1000	4320	014	301	194MARKERSCHARTPAPER	130.44

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GONZALEZ, LETICIA	10/08/2024	976239	PV250259	01	0000	0	1110	1000	4322	014	070	75STAFFMEET812-13	397.06
GONZALEZ, LETICIA	10/08/2024	976239	PV250260	01	0000	0	1110	1000	4322	014	070	113NOONSUPERMEET	75.20
GONZALEZ, LETICIA	10/22/2024	979563	PV250309	01	0000	0	1110	1000	4322	014	070	175PTCLUNCHSTAFFMEETINGS	192.76
GONZALEZ, LETICIA Total													932.07
GONZALEZ, ANGELA	10/31/2024	982820	PV250387	01	9305	0	1110	1000	4320	025	391	184NOTEBKS&SNAK	55.19
GONZALEZ, ANGELA Total													55.19
GOPHER SPORTS	10/31/2024	982843	PO251487	01	0000	0	3200	1000	4320	031	070	IN409142	280.08
GOPHER SPORTS Total													280.08
GOTO TECHNOLOGIES USA INC.	10/15/2024	978009	PO251385	01	0000	0	0000	2424	5813	090	735	IN60001471962	20,254.00
GOTO TECHNOLOGIES USA INC. Total													20,254.00
GRAHAM, RONALD MICHAEL	10/22/2024	979586	PO250662	01	0000	0	1227	1000	4320	021	322	66163	12.21
GRAHAM, RONALD MICHAEL	10/22/2024	979586	PO250678	01	0000	0	1110	1000	4320	012	322	M66296	346.44
GRAHAM, RONALD MICHAEL	10/22/2024	979586	PO250662	01	0000	0	1227	1000	5600	021	322	66163	45.00
GRAHAM, RONALD MICHAEL	10/22/2024	979586	PO250678	01	0000	0	1110	1000	5600	012	322	M66296	2,080.00
GRAHAM, RONALD MICHAEL Total													2,483.65
GRAINGER	10/03/2024	975276	PO250512	01	8150	0	0000	8110	4320	090	741	9252422481	157.56
GRAINGER	10/03/2024	975276	PO250512	01	8150	0	0000	8110	4320	090	741	9251954286	416.44
GRAINGER	10/03/2024	975276	PO250512	01	8150	0	0000	8110	4320	090	741	9256307365	111.99
GRAINGER	10/08/2024	976292	PO250512	01	8150	0	0000	8110	4320	090	741	7123995610	564.56
GRAINGER	10/08/2024	976293	PO250512	01	8150	0	0000	8110	4320	090	741	9259312230	21.80
GRAINGER	10/08/2024	976293	PO250512	01	8150	0	0000	8110	4320	090	741	9257953555	137.61
GRAINGER	10/08/2024	976293	PO250512	01	8150	0	0000	8110	4320	090	741	9258399857	149.37
GRAINGER	10/08/2024	976323	PO250512	01	8150	0	0000	8110	4320	090	741	9263066756	226.90
GRAINGER	10/29/2024	982162	PO250512	01	8150	0	0000	8110	4320	090	741	9277652492	37.93
GRAINGER	10/31/2024	982831	PO250512	01	8150	0	0000	8110	4320	090	741	9284803211	306.77
GRAINGER	10/03/2024	975276	PO251228	01	0000	0	0000	0000	9320	000		9261595467	2,153.78
GRAINGER	10/08/2024	976293	PO251214	01	0000	0	0000	0000	9320	000		9257033069	5,330.64
GRAINGER Total													9,615.35
GREEN CAB PENINSULA	10/01/2024	974643	PO250816	01	0000	0	5760	3600	5820	090	781	2408	3,900.00
GREEN CAB PENINSULA	10/01/2024	974643	PO250816	01	0000	0	5760	3600	5820	090	781	2232	3,600.00
GREEN CAB PENINSULA	10/17/2024	978602	PO250816	01	0000	0	5760	3600	5820	090	781	2409	6,000.00
GREEN CAB PENINSULA	10/17/2024	978602	PO250816	01	0000	0	5760	3600	5820	090	781	2233	6,000.00
GREEN CAB PENINSULA Total													19,500.00
GREEN NINJA	10/03/2024	975279	PO250348	01	0000	0	1110	1000	4320	090	317	1243	5,652.19
GREEN NINJA	10/03/2024	975279	PO250349	01	0000	0	1110	1000	4320	090	317	1242	7,723.18
GREEN NINJA Total													13,375.37
GRINDY, ANNE	10/22/2024	979551	PV250306	01	9010	0	1110	1000	4320	007	430	174STAFFAPPFOOD&SUP	35.45
GRINDY, ANNE	10/22/2024	979551	PV250306	01	9010	0	1110	1000	4322	007	430	174STAFFAPPFOOD&SUP	72.32
GRINDY, ANNE Total													107.77
HAHN, MIRANDA	10/03/2024	975252	PV250236	01	6387	0	3800	1000	4320	090	394	123PLTWTECHSUPPLIES	39.04
HAHN, MIRANDA Total													39.04
HANNA INTERPRETING	10/03/2024	975230	PV250218	01	6500	0	5760	1190	5899	090	245	561492	15,781.25

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HANNA INTERPRETING	10/22/2024	979587	PV250313	01	6500	0	5760	1190	5899	090	245	231207S003279	3.96
HANNA INTERPRETING	10/24/2024	980591	PV250314	01	6500	0	5760	1190	5899	090	245	566834	6,300.00
HANNA INTERPRETING	10/31/2024	982840	PO250811	01	6500	0	5760	1190	5899	090	245	579402	9,500.00
HANNA INTERPRETING Total													31,585.21
HEALTH CONNECTED	10/08/2024	976306	PO250064	01	4127	0	1110	1000	5899	090	342	3007	62,000.00
HEALTH CONNECTED Total													62,000.00
HENRY SCHEIN INC	10/10/2024	977151	PO250166	01	0000	0	1230	1000	4320	032	070	13542536	446.74
HENRY SCHEIN INC Total													446.74
HILLYARD	10/03/2024	975239	PO251216	01	0000	0	0000	8200	4320	009	759	605609995	2,571.08
HILLYARD	10/08/2024	976332	PO250705	01	0000	0	0000	8200	4320	007	759	605620295	1,069.52
HILLYARD	10/17/2024	978592	PO250680	01	0000	0	0000	8200	4320	013	759	605624066	3,090.56
HILLYARD	10/22/2024	979592	PO250679	01	0000	0	0000	8200	4320	002	759	605628375	1,231.92
HILLYARD	10/24/2024	980582	PO250025	01	0000	0	0000	8200	4320	033	759	605626723	6,509.10
HILLYARD	10/24/2024	980588	PO250041	01	0000	0	0000	8200	4320	032	759	605631227	4,225.35
HILLYARD	10/24/2024	980571	PO250109	01	0000	0	0000	8200	4320	010	759	605631229	905.89
HILLYARD	10/29/2024	982186	PO250109	01	0000	0	0000	8200	4320	010	759	605638252	519.75
HILLYARD	10/31/2024	982832	PO250660	01	0000	0	0000	8200	4320	021	759	605640554	2,142.75
HILLYARD	10/15/2024	978013	PO251287	01	0000	0	0000	0000	9320	000		605620293	1,599.65
HILLYARD	10/24/2024	980582	PO251287	01	0000	0	0000	0000	9320	000		605631230	574.87
HILLYARD Total													24,440.44
HITCHCOCK, ROSANNE	10/15/2024	978001	PV250283	01	0000	0	0000	2700	5220	090	762	SEP24MILEAGE53	28.28
HITCHCOCK, ROSANNE	10/15/2024	978001	PV250284	01	0000	0	0000	2700	5220	090	762	AUG24MILEAGE52	40.79
HITCHCOCK, ROSANNE Total													69.07
HOME DEPOT CREDIT SERVICES	10/01/2024	974663	PO250498	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250SEP24	3,160.63
HOME DEPOT CREDIT SERVICES	10/31/2024	982860	PO250498	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250OCT24	1,784.01
HOME DEPOT CREDIT SERVICES Total													4,944.64
HOME SCIENCE TOOLS	10/01/2024	974646	PO250695	01	0000	0	1110	1000	4320	090	317	000608782	173.12
HOME SCIENCE TOOLS	10/01/2024	974646	PO250695	01	0000	0	1110	1000	4320	090	317	000600439	143.00
HOME SCIENCE TOOLS Total													316.12
HONG, KAREN	10/15/2024	977954	PV250266	01	9010	0	1110	1000	4320	007	430	44PROFDEVTSUPLY&FOOD	104.97
HONG, KAREN	10/22/2024	979552	PV250300	01	9010	0	1110	1000	4320	007	430	148STAFFPARENTTEACHERMEI	82.43
HONG, KAREN	10/15/2024	977954	PV250266	01	9010	0	1110	1000	4322	007	430	44PROFDEVTSUPLY&FOOD	370.66
HONG, KAREN	10/15/2024	977954	PV250268	01	9010	0	1110	1000	4322	007	430	45FOODPROFDEVCOMMBLDG	1,326.87
HONG, KAREN	10/15/2024	977954	PV250270	01	9010	0	1110	1000	4322	007	430	42FODRNKCOMMBLDG	18.50
HONG, KAREN	10/15/2024	977954	PV250270	01	9010	0	1110	1000	4322	007	356	42FODRNKCOMMBLDG	83.50
HONG, KAREN	10/22/2024	979552	PV250300	01	9010	0	1110	1000	4322	007	430	148STAFFPARENTTEACHERMEI	241.02
HONG, KAREN	10/15/2024	977954	PV250267	01	9010	0	1110	1000	5813	007	430	43SMORESUBSCRIPTION	179.00
HONG, KAREN Total													2,406.95
HOPSKIPDRIVE INC	10/22/2024	979572	PO250915	01	0801	0	1110	3600	5820	090	122	24188	1,436.51
HOPSKIPDRIVE INC Total													1,436.51
HOUGHTON MIFFLIN COMPANY	10/03/2024	975232	PO250302	01	6300	0	1110	1000	4100	090	307	956107569	12,701.09
HOUGHTON MIFFLIN COMPANY	10/03/2024	975232	PO250302	01	6300	0	1110	1000	4100	090	307	956101730	2,374.18

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HOUGHTON MIFFLIN COMPANY	10/08/2024	976247	PO250303	01	6300	0	1110	1000	4100	090	307	956101727	2,279.01
HOUGHTON MIFFLIN COMPANY	10/08/2024	976247	PO250303	01	6300	0	1110	1000	4100	090	307	956107566	13,166.86
HOUGHTON MIFFLIN COMPANY Total													30,521.14
HUNTLEY, GRACE	10/29/2024	982175	PV250356	01	6500	0	5760	2490	5820	090	230	JUL24MILEAGE38	42.32
HUNTLEY, GRACE	10/29/2024	982175	PV250357	01	6500	0	5760	2490	5820	090	230	AUG24MILEAGE39	52.90
HUNTLEY, GRACE	10/31/2024	982852	PV250386	01	6500	0	5760	2490	5820	090	230	AUG24MILEAGE56	52.25
HUNTLEY, GRACE	10/31/2024	982852	PV250388	01	6500	0	5760	2490	5820	090	230	SEP24MILEAGE57	78.31
HUNTLEY, GRACE Total													225.78
HUNTLEY, MELANIE	10/31/2024	982821	PV250382	01	6500	0	5760	2490	5820	090	230	SEP24MILEAGE55	87.10
HUNTLEY, MELANIE Total													87.10
IMAGINE LEARNING LLC	10/03/2024	975280	PO251077	01	0000	0	1110	1000	4320	090	177	1022658	386.84
IMAGINE LEARNING LLC Total													386.84
INTERCARE HOLDINGS	10/01/2024	974684	PV250216	01	0000	0	0000	0000	9589	000		CL#20224001563	1,740.07
INTERCARE HOLDINGS	10/01/2024	974685	PV250217	01	0000	0	0000	0000	9589	000		CL#20224000331	566.86
INTERCARE HOLDINGS Total													2,306.93
INTERLIGHT LIGHTING CORP	10/15/2024	978016	PO250531	01	8150	0	0000	8110	4320	090	741	SO-4054420	84.90
INTERLIGHT LIGHTING CORP Total													84.90
INTERSTATE TRAFFIC CONTROL	10/24/2024	980572	PO250511	01	8150	0	0000	8110	4320	090	741	266270	1,328.47
INTERSTATE TRAFFIC CONTROL Total													1,328.47
IRISH, KEITH	10/31/2024	982790	PV250380	01	0000	0	1110	1000	4320	090	762	153TIBETANBOWL	49.27
IRISH, KEITH	10/01/2024	974703	PV250225	01	0000	0	0000	2110	4322	090	762	72RETREAT-SAMTACO	1,150.00
IRISH, KEITH Total													1,199.27
J.W. PEPPER & SON INC	10/17/2024	978579	PO251202	01	0000	0	1110	1000	4320	022	070	366755306	85.69
J.W. PEPPER & SON INC	10/08/2024	976248	PO250158	01	0000	0	1215	1000	5600	032	322	366735593	168.11
J.W. PEPPER & SON INC	10/31/2024	982803	PO250158	01	0000	0	1215	1000	5600	032	322	366881246	85.60
J.W. PEPPER & SON INC	10/31/2024	982803	PO250158	01	0000	0	1215	1000	5600	032	322	366881246-1	3.99
J.W. PEPPER & SON INC	10/31/2024	982844	PO250158	01	0000	0	1215	1000	5600	032	322	366881563	7.42
J.W. PEPPER & SON INC	10/17/2024	978579	PO251202	01	0000	0	1110	1000	5813	022	070	366758914	80.30
J.W. PEPPER & SON INC	10/24/2024	980583	PO250027	01	0000	0	1227	1000	5813	033	070	366845817	70.00
J.W. PEPPER & SON INC Total													501.11
JACUINDE-LOSNO, SONIA	10/03/2024	975261	PV250227	01	0000	0	1110	1000	4320	090	762	124POG&DOMEETSUPPLIES	381.84
JACUINDE-LOSNO, SONIA	10/03/2024	975261	PV250228	01	0000	0	1110	1000	4320	090	762	139COSTCOSUPPEDSERVICE	227.66
JACUINDE-LOSNO, SONIA Total													609.50
JAMECO ELECTRONICS	10/15/2024	978014	PO251364	01	9010	0	1110	1000	4320	090	055	21037876	746.75
JAMECO ELECTRONICS Total													746.75
JOHN THE SIGN GUY LLC	10/31/2024	982861	PO250571	01	8150	0	0000	8110	4320	090	741	24415	477.03
JOHN THE SIGN GUY LLC Total													477.03
JUNIOR LIBRARY GUILD	10/15/2024	978022	PO251244	01	0000	0	1110	2421	4200	033	451	695704	1,779.46
JUNIOR LIBRARY GUILD Total													1,779.46
KBA DOCUMENT SOLUTIONS LLC	10/29/2024	982164	PO251498	01	0000	0	0000	7300	4420	090	717	55Y1489344	40,588.34
KBA DOCUMENT SOLUTIONS LLC	10/08/2024	976333	PO250692	01	0000	0	1110	1000	5600	090	722	55Y1486038	6,552.22
KBA DOCUMENT SOLUTIONS LLC	10/08/2024	976249	PO250704	01	0000	0	1110	1000	5600	090	722	55Y1465393	258.21

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KBA DOCUMENT SOLUTIONS LLC	10/08/2024	976275	PO250704	01	0000	0	1110	1000	5600	090	722	55Y1485356	258.21
KBA DOCUMENT SOLUTIONS LLC	10/08/2024	976249	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1476199	2,305.72
KBA DOCUMENT SOLUTIONS LLC	10/22/2024	979527	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1487596	4,355.95
KBA DOCUMENT SOLUTIONS LLC Total													54,318.65
KELLER SUPPLY COMPANY	10/22/2024	979573	PO250555	01	8150	0	0000	8110	4320	090	741	S023445567.001	38.46
KELLER SUPPLY COMPANY	10/22/2024	979573	PO250555	01	8150	0	0000	8110	4320	090	741	S023365815.001	85.39
KELLER SUPPLY COMPANY	10/22/2024	979573	PO250555	01	8150	0	0000	8110	4320	090	741	S023362109.001	72.60
KELLER SUPPLY COMPANY Total													196.45
KELLY SPICERS STORES	10/03/2024	975233	PO251150	01	0000	0	1110	1000	4320	007	070	11726865	2,150.80
KELLY SPICERS STORES	10/08/2024	976334	PO250045	01	0000	0	1110	1000	4320	032	070	11740153	71.41
KELLY SPICERS STORES	10/08/2024	976256	PO251246	01	0000	0	1110	1000	4320	014	070	11733439	1,079.52
KELLY SPICERS STORES	10/15/2024	978010	PO250090	01	0000	0	1110	1000	4320	022	070	11742644	1,293.78
KELLY SPICERS STORES	10/15/2024	977994	PO251322	01	0000	0	0000	7550	4320	090	718	11740155	736.32
KELLY SPICERS STORES	10/15/2024	977994	PO251322	01	0000	0	0000	7550	4320	090	718	11745661	(657.61)
KELLY SPICERS STORES	10/22/2024	979574	PO251436	01	0000	0	0000	7550	4320	090	718	11747662	736.32
KELLY SPICERS STORES	10/31/2024	982787	PO251496	01	0000	0	1110	1000	4320	002	070	11755184	1,722.29
KELLY SPICERS STORES	10/31/2024	982797	PO251535	01	0000	0	1110	1000	4320	009	070	11760231	1,722.29
KELLY SPICERS STORES Total													8,855.12
KERNAGIS, BRITTANY	10/03/2024	975262	PV250223	01	0801	0	1110	1000	5210	014	123	92PARKING-CRLP	81.85
KERNAGIS, BRITTANY Total													81.85
KRUG, FRANCES S	10/08/2024	976286	PV250249	01	0000	0	0000	7600	3701	090	810	2ND QTR FY 24-25 CERTIFICATE	1,682.19
KRUG, FRANCES S Total													1,682.19
KWONG, TIMOTHY	10/15/2024	978015	PV250280	01	0000	0	0000	0000	9589	000		REISSUE T.KWONG	132.00
KWONG, TIMOTHY Total													132.00
LAKESHORE LEARNING	10/01/2024	974704	PO250605	01	9010	0	5760	1190	4320	090	350	726753080624	676.37
LAKESHORE LEARNING	10/01/2024	974712	PO251138	01	0801	0	1110	1000	4320	013	123	118035091924	313.08
LAKESHORE LEARNING	10/03/2024	975282	PO250842	01	6053	0	1110	1000	4320	090	841	799920082124	99.89
LAKESHORE LEARNING Total													1,089.34
LAMBERT STUDIOS	10/10/2024	977162	PO251307	01	0000	0	1110	1000	5813	033	070	0001308	90.00
LAMBERT STUDIOS Total													90.00
LASERTORIUM OFFICE SYSTEMS	10/08/2024	976314	PO250599	01	0000	0	0000	2424	5600	090	735	22440	558.02
LASERTORIUM OFFICE SYSTEMS Total													558.02
LAWSON PRODUCTS INC	10/08/2024	976276	PO250510	01	8150	0	0000	8110	4320	090	741	9311877909	185.04
LAWSON PRODUCTS INC	10/08/2024	976276	PO250510	01	8150	0	0000	8110	4320	090	741	9311877909-1	16.59
LAWSON PRODUCTS INC	10/08/2024	976276	PO250510	01	8150	0	0000	8110	4320	090	741	9311877908	841.53
LAWSON PRODUCTS INC	10/08/2024	976276	PO250510	01	8150	0	0000	8110	4320	090	741	9311877908-1	67.78
LAWSON PRODUCTS INC	10/08/2024	976276	PO250510	01	8150	0	0000	8110	4320	090	741	9311877910	1,397.16
LAWSON PRODUCTS INC	10/08/2024	976308	PO250510	01	8150	0	0000	8110	4320	090	741	9311877910-1	87.10
LAWSON PRODUCTS INC	10/31/2024	982853	PO250510	01	8150	0	0000	8110	4320	090	741	9311937915	80.53
LAWSON PRODUCTS INC	10/31/2024	982853	PO250510	01	8150	0	0000	8110	4320	090	741	9311937915-1	11.99
LAWSON PRODUCTS INC Total													2,687.72
LEDFORD, GABRIELA	10/08/2024	976252	PV250239	01	0000	0	1219	1000	4320	033	070	137GROCERIESCULINARY	347.11

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LEDFORD, GABRIELA Total													347.11
LEGARZA SPORTS	10/08/2024	976315	PO250135	01	6762	0	1110	1000	5899	090	384	666	194,412.50
LEGARZA SPORTS Total													194,412.50
LEI, TIFFANY	10/03/2024	975254	PV250231	01	0000	0	1110	1000	4320	008	070	100TPTMATH&CART	10.49
LEI, TIFFANY	10/03/2024	975254	PV250231	01	3010	0	1110	1000	5813	008	301	100TPTMATH&CART	44.00
LEI, TIFFANY	10/10/2024	977132	PV250265	01	3010	0	1110	1000	5813	008	301	133WONDERS5THQUES	15.00
LEI, TIFFANY Total													69.49
LEXIA LEARNING SYSTEMS	10/29/2024	982201	PO251089	01	0805	0	4760	1000	5813	006	123	8185403	4,500.00
LEXIA LEARNING SYSTEMS Total													4,500.00
LINCOLN AQUATICS	10/03/2024	975263	PO250505	01	8150	0	0000	8110	4320	090	741	D8869246	344.12
LINCOLN AQUATICS	10/03/2024	975263	PO250505	01	8150	0	0000	8110	4320	090	741	SL049768	773.04
LINCOLN AQUATICS	10/03/2024	975263	PO250505	01	8150	0	0000	8110	4320	090	741	SL049766	1,636.38
LINCOLN AQUATICS	10/03/2024	975266	PO250505	01	8150	0	0000	8110	4320	090	741	SL049792	4,414.94
LINCOLN AQUATICS Total													7,168.48
LOWE'S BUSINESS ACCOUNT/SYNCB	10/08/2024	976309	PO250497	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 SEP24	5,464.58
LOWE'S BUSINESS ACCOUNT/SYNCB	10/08/2024	976309	PO250738	01	6387	0	3800	1000	4320	090	394	821 3105 920566 1-1 SEP24	59.47
LOWE'S BUSINESS ACCOUNT/SYNCB	10/08/2024	976309	PO250978	01	0000	0	1235	1000	4320	032	070	821 3105 920566 1-2 SEP24	72.44
LOWE'S BUSINESS ACCOUNT/SYNCB Total													5,596.49
LY, LE MY	10/17/2024	978604	PO251384	01	0000	0	0000	7602	5888	090	726	23885	5,480.00
LY, LE MY	10/17/2024	978604	PO251384	01	0000	0	0000	7602	5888	090	726	24068	5,480.00
LY, LE MY	10/17/2024	978604	PO251384	01	0000	0	0000	7602	5888	090	726	24172	5,480.00
LY, LE MY Total													16,440.00
MABEL BEN	10/15/2024	978002	PV250279	01	0000	0	0000	7350	5220	090	717	SEP24MILEAGE32	9.72
MABEL BEN Total													9.72
MAINTEX INC.	10/22/2024	979554	PO251272	01	0000	0	0000	0000	9320	000		1104594-00	1,659.92
MAINTEX INC. Total													1,659.92
MARQUEZ, DAVID	10/01/2024	974699	PV250222	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#278861	3,082.66
MARQUEZ, DAVID Total													3,082.66
MARTINEZ, LEILAHNIE	10/15/2024	977960	PV250281	01	0000	0	0000	2700	5220	032	070	SEP24MILEAGE40	13.40
MARTINEZ, LEILAHNIE Total													13.40
MAXX METALS	10/31/2024	982833	PO250573	01	8150	0	0000	8110	4320	090	741	208634	388.52
MAXX METALS Total													388.52
MCCAFFREY, ELIZABETH	10/31/2024	982791	PV250381	01	9305	0	1110	1000	4320	025	391	182BEADS&STRING	34.35
MCCAFFREY, ELIZABETH Total													34.35
MCGRAW-HILL SCHOOL EDUCATION	10/15/2024	978029	CM250030	01	6300	0	1110	1000	4100	090	307	128810979001	(32.85)
MCGRAW-HILL SCHOOL EDUCATION	10/15/2024	978029	PO250471	01	0000	0	1110	1000	4100	090	317	133272763001	467.27
MCGRAW-HILL SCHOOL EDUCATION Total													434.42
MEDCO SUPPLY COMPANY	10/15/2024	978030	PO250165	01	0000	0	1230	1000	4320	032	070	IN98045857	231.48
MEDCO SUPPLY COMPANY Total													231.48
METLIFE INSURANCE COMPANY	10/08/2024	976282	PV250248	01	0000	0	0000	7600	3701	090	810	NOV24 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	10/08/2024	976282	PV250248	01	0000	0	0000	0000	9573	000		NOV24 PREMIUMS	4,107.82
METLIFE INSURANCE COMPANY	10/08/2024	976282	PV250248	01	0000	0	0000	0000	9573	000		NOV24 PREMIUMS	5,468.58

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METLIFE INSURANCE COMPANY Total													9,590.19
MILLER, TROY	10/08/2024	976241	MV250021	01	0000	0	1110	1000	5210	033	763	120WASC EXPENSES	272.33
MILLER, TROY Total													272.33
MIRACLE PLAYSYSTEMS INC.	10/17/2024	978621	PO251412	01	8150	0	0000	8110	5899	013	741	F2024-0845	1,076.78
MIRACLE PLAYSYSTEMS INC. Total													1,076.78
MOORE THOMAS, SHAWNTERRA	10/15/2024	977961	PV250285	01	0000	0	0000	7150	5210	090	714	144NATFELLOWINDIANA	137.59
MOORE THOMAS, SHAWNTERRA	10/22/2024	955855	CL240021	01	0000	0	0000	7150	5210	090	714	506SUPEREDUCONF	(122.91)
MOORE THOMAS, SHAWNTERRA	10/24/2024	980574	PV250352	01	0000	0	0000	7150	5210	090	714	506SUPERPROGEDUCLEAD	122.91
MOORE THOMAS, SHAWNTERRA Total													137.59
MOUSER ELECTRONICS INC.	10/03/2024	975241	PO250523	01	8150	0	0000	8110	4320	090	741	81016781	282.72
MOUSER ELECTRONICS INC.	10/03/2024	975241	PO250523	01	8150	0	0000	8110	4320	090	741	81025721	7.47
MOUSER ELECTRONICS INC. Total													290.19
MPS	10/29/2024	982191	PO250218	01	6300	0	1110	1000	4100	090	307	53017358	3,120.00
MPS	10/29/2024	982191	PO250219	01	6300	0	1110	1000	4100	090	307	53017358-1	1,560.00
MPS Total													4,680.00
MRC	10/17/2024	978622	PO251450	01	0000	0	0000	7350	5600	090	717	IN4431763	184.29
MRC	10/17/2024	978622	PO251450	01	0000	0	0000	7550	5600	090	718	IN4431763	22.25
MRC Total													206.54
MUSIC & ARTS CA DEPT 5295	10/01/2024	974697	PO250910	01	0000	0	1215	1000	4320	032	322	INV046345488	362.58
MUSIC & ARTS CA DEPT 5295	10/17/2024	978586	PO250910	01	0000	0	1215	1000	4320	032	322	INV046363505	181.49
MUSIC & ARTS CA DEPT 5295	10/17/2024	978586	PO250910	01	0000	0	1215	1000	4320	032	322	INV046364640	758.14
MUSIC & ARTS CA DEPT 5295 Total													1,302.21
NASCO	10/08/2024	976283	PO251183	01	6387	0	3800	1000	4320	032	394	650548	84.38
NASCO	10/31/2024	982800	PV250366	01	9302	0	1110	1000	4320	090	600	616114	83.96
NASCO	10/31/2024	982800	PV250367	01	9302	0	1110	1000	4320	090	600	613208	124.69
NASCO	10/31/2024	982800	PV250369	01	9302	0	1110	1000	4320	090	600	614888	51.53
NASCO	10/31/2024	982800	PV250370	01	9302	0	1110	1000	4320	090	600	614887	221.36
NASCO	10/31/2024	982800	PV250371	01	9302	0	1110	1000	4320	090	600	614472	86.45
NASCO	10/08/2024	976283	PO251183	01	6387	0	3800	1000	4420	032	394	649923	564.85
NASCO Total													1,217.22
NATIONAL BENEFIT SERVICES	10/29/2024	982211	PV250376	01	0000	0	0000	0000	9579	000		OCT24 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES Total													800.00
NATIONAL STUDENT CLEARINGHOUSE	10/01/2024	974677	PO251178	01	7412	0	1110	1000	5813	090	362	HS2411064	1,785.00
NATIONAL STUDENT CLEARINGHOUSE Total													1,785.00
NCS PEARSON INC.	10/03/2024	975281	PO251084	01	3550	0	3800	1000	5813	033	333	26637872	3,848.00
NCS PEARSON INC. Total													3,848.00
NETWORK CRAZE TECHNOLOGIES INC	10/17/2024	978611	PO250438	01	0000	0	0000	2424	4320	090	735	INV/2024/06086	533.13
NETWORK CRAZE TECHNOLOGIES INC Total													533.13
NG, MELANIE	10/22/2024	979561	PV250299	01	0000	0	1110	1000	4320	022	070	161SUPPLIES	95.04
NG, MELANIE Total													95.04
NOLL, JASON	10/08/2024	976242	MV250019	01	0000	0	1110	1000	5210	033	763	121WASC EXPENSES	288.15
NOLL, JASON Total													288.15

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NOODLE TOOLS INC.	10/01/2024	974664	PO251116	01	0000	0	1110	1000	5813	033	070	208-946-R4	490.00
NOODLE TOOLS INC. Total													490.00
OCCUPATIONAL HEALTH CENTERS	10/01/2024	974665	PO250052	01	0000	0	0000	7400	5899	090	715	84287308	164.00
OCCUPATIONAL HEALTH CENTERS	10/17/2024	978612	PO250052	01	0000	0	0000	7400	5899	090	715	84424736	460.00
OCCUPATIONAL HEALTH CENTERS Total													624.00
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO250941	01	0000	0	1110	1000	4320	014	070	383505006002	77.56
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251046	01	0805	0	1110	1000	4320	013	123	380852328001	410.60
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251100	01	0000	0	1110	1000	4320	032	070	384590887001	91.84
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251100	01	0000	0	1110	1000	4320	032	070	384584339001	104.72
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251108	01	0000	0	1110	1000	4320	014	070	385926932001	7.88
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251108	01	0000	0	1110	1000	4320	014	070	385908853001	216.78
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251113	01	0000	0	1110	1000	4320	008	070	384639188001	50.39
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251113	01	0000	0	1110	1000	4320	008	070	384638659001	5.42
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251129	01	0000	0	0000	7350	4320	090	717	385994246001	15.79
ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO251129	01	0000	0	0000	7350	4320	090	717	385994215001	41.37
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO250974	01	0000	0	1255	1000	4320	032	070	382103328001	56.78
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4320	090	715	383089899003	7.99
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4320	090	715	383089899001	204.12
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4320	090	715	383089501001	6.00
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251045	01	0000	0	1110	1000	4320	014	070	382544515001	20.21
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251045	01	0000	0	1110	1000	4320	014	070	382544508001	30.20
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251045	01	0000	0	1110	1000	4320	014	070	382542623001	167.19
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251124	01	3010	0	1110	1000	4320	007	301	385992543001	181.88
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251124	01	3010	0	1110	1000	4320	007	301	385992507001	21.95
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251125	01	3010	0	1110	1000	4320	007	301	384878707001	96.07
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251125	01	3010	0	1110	1000	4320	007	301	384878271001	77.35
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251126	01	3010	0	1110	1000	4320	007	301	384893868001	35.92
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251126	01	3010	0	1110	1000	4320	007	301	384893867001	72.15
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251126	01	3010	0	1110	1000	4320	007	301	384893355001	148.63
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251127	01	3010	0	1110	1000	4320	007	301	386603152001	80.85
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251127	01	3010	0	1110	1000	4320	007	301	386595877001	275.35
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO251145	01	0000	0	1110	1000	4320	007	070	384482199001	287.55
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO250087	01	0801	0	1110	1000	4320	025	180	370342557001	278.17
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO250087	01	0801	0	1110	1000	4320	025	180	370342557002	8.14
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO250087	01	0801	0	1110	1000	4320	025	180	376380295001	22.74
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO250974	01	0000	0	1255	1000	4320	032	070	382136351001	19.44
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO250974	01	0000	0	1255	1000	4320	032	070	385918803001	(19.44)
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251145	01	0000	0	1110	1000	4320	007	070	386722671001	51.88
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251177	01	3010	0	1110	1000	4320	007	301	386087352001	13.72
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251177	01	3010	0	1110	1000	4320	007	301	386087351001	18.46
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251177	01	3010	0	1110	1000	4320	007	301	386086928001	174.94
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251195	01	0000	0	0000	3130	4320	090	503	384081853001	246.90

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ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251195	01	0000	0	0000	3130	4320	090	503	385252126001	8.87
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251210	01	0000	0	1110	1000	4320	012	070	385649956001	92.72
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251210	01	0000	0	1110	1000	4320	012	070	387768583001	18.95
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251210	01	0000	0	1110	1000	4320	012	070	387767120001	2,161.08
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251210	01	0000	0	1110	1000	4320	012	070	385650218001	29.56
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251237	01	0000	0	1110	1000	4320	014	070	387782210001	107.96
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251258	01	3010	0	1110	1000	4320	008	301	387130749001	35.94
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251258	01	0000	0	1110	1000	4320	008	070	387130749001	27.83
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251261	01	3010	0	1110	1000	4320	008	301	387799133001	302.56
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251261	01	3010	0	1110	1000	4320	008	301	387799132001	47.78
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251261	01	3010	0	1110	1000	4320	008	301	387799017001	418.15
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251264	01	3010	0	1110	1000	4320	007	301	383982228001	28.24
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251264	01	3010	0	1110	1000	4320	007	301	383456888001	239.74
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251267	01	3010	0	1110	1000	4320	007	301	388480587001	367.80
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251267	01	3010	0	1110	1000	4320	007	301	388480586001	37.65
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251267	01	3010	0	1110	1000	4320	007	301	388414001001	668.61
ODP BUSINESS SOLUTIONS LLC	10/15/2024	978018	PO251270	01	0000	0	0000	7350	4320	090	717	389347092001	651.46
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO250435	01	0000	0	0000	2424	4320	090	735	387284119001	129.04
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO250435	01	0000	0	0000	2424	4320	090	735	387298048001	33.94
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO250435	01	0000	0	0000	2424	4320	090	735	390536298001	181.22
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO251236	01	0000	0	1110	1000	4320	014	070	387676235001	11.42
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO251236	01	0000	0	1110	1000	4320	014	070	387676234001	7.02
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO251236	01	0000	0	1110	1000	4320	014	070	387615270001	151.22
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251312	01	0000	0	0000	7150	4320	090	714	385334104001	10.41
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251312	01	0000	0	0000	7150	4320	090	714	385289562001	83.24
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251351	01	0000	0	1110	1000	4320	007	070	389447608001	128.45
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251351	01	0000	0	1110	1000	4320	007	070	389448082002	18.90
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251351	01	3010	0	1110	1000	4320	007	301	389448082001	230.64
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251351	01	3010	0	1110	1000	4320	007	301	389448084001	11.25
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251352	01	3010	0	1110	1000	4320	022	301	387633218001	23.50
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251352	01	3010	0	1110	1000	4320	022	301	387633217001	79.09
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251352	01	3010	0	1110	1000	4320	022	301	387619366001	539.37
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251353	01	0000	0	3200	1000	4320	031	070	388834900001	392.07
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251353	01	0000	0	3200	1000	4320	031	070	388834899002	339.72
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251353	01	0000	0	3200	1000	4320	031	070	388834899001	79.08
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251353	01	0000	0	3200	1000	4320	031	070	388834512001	518.95
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251354	01	3550	0	3800	1000	4320	032	333	389806931001	18.52
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251354	01	3550	0	3800	1000	4320	032	333	389806930001	20.30
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251354	01	3550	0	3800	1000	4320	032	333	389806732001	24.60
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982806	PO251432	01	0000	0	1110	1000	4320	007	070	387427875001	313.78
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4322	090	715	383089899003	7.99
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4322	090	715	383089899001	204.13

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ODP BUSINESS SOLUTIONS LLC	10/10/2024	977137	PO250949	01	0000	0	0000	7400	4322	090	715	383089501001	6.00
ODP BUSINESS SOLUTIONS LLC	10/31/2024	982851	PO251377	01	0000	0	0000	7400	4322	090	715	386407164001	120.03
ODP BUSINESS SOLUTIONS LLC	10/15/2024	977984	PO251145	01	0000	0	1110	1000	4420	007	070	384487410001	1,231.03
ODP BUSINESS SOLUTIONS LLC Total													13,767.30
OLDS, BARBARA	10/08/2024	976319	PV250250	01	0000	0	0000	7600	3701	090	810	2ND QTR FY 24-25 CERTIFICAT	1,706.31
OLDS, BARBARA Total													1,706.31
OTIS ELEVATOR COMPANY	10/08/2024	976310	PO250649	01	0000	0	0000	8200	5600	090	760	100401690183	1,935.65
OTIS ELEVATOR COMPANY	10/22/2024	979575	PO250649	01	0000	0	0000	8200	5600	090	760	SJ20671001	1,851.95
OTIS ELEVATOR COMPANY	10/31/2024	982825	PO250649	01	0000	0	0000	8200	5600	090	760	100401722192	1,935.65
OTIS ELEVATOR COMPANY Total													5,723.25
OUTDOOR SUPPLY HARDWARE	10/15/2024	977965	PO250567	01	8150	0	0000	8110	4320	090	741	1658445154	88.19
OUTDOOR SUPPLY HARDWARE Total													88.19
P & F DISTRIBUTORS	10/08/2024	976277	PO251305	01	8150	0	0000	8110	4320	090	741	0179837-IN	396.65
P & F DISTRIBUTORS Total													396.65
P G & E	10/01/2024	974705	PO250214	01	0000	0	0000	8200	5510	090	760	7314282172-4 SEP24	44,531.86
P G & E	10/29/2024	982221	PO250214	01	0000	0	0000	8200	5510	090	760	7314282172-4 OCT24	49,821.12
P G & E Total													94,352.98
PARTNERS IN SCHOOL INNOVATION	10/08/2024	976316	PO251184	01	6266	0	1110	1000	5899	090	341	FYE25_SSFUSD_1OF4_09	37,500.00
PARTNERS IN SCHOOL INNOVATION	10/08/2024	976316	PO251184	01	9026	0	1110	1000	5899	090	356	FYE25_SSFUSD_1OF4_09	125,000.00
PARTNERS IN SCHOOL INNOVATION Total													162,500.00
PENA, ROGER	10/24/2024	980598	PV250358	01	6500	0	5760	2490	5820	090	245	SEP24MILEAGE49	48.24
PENA, ROGER Total													48.24
PERFECTION LEARNING CORPORATIO	10/03/2024	975246	PO251182	01	0000	0	1110	1000	4100	090	317	INV1042707	14,446.01
PERFECTION LEARNING CORPORATIO	10/08/2024	976261	PO251181	01	0000	0	1110	1000	4100	090	317	INV1042758	17,541.59
PERFECTION LEARNING CORPORATIO Total													31,987.60
PERSONNEL CONCEPTS	10/03/2024	975247	PO250748	01	0000	0	0000	7490	4320	090	716	INV10016540	1,187.50
PERSONNEL CONCEPTS Total													1,187.50
PROCARE THERAPY	10/01/2024	974686	PO251239	01	6500	0	5760	3140	5899	090	245	21011352	1,062.10
PROCARE THERAPY	10/01/2024	974686	PO251239	01	6500	0	5760	3140	5899	090	245	21012643	1,950.00
PROCARE THERAPY	10/01/2024	974686	PO251239	01	6500	0	5760	3140	5899	090	245	21016429	1,950.00
PROCARE THERAPY	10/01/2024	974686	PO251239	01	6500	0	5760	3140	5899	090	245	21020633	1,554.80
PROCARE THERAPY	10/03/2024	975283	PO251239	01	6500	0	5760	3140	5899	090	245	20998543	1,080.00
PROCARE THERAPY	10/03/2024	975283	PO251239	01	6500	0	5760	3140	5899	090	245	21006347	1,980.00
PROCARE THERAPY	10/15/2024	977995	PO251239	01	6500	0	5760	3140	5899	090	245	21025554	1,950.00
PROCARE THERAPY	10/15/2024	977995	PO251239	01	6500	0	5760	3140	5899	090	245	21029970	1,950.00
PROCARE THERAPY	10/15/2024	977995	PO251239	01	6500	0	5760	3140	5899	090	245	21035942	1,950.00
PROCARE THERAPY	10/31/2024	982837	PO251239	01	6500	0	5760	3140	5899	090	245	21046505	1,950.00
PROCARE THERAPY Total													17,376.90
PRO-ED INC.	10/08/2024	976326	PO250465	01	6500	0	5760	1190	4320	090	245	3049181	368.01
PRO-ED INC.	10/08/2024	976326	PO250624	01	6500	0	5760	1190	4320	090	245	3049824	305.69
PRO-ED INC. Total													673.70
PROJECT LEAD THE WAY INC.	10/15/2024	978024	PO250122	01	6387	0	3800	1000	4320	090	394	458097	1,944.79

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PROJECT LEAD THE WAY INC. Total													1,944.79
QBS LLC	10/01/2024	974652	PO250814	01	6500	0	5760	1190	5899	090	245	157792	114.00
QBS LLC Total													114.00
QUALTRICS LLC	10/23/2024		CL240200	01	7435	0	1110	1000	5801	090	349		(4,800.00)
QUALTRICS LLC	10/23/2024		CL240200	01	7435	0	0000	0000	9510	000			4,800.00
QUALTRICS LLC Total													-
R & H WHOLESALE SUPPLY INC	10/01/2024	974692	PO250543	01	8150	0	0000	8110	4320	090	741	619786-00	516.33
R & H WHOLESALE SUPPLY INC	10/01/2024	974692	PO250543	01	8150	0	0000	8110	4320	090	741	617520-00	49.86
R & H WHOLESALE SUPPLY INC	10/01/2024	974706	PO250543	01	8150	0	0000	8110	4320	090	741	619611-00	961.33
R & H WHOLESALE SUPPLY INC	10/01/2024	974713	PO250543	01	8150	0	0000	8110	4320	090	741	619826-00	324.74
R & H WHOLESALE SUPPLY INC	10/01/2024	974713	PO250543	01	8150	0	0000	8110	4320	090	741	619891-00	614.01
R & H WHOLESALE SUPPLY INC	10/08/2024	976284	PO250543	01	8150	0	0000	8110	4320	090	741	610241-00	41.61
R & H WHOLESALE SUPPLY INC	10/08/2024	976284	PO250543	01	8150	0	0000	8110	4320	090	741	614335-00	2,596.38
R & H WHOLESALE SUPPLY INC	10/08/2024	976284	PO250543	01	8150	0	0000	8110	4320	090	741	619003-00	1,830.40
R & H WHOLESALE SUPPLY INC	10/22/2024	979555	PO250543	01	8150	0	0000	8110	4320	090	741	620597-00	1,427.99
R & H WHOLESALE SUPPLY INC	10/22/2024	979555	PO250543	01	8150	0	0000	8110	4320	090	741	619543-00	160.22
R & H WHOLESALE SUPPLY INC	10/22/2024	979555	PO250543	01	8150	0	0000	8110	4320	090	741	620335-00	1,674.32
R & H WHOLESALE SUPPLY INC	10/22/2024	979576	PO250543	01	8150	0	0000	8110	4320	090	741	619003-01	887.46
R & H WHOLESALE SUPPLY INC	10/22/2024	979576	PO250543	01	8150	0	0000	8110	4320	090	741	621245-00	195.06
R & H WHOLESALE SUPPLY INC	10/22/2024	979576	PO250543	01	8150	0	0000	8110	4320	090	741	621119-00	104.42
R & H WHOLESALE SUPPLY INC Total													11,384.13
READY REFRESH	10/31/2024	982834	PO250042	01	0000	0	1110	1000	4322	032	070	14J0029550423	381.73
READY REFRESH Total													381.73
REED CHARITABLE	10/29/2024	982187	PO250899	01	9010	0	1110	1000	5210	010	356	227	1,400.00
REED CHARITABLE Total													1,400.00
REFRIGERATION SUPPLIES	10/01/2024	974714	PO250520	01	8150	0	0000	8110	4320	090	741	39377165-00	668.88
REFRIGERATION SUPPLIES	10/01/2024	974714	PO250520	01	8150	0	0000	8110	4320	090	741	39377410-00	671.25
REFRIGERATION SUPPLIES	10/03/2024	975267	PO250520	01	8150	0	0000	8110	4320	090	741	39377003-00	24.11
REFRIGERATION SUPPLIES	10/08/2024	976278	PO250520	01	8150	0	0000	8110	4320	090	741	39377739-00	160.20
REFRIGERATION SUPPLIES	10/17/2024	978623	PO250520	01	8150	0	0000	8110	4320	090	741	39378222-00	106.28
REFRIGERATION SUPPLIES Total													1,630.72
RESOURCE SOLUTIONS OF SF GROUP	10/24/2024	980584	PO251464	01	0000	0	0000	0000	9320	000		32782	544.98
RESOURCE SOLUTIONS OF SF GROUP Total													544.98
RIGG, RICHARD J	10/08/2024	976287	PV250251	01	0000	0	0000	7600	3701	090	810	2ND QTR FY 24-25 CERTIFICATE	436.59
RIGG, RICHARD J Total													436.59
RIGHT AT SCHOOL LLC	10/29/2024	982192	PO251360	01	2600	0	0000	8200	5899	090	358	#SSF-0924	67,272.74
RIGHT AT SCHOOL LLC	10/29/2024	982202	PO251360	01	2600	0	0000	8200	5899	090	358	#SSF-0824	60,545.46
RIGHT AT SCHOOL LLC Total													127,818.20
RINGSEIS, MARLIS	10/29/2024	982172	PV250319	01	6387	0	3800	1000	5899	090	394	185CTECOOKCERTIFICATES	522.90
RINGSEIS, MARLIS Total													522.90
RO HEALTH	10/01/2024	974687	PO251072	01	6500	0	5760	3140	5899	090	245	INV8624	3,761.08
RO HEALTH	10/01/2024	974687	PO251072	01	0000	0	0000	3140	5899	090	507	INV8624	3,300.30

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RO HEALTH	10/01/2024	974687	PO251072	01	6500	0	5760	3140	5899	090	245	INV8881	3,105.90
RO HEALTH	10/01/2024	974687	PO251072	01	0000	0	0000	3140	5899	090	507	INV8881	6,897.92
RO HEALTH	10/01/2024	974691	PO251072	01	6500	0	5760	3140	5899	090	245	INV7501	1,098.88
RO HEALTH	10/01/2024	974691	PO251072	01	6500	0	5760	3140	5899	090	245	INV7734	1,898.56
RO HEALTH	10/01/2024	974691	PO251072	01	6500	0	5760	3140	5899	090	245	INV9266	7,830.20
RO HEALTH	10/01/2024	974691	PO251072	01	0000	0	0000	3140	5899	090	507	INV9266	1,903.50
RO HEALTH	10/17/2024	978572	PO251072	01	0000	0	0000	3140	5899	090	507	INV10334	3,076.20
RO HEALTH	10/17/2024	978572	PO251072	01	6500	0	5760	3140	5899	090	245	INV10615	6,120.68
RO HEALTH Total													38,993.22
ROBERT HALF	10/08/2024	976296	PO250688	01	0000	0	0000	2424	5899	090	735	64148656	3,769.77
ROBERT HALF	10/17/2024	978582	PO250688	01	0000	0	0000	2424	5899	090	735	63986695	2,281.29
ROBERT HALF	10/17/2024	978582	PO250688	01	0000	0	0000	2424	5899	090	735	64176054	3,737.39
ROBERT HALF	10/22/2024	979577	PO250688	01	0000	0	0000	2424	5899	090	735	64202569	1,488.48
ROBERT HALF	10/29/2024	982203	PO250688	01	0000	0	0000	2424	5899	090	735	64121426	3,617.68
ROBERT HALF	10/29/2024	982203	PO250688	01	0000	0	0000	2424	5899	090	735	64229456	2,976.96
ROBERT HALF Total													17,871.57
ROBERTS, MASUMI	10/03/2024	975255	PV250238	01	0000	0	1110	1000	4320	021	070	127CLASSRMSUPPLIES	56.09
ROBERTS, MASUMI Total													56.09
ROCKETT, JENNIFER	10/24/2024	980578	PV250308	01	6387	0	3800	1000	5210	090	394	6PLTWSUMIT24SAN DIEGO	399.96
ROCKETT, JENNIFER Total													399.96
ROSALES, DIANA	10/08/2024	976320	PV250253	01	0000	0	0000	7600	3702	090	810	1ST QTR FY 24-25 CLASSIFIED	159.00
ROSALES, DIANA	10/08/2024	976320	PV250254	01	0000	0	0000	7600	3702	090	810	2ND QTR FY 24-25 CLASSIFIED	159.00
ROSALES, DIANA Total													318.00
ROSSI DE CAMPOS, LORAINE	10/22/2024	979553	PV250304	01	9010	0	1110	1000	4322	025	356	106SNAKCAREERPRESENTERS	100.84
ROSSI DE CAMPOS, LORAINE Total													100.84
ROYAL PIN DONUTS	10/08/2024	976262	PO250632	01	0000	0	1110	1000	4322	090	762	779944	224.90
ROYAL PIN DONUTS	10/17/2024	978613	PO250632	01	0000	0	1110	1000	4322	090	762	779945	192.00
ROYAL PIN DONUTS	10/22/2024	979536	PO250632	01	0000	0	1110	1000	4322	090	762	779947	84.00
ROYAL PIN DONUTS	10/22/2024	979544	PO250632	01	0000	0	1110	1000	4322	090	762	013702	88.55
ROYAL PIN DONUTS	10/22/2024	979578	PO250632	01	0000	0	1110	1000	4322	090	762	013703	21.90
ROYAL PIN DONUTS Total													611.35
ROZZI'S REPRODUCTION & SUPPLY	10/17/2024	978583	PO250564	01	0000	0	0000	8200	5810	090	760	156742	471.36
ROZZI'S REPRODUCTION & SUPPLY Total													471.36
SAETERN, CHANFIN	10/08/2024	976243	MV250018	01	0000	0	1110	1000	5210	033	763	122WASCEXPDINNER	54.05
SAETERN, CHANFIN Total													54.05
SAFETY TRAINING SEMINARS	10/01/2024	974698	PO251256	01	9010	0	0000	7400	5899	090	353	6682	1,450.00
SAFETY TRAINING SEMINARS Total													1,450.00
SAN FRANCISCO STATE UNIVERSITY	10/01/2024	974666	PO251249	01	0000	0	0000	7400	5899	090	715	770435	8,000.00
SAN FRANCISCO STATE UNIVERSITY Total													8,000.00
SAN JOAQUIN COE	10/01/2024	974678	PO251241	01	6500	0	5760	1190	5813	090	245	25-01168	2,310.00
SAN JOAQUIN COE Total													2,310.00
SAN MATEO COUNTY	10/01/2024	974688	PO250996	01	6546	0	5760	3120	5870	090	245	SSFUSD0724	20,330.00

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SAN MATEO COUNTY	10/17/2024	978573	PO250996	01	6546	0	5760	3120	5870	090	245	SSFUSD0824	34,115.00
SAN MATEO COUNTY Total													54,445.00
SAN MATEO COUNTY SCHOOLS	10/22/2024	979537	PV250292	01	0000	0	0000	7602	5888	090	726	CLAIM#2024-01066	259.63
SAN MATEO COUNTY SCHOOLS Total													259.63
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250343	01	0000	0	0000	8200	5530	090	760	091-150-160 NOV24	14,015.58
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250344	01	0000	0	0000	8200	5530	090	760	091-082-990 NOV24	5,430.12
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250345	01	0000	0	0000	8200	5530	090	760	091-221-020 NOV24	4,836.36
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250346	01	0000	0	0000	8200	5530	090	760	091-251-010 NOV24	6,900.66
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250320	01	0000	0	0000	8200	5899	090	760	010-412-010 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250321	01	0000	0	0000	8200	5899	090	760	011-211-320 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250322	01	0000	0	0000	8200	5899	090	760	012-061-200 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250323	01	0000	0	0000	8200	5899	090	760	012-161-050 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250324	01	0000	0	0000	8200	5899	090	760	012-292-260 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250325	01	0000	0	0000	8200	5899	090	760	013-011-010 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250326	01	0000	0	0000	8200	5899	090	760	014-038-010 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250327	01	0000	0	0000	8200	5899	090	760	014-160-050 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250328	01	0000	0	0000	8200	5899	090	760	012-191-810 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250329	01	0000	0	0000	8200	5899	090	760	017-343-240 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250330	01	0000	0	0000	8200	5899	090	760	091-065-210 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250331	01	0000	0	0000	8200	5899	090	760	091-065-220 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250332	01	0000	0	0000	8200	5899	090	760	091-065-230 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250333	01	0000	0	0000	8200	5899	090	760	091-065-240 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250334	01	0000	0	0000	8200	5899	090	760	091-065-250 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250335	01	0000	0	0000	8200	5899	090	760	091-065-260 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250336	01	0000	0	0000	8200	5899	090	760	091-065-270 NOV24	12.64
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250337	01	0000	0	0000	8200	5899	090	760	090-231-070 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250338	01	0000	0	0000	8200	5899	090	760	013-240-360 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250339	01	0000	0	0000	8200	5899	090	760	012-340-010 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250340	01	0000	0	0000	8200	5899	090	760	011-160-110 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250341	01	0000	0	0000	8200	5899	090	760	010-282-200 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250342	01	0000	0	0000	8200	5899	090	760	010-211-080 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250343	01	0000	0	0000	8200	5899	090	760	091-150-160 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250344	01	0000	0	0000	8200	5899	090	760	091-082-990 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250345	01	0000	0	0000	8200	5899	090	760	091-221-020 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL	10/29/2024	982163	PV250346	01	0000	0	0000	8200	5899	090	760	091-251-010 NOV24	25.26
SANDIE ARNOTT -COUNTY TAX COLL Total													31,852.12
SCANTRON	10/29/2024	982204	PO251474	01	0000	0	1110	1000	4320	033	070	160236	1,595.46
SCANTRON Total													1,595.46
SCHOLASTIC	10/01/2024	974715	PO250076	01	0801	0	1110	1000	5813	022	180	M7529491 8	6,245.60
SCHOLASTIC Total													6,245.60
SCHOLASTIC INC	10/01/2024	974693	PO251106	01	0000	0	1110	2421	4200	013	451	62001008	214.64
SCHOLASTIC INC	10/01/2024	974667	PO251243	01	3010	0	1110	1000	4320	007	301	M7477386 2	588.59

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SCHOLASTIC INC	10/01/2024	974667	PO251243	01	3010	0	1110	1000	4320	007	301	M7477386 2-1	58.88
SCHOLASTIC INC	10/03/2024	975284	PO250836	01	0805	0	1110	1000	4320	009	180	M7553256 4-1	326.34
SCHOLASTIC INC	10/03/2024	975242	PO250878	01	0000	0	1110	1000	4320	012	070	M7502014 9	904.88
SCHOLASTIC INC	10/03/2024	975242	PO250878	01	0000	0	1110	1000	4320	012	070	M7502014 9-1	85.70
SCHOLASTIC INC	10/08/2024	976263	PO250836	01	0805	0	1110	1000	4320	009	180	M7553256 4	3,262.50
SCHOLASTIC INC	10/03/2024	975242	PO250878	01	0000	0	1110	1000	5813	012	070	M7502014 9	270.11
SCHOLASTIC INC Total													5,711.64
SCHOOL DATEBOOKS	10/22/2024	979538	PO251460	01	0000	0	1110	1000	4320	014	070	S24-0290836	530.27
SCHOOL DATEBOOKS Total													530.27
SCHOOL HOUSE GROCERY	10/31/2024	982798	PO250093	01	0000	0	1110	1000	4322	022	070	9930	741.66
SCHOOL HOUSE GROCERY Total													741.66
SCHOOL SAFETY SOLUTIONS LLC	10/08/2024	976285	PO250559	01	0000	0	0000	8200	5860	090	760	2984	1,727.32
SCHOOL SAFETY SOLUTIONS LLC Total													1,727.32
SCRIPPS NATIONAL SPELLING BEE	10/17/2024	978614	PO251457	01	0000	0	1110	1000	5899	025	070	SK32-0000003709	192.50
SCRIPPS NATIONAL SPELLING BEE Total													192.50
SEHI COMPUTER PRODUCTS INC	10/01/2024	974694	PO251104	01	0000	0	0000	7400	4420	090	715	I00249040	534.74
SEHI COMPUTER PRODUCTS INC	10/10/2024	977154	PO251242	01	6500	0	5760	1190	4420	090	245	I00249364	1,825.60
SEHI COMPUTER PRODUCTS INC Total													2,360.34
SENECA FAMILY OF AGENCIES	10/03/2024	975258	PO250995	01	6500	0	5760	1180	5870	090	230	PINV00409	6,390.00
SENECA FAMILY OF AGENCIES	10/15/2024	977996	PO250995	01	6500	0	5760	1180	5870	090	230	PINV00990	4,615.00
SENECA FAMILY OF AGENCIES	10/31/2024	982838	PO250995	01	6500	0	5760	1180	5870	090	230	PINV01444	7,100.00
SENECA FAMILY OF AGENCIES	10/03/2024	975258	PO250995	01	6500	0	5760	1180	5880	090	230	PINV00409	3,996.00
SENECA FAMILY OF AGENCIES	10/15/2024	977996	PO250995	01	6500	0	5760	1180	5880	090	230	PINV00990	2,886.00
SENECA FAMILY OF AGENCIES	10/31/2024	982838	PO250995	01	6500	0	5760	1180	5880	090	230	PINV01444	4,440.00
SENECA FAMILY OF AGENCIES Total													29,427.00
SERVICE PRESS INC.	10/01/2024	974668	PO251149	01	0000	0	0000	7340	5810	090	717	64999	303.87
SERVICE PRESS INC.	10/01/2024	974707	PO251196	01	0000	0	1110	1000	5810	021	070	65033	523.67
SERVICE PRESS INC.	10/03/2024	975248	PO251197	01	0000	0	1110	1000	5810	014	070	65016	132.76
SERVICE PRESS INC.	10/10/2024	977155	PO251199	01	0000	0	0000	7350	5810	090	717	65034	445.81
SERVICE PRESS INC.	10/15/2024	978025	PO251198	01	0000	0	1110	1000	5810	008	070	64998	194.01
SERVICE PRESS INC. Total													1,600.12
SHIHADEH, SAHAR	10/08/2024	976288	PV250252	01	0000	0	0000	7600	3702	090	810	2ND QTR FY 24-25 CLASSIFIED	159.00
SHIHADEH, SAHAR Total													159.00
SIERRA PACIFIC TURF SUPPLY INC	10/01/2024	974679	PO250509	01	8150	0	0000	8110	4320	090	741	01017497	1,467.51
SIERRA PACIFIC TURF SUPPLY INC Total													1,467.51
SIERRA SCHOOL EQUIPMENT CO.	10/31/2024	982863	PO251134	01	3010	0	1110	1000	4420	022	301	417608	14,251.63
SIERRA SCHOOL EQUIPMENT CO. Total													14,251.63
SILICON VALLEY	10/29/2024	982189	PO251530	01	0000	0	1202	1000	5814	033	322	FB-24122	2,733.00
SILICON VALLEY	10/22/2024	979556	PO250161	01	0000	0	1202	1000	5899	032	322	FB-24110	336.00
SILICON VALLEY	10/29/2024	982205	PO250161	01	0000	0	1202	1000	5899	032	322	VB-24154	1,645.00
SILICON VALLEY Total													4,714.00
SILICON VALLEY MATHEMATICS	10/22/2024	979545	PO251463	01	0000	0	1110	1000	5899	090	177	24540	7,575.00

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SILICON VALLEY MATHEMATICS Total													7,575.00
SLAKEY BROTHERS	10/15/2024	978026	PO250522	01	8150	0	0000	8110	4320	090	741	858708167	45.27
SLAKEY BROTHERS Total													45.27
SMITH, JENNIFER	10/15/2024	977962	PV250277	01	0000	0	0000	7400	5210	090	715	136ACSAPERSONEL&NEGO	829.00
SMITH, JENNIFER	10/08/2024	976301	PV250240	01	0000	0	0000	7400	5899	090	715	31TRANSCRIPTROJAS	485.00
SMITH, JENNIFER Total													1,314.00
SONITROL/PACIFIC WEST SECURITY	10/22/2024	979579	PO250768	01	0000	0	0000	8300	5806	090	129	NOV24/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY Total													10,766.00
SOUL SHOPPE	10/03/2024	975243	PO251158	01	0805	0	1110	1000	5813	002	180	2024-15	8,900.00
SOUL SHOPPE	10/15/2024	978027	PO251386	01	3010	0	1110	1000	5899	008	301	2024-10	8,900.00
SOUL SHOPPE Total													17,800.00
SOUTH CITY FIRE PROTECTION	10/24/2024	980585	PO250648	01	0000	0	0000	8200	5600	090	760	5555537	38.00
SOUTH CITY FIRE PROTECTION Total													38.00
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92515	243.57
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92564	12.49
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92575	27.46
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92642	31.62
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92645	478.84
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92674	(478.84)
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92675	688.21
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92718	110.75
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92719	32.93
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92769	51.69
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92805	44.80
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92814	106.44
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92873	24.26
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	92878	19.39
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93159	72.15
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93165	66.86
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93166	94.88
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93167	14.04
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93192	83.57
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93260	90.17
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93269	36.94
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93318	72.15
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93382	41.50
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93435	19.77
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93529	24.57
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93538	56.98
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93605	287.81
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93615	19.25
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93961	33.91

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SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO250496	01	8150	0	0000	8110	4320	090	741	93981	17.57
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO251105	01	6387	0	3800	1000	4320	033	394	93443	6,131.19
SOUTH CITY LUMBER & SUPPLY	10/10/2024	977160	PO251105	01	6387	0	3800	1000	4320	033	394	93444	3,756.40
SOUTH CITY LUMBER & SUPPLY	10/15/2024	977985	PO250496	01	8150	0	0000	8110	4320	090	741	92768	34.41
SOUTH CITY LUMBER & SUPPLY Total													12,347.73
SOUTH SAN FRANCISCO SCAVENGER	10/15/2024	977966	PO250527	01	0000	0	0000	8200	5540	090	760	1498541	7,864.21
SOUTH SAN FRANCISCO SCAVENGER Total													7,864.21
SOUTH SAN FRANCISCO TIRE	10/03/2024	975264	PO250494	01	8150	0	0000	8110	4320	090	741	108446	2,091.14
SOUTH SAN FRANCISCO TIRE	10/15/2024	977967	PO250494	01	8150	0	0000	8110	5600	090	741	108472	205.00
SOUTH SAN FRANCISCO TIRE Total													2,296.14
SOUTHWEST SCHOOL & OFFICE SUPP	10/17/2024	978624	PO251229	01	0000	0	0000	0000	9320	000		6012921058	497.70
SOUTHWEST SCHOOL & OFFICE SUPP	10/17/2024	978624	PO251229	01	0000	0	0000	0000	9320	000		6014479170	687.30
SOUTHWEST SCHOOL & OFFICE SUPP Total													1,185.00
SOUTHWOOD PLUMBING AND HEATING	10/22/2024	979580	PO250621	01	8150	0	0000	8110	5899	090	741	64827	180.80
SOUTHWOOD PLUMBING AND HEATING Total													180.80
SPECTRUM CENTER INC.	10/17/2024	978574	PO251026	01	6500	0	5760	1180	5820	090	230	INV-000005898	5,070.00
SPECTRUM CENTER INC.	10/17/2024	978574	PO251026	01	6500	0	5760	1180	5870	090	230	INV-000005898	20,323.90
SPECTRUM CENTER INC.	10/17/2024	978574	PO251026	01	6500	0	5760	1180	5880	090	230	INV-000005898	37,206.00
SPECTRUM CENTER INC.	10/17/2024	978574	PO251026	01	6500	0	5760	1180	5899	090	230	INV-000005898	1,537.38
SPECTRUM CENTER INC. Total													64,137.28
SPORTSNET INC.	10/17/2024	978615	PO250048	01	0000	0	0000	7400	5899	090	715	24250040	3,550.00
SPORTSNET INC. Total													3,550.00
SSFHS BAND GUILD	10/22/2024	979564	PV250307	01	0000	0	1227	1000	5600	033	070	183VANRENTALBAND	355.65
SSFHS BAND GUILD	10/29/2024	982161	PV250364	01	0000	0	1227	1000	5600	033	070	190PENSKEVANRENTAL101224	439.64
SSFHS BAND GUILD Total													795.29
STANDARD PLUMBING SUPPLY CO.	10/01/2024	974708	PO250535	01	8150	0	0000	8110	4320	090	741	XKQ283	8.84
STANDARD PLUMBING SUPPLY CO.	10/08/2024	976279	PO250535	01	8150	0	0000	8110	4320	090	741	XLJ955	15.31
STANDARD PLUMBING SUPPLY CO. Total													24.15
STAPLES ADVANTAGE	10/01/2024	974669	PO250014	01	0000	0	1110	1000	4320	032	070	6007420774	20.63
STAPLES ADVANTAGE	10/01/2024	974669	PO250014	01	0000	0	1110	1000	4320	032	070	6007420772	118.68
STAPLES ADVANTAGE	10/01/2024	974695	PO250890	01	0000	0	1110	1000	4320	002	070	6012568776	684.69
STAPLES ADVANTAGE	10/01/2024	974709	PO250951	01	9044	0	1110	1000	4320	090	064	6012568779	534.06
STAPLES ADVANTAGE	10/01/2024	974709	PO250952	01	9044	0	1110	1000	4320	090	064	6012568778	356.04
STAPLES ADVANTAGE	10/03/2024	975268	PO251047	01	0805	0	1110	1000	4320	013	123	6012568777	277.99
STAPLES ADVANTAGE	10/03/2024	975268	PO251130	01	0000	0	1110	1000	4320	090	762	6012568780	238.03
STAPLES ADVANTAGE	10/31/2024	982864	PO251480	01	0000	0	1110	1000	4320	010	070	6015045365	44.05
STAPLES ADVANTAGE	10/03/2024	975268	PO251130	01	0000	0	1110	1000	4322	090	762	6012568780	55.58
STAPLES ADVANTAGE Total													2,329.75
STATE OF CA DEPT OF JUSTICE	10/01/2024	974680	PV250220	01	0000	0	0000	7400	5840	090	715	759428	789.00
STATE OF CA DEPT OF JUSTICE	10/29/2024	982212	PV250375	01	0000	0	0000	7400	5840	090	715	766642	840.00
STATE OF CA DEPT OF JUSTICE	10/01/2024	974680	PV250220	01	0000	0	0000	7400	5841	090	715	759428	282.00
STATE OF CA DEPT OF JUSTICE	10/29/2024	982212	PV250375	01	0000	0	0000	7400	5841	090	715	766642	1,598.00

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STATE OF CA DEPT OF JUSTICE Total													3,509.00
STEPPING STONES GROUP LLC, THE	10/01/2024	974653	PO251069	01	6500	0	5760	3120	5899	090	245	M0213686	260.00
STEPPING STONES GROUP LLC, THE	10/01/2024	974653	PO251069	01	3310	0	5760	1110	5899	090	201	M0212476	10,530.00
STEPPING STONES GROUP LLC, THE	10/03/2024	975259	PO251069	01	3310	0	5760	1110	5899	090	201	M0210636	16,116.36
STEPPING STONES GROUP LLC, THE	10/03/2024	975259	PO251069	01	6500	0	5760	3120	5899	090	245	M0214493	12,675.00
STEPPING STONES GROUP LLC, THE	10/17/2024	978575	PO251069	01	3310	0	5760	1110	5899	090	201	M0213687	8,990.92
STEPPING STONES GROUP LLC, THE	10/17/2024	978575	PO251069	01	3310	0	5760	1110	5899	090	201	M0214494	32,982.68
STEPPING STONES GROUP LLC, THE	10/17/2024	978575	PO251069	01	6500	0	5760	3120	5899	090	245	M0216551	8,320.00
STEPPING STONES GROUP LLC, THE	10/17/2024	978575	PO251069	01	3310	0	5760	1110	5899	090	201	M0216552	33,789.62
STEPPING STONES GROUP LLC, THE	10/29/2024	982193	PO251069	01	3310	0	5760	1110	5899	090	201	M0217580	40,941.97
STEPPING STONES GROUP LLC, THE	10/29/2024	982193	PO251069	01	6500	0	5760	3120	5899	090	245	M0217579	12,025.00
STEPPING STONES GROUP LLC, THE	10/31/2024	982866	PO251069	01	3310	0	5760	1110	5899	090	201	M0211310-A	10,218.00
STEPPING STONES GROUP LLC, THE	10/31/2024	982866	PV250389	01	3310	0	5760	1110	5899	090	201	M0209575	14,407.28
STEPPING STONES GROUP LLC, THE Total													201,256.83
STEWART CHEVROLET	10/01/2024	974716	PO250524	01	8150	0	0000	8110	4320	090	741	54431	88.24
STEWART CHEVROLET	10/03/2024	975265	PO250524	01	8150	0	0000	8110	4320	090	741	54639	61.63
STEWART CHEVROLET	10/15/2024	978004	PO250524	01	8150	0	0000	8110	4320	090	741	54970	91.67
STEWART CHEVROLET Total													241.54
SULLIVAN, TIMOTHY	10/15/2024	977963	PV250275	01	9219	0	1208	1000	5810	032	356	165MUSICALPOSTERS	115.69
SULLIVAN, TIMOTHY Total													115.69
SUNBURST DIGITAL INC.	10/15/2024	977968	PO251363	01	3010	0	1110	1000	5813	008	301	INV137243	326.70
SUNBURST DIGITAL INC. Total													326.70
SUNDARAM, RANGANATHAN	10/24/2024	980575	PV250351	01	0000	0	0000	2424	4320	090	735	186TOOLSTESTERANALYZER	548.64
SUNDARAM, RANGANATHAN	10/29/2024	982173	PV250317	01	0000	0	0000	2424	4420	090	735	187CREALITY3DPRINTER&FILAM	528.27
SUNDARAM, RANGANATHAN	10/29/2024	982216	PV250373	01	0000	0	0000	2424	4420	090	735	178MACBOOK&IPAD	8,294.12
SUNDARAM, RANGANATHAN Total													9,371.03
SUPER TEACHER WORKSHEETS	10/01/2024	974681	PO251260	01	3010	0	1110	1000	5813	008	301	FY24/25-T.LEI	24.95
SUPER TEACHER WORKSHEETS	10/03/2024	975244	PO251260	01	3010	0	1110	1000	5813	008	301	FY24/25-S.LUCHSINGER	24.95
SUPER TEACHER WORKSHEETS Total													49.90
TC SPAN AMERICA LLC	10/22/2024	979566	PO251482	01	9010	0	1110	1000	4320	008	366	100456	592.85
TC SPAN AMERICA LLC Total													592.85
T-MOBILE	10/08/2024	976294	PO250072	01	0000	0	0000	3130	5810	090	503	968332944-1 SEP24	61.90
T-MOBILE	10/08/2024	976294	PO250031	01	0000	0	0000	2700	5910	033	480	968332944-7 SEP	61.90
T-MOBILE	10/08/2024	976294	PO250037	01	0000	0	0000	7200	5910	090	714	968332944-8 SEP24	72.00
T-MOBILE	10/08/2024	976294	PO250056	01	0000	0	0000	7200	5910	090	715	968332944-3 SEP24	25.90
T-MOBILE	10/08/2024	976294	PO250437	01	0000	0	0000	2700	5910	090	735	968332944 SEP24	2,200.97
T-MOBILE	10/08/2024	976294	PO250526	01	0000	0	0000	7200	5910	090	760	968332944-4 SEP24	180.00
T-MOBILE	10/08/2024	976294	PO250723	01	6500	0	5760	2700	5910	090	245	968332944-6 SEP24	36.00
T-MOBILE Total													2,638.67
TOUCHMATH ACQUISITION LLC	10/17/2024	978576	PO250612	01	6762	0	1110	1000	4320	090	384	IN001924	10,000.00
TOUCHMATH ACQUISITION LLC	10/17/2024	978576	PO250612	01	6762	0	1110	1000	5899	090	384	IN001924	30,000.00
TOUCHMATH ACQUISITION LLC Total													40,000.00

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TPC HARDING PARK	10/15/2024	977969	PO251415	01	0000	0	1202	1000	5899	032	322	660826	102.00
TPC HARDING PARK	10/31/2024	982826	PO251415	01	0000	0	1202	1000	5899	032	322	996	423.00
TPC HARDING PARK Total													525.00
TPX COMMUNICATIONS CO.	10/22/2024	979557	PO250620	01	0000	0	0000	2424	5899	090	735	182115236-0	4,789.87
TPX COMMUNICATIONS CO. Total													4,789.87
TRANSLATELIVE LLC	10/17/2024	978625	PO251263	01	0000	0	0000	7400	4420	090	715	WOO18258	4,998.00
TRANSLATELIVE LLC Total													4,998.00
TSANG, VIVIEN WING YAN	10/01/2024	974710	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-03	989.16
TSANG, VIVIEN WING YAN	10/22/2024	979539	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-04	825.13
TSANG, VIVIEN WING YAN Total													1,814.29
ULINE	10/10/2024	977159	PO251368	01	7032	0	0000	3700	4320	090	820	183981327	3,695.24
ULINE	10/10/2024	977159	PO251368	01	7032	0	0000	3700	4320	090	820	183981327-1	84.05
ULINE	10/22/2024	979567	PO250572	01	8150	0	0000	8110	4320	090	741	183232791	1,582.27
ULINE	10/31/2024	982835	PO250572	01	8150	0	0000	8110	4320	090	741	184136080	670.39
ULINE	10/31/2024	982835	PO250572	01	8150	0	0000	8110	4320	090	741	184136080-1	60.64
ULINE	10/22/2024	979567	PO251476	01	0000	0	0000	8200	4420	090	760	183232791-1	2,461.28
ULINE	10/22/2024	979567	PO251476	01	0000	0	0000	8200	4420	090	760	183232791-3	90.59
ULINE Total													8,644.46
UNITED COACH TOURS	10/03/2024	975245	PO250036	01	0000	0	1202	3900	5821	033	322	22759LF	1,025.00
UNITED COACH TOURS	10/03/2024	975245	PO250036	01	0000	0	1202	3900	5821	033	322	22761LF	1,480.00
UNITED COACH TOURS	10/08/2024	976317	PO250036	01	0000	0	1202	3900	5821	033	322	22818LF	2,330.00
UNITED COACH TOURS	10/08/2024	976317	PO250036	01	0000	0	1202	3900	5821	033	322	22819LF	2,330.00
UNITED COACH TOURS	10/10/2024	977156	PO250035	01	0000	0	1227	3900	5821	033	322	22742LF	2,480.00
UNITED COACH TOURS	10/10/2024	977156	PO251369	01	6387	0	3800	1000	5821	033	394	22830LF	3,750.00
UNITED COACH TOURS	10/15/2024	977970	PO250070	01	6387	0	3800	1000	5821	032	394	22754ST	3,750.00
UNITED COACH TOURS	10/15/2024	977970	PO251417	01	0000	0	1231	1000	5821	032	070	22793ST	1,090.00
UNITED COACH TOURS	10/22/2024	979558	PO250036	01	0000	0	1202	3900	5821	033	322	22916LF	2,040.00
UNITED COACH TOURS	10/29/2024	982153	PO250035	01	0000	0	1227	3900	5821	033	322	22957LF	2,070.00
UNITED COACH TOURS	10/29/2024	982153	PO251367	01	0000	0	1110	1000	5821	013	070	22727ST	1,665.00
UNITED COACH TOURS Total													24,010.00
UNITED RENTALS	10/15/2024	978031	PO250396	01	8150	0	0000	8110	5600	090	741	212607124-026	29.67
UNITED RENTALS Total													29.67
UNITED SITE SERVICES	10/01/2024	974670	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4802941	1,365.07
UNITED SITE SERVICES	10/08/2024	976264	PO250499	01	0000	0	0000	8200	5600	090	760	114-13938854	105.15
UNITED SITE SERVICES	10/31/2024	982836	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4871684	1,365.07
UNITED SITE SERVICES	10/31/2024	982836	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4886189	1,615.44
UNITED SITE SERVICES Total													4,450.73
UNITED SITE SERVICES OF CA INC	10/08/2024	976311	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4818256	1,697.19
UNITED SITE SERVICES OF CA INC Total													1,697.19
UPS STORE	10/01/2024	974696	PO250051	01	0000	0	0000	7400	5840	090	715	AUG24 SVCS	384.89
UPS STORE	10/29/2024	982213	PO250051	01	0000	0	0000	7400	5840	090	715	SEP24 SVCS.	524.85
UPS STORE	10/01/2024	974696	PO250051	01	0000	0	0000	7490	5841	090	716	AUG24 SVCS	174.95

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UPS STORE	10/29/2024	982213	PO250051	01	0000	0	0000	7490	5841	090	716	SEP24 SVCS.	1,189.66
UPS STORE Total													2,274.35
VALENZUELA, JUDY	10/24/2024	980576	PV250347	01	6500	0	5760	1190	4322	090	245	130SPEDLEADERMEET	81.79
VALENZUELA, JUDY	10/24/2024	980599	PV250355	01	6500	0	5760	2700	5220	090	245	SEP24MILEAGE58	7.90
VALENZUELA, JUDY Total													89.69
VEGA, LUCIA CORIA	10/31/2024	982822	PV250383	01	6500	0	5760	2490	5820	090	230	SEP24MILEAGE43	425.94
VEGA, LUCIA CORIA	10/31/2024	982822	PV250384	01	6500	0	5760	2490	5820	090	230	SEP24MILEAGE44B	68.70
VEGA, LUCIA CORIA Total													494.64
VERIZON	10/08/2024	976280	PO250650	01	8150	0	0000	8110	5899	090	741	600000064376	871.70
VERIZON Total													871.70
VRS CATERING CONNECTION	10/22/2024	979546	PO250060	01	0000	0	0000	2700	4322	090	762	23694	796.59
VRS CATERING CONNECTION	10/29/2024	982154	PO250060	01	0000	0	0000	2700	4322	090	762	23700	225.24
VRS CATERING CONNECTION	10/29/2024	982222	PO250060	01	0000	0	0000	2700	4322	090	762	23757	686.72
VRS CATERING CONNECTION Total													1,708.55
VWR INTERNATIONAL	10/08/2024	976297	PO250645	01	9010	0	1110	1000	4320	090	360	8816983668	162.82
VWR INTERNATIONAL	10/08/2024	976297	PO250645	01	9010	0	1110	1000	4320	090	360	8817015829	162.82
VWR INTERNATIONAL Total													325.64
VWR INTERNATIONAL LLC	10/03/2024	975249	PO251086	01	6387	0	3800	1000	4320	032	394	8817059081	240.20
VWR INTERNATIONAL LLC	10/03/2024	975249	PO251086	01	6387	0	3800	1000	4320	032	394	8817052145	32.56
VWR INTERNATIONAL LLC	10/08/2024	976327	PO251160	01	6387	0	3800	1000	4320	032	394	8817165412	696.04
VWR INTERNATIONAL LLC	10/15/2024	978005	PO251252	01	9010	0	1110	1000	4320	090	360	8817216360	89.55
VWR INTERNATIONAL LLC	10/15/2024	978005	PO251252	01	3550	0	3800	1000	4320	033	333	8817220730	607.04
VWR INTERNATIONAL LLC	10/15/2024	978005	PO251252	01	9010	0	1110	1000	4320	090	360	8817216360-1	18.59
VWR INTERNATIONAL LLC	10/22/2024	979559	PO251252	01	9010	0	1110	1000	4320	090	360	8817228894	68.56
VWR INTERNATIONAL LLC	10/22/2024	979559	PO251252	01	9010	0	1110	1000	4320	090	360	8817228895	106.22
VWR INTERNATIONAL LLC	10/22/2024	979559	PO251252	01	9010	0	1110	1000	4320	090	360	8817232903	592.93
VWR INTERNATIONAL LLC	10/22/2024	979559	PO251252	01	9010	0	1110	1000	4320	090	360	8817237448	240.34
VWR INTERNATIONAL LLC	10/22/2024	979559	PO251252	01	3550	0	3800	1000	4320	033	333	8817237448	8.94
VWR INTERNATIONAL LLC	10/15/2024	978005	PO251252	01	3550	0	3800	1000	4420	033	333	8817220730	1,919.97
VWR INTERNATIONAL LLC Total													4,620.94
WALTON, DEANNA	10/22/2024	979582	PV250305	01	9010	0	1110	1000	4322	008	356	179PTC&MTSS	81.88
WALTON, DEANNA Total													81.88
WAVE	10/10/2024	977165	PO250436	01	0000	0	0000	2424	5850	090	735	078934301-0011079	1,800.00
WAVE Total													1,800.00
WEINGARTEN CHILDREN'S CENTER	10/01/2024	974689	PO250994	01	6500	0	5760	1180	5870	090	230	119865	960.00
WEINGARTEN CHILDREN'S CENTER	10/17/2024	978577	PO250994	01	6500	0	5760	1180	5870	090	230	119999	1,781.75
WEINGARTEN CHILDREN'S CENTER	10/01/2024	974689	PO250994	01	6500	0	5760	1180	5880	090	230	119865	3,336.00
WEINGARTEN CHILDREN'S CENTER	10/17/2024	978577	PO250994	01	6500	0	5760	1180	5880	090	230	119999	5,282.00
WEINGARTEN CHILDREN'S CENTER Total													11,359.75
WELLDOM INC	10/01/2024	974654	PO251068	01	3310	0	5760	1110	5899	090	201	1780	5,478.00
WELLDOM INC	10/17/2024	978587	PO251068	01	6500	0	5760	3150	5899	090	204	1764	5,400.00
WELLDOM INC	10/17/2024	978587	PO251068	01	6500	0	5760	1110	5899	090	201	1777	15,225.00

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WELLDOM INC	10/17/2024	978587	PO251068	01	6500	0	5760	1190	5899	090	245	1778	6,480.00
WELLDOM INC	10/17/2024	978587	PO251068	01	6500	0	5760	1190	5899	090	245	1779	11,340.00
WELLDOM INC Total													43,923.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	2424	4320	090	735	5569 3990 0861 2325 SEP24	98.78
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 SEP24	30.91
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 SEP24	23.76
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 SEP24	114.24
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 SEP24	30.77
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	2421	4320	032	451	5569 3990 0861 2325 SEP24	80.35
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 SEP24	78.03
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7110	4320	090	713	5569 3990 0861 2325 SEP24	81.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 SEP24	305.46
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 SEP24	539.10
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 SEP24	271.59
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 SEP24	556.43
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 SEP24	273.43
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 SEP24	239.10
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 SEP24	609.65
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4320	090	762	5569 3990 0861 2325 SEP24	953.71
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 SEP24	335.50
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 SEP24	303.79
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 SEP24	410.83
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7110	4320	090	713	5569 3990 0861 2325 SEP24	10.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325 SEP24	164.07
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325 SEP24	282.50
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	82.68
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	93.57
WELLS FARGO	10/24/2024	980577	PV250302	01	6387	0	3800	1000	4322	090	394	5569 3990 0861 2325 SEP24	100.99
WELLS FARGO	10/24/2024	980577	PV250302	01	6387	0	3800	1000	4322	090	394	5569 3990 0861 2325 SEP24	351.10
WELLS FARGO	10/24/2024	980577	PV250302	01	0803	0	1110	2495	4322	090	411	5569 3990 0861 2325 SEP24	102.52
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	48.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	175.38
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	442.88
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	111.45
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	81.95
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	202.37
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 SEP24	132.49
WELLS FARGO	10/24/2024	980577	PV250302	01	9305	0	1110	1000	5210	090	503	5569 3990 0861 2325 SEP24	3,000.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7300	5210	090	717	5569 3990 0861 2325 SEP24	1,360.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 SEP24	35.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 SEP24	21.19
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 SEP24	28.49

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WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 SEP24	35.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 SEP24	17.96
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	5600	090	741	5569 3990 0861 2325 SEP24	500.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	7300	5813	090	717	5569 3990 0861 2325 SEP24	20.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	0000	2424	5813	090	735	5569 3990 0861 2325 SEP24	20.00
WELLS FARGO	10/24/2024	980577	PV250302	01	8150	0	0000	8110	5813	090	741	5569 3990 0861 2325 SEP24	3,580.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1253	1000	5815	032	070	5569 3990 0861 2325 SEP24	142.50
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1225	1000	5899	032	070	5569 3990 0861 2325 SEP24	228.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	257.78
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	515.56
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	257.78
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	257.78
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	3.00
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	515.56
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	773.34
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	515.56
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	033	763	5569 3990 0861 2325 SEP24	773.34
WELLS FARGO	10/24/2024	980577	PV250302	01	0000	0	1110	1000	5899	090	762	5569 3990 0861 2325 SEP24	1,000.00
WELLS FARGO Total													21,576.22
WELLS FARGO FINANCIAL	10/17/2024	978584	PO251327	01	0000	0	1110	1000	5600	090	722	5031532107	2,084.93
WELLS FARGO FINANCIAL Total													2,084.93
WELLS FARGO VENDOR FIN SERV	10/08/2024	976298	PO251327	01	0000	0	1110	1000	5600	090	722	5031377542	2,160.54
WELLS FARGO VENDOR FIN SERV	10/24/2024	980595	PV250348	01	0000	0	1110	1000	5600	090	722	5031675076	165.25
WELLS FARGO VENDOR FIN SERV	10/24/2024	980595	PV250349	01	0000	0	1110	1000	5600	090	722	5031350033	6,766.80
WELLS FARGO VENDOR FIN SERV	10/24/2024	980595	PV250350	01	0000	0	1110	1000	5600	090	722	5031728308	4,989.82
WELLS FARGO VENDOR FIN SERV Total													14,082.41
WESTERN HOTEL SUPPLY/TIDMORE	10/03/2024	975285	PO251110	01	0000	0	1110	1000	4320	009	070	444781	122.45
WESTERN HOTEL SUPPLY/TIDMORE	10/03/2024	975285	PO251110	01	0000	0	1110	1000	4320	009	070	445907	218.45
WESTERN HOTEL SUPPLY/TIDMORE Total													340.90
WESTERN PSYCHOLOGICAL SERVICES	10/31/2024	982865	PO250626	01	6500	0	5760	1190	4320	090	245	WPS-491874	1,102.29
WESTERN PSYCHOLOGICAL SERVICES	10/31/2024	982865	PO250850	01	6500	0	5760	1190	5813	090	245	WPS-493246	390.00
WESTERN PSYCHOLOGICAL SERVICES	10/31/2024	982865	PO250850	01	6500	0	5730	1110	5813	090	205	WPS-493246	234.00
WESTERN PSYCHOLOGICAL SERVICES Total													1,726.29
WINGS LEARNING CENTER	10/15/2024	977997	PO250993	01	6500	0	5760	1180	5870	090	230	8641	5,020.19
WINGS LEARNING CENTER	10/15/2024	977997	PO250993	01	6500	0	5760	1180	5880	090	230	8641	4,615.00
WINGS LEARNING CENTER	10/15/2024	977997	PO250993	01	6500	0	5760	1180	5899	090	230	8641	201.00
WINGS LEARNING CENTER Total													9,836.19
WRITE TOOLS, THE	10/17/2024	978585	PO251425	01	0805	0	1110	1000	5899	014	123	5738	4,907.50
WRITE TOOLS, THE	10/17/2024	978585	PO251425	01	3010	0	1110	1000	5899	014	301	5738	2,642.50
WRITE TOOLS, THE Total													7,550.00
XEROX FINANCIAL SERVICES	10/01/2024	974671	PO250693	01	0000	0	0000	7350	5600	090	717	6222457	21.62
XEROX FINANCIAL SERVICES	10/17/2024	978626	PO251449	01	0000	0	0000	7550	5600	090	718	6339857	485.81

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XEROX FINANCIAL SERVICES	10/29/2024	982190	PO250693	01	0000	0	0000	7350	5600	090	717	6339856	21.62
XEROX FINANCIAL SERVICES Total													529.05
			FUND 01								**SUBTOTAL**		4,845,543.84
AT&T	10/10/2024	977139	PO250248	11	0000	0	4110	2700	5910	041	480	34701763 SEP24	59.29
AT&T Total													59.29
AZTEC SOFTWARE LLC	10/15/2024	977989	PO251221	11	6391	0	4110	2490	4320	041	481	SI-022824	271.84
AZTEC SOFTWARE LLC Total													271.84
CALIFORNIA WATER SERVICE	10/01/2024	974711	PO250549	11	0000	0	0000	8200	5530	041	760	6907544444 SEP24	3,217.60
CALIFORNIA WATER SERVICE	10/29/2024	982220	PO250549	11	0000	0	0000	8200	5530	041	760	6907544444 OCT24	3,134.05
CALIFORNIA WATER SERVICE Total													6,351.65
DELL MARKETING L.P.	10/22/2024	979534	PO251370	11	6391	0	4110	2490	4420	041	481	10777120798	2,977.63
DELL MARKETING L.P.	10/31/2024	982809	PO251484	11	6391	0	4110	1000	4420	041	481	10778647818	42,019.78
DELL MARKETING L.P. Total													44,997.41
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO250975	11	6391	0	4110	2490	4320	041	481	384699120001	785.49
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO250975	11	6391	0	4110	2490	4320	041	481	384738426001	149.29
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO250975	11	6391	0	4110	2490	4320	041	481	384738424001	29.22
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO250975	11	6391	0	4110	2490	4320	041	481	384699120002	43.51
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO251128	11	6391	0	4110	2490	4320	041	481	387051703001	8.33
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975256	PO251128	11	6391	0	4110	2490	4420	041	481	387051238001	944.36
ODP BUSINESS SOLUTIONS LLC Total													1,960.20
P G & E	10/01/2024	974705	PO250214	11	0000	0	0000	8200	5510	041	760	7314282172-4 SEP24	26.17
P G & E	10/29/2024	982221	PO250214	11	0000	0	0000	8200	5510	041	760	7314282172-4 OCT24	23.72
P G & E Total													49.89
PSI SERVICES LLC	10/08/2024	976295	PO250324	11	6391	0	4152	1000	5817	041	152	#04-22518917	88.00
PSI SERVICES LLC Total													88.00
			FUND 11								**SUBTOTAL**		53,778.28
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250029	12	6105	0	8535	1000	4320	045	835	1C3F-YTKJ-77C4	(13.18)
AMAZON CAPITAL SERVICES	10/03/2024	975220	CM250029	12	9010	0	8533	1000	4320	045	833	1C3F-YTKJ-77C4	(13.18)
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251094	12	9010	0	8533	1000	4320	045	833	1TGR-LPNR-FN7C	65.48
AMAZON CAPITAL SERVICES	10/03/2024	975220	PO251141	12	9010	0	8533	1000	4320	045	833	1CPR-69TJ-6W3W	35.14
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251331	12	9010	0	8530	1000	4320	002	832	1WWV-9Q7G-FGHT	27.46
AMAZON CAPITAL SERVICES	10/10/2024	977168	PO251331	12	9010	0	8530	1000	4320	012	832	1WWV-9Q7G-FGHT	27.47
AMAZON CAPITAL SERVICES Total													129.19
APPLE INC	10/17/2024	978588	PO251355	12	9010	0	8533	1000	4320	045	833	MB20192459	49.00
APPLE INC	10/17/2024	978588	PO251355	12	9010	0	8533	1000	4320	045	833	MB20784032	365.49
APPLE INC Total													414.49
AT&T	10/10/2024	977139	PO250248	12	6105	0	8510	2700	5910	045	830	34701763 SEP24	59.29
AT&T Total													59.29
CALIFORNIA DEPARTMENT OF TAX	10/15/2024	977998	PV250286	12	0000	0	0000	0000	9580	000		020-300028 SEP24	7.01
CALIFORNIA DEPARTMENT OF TAX Total													7.01
CALIFORNIA WATER SERVICE	10/01/2024	974711	PO250549	12	6105	0	8535	8200	5530	045	835	6907544444 SEP24	134.40

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CALIFORNIA WATER SERVICE	10/01/2024	974711	PO250549	12	6105	0	8510	8200	5530	045	830	6907544444 SEP24	97.70
CALIFORNIA WATER SERVICE	10/01/2024	974711	PO250549	12	9010	0	8533	8200	5530	045	833	6907544444 SEP24	134.40
CALIFORNIA WATER SERVICE	10/29/2024	982220	PO250549	12	6105	0	8535	8200	5530	045	835	6907544444 OCT24	148.07
CALIFORNIA WATER SERVICE	10/29/2024	982220	PO250549	12	6105	0	8510	8200	5530	045	830	6907544444 OCT24	107.64
CALIFORNIA WATER SERVICE	10/29/2024	982220	PO250549	12	9010	0	8533	8200	5530	045	833	6907544444 OCT24	148.07
CALIFORNIA WATER SERVICE Total													770.28
CHILDCARE CAREERS	10/10/2024	977142	PO250407	12	9010	0	8533	1000	5899	045	833	744493	451.93
CHILDCARE CAREERS	10/10/2024	977142	PO250407	12	6105	0	8535	1000	5899	045	835	744493	451.93
CHILDCARE CAREERS	10/10/2024	977142	PO250407	12	9010	0	8533	1000	5899	045	833	742542	678.17
CHILDCARE CAREERS	10/10/2024	977142	PO250407	12	6105	0	8535	1000	5899	045	835	742542	678.17
CHILDCARE CAREERS	10/15/2024	977956	PO250407	12	9010	0	8533	1000	5899	045	833	742544	1,161.25
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	9010	0	8533	1000	5899	045	833	746483	1,161.25
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	9010	0	8533	1000	5899	045	833	746481	1,379.51
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	6105	0	8535	1000	5899	045	835	746481	1,379.51
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	9010	0	8533	1000	5899	045	833	748459	1,185.53
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	6105	0	8535	1000	5899	045	835	748459	1,185.54
CHILDCARE CAREERS	10/24/2024	980587	PO250407	12	9010	0	8533	1000	5899	045	833	748460	1,161.25
CHILDCARE CAREERS	10/31/2024	982842	PO250407	12	9010	0	8533	1000	5899	045	833	750371	2,628.48
CHILDCARE CAREERS	10/31/2024	982842	PO250407	12	6105	0	8535	1000	5899	045	835	750371	2,628.49
CHILDCARE CAREERS	10/31/2024	982842	PO250407	12	9010	0	8533	1000	5899	045	833	750373	1,345.05
CHILDCARE CAREERS Total													17,476.06
CLAYBON, ERIC	10/15/2024	977999	PV250274	12	6105	0	8510	1000	5815	045	830	118CACADEMYSCIENCE	1,059.10
CLAYBON, ERIC	10/23/2024	977999	PV250274	12	6105	0	8510	1000	5815	045	830	118CACADEMYSCIENCE	(1,059.10)
CLAYBON, ERIC	10/31/2024	982788	PV250377	12	9010	0	8533	1000	5815	005	833	197HILLSIDESLIDERANCH	702.00
CLAYBON, ERIC Total													702.00
DEPARTMENT OF SOCIAL SERVICES	10/15/2024	977993	PO251301	12	9010	0	8533	1000	5899	045	833	414004154 24-25	605.00
DEPARTMENT OF SOCIAL SERVICES Total													605.00
EDUCATION TEAM, THE	10/03/2024	975224	PO250832	12	9010	0	8530	1000	5899	045	832	742549	295.60
EDUCATION TEAM, THE	10/22/2024	979585	PO250832	12	9010	0	8530	1000	5899	045	832	746480	2,495.29
EDUCATION TEAM, THE	10/22/2024	979585	PO250832	12	9010	0	8530	1000	5899	045	832	748458	3,635.98
EDUCATION TEAM, THE	10/22/2024	979591	PO250832	12	9010	0	8530	1000	5899	045	832	748462	147.80
EDUCATION TEAM, THE	10/29/2024	982219	PO250832	12	9010	0	8530	1000	5899	045	832	730881	1,637.16
EDUCATION TEAM, THE	10/29/2024	982219	PO250832	12	9010	0	8530	1000	5899	045	832	731825	1,648.15
EDUCATION TEAM, THE	10/29/2024	982219	PO250832	12	9010	0	8530	1000	5899	045	832	737103	147.80
EDUCATION TEAM, THE	10/31/2024	982802	PO250832	12	9010	0	8530	1000	5899	045	832	750379	147.80
EDUCATION TEAM, THE	10/31/2024	982802	PO250832	12	9010	0	8530	1000	5899	045	832	750370	4,408.68
EDUCATION TEAM, THE	10/31/2024	982810	PO250832	12	9010	0	8530	1000	5899	045	832	732422	1,648.15
EDUCATION TEAM, THE Total													16,212.41
LEDEZMA, ALEJANDRA	10/08/2024	976240	PV250256	12	9010	0	8530	1000	5220	045	832	SEP24MILEAGE35	6.04
LEDEZMA, ALEJANDRA Total													6.04
NAVA-COULTER, AHIKA	10/10/2024	977133	MV250022	12	9010	0	8530	0000	8689	002	832	96DEDAPREFUND	345.00
NAVA-COULTER, AHIKA Total													345.00

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ODP BUSINESS SOLUTIONS LLC	10/01/2024	974682	PO250734	12	9010	0	8533	1000	4320	045	833	379314512002	47.24
ODP BUSINESS SOLUTIONS LLC Total													47.24
P G & E	10/01/2024	974705	PO250214	12	6105	0	8510	8200	5510	045	830	7314282172-4 SEP24	595.65
P G & E	10/01/2024	974705	PO250214	12	9010	0	8533	8200	5510	045	833	7314282172-4 SEP24	1,064.72
P G & E	10/01/2024	974705	PO250214	12	6105	0	8535	8200	5510	045	835	7314282172-4 SEP24	1,064.71
P G & E	10/29/2024	982221	PO250214	12	6105	0	8510	8200	5510	045	830	7314282172-4 OCT24	434.19
P G & E	10/29/2024	982221	PO250214	12	9010	0	8533	8200	5510	045	833	7314282172-4 OCT24	830.50
P G & E	10/29/2024	982221	PO250214	12	6105	0	8535	8200	5510	045	835	7314282172-4 OCT24	830.50
P G & E Total													4,820.27
SMOBBIN559	10/31/2024	982862	PO251533	12	9010	0	8533	1000	5899	045	833	0104	666.66
SMOBBIN559	10/31/2024	982862	PO251533	12	6105	0	8535	1000	5899	045	835	0104	666.67
SMOBBIN559	10/31/2024	982862	PO251533	12	6105	0	8510	1000	5899	045	830	0104	666.67
SMOBBIN559 Total													2,000.00
SPRUCE ELEMENTARY PTA	10/31/2024	982799	PO251532	12	9010	0	8533	1000	4320	045	833	10	257.50
SPRUCE ELEMENTARY PTA	10/31/2024	982799	PO251532	12	6105	0	8535	1000	4320	045	835	10	257.50
SPRUCE ELEMENTARY PTA Total													515.00
			FUND 12									**SUBTOTAL**	44,109.28
ADVANCED INTEGRATED PEST MGMT	10/01/2024	974655	PO250184	13	5310	0	0000	3700	5807	090	820	2303007	83.00
ADVANCED INTEGRATED PEST MGMT	10/01/2024	974655	PO250184	13	5310	0	0000	3700	5807	090	820	2304578	83.00
ADVANCED INTEGRATED PEST MGMT	10/01/2024	974655	PO250184	13	5310	0	0000	3700	5807	090	820	2303008	83.00
ADVANCED INTEGRATED PEST MGMT	10/17/2024	978616	PO250184	13	5310	0	0000	3700	5807	090	820	2311652	83.00
ADVANCED INTEGRATED PEST MGMT	10/17/2024	978616	PO250184	13	5310	0	0000	3700	5807	090	820	2311653	83.00
ADVANCED INTEGRATED PEST MGMT	10/17/2024	978616	PO250184	13	5310	0	0000	3700	5807	090	820	2309147	83.00
ADVANCED INTEGRATED PEST MGMT	10/29/2024	982155	PO250184	13	5310	0	0000	3700	5807	090	820	2314674	83.00
ADVANCED INTEGRATED PEST MGMT	10/29/2024	982155	PO250184	13	5310	0	0000	3700	5807	090	820	2314675	83.00
ADVANCED INTEGRATED PEST MGMT	10/29/2024	982155	PO250184	13	5310	0	0000	3700	5807	090	820	2314676	83.00
ADVANCED INTEGRATED PEST MGMT Total													747.00
AMAZON CAPITAL SERVICES	10/31/2024	982816	PO251437	13	5310	0	0000	3700	4320	090	820	1HC7-CD99-6Q1L	150.30
AMAZON CAPITAL SERVICES	10/17/2024	978617	PO251347	13	5310	0	0000	3700	4700	090	820	1M4R-JHN1-GJ9C	89.98
AMAZON CAPITAL SERVICES Total													240.28
AT&T	10/10/2024	977139	PO250190	13	5310	0	0000	3700	5910	090	820	34701763-NS SEP24	49.50
AT&T Total													49.50
BONAMI BAKING COMPANY, THE	10/22/2024	979540	PO250205	13	5310	0	0000	3700	4700	090	820	P888310	975.24
BONAMI BAKING COMPANY, THE Total													975.24
CALIFORNIA DEPARTMENT OF TAX	10/15/2024	977998	PV250286	13	0000	0	0000	0000	9580	000		020-300028 SEP24	167.60
CALIFORNIA DEPARTMENT OF TAX Total													167.60
CALIFORNIA DEPT. OF TAX AND	10/24/2024	980601	PV250361	13	5310	0	0000	0000	8638	090	820	020-602564 SEP24	8.00
CALIFORNIA DEPT. OF TAX AND Total													8.00
CEBALLOS, CHRISTINA	10/03/2024	975250	MV250017	13	5310	0	0000	0000	8634	090	820	110JIMENEZLUNCHMONEY	41.60
CEBALLOS, CHRISTINA Total													41.60
CHAN, ROBERT	10/01/2024	974701	PV250226	13	5310	0	0000	3700	5210	090	820	489ISNPA-SACRAMENTO	340.19
CHAN, ROBERT Total													340.19

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DANIELSEN COMPANY	10/03/2024	975234	PO250244	13	5310	0	0000	3700	4700	090	820	336664	18,989.92
DANIELSEN COMPANY	10/03/2024	975234	PO250244	13	5310	0	0000	3700	4700	090	820	337154	(270.12)
DANIELSEN COMPANY	10/08/2024	976265	PO250244	13	5310	0	0000	3700	4700	090	820	337493	10,486.37
DANIELSEN COMPANY	10/17/2024	978565	PO250244	13	5310	0	0000	3700	4700	090	820	337976	8,958.57
DANIELSEN COMPANY	10/17/2024	978618	PO250244	13	5310	0	0000	3700	4700	090	820	338729	4,621.30
DANIELSEN COMPANY	10/29/2024	982194	PO250244	13	5310	0	0000	3700	4700	090	820	339230	16,117.59
DANIELSEN COMPANY	10/31/2024	982847	PO250244	13	5310	0	0000	3700	4700	090	820	339885	6,475.52
DANIELSEN COMPANY Total													65,379.15
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25498	143.76
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25499	243.75
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25500	40.57
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25502	111.48
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25503	32.62
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25504	22.31
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25506	24.29
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q25507	44.98
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q26826	283.70
DAYLIGHT FOODS INC	10/01/2024	974656	PO250245	13	5310	0	0000	3700	4700	090	820	Q26830	602.01
DAYLIGHT FOODS INC	10/03/2024	975235	PO250245	13	5310	0	0000	3700	4700	090	820	Q25501	75.36
DAYLIGHT FOODS INC	10/03/2024	975235	PO250245	13	5310	0	0000	3700	4700	090	820	Q25505	349.28
DAYLIGHT FOODS INC	10/03/2024	975235	PO250245	13	5310	0	0000	3700	4700	090	820	Q26829	112.37
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q28445	202.65
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q28447	280.00
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q29693	96.39
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q29694	484.21
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q29696	126.85
DAYLIGHT FOODS INC	10/03/2024	975288	PO250245	13	5310	0	0000	3700	4700	090	820	Q31172	600.26
DAYLIGHT FOODS INC	10/08/2024	976266	PO250245	13	5310	0	0000	3700	4700	090	820	Q28446	78.96
DAYLIGHT FOODS INC	10/08/2024	976266	PO250245	13	5310	0	0000	3700	4700	090	820	Q29695	446.70
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q32580	211.24
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q33838	56.91
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q33839	856.80
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q35310	112.37
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q35311	538.86
DAYLIGHT FOODS INC	10/15/2024	977987	PO250245	13	5310	0	0000	3700	4700	090	820	Q35312	628.02
DAYLIGHT FOODS INC	10/17/2024	978566	PO250245	13	5310	0	0000	3700	4700	090	820	Q33840	1,008.00
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q36699	152.25
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q36701	274.96
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q36702	289.90
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q36703	454.50
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q38175	1,354.33
DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q39216	24.70

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DAYLIGHT FOODS INC	10/17/2024	978619	PO250245	13	5310	0	0000	3700	4700	090	820	Q39217	143.92
DAYLIGHT FOODS INC	10/22/2024	979541	PO250245	13	5310	0	0000	3700	4700	090	820	Q36700	785.60
DAYLIGHT FOODS INC	10/22/2024	979541	PO250245	13	5310	0	0000	3700	4700	090	820	Q36716	661.55
DAYLIGHT FOODS INC	10/22/2024	979541	PO250245	13	5310	0	0000	3700	4700	090	820	Q39219	555.95
DAYLIGHT FOODS INC	10/29/2024	982156	PO250245	13	5310	0	0000	3700	4700	090	820	Q41991	323.98
DAYLIGHT FOODS INC	10/29/2024	982156	PO250245	13	5310	0	0000	3700	4700	090	820	Q41992	90.27
DAYLIGHT FOODS INC	10/29/2024	982156	PO250245	13	5310	0	0000	3700	4700	090	820	Q41993	375.00
DAYLIGHT FOODS INC	10/29/2024	982156	PO250245	13	5310	0	0000	3700	4700	090	820	Q43510	112.15
DAYLIGHT FOODS INC	10/29/2024	982156	PO250245	13	5310	0	0000	3700	4700	090	820	Q43511	570.00
DAYLIGHT FOODS INC	10/29/2024	982195	PO250245	13	5310	0	0000	3700	4700	090	820	Q43509	625.43
DAYLIGHT FOODS INC	10/31/2024	982817	PO250245	13	5310	0	0000	3700	4700	090	820	Q46222	136.87
DAYLIGHT FOODS INC	10/31/2024	982817	PO250245	13	5310	0	0000	3700	4700	090	820	Q47972	593.48
DAYLIGHT FOODS INC	10/31/2024	982848	PO250245	13	5310	0	0000	3700	4700	090	820	Q44975	854.03
DAYLIGHT FOODS INC Total													16,193.57
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7735822	899.85
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7822143	7,332.80
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7842212	2,745.28
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7783943	1,849.60
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7784028	473.92
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7792583	3,200.80
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7792631	1,735.44
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7833442	5,408.85
GOLD STAR FOODS	10/03/2024	975236	PO250237	13	5310	0	0000	3700	4700	090	820	7828930	265.69
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7791911	6,586.84
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7828344	50.38
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7828507	235.77
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7850401	960.30
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7865688	2,130.66
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7865830	1,414.80
GOLD STAR FOODS	10/03/2024	975289	PO250237	13	5310	0	0000	3700	4700	090	820	7869799	1,510.04
GOLD STAR FOODS	10/08/2024	976267	PO250237	13	5310	0	0000	3700	4700	090	820	7822617	591.25
GOLD STAR FOODS	10/08/2024	976267	PO250237	13	5310	0	0000	3700	4700	090	820	7864610	532.00
GOLD STAR FOODS	10/08/2024	976267	PO250237	13	5310	0	0000	3700	4700	090	820	7877176	18.75
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7735827	1,028.40
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7852506	5,524.18
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7865943	1,353.46
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7895333	781.75
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7896434	7,045.34
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7691068	592.65
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7832883	113.02
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7834118	4,180.90
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7841347	13.00

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GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7644863	1,028.40
GOLD STAR FOODS	10/17/2024	978567	PO250237	13	5310	0	0000	3700	4700	090	820	7735823	899.85
GOLD STAR FOODS	10/22/2024	979542	PO250237	13	5310	0	0000	3700	4700	090	820	7807332	224.59
GOLD STAR FOODS	10/22/2024	979542	PO250237	13	5310	0	0000	3700	4700	090	820	7896552	801.58
GOLD STAR FOODS	10/22/2024	979542	PO250237	13	5310	0	0000	3700	4700	090	820	7897415	727.23
GOLD STAR FOODS	10/22/2024	979542	PO250237	13	5310	0	0000	3700	4700	090	820	7924822	5,239.69
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7923122	2,282.40
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7941887	781.75
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7924823	1,374.51
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7964191	2,763.50
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7972026	39.00
GOLD STAR FOODS	10/29/2024	982157	PO250237	13	5310	0	0000	3700	4700	090	820	7942302	685.59
GOLD STAR FOODS	10/29/2024	982196	PO250237	13	5310	0	0000	3700	4700	090	820	7931235	122.58
GOLD STAR FOODS	10/29/2024	982196	PO250237	13	5310	0	0000	3700	4700	090	820	7959869	1,721.88
GOLD STAR FOODS	10/31/2024	982818	PO250237	13	5310	0	0000	3700	4700	090	820	8050681	176.25
GOLD STAR FOODS	10/31/2024	982818	PO250237	13	5310	0	0000	3700	4700	090	820	7967229	8,506.88
GOLD STAR FOODS	10/31/2024	982818	PO250237	13	5310	0	0000	3700	4700	090	820	7887348	1,028.40
GOLD STAR FOODS	10/31/2024	982849	PO250237	13	5310	0	0000	3700	4700	090	820	8020418	13.00
GOLD STAR FOODS Total													86,992.80
GRAINGER	10/08/2024	976268	PO251209	13	5310	0	0000	3700	4320	090	820	9257953530	675.74
GRAINGER Total													675.74
HUYNH, LINDA	10/03/2024	975253	MV250016	13	5310	0	0000	0000	8634	090	820	94CHUNLUNCHMONEY	121.80
HUYNH, LINDA Total													121.80
IMPERIAL DADE	10/03/2024	975290	PO250291	13	5310	0	0000	3700	4340	090	820	35480894	1,125.94
IMPERIAL DADE	10/31/2024	982850	PO250291	13	5310	0	0000	3700	4340	090	820	35798616	840.98
IMPERIAL DADE Total													1,966.92
IMPERIAL DADE WEST COAST	10/22/2024	979543	PO250291	13	5310	0	0000	3700	4340	090	820	35648190	637.28
IMPERIAL DADE WEST COAST Total													637.28
INDIVIDUAL FOODSERVICE	10/01/2024	974657	PO250246	13	5310	0	0000	3700	4340	090	820	A23546-00	4,895.52
INDIVIDUAL FOODSERVICE	10/01/2024	974657	PO250246	13	5310	0	0000	3700	4340	090	820	A20515-00	1,101.00
INDIVIDUAL FOODSERVICE	10/08/2024	976269	PO250246	13	5310	0	0000	3700	4340	090	820	A26258-00	505.75
INDIVIDUAL FOODSERVICE	10/17/2024	978620	PO250246	13	5310	0	0000	3700	4340	090	820	A40252-00	5,149.90
INDIVIDUAL FOODSERVICE	10/17/2024	978620	PO250246	13	5310	0	0000	3700	4340	090	820	813439-00A	(30.03)
INDIVIDUAL FOODSERVICE	10/29/2024	982158	PO250246	13	5310	0	0000	3700	4340	090	820	A54839	455.92
INDIVIDUAL FOODSERVICE	10/31/2024	982819	PO250246	13	5310	0	0000	3700	4340	090	820	A58158-00	323.88
INDIVIDUAL FOODSERVICE Total													12,401.94
LODI UNIFIED SCHOOL DISTRICT	10/08/2024	976324	PO251286	13	5310	0	0000	3700	5300	090	820	SC0033	914.27
LODI UNIFIED SCHOOL DISTRICT Total													914.27
NEXTERA PACKAGING INC.	10/29/2024	982197	PO250240	13	5310	0	0000	3700	4320	090	820	IN0060708	17,136.00
NEXTERA PACKAGING INC. Total													17,136.00
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975270	PO250185	13	5310	0	0000	3700	4320	090	820	383931306001	17.46
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975270	PO250185	13	5310	0	0000	3700	4320	090	820	383883742001	267.06

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ODP BUSINESS SOLUTIONS LLC	10/03/2024	975270	PO250185	13	5310	0	0000	3700	4320	090	820	385943267001	16.47
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975270	PO250185	13	5310	0	0000	3700	4320	090	820	385943070001	58.20
ODP BUSINESS SOLUTIONS LLC	10/03/2024	975270	PO250185	13	5310	0	0000	3700	4320	090	820	383660120001	(20.87)
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977157	PO250185	13	5310	0	0000	3700	4320	090	820	388158967001	67.43
ODP BUSINESS SOLUTIONS LLC	10/10/2024	977157	PO250185	13	5310	0	0000	3700	4320	090	820	388114451001	103.13
ODP BUSINESS SOLUTIONS LLC Total													508.88
PRODUCERS DAIRY FOODS INC.	10/03/2024	975291	PO250238	13	5310	0	0000	3700	4700	090	820	58886095	3,618.45
PRODUCERS DAIRY FOODS INC.	10/03/2024	975291	PO250238	13	5310	0	0000	3700	4700	090	820	58890878	362.58
PRODUCERS DAIRY FOODS INC.	10/03/2024	975291	PO250238	13	5310	0	0000	3700	4700	090	820	58888899	2,771.71
PRODUCERS DAIRY FOODS INC.	10/10/2024	977158	PO250238	13	5310	0	0000	3700	4700	090	820	58896838	3,731.67
PRODUCERS DAIRY FOODS INC.	10/10/2024	977158	PO250238	13	5310	0	0000	3700	4700	090	820	58902585	238.01
PRODUCERS DAIRY FOODS INC.	10/10/2024	977167	PO250238	13	5310	0	0000	3700	4700	090	820	58904512	636.30
PRODUCERS DAIRY FOODS INC.	10/22/2024	979565	PO250238	13	5310	0	0000	3700	4700	090	820	58907927	3,972.27
PRODUCERS DAIRY FOODS INC.	10/22/2024	979565	PO250238	13	5310	0	0000	3700	4700	090	820	58912099	1,446.69
PRODUCERS DAIRY FOODS INC.	10/22/2024	979565	PO250238	13	5310	0	0000	3700	4700	090	820	58913492	2,887.86
PRODUCERS DAIRY FOODS INC.	10/29/2024	982198	PO250238	13	5310	0	0000	3700	4700	090	820	58917957	1,952.63
PRODUCERS DAIRY FOODS INC.	10/29/2024	982198	PO250238	13	5310	0	0000	3700	4700	090	820	58918009	271.78
PRODUCERS DAIRY FOODS INC.	10/29/2024	982198	PO250238	13	5310	0	0000	3700	4700	090	820	58924912	2,444.22
PRODUCERS DAIRY FOODS INC.	10/31/2024	982869	PO250238	13	5310	0	0000	3700	4700	090	820	58931356	2,130.96
PRODUCERS DAIRY FOODS INC.	10/31/2024	982869	PO250238	13	5310	0	0000	3700	4700	090	820	58931362	458.75
PRODUCERS DAIRY FOODS INC.	10/31/2024	982869	PO250238	13	5310	0	0000	3700	4700	090	820	58932792	2,121.00
PRODUCERS DAIRY FOODS INC. Total													29,044.88
STOOKEY, MELISSA	10/10/2024	977134	PV250262	13	5310	0	0000	3700	4322	090	820	145TAFF MEETING	117.63
STOOKEY, MELISSA	10/10/2024	977134	PV250271	13	5310	0	0000	3700	4700	090	820	138PCASHREG/CERTFOOD	250.21
STOOKEY, MELISSA	10/10/2024	977134	PV250271	13	5310	0	0000	3700	5300	090	820	138PCASHREG/CERTFOOD	70.00
STOOKEY, MELISSA	10/10/2024	977134	PV250271	13	5310	0	0000	3700	5899	090	820	138PCASHREG/CERTFOOD	37.99
STOOKEY, MELISSA	10/10/2024	977134	PV250271	13	5310	0	0000	3700	5920	090	820	138PCASHREG/CERTFOOD	13.45
STOOKEY, MELISSA Total													489.28
T-MOBILE	10/08/2024	976294	PO250193	13	5310	0	0000	3700	5910	090	820	968332944-5 SEP24	61.90
T-MOBILE Total													61.90
WELLS FARGO	10/24/2024	980577	PV250302	13	5310	0	0000	3700	4320	090	820	5569 3990 0861 2325 SEP24	377.85
WELLS FARGO	10/24/2024	980577	PV250302	13	5310	0	0000	3700	4420	090	820	5569 3990 0861 2325 SEP24	609.08
WELLS FARGO Total													986.93
			FUND 13									**SUBTOTAL**	236,080.75
CAPITAL ENGINEERING	10/17/2024	978580	PO250699	14	0000	0	0000	8500	6270	008	945	0089120	1,000.00
CAPITAL ENGINEERING	10/17/2024	978580	PO250699	14	0000	0	0000	8500	6270	022	945	0089120	1,000.00
CAPITAL ENGINEERING	10/17/2024	978580	PO250699	14	0000	0	0000	8500	6270	013	945	0089120	1,000.00
CAPITAL ENGINEERING	10/17/2024	978580	PO250699	14	0000	0	0000	8500	6270	005	945	0089120	1,000.00
CAPITAL ENGINEERING	10/31/2024	982812	PO250699	14	0000	0	0000	8500	6270	008	945	0089344	2,550.00
CAPITAL ENGINEERING	10/31/2024	982812	PO250699	14	0000	0	0000	8500	6270	022	945	0089344	2,550.00
CAPITAL ENGINEERING	10/31/2024	982812	PO250699	14	0000	0	0000	8500	6270	013	945	0089344	2,550.00
CAPITAL ENGINEERING	10/31/2024	982812	PO250699	14	0000	0	0000	8500	6270	005	945	0089344	2,550.00

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CAPITAL ENGINEERING Total													14,200.00
CIS INC.	10/17/2024	978610	PO250323	14	0000	0	0000	8500	6285	031	945	BADEN ROOFING-002	1,210.00
CIS INC. Total													1,210.00
E.F. BRETT AND COMPANY INC.	10/01/2024	974683	PO250476	14	0000	0	0000	8500	6270	005	945	PAY APP#13	26,721.60
E.F. BRETT AND COMPANY INC.	10/01/2024	974683	PO250476	14	0000	0	0000	8500	6270	008	945	PAY APP#13	71,388.60
E.F. BRETT AND COMPANY INC.	10/01/2024	974683	PO250476	14	0000	0	0000	8500	6270	013	945	PAY APP#13	11,140.60
E.F. BRETT AND COMPANY INC.	10/01/2024	974683	PO250476	14	0000	0	0000	8500	6270	022	945	PAY APP#13	7,963.60
E.F. BRETT AND COMPANY INC.	10/10/2024	977161	PO250128	14	0000	0	0000	8500	6270	031	945	PAY APP#4-BADEN	92,452.81
E.F. BRETT AND COMPANY INC.	10/10/2024	977166	PO250476	14	0000	0	0000	8500	6270	005	945	PAY APP#14	3,983.21
E.F. BRETT AND COMPANY INC.	10/10/2024	977166	PO250476	14	0000	0	0000	8500	6270	008	945	PAY APP#14	28,983.21
E.F. BRETT AND COMPANY INC.	10/10/2024	977166	PO250476	14	0000	0	0000	8500	6270	013	945	PAY APP#14	3,983.21
E.F. BRETT AND COMPANY INC.	10/10/2024	977166	PO250476	14	0000	0	0000	8500	6270	022	945	PAY APP#14	3,983.21
E.F. BRETT AND COMPANY INC. Total													250,600.05
NINYO & MOORE GEOTECHNICAL AND	10/31/2024	982824	PO250432	14	0000	0	0000	8500	6285	008	945	294427	583.75
NINYO & MOORE GEOTECHNICAL AND Total													583.75
			FUND 14									**SUBTOTAL**	266,593.80
CALIFORNIA FINANCIAL SERVICES	10/08/2024	976270	PO250441	21	9010	0	0000	8500	5813	090	902	2024-067B	6,250.00
CALIFORNIA FINANCIAL SERVICES	10/08/2024	976270	PO250441	21	9010	0	0000	8500	5813	090	902	2024-068B	4,625.00
CALIFORNIA FINANCIAL SERVICES Total													10,875.00
CAPITAL ENGINEERING	10/03/2024	975260	PO250477	21	9010	0	0000	8500	6290	009	945	89121	435.20
CAPITAL ENGINEERING	10/03/2024	975260	PO250477	21	9010	0	0000	8500	6290	014	945	89121	939.20
CAPITAL ENGINEERING	10/03/2024	975260	PO250477	21	9010	0	0000	8500	6290	025	945	89121	1,023.20
CAPITAL ENGINEERING	10/03/2024	975260	PO250477	21	9010	0	0000	8500	6290	032	945	89121	519.20
CAPITAL ENGINEERING	10/03/2024	975260	PO250477	21	9010	0	0000	8500	6290	010	945	89121	435.20
CAPITAL ENGINEERING	10/31/2024	982804	PO250477	21	9010	0	0000	8500	6290	009	945	89346	1,391.45
CAPITAL ENGINEERING	10/31/2024	982804	PO250477	21	9010	0	0000	8500	6290	014	945	89346	7,837.23
CAPITAL ENGINEERING	10/31/2024	982804	PO250477	21	9010	0	0000	8500	6290	025	945	89346	336.87
CAPITAL ENGINEERING	10/31/2024	982804	PO250477	21	9010	0	0000	8500	6290	032	945	89346	1,709.68
CAPITAL ENGINEERING	10/31/2024	982804	PO250477	21	9010	0	0000	8500	6290	010	945	89346	2,471.17
CAPITAL ENGINEERING Total													17,098.40
DANNIS WOLIVER KELLEY	10/01/2024	974676	PO250283	21	9010	0	0000	8200	5889	090	902	310493	744.00
DANNIS WOLIVER KELLEY	10/01/2024	974676	PO250283	21	0000	0	0000	8200	5889	098	902	311027	6,441.88
DANNIS WOLIVER KELLEY	10/31/2024	982801	PO250283	21	0000	0	0000	8200	5889	098	902	312150	6,570.00
DANNIS WOLIVER KELLEY	10/31/2024	982801	PO250283	21	0000	0	0000	8200	5889	098	902	312150-1	99.54
DANNIS WOLIVER KELLEY Total													13,855.42
DEPARTMENT OF GENERAL SERVICES	10/10/2024	977145	PV250255	21	9010	0	0000	8500	6230	032	926	DSA #: 01-122032	49,500.00
DEPARTMENT OF GENERAL SERVICES	10/15/2024	978028	PV250288	21	9010	0	0000	8500	6230	025	743	AP#01-114312	500.00
DEPARTMENT OF GENERAL SERVICES Total													50,000.00
E.F. BRETT AND COMPANY INC.	10/31/2024	982805	PO250382	21	9010	0	0000	8500	6270	009	945	HVAC A APP 10	60,621.09
E.F. BRETT AND COMPANY INC.	10/31/2024	982805	PO250382	21	9010	0	0000	8500	6270	010	945	HVAC A APP 10	39,049.91
E.F. BRETT AND COMPANY INC.	10/31/2024	982805	PO250382	21	9010	0	0000	8500	6270	014	945	HVAC A APP 10	1,330.00
E.F. BRETT AND COMPANY INC.	10/31/2024	982805	PO250382	21	9010	0	0000	8500	6270	025	945	HVAC A APP 10	54,172.48

BOARD WARRANT REGISTER
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
E.F. BRETT AND COMPANY INC.	10/31/2024	982805	PO250382	21	9010	0	0000	8500	6270	032	945	HVAC A APP 10	2,850.00
E.F. BRETT AND COMPANY INC. Total													158,023.48
FEDERAL EXPRESS	10/15/2024	977982	PV250276	21	9010	0	0000	8500	5920	090	902	8-633-59086	54.46
FEDERAL EXPRESS Total													54.46
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982179	PO250701	21	9010	0	0000	8500	6210	098	926	AE2-2021.225-004	223,765.20
HAMILTON & AITKEN ARCHITECTS Total													223,765.20
HARLEY ELLIS DEVEREAUX CORP.	10/22/2024	979528	PO250718	21	9010	0	0000	8500	6210	007	743	AE1-007-743-7	28,987.17
HARLEY ELLIS DEVEREAUX CORP. Total													28,987.17
KATHLEEN MOORE	10/10/2024	977135	PO250385	21	9010	0	0000	8500	5801	098	721	KMA 2024-239	36,150.00
KATHLEEN MOORE Total													36,150.00
KITCHELL CORPORATION	10/15/2024	978017	PO250384	21	9010	0	0000	8500	6205	098	900	122591	92,581.18
KITCHELL CORPORATION Total													92,581.18
NINYO & MOORE GEOTECHNICAL AND	10/01/2024	974651	PO250387	21	9010	0	0000	8500	6280	032	945	289370	967.50
NINYO & MOORE GEOTECHNICAL AND Total													967.50
NOLL & TAM ARCHITECTS	10/10/2024	977136	PO250383	21	9010	0	0000	8500	6210	014	743	61054	9,795.77
NOLL & TAM ARCHITECTS Total													9,795.77
OFFICE DEPOT INC.	10/31/2024	982792	CM250034	21	9010	0	0000	8500	4320	098	902	389281177001	(8.00)
OFFICE DEPOT INC.	10/31/2024	982792	PO250249	21	9010	0	0000	8500	4320	098	902	386731994001	17.13
OFFICE DEPOT INC.	10/31/2024	982792	PO250249	21	9010	0	0000	8500	4320	098	902	386730496001	47.36
OFFICE DEPOT INC. Total													56.49
PAVEMENT ENGINEERING INC.	10/29/2024	982180	PO251151	21	9010	0	0000	8500	5899	025	960	2409-043	12,830.00
PAVEMENT ENGINEERING INC. Total													12,830.00
PROJECT SUPPORT SERVICES INC.	10/09/2024	971598	PO250769	21	9010	0	0000	8500	5899	090	902	3094882	(56,250.24)
PROJECT SUPPORT SERVICES INC.	10/15/2024	977983	PO250769	21	9010	0	0000	8500	5899	090	902	3095009	11,714.19
PROJECT SUPPORT SERVICES INC.	10/17/2024	978568	PO250769	21	9010	0	0000	8500	5899	090	902	3094946	29,520.10
PROJECT SUPPORT SERVICES INC.	10/17/2024	978569	PV250278	21	9010	0	0000	8500	5899	090	902	3094882-REISSUE	56,250.24
PROJECT SUPPORT SERVICES INC. Total													41,234.29
PROTECH CONSULTING &	10/15/2024	978023	PV250287	21	9010	0	0000	8500	6273	025	945	23401	320.00
PROTECH CONSULTING & Total													320.00
ROZZI'S REPRODUCTION & SUPPLY	10/01/2024	974690	PV250221	21	9010	0	0000	8500	6260	098	902	156704	1,540.72
ROZZI'S REPRODUCTION & SUPPLY Total													1,540.72
T-MOBILE	10/08/2024	976294	PO250253	21	9010	0	0000	8200	5910	090	902	968332944-2 SEP24	51.80
T-MOBILE Total													51.80
VERDE DESIGN INC.	10/22/2024	979529	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-10-2320400	12,000.00
VERDE DESIGN INC.	10/22/2024	979529	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-11-2320400	33,020.00
VERDE DESIGN INC. Total													45,020.00
WELLS FARGO VENDOR FIN SERV	10/03/2024	975269	PO250254	21	9010	0	0000	8200	5600	098	902	5031461994	122.32
WELLS FARGO VENDOR FIN SERV	10/31/2024	982793	PO250254	21	9010	0	0000	8200	5600	098	902	5031821611	122.32
WELLS FARGO VENDOR FIN SERV Total													244.64
			FUND 21									**SUBTOTAL**	743,451.52
SCHOOL FACILITY CONSULTANTS	10/10/2024	977164	PO251311	25	0000	0	0000	8100	5899	090	717	0021913	4,103.75
SCHOOL FACILITY CONSULTANTS	10/10/2024	977164	PO251311	25	0000	0	0000	8100	5899	090	717	0022054	51.25

BOARD WARRANT REGISTER
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
SCHOOL FACILITY CONSULTANTS	10/29/2024	982188	PO251311	25	0000	0	0000	8100	5899	090	717	0022187	51.25
SCHOOL FACILITY CONSULTANTS Total													4,206.25
			FUND 25									**SUBTOTAL**	4,206.25
ARBORIST NOW INC.	10/01/2024	974674	PO250597	40	9010	0	0000	8110	5899	010	741	22475	4,250.00
ARBORIST NOW INC. Total													4,250.00
AVI-SPL LLC	10/03/2024	975240	PO250774	40	9010	0	0000	8500	6410	011	919	2240508	10,591.98
AVI-SPL LLC Total													10,591.98
CAMPBELL KELLER	10/08/2024	976325	PO250094	40	9010	0	0000	8500	6410	090	947	69397	37,220.77
CAMPBELL KELLER Total													37,220.77
CIARI PLUMBING	10/17/2024	978581	PO251157	40	9010	0	0000	8500	6270	033	946	27066	6,825.00
CIARI PLUMBING Total													6,825.00
CIS INC.	10/15/2024	977964	PO250478	40	9010	0	0000	8500	6285	090	932	SSFHS EV CHARGER-003	440.00
CIS INC.	10/15/2024	977964	PO250618	40	9010	0	0000	8500	6285	022	938	PRKWY WALL REPAIR-002	1,980.00
CIS INC. Total													2,420.00
CONEXWEST	10/08/2024	976313	PO250475	40	9010	0	0000	8500	4420	033	946	#INV-308210	5,338.03
CONEXWEST Total													5,338.03
CUMMING CONSTRUCTION	10/22/2024	979535	PO250746	40	9010	0	0000	8500	6272	090	945	155203	37,187.50
CUMMING CONSTRUCTION Total													37,187.50
DANCE EQUIPMENT INT'L	10/31/2024	982813	PO251180	40	9010	0	0000	8500	6270	033	946	6957	41,946.15
DANCE EQUIPMENT INT'L Total													41,946.15
DSK ARCHITECTS	10/08/2024	976307	PO251306	40	9010	0	0000	8500	6210	032	946	003-3924	3,150.00
DSK ARCHITECTS Total													3,150.00
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982210	PO250720	40	9010	0	0000	8500	6231	009	945	2022.050.11	628.15
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982210	PO250720	40	9010	0	0000	8500	6231	010	945	2022.050.11	628.15
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982210	PO250720	40	9010	0	0000	8500	6231	014	945	2022.050.11	628.16
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982210	PO250720	40	9010	0	0000	8500	6231	025	945	2022.050.11	628.16
HAMILTON & AITKEN ARCHITECTS	10/29/2024	982210	PO250720	40	9010	0	0000	8500	6231	032	945	2022.050.11	628.16
HAMILTON & AITKEN ARCHITECTS Total													3,140.78
MIRACLE PLAYSYSTEMS INC.	10/31/2024	982854	PO251519	40	9010	0	0000	8500	6270	013	980	F2024-0846	6,383.00
MIRACLE PLAYSYSTEMS INC. Total													6,383.00
R&S CONSTRUCTION	10/10/2024	977163	PO250199	40	9010	0	0000	8500	6270	022	938	PAY APP#2 PRKWAY MS	41,934.90
R&S CONSTRUCTION	10/31/2024	982855	PO250199	40	9010	0	0000	8500	6270	022	938	PAY APP#4 PRKWAY MS	12,994.60
R&S CONSTRUCTION Total													54,929.50
RAPOSO ENGINEERING INC	10/15/2024	978003	PO251274	40	9010	0	0000	8500	6170	022	937	323	24,400.00
RAPOSO ENGINEERING INC Total													24,400.00
ZONE 4 CONSTRUCTION INC.	10/22/2024	979547	PO250619	40	9010	0	0000	8500	6270	090	932	PAY APP#3/24049-03	89,794.27
ZONE 4 CONSTRUCTION INC. Total													89,794.27
			FUND 40									**SUBTOTAL**	327,576.98
Grand Total													6,521,340.70

BOARD WARRANT REGISTER
OCTOBER 1 TO OCTOBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
										WARRANTS BY FUND SUMMARY			
										01	GENERAL FUND		4,845,543.84
										11	ADULT EDUCATION FUND		53,778.28
										12	CHILD DEVELOPMENT FUND		44,109.28
										13	NUTRITION SERVICES FUND		236,080.75
										14	DEFERRED MAINTENANCE		266,593.80
										21	BUILIDING FUND (BOND)		743,451.52
										25	CAPITAL FACILITES FUND		4,206.25
										40	SPECIAL RESERVE FUND		327,576.98
										73	FOUNDATION TRUST FUND		-
										TOTAL WARRANT REGISTER			**6,521,340.70**

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: December 12, 2024

RE: Cash Receipts Summary – October 1 to October 31, 2024

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of October 1 to October 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 October 1 to October 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: 10/1/2024 To: 10/31/2024)
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	302,096.00	939,854.00	-	2,416,772.00	0.3	0.7
8012	EPA ENTITLEMENT	1,476,990.00	-	755,662.00	-	721,328.00	0.5	0.5
8021	HOMEOWNERS' EXEMPTION	378,028.56	-	-	-	378,028.56	-	1.0
8041	SECURED ROLLS TAX	97,201,240.24	-	-	-	97,201,240.24	-	1.0
8042	UNSECURED ROLL TAXES	-	887,116.41	887,116.41	-	(887,116.41)	-	-
8043	PRIOR YEARS' TAXES	-	463,207.57	463,207.57	-	(463,207.57)	-	-
8047	COMM REDEVLPMNT FUNDS	38,537,371.49	-	-	-	38,537,371.49	-	1.0
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	-	-	(2,342,944.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,177,879.39	-	688,884.45	-	5,488,994.94	0.1	0.9
8181	SP ED ENTITL PER UDC	1,840,419.50	-	-	-	1,840,419.50	-	1.0
8182	SP ED DISCRETNARY GRANTS	178,668.20	16.81	16.81	-	178,651.39	0.0	1.0
8285	INTAGENCY CONTR BETW LEAS	16,424.00	-	0.03	-	16,423.97	0.0	1.0
8290	ALL OTHER FEDERAL REVENUE	1,514,063.28	273,833.00	427,206.00	-	1,086,857.28	0.3	0.7
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	-	-	21,734.00	-	1.0
8550	MANDATED COST REIMBURSE	358,844.26	-	-	-	358,844.26	-	1.0
8560	STATE LOTTERY REVENUE	1,911,911.00	-	534,658.87	-	1,377,252.13	0.3	0.7
8590	ALL OTHER STATE REVENUES	9,558,608.04	553,574.00	2,414,926.56	-	7,143,681.48	0.3	0.7
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	-	-	-	3,521,924.00	-	1.0
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	2,500.00	-	1,875.00	0.6	0.4
8650	LEASES AND RENTALS	827,294.00	131,189.31	307,027.11	-	520,266.89	0.4	0.6
8660	INTEREST/FY21 INTEREST INCOME	1,544,075.60	648,174.50	648,174.94	-	895,900.66	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	654,632.28	654,632.28	-	(654,632.28)	-	-
8699	ALL OTHER LOCAL REVENUE	663,211.66	496,060.42	1,007,332.53	-	(344,120.87)	1.5	(0.5)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		166,760,045.22	4,409,900.30	9,731,199.56	-	157,028,845.66		
Total Fund 01 GENERAL FUND		166,760,045.22	4,409,900.30	9,731,199.56	-	157,028,845.66		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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	184,948.00	50,182.00	50,182.00	-	134,766.00	0.3	0.7
8590	ALL OTHER STATE REVENUES	1,363,764.00	226,286.00	452,577.00	-	911,187.00	0.3	0.7
8631	SALE OF EQUIP & SUPPLIES	720.00	15.00	50.00	-	670.00	0.1	0.9
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	17,796.87	17,796.87	-	41,092.38	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	15,547.57	15,547.57	-	(15,547.57)	-	-
8671	ADULT EDUCATION FEES	31,917.00	2,220.00	9,471.00	-	22,446.00	0.3	0.7
Total Revenue		1,640,238.25	312,047.44	545,624.44	-	1,094,613.81		
Total Fund 11 ADULT EDUCATION FUND		1,640,238.25	312,047.44	545,624.44	-	1,094,613.81		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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	204,696.00	73,404.62	142,067.91	-	62,628.09	0.7	0.3
8590	ALL OTHER STATE REVENUES	1,771,634.00	411,613.38	1,371,934.60	-	399,699.40	0.8	0.2
8660	INTEREST/FY21 INTEREST INCOME	39,450.00	15,377.62	15,377.82	-	24,072.18	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	13,518.32	13,518.32	-	(13,518.32)	-	-
8673	CHILDREN'S CENTERS FEES	326.00	273.90	956.06	-	(630.06)	2.9	(1.9)
8689	ALL OTHR FEES & CONTRACTS	558,050.00	33,652.50	83,650.50	-	474,399.50	0.1	0.9
8699	ALL OTHER LOCAL REVENUE	1,346,965.00	376,382.30	645,578.73	-	701,386.27	0.5	0.5
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	-	-	112,296.29	-	1.0
Total Revenue		4,033,417.29	924,222.64	2,273,083.94	-	1,760,333.35		
Total Fund 12 CHILD DEVELOPMENT FUND		4,033,417.29	924,222.64	2,273,083.94	-	1,760,333.35		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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								
8222	CHILD NUTRITION-FEDERAL REIMB	1,800,000.00	144,701.24	144,701.24	-	1,655,298.76	0.1	0.9
8227	FED.REIMB.-CHILD CARE	43,576.00	15,314.13	15,314.13	-	28,261.87	0.4	0.6
8522	CHILD NUTRITION-STATE REIMB	2,993,256.00	197,581.36	197,581.36	-	2,795,674.64	0.1	0.9
8523	STATE REIMB.-CHILD CARE	3,000.00	10,428.24	10,428.24	-	(7,428.24)	3.5	(2.5)
8634	CHILD NUTRITION-DAILY SALES	81,667.00	(163.40)	(253.50)	-	81,920.50	(0.0)	1.0
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	6,930.00	13,860.00	-	146,140.00	0.1	0.9
8638	CHILD NUTRITION-ADULT CATERING	297.00	(8.00)	232.00	-	65.00	0.8	0.2
8660	INTEREST/FY21 INTEREST INCOME	40,000.00	18,355.94	18,356.06	-	21,643.94	0.5	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	17,101.77	17,101.77	-	(17,101.77)	-	-
Total Revenue		5,121,796.00	410,241.28	417,321.30	-	4,704,474.70		
Total Fund 13 CAFETERIA FUND		5,121,796.00	410,241.28	417,321.30	-	4,704,474.70		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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	2,342,944.00	-	-	-	2,342,944.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	375,000.00	81,026.68	81,026.68	-	293,973.32	0.2	0.8
8662	GAINS/LOSSES ON INVSTMNTS	-	68,051.33	68,051.33	-	(68,051.33)	-	-
Total Revenue		2,717,944.00	149,078.01	149,078.01	-	2,568,865.99		
Total Fund 14 DEFERRED MAINTENANCE FUND		2,717,944.00	149,078.01	149,078.01	-	2,568,865.99		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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	540,000.00	167,341.69	167,341.69	-	372,658.31	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	148,041.20	148,041.20	-	(148,041.20)	-	-
Total Revenue		540,000.00	315,382.89	315,382.89	-	224,617.11		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		540,000.00	315,382.89	315,382.89	-	224,617.11		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 10/1/2024 To: 10/31/2024)
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	4,350,000.00	1,576,307.17	1,576,307.17	-	2,773,692.83	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	1,402,591.00	1,402,591.00	-	(1,402,591.00)	-	-
8951	PROCEEDS FRM SALE OF BOND	-	-	(12,912.00)	-	12,912.00	-	-
Total Revenue		4,350,000.00	2,978,898.17	2,965,986.17	-	1,384,013.83		
Total Fund 21 BUILDING FUND		4,350,000.00	2,978,898.17	2,965,986.17	-	1,384,013.83		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	280,000.00	87,159.40	87,159.40	-	192,840.60	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	77,016.12	77,016.12	-	(77,016.12)	-	-
8681	MITIGATION/DEVELOPER FEES	500,000.00	12,897.37	45,478.12	-	454,521.88	0.1	0.9
Total Revenue		780,000.00	177,072.89	209,653.64	-	570,346.36		
Total Fund 25 CAPITAL FACILITIES FUND		780,000.00	177,072.89	209,653.64	-	570,346.36		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	10.00	0.33	0.33	-	9.67	0.0	1.0
8662	GAINS/LOSSES ON INVSTMNTS	-	0.29	0.29	-	(0.29)	-	-
Total Revenue		10.00	0.62	0.62	-	9.38		
Total Fund 35 CO SCHOOL FACILITIES FUND		10.00	0.62	0.62	-	9.38		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	18,547.82	18,547.82	-	51,452.18	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	12,317.89	12,317.89	-	(12,317.89)	-	-
8912	BTW GENERAL & SP RESERVE	3,521,924.00	-	-	-	3,521,924.00	-	1.0
Total Revenue		3,591,924.00	30,865.71	30,865.71	-	3,561,058.29		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,591,924.00	30,865.71	30,865.71	-	3,561,058.29		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	15,600.00	6,179.55	6,179.55	-	9,420.45	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	5,473.01	5,473.01	-	(5,473.01)	-	-
Total Revenue		15,600.00	11,652.56	11,652.56	-	3,947.44		
Total Fund 73 FOUNDATION TRUST FUND		15,600.00	11,652.56	11,652.56	-	3,947.44		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	3,356,626.00	302,096.00	939,854.00	-	2,416,772.00	0.3	0.7
8012	EPA ENTITLEMENT	1,476,990.00	-	755,662.00	-	721,328.00	0.5	0.5
8021	HOMEOWNERS' EXEMPTION	378,028.56	-	-	-	378,028.56	-	1.0
8041	SECURED ROLLS TAX	97,201,240.24	-	-	-	97,201,240.24	-	1.0
8042	UNSECURED ROLL TAXES	-	887,116.41	887,116.41	-	(887,116.41)	-	-
8043	PRIOR YEARS' TAXES	-	463,207.57	463,207.57	-	(463,207.57)	-	-
8047	COMM REDEVLPMNT FUNDS	38,537,371.49	-	-	-	38,537,371.49	-	1.0
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	-	-	(2,342,944.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,177,879.39	-	688,884.45	-	5,488,994.94	0.1	0.9
8181	SP ED ENTITL PER UDC	1,840,419.50	-	-	-	1,840,419.50	-	1.0
8182	SP ED DISCRETNARY GRANTS	178,668.20	16.81	16.81	-	178,651.39	0.0	1.0
8285	INTAGENCY CONTR BETW LEAS	16,424.00	-	0.03	-	16,423.97	0.0	1.0
8290	ALL OTHER FEDERAL REVENUE	1,514,063.28	273,833.00	427,206.00	-	1,086,857.28	0.3	0.7
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	-	-	21,734.00	-	1.0
8550	MANDATED COST REIMBURSE	358,844.26	-	-	-	358,844.26	-	1.0
8560	STATE LOTTERY REVENUE	1,911,911.00	-	534,658.87	-	1,377,252.13	0.3	0.7
8590	ALL OTHER STATE REVENUES	9,558,608.04	553,574.00	2,414,926.56	-	7,143,681.48	0.3	0.7
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	-	-	-	3,521,924.00	-	1.0
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	2,500.00	-	1,875.00	0.6	0.4
8650	LEASES AND RENTALS	827,294.00	131,189.31	307,027.11	-	520,266.89	0.4	0.6
8660	INTEREST/FY21 INTEREST INCOME	1,544,075.60	648,174.50	648,174.94	-	895,900.66	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	654,632.28	654,632.28	-	(654,632.28)	-	-
8699	ALL OTHER LOCAL REVENUE	663,211.66	496,060.42	1,007,332.53	-	(344,120.87)	1.5	(0.5)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		166,760,045.22	4,409,900.30	9,731,199.56	-	157,028,845.66		
Total Fund 01 GENERAL FUND		166,760,045.22	4,409,900.30	9,731,199.56	-	157,028,845.66		

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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	184,948.00	50,182.00	50,182.00	-	134,766.00	0.3	0.7
8590	ALL OTHER STATE REVENUES	1,363,764.00	226,286.00	452,577.00	-	911,187.00	0.3	0.7
8631	SALE OF EQUIP & SUPPLIES	720.00	15.00	50.00	-	670.00	0.1	0.9
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	17,796.87	17,796.87	-	41,092.38	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	15,547.57	15,547.57	-	(15,547.57)	-	-
8671	ADULT EDUCATION FEES	31,917.00	2,220.00	9,471.00	-	22,446.00	0.3	0.7
Total Revenue		1,640,238.25	312,047.44	545,624.44	-	1,094,613.81		
Total Fund 11 ADULT EDUCATION FUND		1,640,238.25	312,047.44	545,624.44	-	1,094,613.81		

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Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	204,696.00	73,404.62	142,067.91	-	62,628.09	0.7	0.3
8590	ALL OTHER STATE REVENUES	1,771,634.00	411,613.38	1,371,934.60	-	399,699.40	0.8	0.2
8660	INTEREST/FY21 INTEREST INCOME	39,450.00	15,377.62	15,377.82	-	24,072.18	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	13,518.32	13,518.32	-	(13,518.32)	-	-
8673	CHILDREN'S CENTERS FEES	326.00	273.90	956.06	-	(630.06)	2.9	(1.9)
8689	ALL OTHR FEES & CONTRACTS	558,050.00	33,652.50	83,650.50	-	474,399.50	0.1	0.9
8699	ALL OTHER LOCAL REVENUE	1,346,965.00	376,382.30	645,578.73	-	701,386.27	0.5	0.5
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	-	-	112,296.29	-	1.0
Total Revenue		4,033,417.29	924,222.64	2,273,083.94	-	1,760,333.35		
Total Fund 12 CHILD DEVELOPMENT FUND		4,033,417.29	924,222.64	2,273,083.94	-	1,760,333.35		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8222	CHILD NUTRITION-FEDERAL REIMB	1,800,000.00	144,701.24	144,701.24	-	1,655,298.76	0.1	0.9
8227	FED.REIMB.-CHILD CARE	43,576.00	15,314.13	15,314.13	-	28,261.87	0.4	0.6
8522	CHILD NUTRITION-STATE REIMB	2,993,256.00	197,581.36	197,581.36	-	2,795,674.64	0.1	0.9
8523	STATE REIMB.-CHILD CARE	3,000.00	10,428.24	10,428.24	-	(7,428.24)	3.5	(2.5)
8634	CHILD NUTRITION-DAILY SALES	81,667.00	(163.40)	(253.50)	-	81,920.50	(0.0)	1.0
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	6,930.00	13,860.00	-	146,140.00	0.1	0.9
8638	CHILD NUTRITION-ADULT CATERING	297.00	(8.00)	232.00	-	65.00	0.8	0.2
8660	INTEREST/FY21 INTEREST INCOME	40,000.00	18,355.94	18,356.06	-	21,643.94	0.5	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	17,101.77	17,101.77	-	(17,101.77)	-	-
Total Revenue		5,121,796.00	410,241.28	417,321.30	-	4,704,474.70		
Total Fund 13 CAFETERIA FUND		5,121,796.00	410,241.28	417,321.30	-	4,704,474.70		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	-	-	2,342,944.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	375,000.00	81,026.68	81,026.68	-	293,973.32	0.2	0.8
8662	GAINS/LOSSES ON INVSTMNTS	-	68,051.33	68,051.33	-	(68,051.33)	-	-
Total Revenue		2,717,944.00	149,078.01	149,078.01	-	2,568,865.99		
Total Fund 14 DEFERRED MAINTENANCE FUND		2,717,944.00	149,078.01	149,078.01	-	2,568,865.99		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	540,000.00	167,341.69	167,341.69	-	372,658.31	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	148,041.20	148,041.20	-	(148,041.20)	-	-
Total Revenue		540,000.00	315,382.89	315,382.89	-	224,617.11		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		540,000.00	315,382.89	315,382.89	-	224,617.11		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	4,350,000.00	1,576,307.17	1,576,307.17	-	2,773,692.83	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	1,402,591.00	1,402,591.00	-	(1,402,591.00)	-	-
8951	PROCEEDS FRM SALE OF BOND	-	-	(12,912.00)	-	12,912.00	-	-
Total Revenue		4,350,000.00	2,978,898.17	2,965,986.17	-	1,384,013.83		
Total Fund 21 BUILDING FUND		4,350,000.00	2,978,898.17	2,965,986.17	-	1,384,013.83		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	280,000.00	87,159.40	87,159.40	-	192,840.60	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	77,016.12	77,016.12	-	(77,016.12)	-	-
8681	MITIGATION/DEVELOPER FEES	500,000.00	12,897.37	45,478.12	-	454,521.88	0.1	0.9
Total Revenue		780,000.00	177,072.89	209,653.64	-	570,346.36		
Total Fund 25 CAPITAL FACILITIES FUND		780,000.00	177,072.89	209,653.64	-	570,346.36		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	10.00	0.33	0.33	-	9.67	0.0	1.0
8662	GAINS/LOSSES ON INVSTMNTS	-	0.29	0.29	-	(0.29)	-	-
Total Revenue		10.00	0.62	0.62	-	9.38		
Total Fund 35 CO SCHOOL FACILITIES FUND		10.00	0.62	0.62	-	9.38		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	18,547.82	18,547.82	-	51,452.18	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	12,317.89	12,317.89	-	(12,317.89)	-	-
8912	BTW GENERAL & SP RESERVE	3,521,924.00	-	-	-	3,521,924.00	-	1.0
Total Revenue		3,591,924.00	30,865.71	30,865.71	-	3,561,058.29		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,591,924.00	30,865.71	30,865.71	-	3,561,058.29		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	15,600.00	6,179.55	6,179.55	-	9,420.45	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	5,473.01	5,473.01	-	(5,473.01)	-	-
Total Revenue		15,600.00	11,652.56	11,652.56	-	3,947.44		
Total Fund 73 FOUNDATION TRUST FUND		15,600.00	11,652.56	11,652.56	-	3,947.44		

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: December 12, 2024

RE: Declaration of Surplus Items

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report is a list of items throughout the District that is 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 twenty (20) 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:

Staff recommends that the Board of Trustees declare twenty (20) 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	**Date in Service**	**Qty**	**Description**	**Serial Number**	**Location**
46227	12/1/2017	1	DELL CHROMEBOOK 3100 - 2 IN 1	9XKHNV2	D.O. / TECHNOLOGY
N14164	12/1/2017	1	DELL CHROMEBOOK 3100	FX44B43	D.O. / TECHNOLOGY
N17103	12/1/2017	1	DELL CHROMEBOOK 3100	F1YRK73	D.O. / TECHNOLOGY
N13161	12/1/2017	1	DELL CHROMEBOOK 3100	JJB5B43	D.O. / TECHNOLOGY
46192	12/1/2017	1	DELL CHROMEBOOK 3100	32FJQV2	D.O. / TECHNOLOGY
24382	12/21/2007	1	DELL LATITUDE D630	80Z85F1	D.O. / TECHNOLOGY
N10060	12/1/2017	1	DELL CHROMEBOOK 3100	IGKMM33	D.O. / TECHNOLOGY
46249	12/1/2017	1	DELL CHROMEBOOK 3100 - 2 IN 1	2M0HNV2	D.O. / TECHNOLOGY
N10362	12/1/2017	1	DELL CHROMEBOOK 3100	70FNM33	D.O. / TECHNOLOGY
N20385	12/1/2017	1	DELL CHROMEBOOK 3100	JGT2L73	D.O. / TECHNOLOGY
N20619	12/1/2017	1	DELL CHROMEBOOK 3100	2G54L73	D.O. / TECHNOLOGY
N12646	12/1/2017	1	DELL CHROMEBOOK 3100	8BH3B43	D.O. / TECHNOLOGY
N12596	12/1/2017	1	DELL CHROMEBOOK 3100	GVL5B43	D.O. / TECHNOLOGY
N20452	12/1/2017	1	DELL CHROMEBOOK 3100	2782L73	D.O. / TECHNOLOGY
N11610	12/1/2017	1	DELL CHROMEBOOK 3100	HN50B43	D.O. / TECHNOLOGY
N12008	12/1/2017	1	DELL CHROMEBOOK 3100	J9T1B43	D.O. / TECHNOLOGY
N21786	12/1/2017	1	DELL CHROMEBOOK 3100	DHY5RF3	D.O. / TECHNOLOGY
45594	12/1/2017	1	ACER C771	NXGNZAA002830 13BE67600	D.O. / TECHNOLOGY
N11061	12/1/2017	1	DELL CHROMEBOOK 3100	8TRJW33	D.O. / TECHNOLOGY
N13445	12/1/2017	1	DELL CHROMEBOOK 3100	6JVY943	D.O. / TECHNOLOGY
	Total Items:	**20**			

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: December 12, 2024

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

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

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school sites that have 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 NOVEMBER 2024.

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

$100 from Royal Pin Donuts to El Camino High School in support of the Fall Festival activities.

$1,100 from Salesforce to El Camino High School in support of the Business Club activities.

$4,413.52 – Non-monetary donation of Ruby Bridges' T-shirts valued roughly at $4,413.52 to Martin Elementary School in support of the Ruby Bridges' Walk to School Day.

$150 from Pauline Rosales via PG&E to Monte Verde Elementary School in support of student and staff needs, for use under the principal's discretion.

$100 from Pauline Rosales via the Blackbaud Giving Fund to Monte Verde Elementary School in support of student and staff needs, for use under the principal's discretion.

$85 from the Blackbaud Giving Fund to Alta Loma Middle School in support of student and staff needs, for use under the principal's discretion.

$45,000 from the Buri Buri Elementary School ASB to Buri Buri Elementary School in support of the academic and enrichment growth of its students.

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: December 12, 2024

RE: Acceptance of 2024-25 Fundraisers

BACKGROUND:

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

The following fundraisers are being submitted for approval:

Junipero Serra Elementary School

4th and 5th Grades	Jamba Juice Fundraiser – Jamba Juice BOGO cards are to be sold for $5 each to help reduce the cost of Outdoor Education for each student.

El Camino High School

ASB	Food Showcase Fundraiser – Selling a variety of prepackaged food for Food day. Commencing November 2024.

South San Francisco High School

Create for Kids	Costco Muffin Fundraiser – Muffins will be available for purchase before and after school. Commencing January 2025.
Folklorico Club	Concessions – A variety of food will be available for purchase during the varsity boys' and girls' soccer games, including Cup-of-Noodles, conchas, hot chocolate, and refreshing agua frescas. Commencing throughout the remaining 2024-25 school year.

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 fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: December 12, 2024

RE: Professional Services Agreements Under $25,000

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

$8,100	Advanced Inspections, Inc. - Provide required inspection services and documentation to close out past facilities projects at Monte Verde, ECHS and SSFHS as required by the Division of State Architect (DSA). Commencing November 2024.
$6,620	Healthy Building Science – Providing Lab Sampling and Coordination for water samples at the Hillside, Children's Center, Baden, and Martin ES sites, as required for the Child Development Program. Commencing November 2024.
$24,384	Beynon/Zaino – Providing asphalt crack filling, surface repairs, and maintenance resurfacing for the South San Francisco High School and El Camino High School campuses. Commencing December 2024.
$3,000	Parungao, Raul - Consultant to provide administrative coaching and support for Mr. O. Scope of work includes twice-monthly standing meetings of 30-45 minutes in addition to being on call to serve as a thought partner for communications, organizational and labor negotiations strategies, bond project challenges, and problems of practice, as well as reviewing content as requested. This is from January 1, 2025 through June 30, 2025 (6 months).

District Office – Human Resources

$2,500	Efficiency and Organization – Providing an 8-hour comprehensive professional development session designed to

enhance workplace efficiency and success, with three months of follow-up support from the trainer to ensure accountability and sustained progress. Commencing January 10, 2025.

District Office – Educational Services

$3,360 — Michael Ringseis Design – Design a Career and Technical Education (CTE) handbook and individual course one-pagers to promote and explain the pathways offered at South San Francisco High School and El Camino High School. Commencing November 2024.

El Camino High School

$1,250 — DJ Moore Production - A disc-jockey (DJ) who will be introducing and playing recorded popular music for the ECHS Winter Ball. Commencing January 11, 2025.

Buri Buri Elementary School

$851 — Marine Science Institute – Deliver engaging and interactive hands-on adventures led by a team of expert marine science educators, including a 50-minute Inland Voyage Fish presentation for students. These experiences inspire respect and stewardship for the marine environment among learners of all ages.

Children's Center

$673 — Little Explorers Petting Zoo – Providing one 2-hour farm animal petting zoo for the students to experience. Commencing December 20, 2024.

Martin Elementary School

$897 — Marine Science Institute – To deliver engaging and interactive hands-on adventures led by a team of expert marine science educators, inspiring students of all ages to develop respect and stewardship for the marine environment. Commencing December 2024.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

It is recommended that the 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: December 12, 2024

RE: SSFCTA Initial Proposal to Reopen Negotiations 2025-2028

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In accordance with California Government Code Section 3547, prior to commencing labor negotiations, all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("SSFCTA") will be negotiating a successor collective bargaining agreement ("successor agreement") for the 2025-2028 term.

The SSFCTA has submitted its initial proposal to the Board of Trustees and the District to reopen negotiations for the successor agreement and SSFCTA representatives will present its initial proposal for information and discussion. Following the presentation, a public hearing will be conducted to provide an opportunity for members of the public to comment on SSFCTA's initial proposal.

At the next public meeting, the District will submit its initial proposal to the Board of Trustees and the SSFCTA and the Assistant Superintendent of Human Resources and Student Services will present the District's initial proposal for information and discussion. Following the presentation, a public hearing will be conducted to provide an opportunity for members of the public to comment on the District's initial proposal.

FISCAL IMPLICATIONS:

To be determined.

RECOMMENDATION:

For Information and Discussion only.

South San Francisco Classroom Teachers Association
Sunshine Statement
To South San Francisco Unified School District
Contract Negotiations 2025-2028

This statement contains conceptual proposals and has been prepared under the provisions of state law and regulations that require such disclosure. The order of presentation is not intended to reflect any sense of priority. The Association reserves the right to amend, modify and/or eliminate proposals during the course of negotiations. Questions may be referred to SSFCTA President Shari Giusti at 650-872-1002.

The Association will present proposals to the District related to the following articles:

Articles 3 and 4 – District Rights and Association and Unit Member Rights

- Improve communication regarding unit member pay and position.

Article 7 – Compensation and Benefits

- Increase unit members' compensation and benefits across all salary schedules to attract and retain highly-skilled educators to this district.
- Improve and clarify language regarding salary advancement for all salary schedules.
- Improve and extend the years of service accepted by the District for salary placement for new hires.
- Eliminate 'frozen' steps in the salary schedule, and create a balanced salary schedule over all steps.
- Rename salary columns for clarity. Clarify Masters' stipends.

Article 8 – Teaching Hours

- Clarify and improve teacher preparation time.
- Clarify job share requirements.
- Create compensation for required trainings.
- Develop new language for SSFCTA involvement in planning professional development days for bargaining unit members.
- Develop new language: committee assignments and 'other duties' will be distributed equitably, with minimal extra duties assigned to new educators.
- Provide additional time for parent conferences for teachers who have larger class sizes.

Article 9 – Assignment and Reassignment

- Clarify and define how and when mileage for itinerant unit members is to be paid.

Article 11 – Transfer

- Clarify and define the notification of vacancies. Information to include school sites, grade levels and other pertinent information for unit members who may be interested in transferring.

Article 12 – Class Size and Caseload

- Finalize definitions for secondary class size that are currently being piloted (2024-25). Create class size limits in 'large group instruction' courses.
- Develop new language: unit members of comparable job placements will have balanced class size and caseloads across school sites.

Article 13 – Evaluation

- Update frequency of evaluation for veteran teachers to match the state Ed Code requirements.
- Define the 'first day of the school year' as the first teacher work day.

Article 14 – Leaves

- Update the online request for absence form to conform to the contract language.

Article 15 – Health Exams

- Review and update outdated language.

Article 17 – Teacher Safety (Rename to Educator Safety)

- Include Association input in the school violence prevention plan.
- Clarification of requirements for TK, preschool, and Kindergarten teachers with regard to student toileting needs.

Article 26 – Publication of the Agreement

- Define a timeline for publication & distribution.

Article 27 – Assistance Program

- Update the language.

South San Francisco Classroom Teachers Association
Sunshine Statement
To South San Francisco Unified School District
Contract Negotiations 2025-26

This statement contains conceptual proposals regarding Children's Center and has been prepared under the provisions of state law and regulations that require such disclosure. The order of presentation is not intended to reflect any sense of priority. The Association reserves the right to amend, modify and/or eliminate proposals during the course of negotiations. Questions may be referred to SSFCTA President Shari Giusti at 650-872-1002.

Article 18 - Children's Center

- Improve work calendar to include teacher work day and professional development during the work year.
- Maintain 5% increase in salary.

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: December 12, 2024

RE: Review of 2025 SSFUSD Summer School Programs

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District will offer the following summer school programs:

- Extended School Year
- Preschool Summer Program
- Elementary School Programs
- Middle School Programs
- High School Programs
- STEAM Grades 3 - 8
- Academic Language Academy
- Literacy Academy Grades K - 6
- Seamless Summer Meal Program and National Breakfast Lunch Program

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PRESCHOOL SUMMER PROGRAM

- **Extended School Year – 20 days**
    - The Extended School Year Program is for special education students that need additional schooling as outlined by their IEP.

ELEMENTARY SUMMER PROGRAMS

Extended School Year – 20 days

- The Extended School Year Program is for special education students that need additional schooling as outlined by their IEP.

Migrant Education – 20 days

- A summer bridge program will be offered to elementary migrant education students. This program will focus on reinforcing literacy and math skills.

Big Lift Inspiring Summers – 20 days

- First 5 of San Mateo and Silicon Valley Community Foundation have provided grant funding to support Kindergarten, 1st grade, 2nd grade, and 3rd grade readiness programs.

Elementary STEAM Project Based Learning Program - 20 days

- This program is for 3rd through 5th grade students to support learning in the curricular areas of Science Technology Engineering Arts Mathematics (STEAM) through Project based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical thinking, Creativity and Collaboration.

MIDDLE SCHOOL PROGRAMS

Extended School Year - 20 days

- The Extended School Year Program is for special education students that need additional schooling as outlined by their IEP.

Middle School STEAM Project Based Learning Program - 20 days

- This program is for 6th through 8th grade students to support learning in the curricular areas of Science Technology Engineering Arts Mathematics (STEAM) through Project based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical thinking, Creativity and Collaboration.

Math Intervention - 20 days

- This math intervention program (Elevate) will provide students in grades 3 – 8 with support on critical Common Core mathematics skills and lessons which will motivate them as they prepare for the math pathway of their choice.

Migrant Education – 20 days

- A summer bridge program will be offered to elementary migrant education students. This program will focus on reinforcing literacy and math skills. Migrant education is funded with federal migrant education funds.

HIGH SCHOOL PROGRAMS

Non-Graduation Seniors - 15 days per session

- This program is scheduled for two 3-week sessions for seniors who lack five or ten credits toward graduation. Students will attend for three weeks for five units, and six weeks for ten units.

Core Academic Summer School - 15 days per session

- This program will operate for two 3-week sessions and will provide students with the opportunity to make up subjects in the following core academic areas:
    - English/Language Arts
    - History/Social Science
    - Science
    - Mathematics
    - Physical Education
    - Health
    - ELD classes
    - CTE
    - Resource teacher(s) to support ESY eligible SWD in ELA and math

Migrant Education Program – 20 days

- A summer bridge program will be offered to high school migrant education students This program will focus on reinforcing literacy, math skills, STEAM and/or College and Career.

NEW PROPOSED SUMMER SCHOOL PROGRAMS:

Academic Language Academy (English Learners): To enhance academic language proficiency through engaging, targeted instruction in vocabulary, reading, listening, speaking, and writing skills.

Literacy Academy (Grades K - 6): Our program focuses on essential literacy skills, including phonics, vocabulary, fluency, and comprehension, in a fun and engaging environment. Designed for students who need extra support, this program combines targeted instruction with interactive activities to foster confidence and a lifelong love of learning.

FISCAL IMPLICATIONS:

SSFUSD will fund most of the 2025 Summer School Programs via LCAP Supplemental monies, federal monies and use some of the Expanding Learning Opportunity Program monies.

The Big Lift Inspiring Summers will be funded by a First 5 and Silicon Valley Community Foundation grant.

The Migrant Education program will be funded with federal Migrant Education funds.

The district would like to continue our partnership with Young Audiences and have allocated up to $250,000.00 from the Expanded Learning Opportunity Grant to support Visual and Performing Arts education during our STEAM programs and other Summer School programs.

At this time, we are allocating $1,600,000.00 to support the 2025 Summer Programs. However, a detailed breakdown of funding for each program is not yet available.

RECOMMENDATION:

For Information/Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-56

SCHOOL BOARD RECOGNITION MONTH
JANUARY 2025

WHEREAS, SSFUSD is proud to join more than 1,000 local educational agencies, represented by nearly 5,000 school board members in the State, in recognizing the contributions of board members during the January 2025 School Board Recognition Month; and

WHEREAS, the mission of public schools is to meet the diverse educational needs of all children and to empower pupils to become competent, productive, and thoughtful contributors to a democratic society in an ever-changing world is more important now than ever before; and

WHEREAS, an excellent and continuously improving public education system is vital to the quality of life of all California citizens and communities; and

WHEREAS, local school board members are committed to children and believe they all can be successful learners and that the best education for every pupil is tailored to the individual academic, social-emotional, physical, and mental health needs of the child; and

WHEREAS, school board members work tirelessly for parents, certificated and classified educational professionals, and other community members to create effective learning environments where all pupils can thrive; and

WHEREAS, school board members are strong advocates for public education who are responsible for communicating the needs of the school district to the public and for understanding the interests and expectations of the diverse communities that they represent; and

WHEREAS, Superintendent Shawnterra Moore has said that Board members are our elected representatives and a vital link between the school district and the community, and set the foundation and vision for the District, direct resources where they are most needed, and ensure accountability to the community by monitoring progress toward goals. Their end goal, of course, is to support and elevate student achievement and support student well-being; and

WHEREAS, School Board Recognition Month is an ideal time to recognize and celebrate the Californians serving on school boards who help guide the education of pupils in K-12 grades and who prepare these pupils for the opportunities and unprecedented challenges of the 21st century and beyond;

NOW THEREFORE BE IT RESOLVED, that South San Francisco Unified School District, does hereby declare their appreciation to the members of our Board of Education and proclaims the month of January 2025 as School Board Recognition Month. We urge community members to join us in recognizing the dedication and countless hours of service of our school board members, Amanda Anthony, Dr. Chialin Hsieh, Daina Lujan, Patricia Murray, and Mina Richardson and work with them to create an education system that meets the needs of both today's and tomorrow's scholars.

REGULARLY PASSED AND ADOPTED this 12th day of December 2024.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-57

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 Anthony was absent from these meetings due to work-related duties.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees adopts Resolution #24-57 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 Amanda Anthony	October 24 and November 14, 2024 Special and Regular Board Meetings

REGULARLY PASSED AND ADOPTED this 12th day of December 2024.

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

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #24-58

RESOLUTION SETTING FORTH THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT'S PRINCIPLES IN SUPPORT OF UNDOCUMENTED STUDENTS AND FAMILIES

RESOLVED, by the Board of Trustees of the South San Francisco Unified School District (District), in the County of San Mateo, State of California, that

WHEREAS, the District is committed to fostering an environment in which all students are able to learn and excel, whatever their national origin, ethnicity, religion, sexual orientation, ability, gender, or socio-economic status; and

WHEREAS, education is essential to all individuals' ability to advance and thrive in our society and the United States Supreme Court has held, in *Plyler v. Doe,* 457 U.S. 202 (1982), that local school districts have a constitutional mandate to educate all students residing within their jurisdictional boundaries, whatever the students' immigration status; and

WHEREAS, the District welcomes and supports all of its students, regardless of their immigration status; and

WHEREAS, in light of recent developments and rhetoric throughout the course of the recent national elections, many of the District's students and families have expressed fear and concern, owing to their immigration status; and

WHEREAS, the District seeks to make clear its commitments to support all of its students and families, including those who are undocumented.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the District will not collect information regarding students' and families' immigration status when enrolling students in the District.

BE IT FURTHER RESOLVED, that when the District or any of the District's school sites receives a request for information that implicates individual privacy rights (including with respect to immigration status and religion), the District shall take all legally permissible actions to protect the privacy rights of its students and families.

BE IT FURTHER RESOLVED, that in particular, the District will not release information regarding immigration status or related matters contained in pupil records to federal agencies or other authorities enforcing immigration laws without the

permission of the student's parent or guardian or pursuant to a judicial warrant, subpoena, court order, or as otherwise required by law.

BE IT FURTHER RESOLVED, that the District will work closely with other local government agencies and community groups to ensure that all students and families, including those that are undocumented, are able to receive education in a safe and supportive environment.

BE IT FURTHER RESOLVED, that a federal effort to create a registry based on any protected characteristic, including national origin or religion, would be antithetical to the United States and California constitutions and the values of the District and if authorities seek to involve the District in the development of such a registry, the District will take all legally appropriate steps to resist such involvement.

BE IT FURTHER RESOLVED, that the Superintendent is directed to work with District staff and counsel to develop policies and procedures implementing and advancing these principles.

REGULARLY PASSED AND ADOPTED this 12th day of December, 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: December 12, 2024

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

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

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

1. BP 0520 – Intervention in Underperforming Schools
2. BP 1431 – Waivers
3. BP 3400 – Management of District Assets/Accounts
4. BP 5116.2 – Involuntary Student Transfers
5. BP 5131.2 – Bullying
6. BP 6142.8 – Comprehensive Health Education
7. BB 9321 – Closed Session

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

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

NEW - PROPOSED

Policy 0520: Intervention In Underperforming Schools Status: ADOPTED

Original Adopted Date: 10/01/2019 | **Last Revised Date:** 12/01/2023 | **Last Reviewed Date:** ~~10~~12/01/~~2019~~2023

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard, educator qualifications data, and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness

2. Identifying student subgroups that are low performing or experiencing significant disparities from other subgroups as identified on the California School Dashboard in order to identify and implement effective programs and practices to improve the outcomes and opportunities for these students

3. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

4. Identifying areas of strengths and weaknesses in the identified goals, actions, and services addressed in the LCAP, with a particular focus on those areas considered to be contributing toward meeting the increased or improved services requirement and all required goals

5. Reviewing the district's data management policies and collection and submission processes, including monitoring and oversight of the student information system, to ensure the submission of accurate data according to the processes and timelines established by the California Department of Education (CDE)

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the district shall, for a minimum of two years, maintain regular communication with, and ~~shall~~ provide timely documentation ~~t~~o, the County Superintendent regarding the district's completion of the activities listed in Items #1-5 above, or substantially similar activities. (Education Code 52071)

The district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

The district shall consider any recommendations from the California Collaborative for Educational in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52072, 52074)

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072.1)

1. Revision of the district's LCAP

2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities

3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by CDE for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

PROPOSED

Policy 1431: Waivers

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** ~~10~~12/01/~~2019~~2023 | **Last Reviewed Date:** ~~10~~12/01/~~2019~~2023

The Governing Board recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state law or regulation which SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

In addition, the Superintendent or designee shall consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, shall be printed in a newspaper of general circulation ~~and/or~~, posted at each school and three public places in the district, or published on the district's website.

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

CURRENT

Policy 1431: Waivers

Status: ADOPTED

Original Adopted Date: 09/25/2014

The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 1220 - Citizen Advisory Committees)

In addition, the Superintendent or designee shall involve the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)

(cf. 4140/4240/4340 - Bargaining Units)

To receive public testimony on each waiver request proposal, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required to reapply annually if the information contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Policy 3400: Management Of District Assets/Accounts **Status:** ADOPTED

Original Adopted Date: 07/01/2001 | **Last Revised Date:** ~~07~~12/01/~~2007~~2023 | **Last Reviewed Date:** ~~07~~12/01/~~2007~~2023

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 – Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district~~.~~ , assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 11/18/2010

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314 - Payment for Goods and Services)

(cf. 3460 - Financial Reports and Accountability)

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

PROPOSED

Policy 5116.2: Involuntary Student Transfers

Status: ADOPTED

Original Adopted Date: 12/01/2016 | **Last Revised Date:** 12/01/2023 | **Last Reviewed Date:** 12/01/~~2016~~2023

While the Governing Board desires to enroll students in the district school of their choice, it recognizes that circumstances sometimes necessitate the involuntary transfer of a student to another school or program in the district.

The Superintendent or designee shall develop procedures to facilitate the involuntary transfer of such students.

As applicable and as permitted by law, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at the schools or programs to which the student could be involuntary transferred, and the availability of support services and other resources.

The Superintendent or designee shall ensure that involuntary transfers are made in a nondiscriminatory manner as specified in Board Policy 0410 - Nondiscrimination In District Programs And Activities.

Involuntary Transfer of a Student Convicted of Violent Felony or Misdemeanor Related to Possession of Firearms

A student may be transferred to another district school if the student is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which the students was convicted.

However, before recommending such a transfer, the Superintendent, the principal, or other designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a meeting with the principal or designee and shall attempt to resolve the conflict using restorative justice, counseling, or other such services.

Participation of the victim in any conflict resolution program shall be voluntary, and the victim shall not be subjected to any disciplinary action for refusing to participate. (Education Code 48929)

If the attempt to resolve the conflict using restorative justice, counseling, or other such services is not successful or the victim elects not to participate, the principal or designee may submit to the Superintendent or designee a recommendation that the student should be involuntarily transferred. If the Superintendent or designee agrees with the recommendation, the Superintendent shall submit such recommendation to the Board for approval. The Superintendent's recommendation to the Board shall include the date by which the Superintendent or designee will review the involuntary transfer to determine whether to recommend to the Board that the student be permitted to transfer back to the student's original school.

The Board shall, in accordance with Board Bylaw 9321 – Closed Session, deliberate and vote on the recommendation, as well as any subsequent recommendation to permit the student to transfer back to the

student's original school, in closed session to maintain the confidentiality of student information, unless a parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decisions in these instances shall be final.

Involuntary Transfers

To a Continuation Education Program or Class within the District

The Superintendent or designee may involuntarily transfer a high school student to a continuation education program or class in the district if the student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance and either of the following conditions are met: (Education Code 48432.5)

1. Other means to improve the student's behavior have failed

2. It is the first time the student committed an act enumerated in Section 48900 and the principal of the student's school determines that the student's presence causes a danger to person(s) or property or threatens to disrupt the instructional process.

Prior any final decision to involuntarily transfer a student, the Superintendent or designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a hearing with the Superintendent or designee. If such a hearing is requested, the Superintendent or designee shall provide the specific facts and reasons for the proposed transfer, including all documents relied upon. At the hearing, the Superintendent or designee shall also allow the student or the student's parent(s)/guardian(s) to question any evidence or witnesses presented and present evidence, including witnesses, on the student's behalf. The student shall be allowed to bring one or more representatives to present at the hearing. (Education Code 48432.5)

If the Superintendent or designee decides to involuntarily transfer the student, the Superintendent or designee shall provide the decision to the student and the student's parent(s)/guardian(s) in writing. The decision shall include the facts and reasons for the decision and whether the decision is subject to periodic review and the periodic review procedure. (Education Code 48432.5)

The decision shall also include the date by which the student may transfer back to the student's original school, which shall be no longer than the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred. (Education Code 48432.5)

The final decision to involuntarily transfer the student may not involve a member of the staff of the school in which the student is enrolled at the time that the decision is made. (Education Code 48432.5)

Involuntary Transfers to a Community Day School within the District

If a student is expelled from school for any reason in accordance with Board Policy 5144.1 – Suspension And Expulsion/Due Process, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, the student may be transferred to a district community day school as specified in Board Policy 6185 - Community Day School. (Education Code 48662)

Notice, Information, and Reports

The Superintendent or designee shall include notice of this policy in the annual notification to parents/guardians in accordance with Education Code 48980. (Education Code 48929)

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices and reports sent to the parent(s)/guardian(s) of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications or reports for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

When a foster youth or American Indian Student, as defined in Welfare and Institutions Code 224.1, is being considered for an involuntary transfer, all notices, documents, and information that would be provided to parents/guardians shall be provided to the foster youth's educational rights holder, attorney, and county social worker and the American Indian Student's tribal social worker and, if applicable, county social worker. (Education Code 48853.5)

Policy 5116.2: Involuntary Student Transfers

Status: ADOPTED

Original Adopted Date: 02/28/2019

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5116.1 - Intradistrict Open Enrollment)

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

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

(cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6164.2 - Guidance and Counseling Services)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)

(cf. 6184 - Continuation Education)

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6185 - Community Day School)

PROPOSED

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 07/01/2015 | **Last Revised Date:** 12/01/~~2019~~2023 | **Last Reviewed Date:** 12/01/~~2019~~2023

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. -If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

CURRENT

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 08/16/2018

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes assuming another person's identity online, either by breaking into another person's electronic account or other means of impersonation (such as creating an account in that person's name), in an effort to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and

appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

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

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

PROPOSED

Policy 6142.8: Comprehensive Health Education **Status:** ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** ~~03~~12/01/~~2021~~2023 | **Last Reviewed Date:** ~~03~~12/01/~~2021~~2023

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. The district's health education program shall be part of a coordinated school health system which recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success, supports the physical, mental, and social well-being of students, reflects the importance of digital and media literacy, and is linked to district and community services and resources.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other school-based activities that promote student well-being.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 – Courses of Study.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 11/18/2010 | **Last Revised Date:** 09/08/2022 | **Last Reviewed Date:** 09/08/2022

COMPREHENSIVE HEALTH EDUCATION

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors**, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students**. The district's health education program shall be part of a coordinated school health system which supports the **physical, mental, and social** well-being of students and is linked to district and community services and resources.

(cf. 0415 - Equity)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3554 - Other Food Sales)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5137 - Positive School Climate)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.3 - Health Examinations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)
(cf. 5142 - Safety)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6164.2 - Guidance/Counseling Services)

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition **promotion and** education, physical activity**, and other school-based activities that promote student well-being**.

(cf. 0200 - Goals for the School District)
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework **and integrated with other content areas of the district's curriculum.** The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6143 - Courses of Study)

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6020 - Parent Involvement)
(cf. 6145.8 - Assemblies and Special Events)
(cf. 6162.8 - Research)

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, **the state curriculum framework,** and effective instructional methodologies.

(cf. 4131 - Staff Development)

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, **and the manner in which the district's health education program supports the physical, mental, and social well-being of students.**

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

PROPOSED

Bylaw9321: Closed Session

Status: ADOPTED

Original Adopted Date: 12/01/2014 | **Last Revised Date:** ~~07~~12/01/~~2019~~2023 | **Last Reviewed Date:** ~~07~~12/01/~~2019~~2023

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting~~,~~ as required by law and provided in the accompanying Exhibit (1). (Education Code 35145, Government Code 54954.2~~)~~, 54954.5, 54957)

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session as specified in this bylaw. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda. In the closed session, the Board may consider only those items covered in its statement. (Government Code 54957, 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any actions taken in the closed session, the votes or abstentions thereon, and other disclosures as specified in this bylaw. Such reports may be made in writing or orally at the location announced in the agenda for the closed session as required by law and provided in the accompanying Exhibit (2). (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary changes to the document are completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information or the information has been publicly reported by the District. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, ~~or~~ dismissal, or change in employment status of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957, 54957.1)

Personnel Matters: Specific Complaints or Charges

The Board may hold a closed session to hear complaints or charges brought against an employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the Superintendent or designee shall ensure that the employee receives written notice of the right to have the complaints or charges heard in open session. This notice shall be delivered personally or by mail at least 24 hours before the time of the closed session. (Government Code 54957)

Personnel Matters: Application for Early Withdraw of Funds in Deferred Compensation Plan

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations/Collective Bargaining

The Board may meet in closed session to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. A closed session regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Pursuant to Government Code 54957.1, approval in closed session of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. However, the Board may, at its sole discretion, vote on such an agreement is open session. (Government Code 54957.1)

Pursuant to Government Code 3549.1, the Board may, without following the requirements of the Brown Act, meet in closed session exclusively for the purpose of discussing its position regarding any matter within the scope of representation or for the purpose of instructing its designated representatives. The Board shall not discuss any other item at any such closed session. (Government Code 3549.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information such as grades or discipline information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. At least 72 hours prior to the start of the meeting of which the closed session is a part, the Superintendent or designee, on behalf of the Board, shall, in writing, by registered or certified mail or by personal service, notify the student and the student's parent/guardian of the intent of the Board to hear the item in closed session. If a written request for open session is received from the student or the student's parents/guardians within 48 hours of receiving the notice, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any other student shall remain in closed session. (Education Code 35146, 48912, 49070)

If the Board conducts an expulsion hearing pursuant to Board Policy 5144.1 - Suspension and Expulsion/Due Process, the Board shall do so in closed session unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board shall meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

In order protect student privacy rights provided in 20 USC 1232g or other applicable laws, the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any report after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was on the closed session portion of the agenda.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, District Attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Board Bylaw 9320 – Meetings and Notices and Bylaw/Exhibit (1) 9323.2 – Actions By The Board.

The Board may also meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. (Education Code 32281)

Real Property Negotiations

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

Anticipated Litigation/Initiation of Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding anticipated litigation or whether to initiate litigation when discussion of either matter in open session would prejudice the district's position ~~in~~ with respect to such litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered be "anticipated" when, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or against a district officer or employee based on prior or prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9)

Existing facts and circumstances are limited to the following:
(Government Code 54956.9)

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s)

2. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s)

3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff

4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board

5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting

Each agenda item related to anticipated litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the district's position with respect to such litigation. Litigation is considered to be "existing" when the district has been named a party to the litigation or a district officer or employee has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Joint Powers Agency Issues

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may ~~also~~ meet in closed session in order to receive, discuss, and take action concerning information that has direct financial or liability implications for the district and that was obtained in a closed session of a JPA of which the district is a member. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96~~)~~

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

CURRENT

Bylaw 9321: Closed Session

Status: ADOPTED

Original Adopted Date: 09/14/2017 | **Last Reviewed Date:** 09/14/2017

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 - Access to District Records)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

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

(cf. 4315 - Evaluation/Supervision)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)

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

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a

deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization

2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process

3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator

4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

(cf. 2121 - Superintendent's Contract)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

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

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

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125.3 - Challenging Student Records)

(cf. 5144 - Discipline)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

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

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the

closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))

2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

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

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c)

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related

to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

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: December 12, 2024

RE: Approval of CDE California State Preschool Program (CSPP) Continued Funding Application (CFA) for Fiscal Year 2025-26 and Adoption of Resolution No. 24-59

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

A South San Francisco Unified School District's Child Development Services agreement, between the California Department of Education, Early Education Division, Continued Funding Application Fiscal Year 2025-2026.
The funding is provided by the California Department of Education (CDE), Early Education Division for the District to operate the Preschool program at Children's Center for the 2025-2026 school year.

FISCAL IMPLICATIONS

The Child Development Program annually enrolls the number of students based on the contract awarded.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CSPP– Continued Funding Application for the Fiscal Year of 2025-26 and adoption of Resolution No. 24-59.

Fiscal Year 2025–26 Continued Funding Application
DUE DATE: 5:00p.m. November 1, 2024

Contractors holding a current California State Preschool Program (CSPP) contract, and if applicable a Prekindergarten and Family Literacy Support (CPKS) contract, who wish to be considered for continued funding for fiscal year (FY) 2025–26 must complete this application for continued funding. The FY 2025–26 CFA Overview and Instructions may be accessed on the California Department of Education (CDE) CFA web page located at https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp. Contractors are strongly encouraged to review the CFA Overview and Instructions before and after completion of the CFA and associated documents to confirm that the application and forms submitted for their agency have been completed in accordance with all applicable instructions.

Current contractors who apply for and are approved for continued funding do not need to sign a contract with the CDE to provide CSPP and CPKS services for FY 2025–26. Contracts will be automatically renewed in accordance with all applicable federal and state laws and Contract Terms and Conditions (CT&Cs). By signing this CFA, the contractor is indicating that it wishes to automatically renew its contract(s) for FY 2025–26 and accepts all of the terms and conditions of the 2025–26 CSPP contract, and if applicable the 2025–26 CPKS contract, which will be provided to the contractor no later than June 1, 2025.

Upon receipt of this CFA, the CDE will review the application and may contact your agency seeking additional information. If the CFA is returned to the CDE in a timely manner but is not fully and accurately completed, funding for FY 2025–26 may be delayed.

Please also note that contractors have no vested right to a subsequent contract. Completion of this CFA does not guarantee a renewal of funding. If the CDE determines your agency will not be renewed for a subsequent contract year, you will be notified in writing no later than April 7, 2025, pursuant to the *California Code of Regulations*, Title 5 (5 *CCR*) Section 17828.

Contractors that wish to reject the terms of the FY 2025–26 CSPP and/or CPKS contract must provide the CDE with a written notice that the terms of the contract(s) are rejected by sending an email to EarlyEducationContracts@cde.ca.gov on or before June 30, 2025. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP and, as applicable, the CPKS contract are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract will not have contract(s) in effect for FY 2025–26. Contractors cannot reject their CSPP contract and still receive funding under a CPKS contract as CPKS funding is tied to having a CSPP contract. If no notice is sent to the CDE, the contract will be automatically renewed, and no further action will be required from the contractor.

If a contractor wishes to terminate the contract for any reason during the FY 2025–26 contract term, the contractor shall notify the CDE of its intent to terminate the contract at least 90 calendar days in advance of contract termination and shall follow 5 *CCR* 17795.

If you have any questions regarding the CFA, please contact the CFA team by sending an email to CFA@cde.ca.gov.

Section I – Contractor Information	
Contractor Legal Name:	SSFUSD Child Development Program
Contractor "Doing Business As" (DBA):	
Headquartered County:	San Mateo
Vendor Number:	6907
Executive Director Name:	Dr. Shawnterra Moore
Executive Director Telephone Number:	650.877.8705
Executive Director Email Address:	smoore@ssfusd.org
Legal Business Address:	398 B Street
City:	South San Francisco, Ca,
Zip Code:	94080
Mailing Address:	398 B Street
City:	South San Francisco, Ca,
Zip Code:	94080
Contact Name:	Eric Claybon
Contact Title:	Program Coordinator
Contact Telephone Number:	650.827.8400
Contact Email Address:	eclaybon@ssfusd.org

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Section II, Part I – Contract and Program Type

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2025–26. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

Contract Type *(select all that apply)*

- [x] CSPP
- [ ] CPKS

Does the CSPP operate a Family Childcare Home Education Network?

- [ ] Yes
- [x] No

Does the CSPP operate any sites on Tribal reservations or Tribal Trust Lands?

- [ ] Yes
- [x] No

If yes, please indicate the name(s) of the Tribe(s) and each Tribal affiliated site:

Program Type *(select all that apply)*

- [x] Full-Day/Full-Year
- [ ] Part-Day/Part-Year
- [ ] Full-Day/Part-Year
- [ ] Part-Day/Full-Year

REQUIRED DOCUMENT: A completed program calendar (EED 9730) form is required. If the contractor operates both a full-day and a part-day program, a separate program calendar (EED 9730) must be submitted for each.

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Section II, Part II – Projected Enrollment
Insert the number of subsidized children your agency expects to enroll with the CSPP contract for each county services are provided, as applicable.
How many counties does your agency operate in? 1
1. County Name: San Mateo Number of Children to be Enrolled in Part-Day CSPP in the County: 0 Number of Children to be Enrolled in Full-Day CSPP in the County: 45 Total Number of Children to be Enrolled in the County: 45
2. County Name: Number of Children to be Enrolled in Part-Day CSPP in the County: Number of Children to be Enrolled in Full-Day CSPP in the County: Total Number of Children to be Enrolled in the County: 0
3. County Name: Number of Children to be Enrolled in Part-Day CSPP in the County: Number of Children to be Enrolled in Full-Day CSPP in the County: Total Number of Children to be Enrolled in the County: 0
Total Number of CSPP Children to be Enrolled: 45

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Section III – Contractor's Officers and Board of Directors Information	
Does the contractor have a board of directors?	☑ Yes ☐ No
If no, please explain the entity type and the governance structure, including the number of owners and partnerships.	

List all officers and board members/governing individuals (i.e., owner, director, etc.). Attach additional sheets as necessary.

Name	Title	Telephone Number	Mailing Address	Email Address
Daina Lujan	Board President	650.877.8705	398 B. Street SSF, Ca, 94080	dlujan@ssfusd.org
Amanda Anthony	Board Vice President	650.877.8705	398 B. Street SSF, Ca, 94080	aanthony@ssfusd.org
Chialin Hsieh	Board Clerk	650.877.8705	398 B. Street SSF, Ca, 94080	chsieh@ssfusd.org
Patricia Murray	Board Member	650.877.8705	398 B. Street SSF, Ca, 94080	pmurray@ssfusd.org
Mina A. Richardson	Board Member	650.877.8705	398 B. Street SSF, Ca, 94080	mrichardson@ssfusd.org

Have any of the listed officers, board members, owners or other governing individuals ever served as an officer, board member, owner, or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

☐ Yes ☑ No

If yes, list on a separate page the officer(s), board member(s), owner(s) or other governing individual(s) to which this applies and include the former agency(ies) with which the individual(s) was/were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment.

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Section IV – Program Narrative

A. Please select the box below if the contractor **does not** have program **or** minimum days of operation (MDO) changes.

☐ No changes

B. If the contractor **does** have program and/or MDO changes, please select the type(s) of change(s) and complete the Program Narrative Change (EED-3704A).

☐ Program change ☑ MDO change

NOTE: Making changes to the MDO does not change the contract Maximum Reimbursable Amount (MRA).

REQUIRED DOCUMENT: Contractors requesting program and/or MDO changes must also submit a completed Program Narrative Change (EED-3704A).

Section V – Subcontract Certification

For purposes of this CFA, subcontractor refers to an agency, other than lead contracted agency, who provides CSPP services in accordance with the provisions contained in the California Code of Regulations, Title 5 (5 CCR) and the Contract Terms and Conditions (CT&C) through an agreement with the lead contracted agency.

A. Please select the box below if the contractor does not have subcontractors.

☑ No subcontractors

B. Please select the box below if the contractor does have subcontractors and intends to continue to operate using the subcontractors previously approved by EED.

☐ Subcontractors

REQUIRED DOCUMENT: Contractors who subcontract CSPP services must also submit a completed Subcontract Certification Form (EED-3704B).

Contractor Name	Vendor #
SSFUSD Child Development Program	6907

Section VI – Contractor Certification

Under penalty of perjury, I certify the following statements as true and correct to the best of my knowledge:

- I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All staff employed by the contractor for the provision of preschool services are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Education Division.
- I am authorized by the contractor's Board of Directors or other governing authority to execute this CFA, signifying their intent to automatically renew the current CSPP contract, and CPKS contract if applicable, for FY 2025–26, under new terms and conditions to be established by the CDE, unless rejected in writing prior to the effective date of the new contract(s) on June 30, 2025.
- On behalf of the contractor and its governing authority, I understand that some information requested in this CFA is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used, reviewed, or considered by the CDE until after the contract has expired, if ever. Therefore, the contractor further understands that the information (and any underlying transactions) disclosed by this CFA shall not be considered properly noticed to the CDE, nor approved, accepted, or authorized by the CDE, even if the contractor's request for continued funding by the CDE is subsequently approved.
- The governing board members or persons with governing authority have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- As the signer of this CFA, I have supervisory authority over the CSPP and have knowledge of the information provided in this CFA. I am familiar with and will ensure that the contractor complies with all applicable program statutes and regulations in effect for FY 2025–26, including but not limited to:
    - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 *CCR*. I certify that any contractual arrangement(s) with subcontractors are made in adherence to the required subcontract provisions contained in the *California Education Code* (*EC*), 5 *CCR*, and the CT&C. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term and that the contractor is ultimately responsible for the actions of any subcontractor.
    - Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in Education Code.
    - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount

Contractor Name SSFUSD Child Development Program

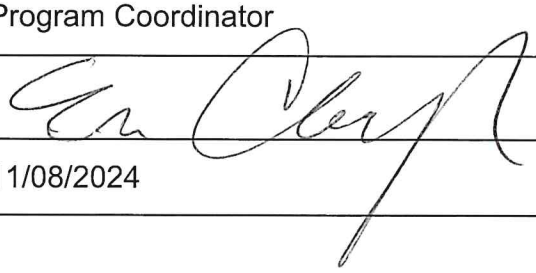
Vendor # 6907

and other provisions in 5 *CCR*, and accounting and reporting requirements in 5 *CCR*.
  - Operational and programmatic requirements.
  - Personnel requirements as stipulated in Education Code, 5 *CCR,* and the CT&C.
- As the authorized representative of the CSPP contractor named in this application, I certify that:
  - I have reviewed all information for my agency and, to the best of my knowledge, the information on the CDMIS website reflects accurate information for my agency as of the date this certification is signed.
  - I understand my obligation as a CSPP contractor to ensure the accuracy of information in CDMIS on an ongoing basis and will update the information in CDMIS as needed throughout the contract period.

By signing this CFA, the contractor is indicating that it wishes to automatically renew the current contract for FY 2025–26 and, if approved, is willing to, and does accept, all terms and conditions of the CSPP contract, which will be provided to the contractor no later than June 1, 2025.

The contractor may reject the FY 2025–26 contract by providing the CDE with a written notice of rejection no later than June 30, 2025. Contractors that wish to reject the terms of the FY 2025–26 contract must provide written notice that the terms of the contract are rejected by sending an email to EarlyEducationContracts@cde.ca.gov on or before June 30, 2025. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to the CDE of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2025–26. I understand that failure to timely reject the terms of the contract means that the contract may be automatically renewed for FY 2025-26 starting on July 1, 2025.

As the authorized representative of the contractor named in this application, I certify that I have reviewed all the information provided in this application, and in all accompanying forms, and I hereby attest that the information provided is true and correct to the best of my knowledge as of the date this certification is signed.

Printed Name of the Contractor's Authorized Representative:	Eric Claybon
Title of the Contractor's Authorized Representative:	Program Coordinator
Signature of the Contractor's Authorized Representative:	
Date of Signature:	11/08/2024

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Section VII – Continued Funding Application Checklist

1. Is the contractor a public or non-public agency?

   *The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. A charter school is also a public agency. Any agency that does not meet these criteria is considered a **non-public agency**.*

   ☑ Public Agency ☐ Non-Public Agency

2. Is the contractor a community college or community college district in California?

   ☐ Yes ☑ No

3. Is the contractor a local educational agency (LEA)?

   ☑ Yes ☐ No

Please review your CFA package carefully before submission. Check the boxes below to confirm that each CFA section is complete, and each applicable required attachment is included in the CFA package. Forms for attachment are located on the CDE CFA web page located at https://www.cde.ca.gov/sp/cd/ci/cfa2526.asp.

CFA Section	Check Box
Section I – Contractor Information	☑
Section II – Contract and Program Type	☑
Section III – Contractor's Officers and Board of Directors Information	☑
Section IV – Program Narrative	☑
Section V – Subcontract Certification	☑
Section VI – Contractor Certification*	☑
Section VII – CFA Checklist	☑

All Sections must be included in the CFA package.
***Requires signature.**

Contractor Name
SSFUSD Child Development Program

Vendor #
6907

Required Attachments	Public Agency	Non-Public Agency	Check Box
CSPP Program Calendar(s) (EED 9730)	Yes	Yes	☑
California Civil Rights Laws Certification (CO-005)	Yes	Yes	☑
Contractor Certification Clauses (CCC)	Yes	Yes	☑
Federal Certification (CO.8)	Yes	Yes	☑
CDMIS Agency Information Certification	Yes	Yes	☑
State of California, Payee Data Record (STD. 204)	No	Yes	☐
Payee Data Record Supplement (STD. 205)	No	Required only if payment address differs from mailing address on STD. 204	☐
Secretary of State certification or search results	No	Yes	☐
Verification of LEA Name and Address: Information page printed from California School Directory web page or California Community College Chancellor's web page, as applicable	LEAs only	No	☑
Program Narrative Change (EED 3704A)	Required only if requesting changes	Required only if requesting changes	☑
Subcontract Certification (EED 3704B)	Required only if subcontracting	Required only if subcontracting	☐
Authorizing board resolution, policy, or meeting minutes	Yes	As applicable	☑
Application for License Exemption	Required only from LEAs applying to be exempt from licensure pursuant to *Health & Safety Code* Section 1596.792(o).	No	☐

RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2025–26. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2025–26 contract documents.

RESOLUTION **# 24-59**

BE IT RESOLVED that the Governing Board of
South San Francisco Unified School District

authorizes that the person/s listed below, is/are authorized to sign the FY 2025–26 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S
Eric Claybon	Child Development Program Coordinator
Amanda Anthony	Board Vice President
Chialin Hsieh	Board Clerk

PASSED AND ADOPTED THIS 12th day of December 2024 (month year), by the Governing Board of South San Francisco of San Mateo County, in the State of California.

I, Chialin Hsieh, Clerk of the Governing Board of South San Francisco USD, of San Mateo County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature) (Date)

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: December 12, 2024

RE: Emergency Response (EMT) 1 Course Proposal

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND

Currently, there is no Emergency Response pathway course offered within the district. In response to increased student interest, the Patient Care pathway was successfully introduced at El Camino High School last year. Similarly, there has been growing demand for an Emergency Response pathway, supported by labor market data indicating strong regional demand for careers in Emergency Medical Services (EMS).

A qualified teacher at South San Francisco High School with relevant industry experience has been identified to teach this pathway. To support its implementation, the Career Technical Education (CTE) Coordinator successfully applied for the Strong Workforce Program (SWP) grant.

The proposed Emergency Response (EMT) 1 course will provide South San Francisco High School students with an introduction to the local and state Emergency Medical Services (EMS) system. Students will gain exposure to emergency assessment, pathophysiology, and immediate care for various emergencies. The course will teach techniques in emergency medical care, environmental response, and community action within the responsibilities of first responders and fire service careers. Additionally, the course will emphasize skill development, including recognizing symptoms of illnesses and injuries and following proper emergency care procedures.

FISCAL IMPLICATIONS

The site plans to offer three sections of the Emergency Response course in Fall 2025. The cost of implementing this course will be fully covered by CTE funds, including all CTE-related materials and supplies.

Projected Costs:

- **Textbooks:** Digital Advantage Package: $267.95 per copy x 108 copies = $28,938.60
- **Supplementary Materials:** Additional instructional resources to support course delivery.
- **Staffing:** 0.6 FTE (3 sections)
- **Technology:** Necessary equipment to support digital and instructional needs.
- **Other (Industry-Related Equipment):** Emergency kits, bandages, slings, vitals monitors, and other essential tools: $13,000

POTENTIAL IMPACT

This course will be advertised to students as an academic elective or an additional science course for college eligibility, and therefore may impact enrollment in other elective courses. EMT is the first of a 2-course CTE pathway to be offered at South San Francisco High School. Because this applied science course is seen as more accessible in terms of content and is a hands-on, high-interest area, we anticipate that it will help us reach a broader range of students and increase the number of students across student groups who are enrolling in third-year science courses and CTE pathways. In turn, providing this additional option for an applied UC-eligible “D” science course and CTE pathway will also positively impact our overall UC/CSU a-g rate and college and career readiness.

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Emergency Response (EMT) 1 course for implementation during the 2025-2026 school year.

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: December 12, 2024

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Mathematics Curriculum Pilot (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:
Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In alignment with the District's Local Control and Accountability Plan Goal 4.5 (Professional Learning) and State Priority 4 (Pupil Achievement/Pupil Outcomes), the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association hereby agree to this Memorandum of Understanding, effective August 7, 2024 and expiring May 31, 2025, for the purpose of authorizing compensation to eligible participating certificated unit members performing additional duties related to piloting new mathematics curriculum and instructional materials for local adoption.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to three-thousand dollars ($3,000) distributed in two annual installment payments of one-thousand five-hundred dollars ($1,500) per one semester of additional duties performed. Local Control Accountability Plan (LCAP) Base Grant Funds (Account Code: 01-0000-0-1110-1000-1135-090-177) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Mathematics Curriculum Pilot for the 2024-2025 school year.

Docusign Envelope ID: 5D25C61B-70DA-407B-A21B-4B9E599742E

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION

RE: ILLUSTRATIVE MATHEMATICS PILOT STIPEND SY 2024 - 2025

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 7, 2024 and expiring May 31, 2025, for the purpose of authorizing compensation to eligible participating certificated unit members performing additional duties related to piloting new mathematics curriculum and instructional materials for local adoption.

The District's Illustrative Mathematics pilot ("math pilot") is included in the District's Local Control Accountability Plan (LCAP) Goal 4.5, which focuses on teacher leadership and development in the science and mathematics content areas. To advance LCAP Goal 4.5, the District allocated funding through LCAP Base Grant Funds to sustain certificated unit members' participation in the math pilot detailed in the scope of work below:

Math Pilot Scope of Work
Date: 8/8/2024 - 8/9/2024 **Time:** 8:30 a.m. - 3:30 p.m. (14 hours) **Audience:** Teachers/Coaches **Tasks/Activities:** Summer Professional Learning **Getting Started with Imagine IM (Day 1: 8:30 a.m. - 3:30 p.m.)** This session prepares teachers to use Imagine IM resources for instruction. Teachers will explore both digital and print materials to understand unit and lesson structures and learn how to prepare for student-centered teaching.

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Unit & Lesson Planning (Day 2: 8:30 a.m. - 3:30 p.m.)
In this session, participants will prepare to teach a unit by exploring the progression of mathematical understanding throughout the unit. Participants will analyze mid- and end-of-unit assessment items to anticipate student responses and describe how the assessments are connected to the learning goals.

Date: Ongoing
Time: 8 Hours
Audience: Teachers
Tasks/Activities: Secondary Professional Learning Community (PLC) Support and Elementary One-on-One Check-Ins

Secondary:
The EDS math team will join site-based PLCs to support pilot teachers in planning and teaching the new curriculum, with an emphasis on core instructional routines. Teams will also collaborate in recurring cycles of collective inquiry to monitor and assess the implementation.

Elementary:
The EDS math team will conduct monthly site-based one-on-one or team check-ins during Legarza prep time or after school to assist with planning and teaching the new curriculum, focusing on core instructional routines.

Date: Multiple Days During Spring Semester
Time: 12 Hours*
Audience: Teachers
Tasks/Activities: Preparation for Final Individual Recommendations

During the spring semester, team members will participate in up to six after-school meetings to prepare for final recommendations. Activities will include engaging in the Strengths and Challenges protocol, conducting data analysis (including assessments, teacher, and student feedback), and completing the Final Recommendation Preparation Survey.

*Up to six after-school meetings, totaling a maximum of twelve (12) hours

Date: Ongoing
Time: 16 Hours
Audience: Teachers
Tasks/Activities: Self-directed learning, asynchronous tasks, unit and lesson planning prep for release days

The district has allocated sufficient time and compensation for eligible certificated staff to engage in additional assignments and self-directed learning activities outside of the

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designated professional learning sessions. These activities may include reading assignments, watching instructional videos, unit planning and preparation, as well as reviewing and evaluating data.

The District and the Association hereby agree to the following terms and conditions:

- Eligible participating certificated unit members shall each receive a one-time, off salary schedule payment ("stipend") equivalent to three-thousand dollars ($3,000) distributed in two annual installment payments of one-thousand five-hundred dollars ($1,500) per one semester of participation in the math pilot during the 2024-2025 school year.
- The math pilot additional duties shall be equivalent to fifty (50) hours or less and compensated at the certificated unit member hourly rate of sixty dollars ($60) per one hour of work performed, in accordance with the Article 7 - Compensation and Benefits, Section A - Salary, of the collective bargaining agreement in force between the District and the Association. In the event that the additional duties exceed the fifty (50) hours of work agreed upon in this MOU, then the District shall ensure eligible participating certificated unit members complete and submit pre-approved timecards for the additional compensation at the certificated unit member hourly rate.
- The stipends shall be funded through the Local Control Accountability Plan (LCAP) Base Grant Funds (Account Code: 01-0000-0-1110-1000-1135-090-177). Enclosed is a list of all the eligible participating certificated unit members.
- The District shall offer the opportunity to apply and participate in the math pilot to any interested mathematics teachers in Grades 3-8 (elementary/middle school) and up through Algebra 2 teachers (high school) during the 2024-2025 school year, and to any interested mathematics teachers in Grades K-2 (elementary school) during the 2025-2026 school year, respectively.
- Given the limited number of available seats to participate in the math pilot, the District shall retain sole decision-making authority to select the final eligible participating certificated unit members based on the following criteria:
    - Elementary Schools: As close to equal representation as possible across elementary school sites and grade level spans, with priority given to site-based grade level teams in which all teachers within the grade level applied to participate in the math pilot.
    - Middle/High Schools: As close to equal representation as possible across middle and high school sites and grade level/content area spans, with priority given to site-based grade level/content area teams in which all

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teachers within the grade level/content area teams applied to participate in the math pilot.

- Eligible participating certificated unit members shall provide individual evidence-based recommendations to the District regarding the feasibility of the proposed mathematics curriculum and instructional materials for local adoption, and specifically, how the curriculum and instructional materials meet the identified mathematics content area priorities. The District shall take these individual evidence-based recommendations into consideration before making a formal recommendation to the Board of Trustees for a final decision.

The parties agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
A05BC7E1AEEA47F...

9/18/2024

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
9BE9E0D45FBA4EA...

9/18/2024

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources and Student Services

Docusign Envelope ID: 5D25C61B-70DA-407B-A21B-4B9E599742E6

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION

RE: ILLUSTRATIVE MATHEMATICS PILOT STIPEND SY 2024 - 2025

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to the enclosed Memorandum of Understanding ("MOU"), effective August 7, 2024 and expiring May 31, 2025 , for the purpose of authorizing compensation to eligible participating certificated unit members performing additional duties related to piloting new mathematics curriculum and instructional materials for local adoption.

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between South San Francisco Unified School District and the Association regarding the Illustrative Mathematics Pilot for the 2024-2025 school year.

☐ I do not agree to participate in the Illustrative Mathematics Pilot for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the time I have served on the pilot up until this date, and that once I opt out, I will not be able to opt in at a later date.

_____

Print Employee Name

_____ _____

Employee Signature Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: December 12, 2024

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Newcomer Multilingual Learner Curriculum Implementation (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In alignment with the District's Local Control and Accountability Plan Goal 4.7 (Professional Learning) and State Priority 4 (Pupil Achievement/Pupil Outcomes), the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association hereby agree to this Memorandum of Understanding, effective August 7, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to implementing newcomer multilingual learner curriculum and instructional materials and facilitating professional learning and coaching cycles with staff and faculty.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to five-thousand two-hundred eighty dollars ($5,280) of additional duties performed. Local Control Accountability Plan (LCAP) Arts, Music & Instructional Materials Block Grant Fund (Account Code: 01-6762-0-1110-1000-1135-090-384) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Newcomer Multilingual Learner Curriculum Implementation for the 2024-2025 school year.

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

MEMORANDUM OF UNDERSTANDING BETWEEN SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION REGARDING NEWCOMER MULTILINGUAL LEARNER CURRICULUM IMPLEMENTATION

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 7, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to implementing newcomer multilingual learner curriculum and instructional materials and facilitating professional learning and coaching cycles with staff and faculty ("newcomer MLL curriculum implementation").

The District and the Association agree that eligible participating employees shall be defined as classroom teachers of record who meet the following criteria:

- The Association member possesses a valid credential, including an English Learner Authorization and Cross-cultural, Language and Academic Development (CLAD) Certificate, authorized and issued by the California Commission on Teacher Credentialing.
- The Association member's work assignment includes the provision of direct services to meet the educationally-related needs of newcomer multilingual learners.
- The Association member's work location is limited to one classroom within one school site.
- The Association member attended and participated in the prerequisite training of the newcomer MLL curriculum.

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- The Association member confirms their interest and availability during and after contract hours to attend and participate in all required events and activities related to the newcomer MLL curriculum implementation.
- The Association member is not currently participating in another District-wide curriculum and instructional materials pilot or implementation.

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 4.7 (Professional Learning) and State Priority 4 (Pupil Achievement/Pupil Outcomes), the District and the Association agree that the eligible participating employees shall perform the following additional duties:

- Attend and participate in weekly collaboration meetings with bilingual paraeducators who instruct and support newcomer multilingual learners. (2 hours per 1 week = 62 hours total)
- Attend and participate in quarterly data conferences with the District Teacher on Special Assignment for English Language Development. (2 hours per 1 quarter = 8 hours total)
- Prepare and deliver monthly communication to school-based staff and faculty regarding newcomer multilingual learners' progress in their English language proficiency. (1 hour per 1 month = 9 hours total)
- Prepare and deliver monthly communication to school-based staff and faculty regarding newcomer multilingual learners' progress in their Imagine Learning Language & Literacy personalized learning program. (1 hour per 1 month = 9 hours total)

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to five-thousand two-hundred eighty dollars ($5,280) distributed over two installments of two-thousand six-hundred forty dollars ($2,640) per one semester of additional duties performed:

- Each payment installment shall be distributed to each eligible participating employee in their December 2024 and May 2025 paychecks.
- If the eligible participating employee does not perform all of the additional duties described herein, then the employee shall receive a prorated stipend amount based on the total number of hours commensurate with the additional duties performed.
- If the eligible participating employee performs all of the additional duties described herein, and the additional duties exceed the eighty-eight (88) hours of work agreed upon in this MOU, then the District shall ensure eligible participating employees complete and submit pre-approved timecards for all hours worked in excess at the

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certificated unit member hourly rate of sixty dollars ($60) per one hour of excess work performed, in accordance with the Article 7 - Compensation and Benefits, Section A - Salary, of the collective bargaining agreement in force between the District and the Association.

- Eligible participating employees shall be paid from the Local Control Accountability Plan (LCAP) Arts, Music & Instructional Materials Block Grant Fund account code: 01-6762-0-1110-1000-1135-090-384. Enclosed is a list of all the eligible participating employees.

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
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11/11/2024

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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11/5/2024

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources and Student Services

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MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
NEWCOMER MULTILINGUAL LEARNER CURRICULUM IMPLEMENTATION

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 7, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to implementing newcomer multilingual learner curriculum and instructional materials and facilitating professional learning and coaching cycles with staff and faculty ("newcomer MLL curriculum implementation").

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between the District and the Association regarding the newcomer MLL curriculum implementation for the 2024-2025 school year.

☐ I do not agree to participate in the newcomer MLL curriculum implementation for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the total number of hours commensurate with the additional duties performed up until this date, and that once I opt out, I will not be able to opt in at a later date.

_____

Print Employee Name

_____ _____

Employee Signature Date

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NEWCOMER MULTILINGUAL LEARNER CURRICULUM IMPLEMENTATION
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

School Sites	# of Teacher Leads	Teacher Leads (Grade Spans)
Spruce	2	Monica Gonzalez Lopez (K-2); Andrea Tunkett (3-5)
Martin	2	Amanda Lee (K-2); Jocelyn Ward (3-5)
Los Cerritos	2	Margaret Yurkov (K-2); Trinity Loftus (3-5)
Sunshine Gardens	2	Emily Hoffman (K-2); Lisa Cairo (3-5)
Buri Buri	1	Janice Ho
Monte Verde	1	Mary Musallam
Skyline	1	Kate Ballesteros
Ponderosa	1	Kim O'Brien (K-2)
Junipero Serra	1	Sara Taylor

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: December 12, 2024

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for College and Career Access Pathway (CCAP) Partnership Program (Evaluation) (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In alignment with the District's Local Control and Accountability Plan Goal 1.7 (College/Career Indicator) and State Priority 7 (Course Access), the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association hereby agree to this Memorandum of Understanding, effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to two thousand six hundred dollars ($2,600) of additional duties performed. College and Career Access Pathway (CCAP) Grant Fund (Account Code: 01-7339-0-3800-1000-1135-090-332) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (Evaluation) for the 2024-2025 school year.

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

The District and the Association agree that eligible participating employees shall be defined as CTE classroom teachers of record who possess valid CTE credential(s) authorized and issued by the California Commission on Teacher Credentialing, and whose work assignment and location is to provide direct services to meet the educationally-related needs of the District's high school students dually enrolled in the CCAP.

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 1.7 (College/Career Indicator) and State Priority 7 (Course Access), and consistent with the provisions of Assembly Bill 288 as codified in Section 76004 of the California Education Code, the District and the Association agree that the eligible participating employees shall perform the following additional duties:

- Attend and participate in all required Skyline College CCAP partnership program collaboration meetings to engage with community college faculty and staff about dual enrollment course design and curriculum. (10 hours)

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- Complete and submit all dually-enrolled students' grade and attendance records on the Skyline College WebSMART Portal within established deadlines. (6 hours)
- Attend and participate in all required dual enrollment workshops and conferences offered by SMCCD and/or other dual enrollment agencies. (up to 15 hours)
- Complete and submit all dual enrollment evaluation components, including pre-conference, portfolio, and post-conference. (12 hours)

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to two thousand six hundred dollars ($2,600) distributed over two installments of one thousand three hundred dollars ($1,300) per one semester of additional duties performed:

- Each payment installment shall be distributed to each eligible participating employee in their December 2024 and May 2025 paychecks.
- If the eligible participating employee does not perform all of the additional duties described herein, then the employee shall receive a prorated stipend amount based on the total number of hours commensurate with the additional duties performed.
- If the eligible participating employee performs all of the additional duties described herein, and the additional duties exceed the forty-three (43) hours of work agreed upon in this MOU, then the District shall ensure eligible participating employees complete and submit pre-approved timecards for all hours worked in excess at the certificated unit member hourly rate of sixty dollars ($60) per one hour of excess work performed, in accordance with the Article 7 - Compensation and Benefits, Section A - Salary, of the collective bargaining agreement in force between the District and the Association.
- Eligible participating CTE certificated employees shall be paid from the CCAP grant account code: 01-7339-0-3800-1000-1135-090-332.

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
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11/8/2024

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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10/31/2024

J. Marwan Hannon — Date

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

Assistant Superintendent, Human Resources and Student Services

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between the District and the Association regarding the CCAP partnership program for the 2024-2025 school year.

☐ I do not agree to participate in the CCAP partnership program for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the total number of hours commensurate with the additional duties performed up until this date, and that once I opt out, I will not be able to opt in at a later date.

_____

Print Employee Name

_____ _____

Employee Signature Date

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COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

School Site	Teacher Name
South San Francisco HS	Rocky Ng
South San Francisco HS	Thomas Robinson

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: December 12, 2024

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In alignment with the District's Local Control and Accountability Plan Goal 1.7 (College/Career Indicator) and State Priority 7 (Course Access), the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association hereby agree to this Memorandum of Understanding, effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to two thousand dollars ($2,000) of additional duties performed. College and Career Access Pathway (CCAP) Grant Fund (Account Code: 01-7339-0-3800-1000-1135-090-332) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the College and Career Access Pathway (CCAP) Partnership Program (No Evaluation) for the 2024-2025 school year.

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

The District and the Association agree that eligible participating employees shall be defined as CTE classroom teachers of record who possess valid CTE credential(s) authorized and issued by the California Commission on Teacher Credentialing, and whose work assignment and location is to provide direct services to meet the educationally-related needs of the District's high school students dually enrolled in the CCAP.

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 1.7 (College/Career Indicator) and State Priority 7 (Course Access), and consistent with the provisions of Assembly Bill 288 as codified in Section 76004 of the California Education Code, the District and the Association agree that the eligible participating employees shall perform the following additional duties:

- Attend and participate in all required Skyline College CCAP partnership program collaboration meetings to engage with community college faculty and staff about dual enrollment course design and curriculum. (10 hours)

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- Complete and submit all dually-enrolled students' grade and attendance records on the Skyline College WebSMART Portal within established deadlines. (6 hours)
- Attend and participate in all required dual enrollment workshops and conferences offered by SMCCD and/or other dual enrollment agencies. (up to 15 hours)

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to two thousand dollars ($2,000) distributed over two installments of one thousand dollars ($1,000) per one semester of additional duties performed:

- Each payment installment shall be distributed to each eligible participating employee in their December 2024 and May 2025 paychecks.
- If the eligible participating employee does not perform all of the additional duties described herein, then the employee shall receive a prorated stipend amount based on the total number of hours commensurate with the additional duties performed.
- If the eligible participating employee performs all of the additional duties described herein, and the additional duties exceed the thirty-one (31) hours of work agreed upon in this MOU, then the District shall ensure eligible participating employees complete and submit pre-approved timecards for all hours worked in excess at the certificated unit member hourly rate of sixty dollars ($60) per one hour of excess work performed, in accordance with the Article 7 - Compensation and Benefits, Section A - Salary, of the collective bargaining agreement in force between the District and the Association.
- Eligible participating CTE certificated employees shall be paid from the CCAP grant account code: 01-7339-0-3800-1000-1135-090-332.

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
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11/8/2024

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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10/31/2024

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources and Student Services

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") College and Career Access Pathway ("CCAP") partnership program.

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between the District and the Association regarding the CCAP partnership program for the 2024-2025 school year.

☐ I do not agree to participate in the CCAP partnership program for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the total number of hours commensurate with the additional duties performed up until this date, and that once I opt out, I will not be able to opt in at a later date.

_____

Print Employee Name

_____ _____

Employee Signature Date

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP PROGRAM
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

School Site	Teacher Name
South San Francisco HS	Gabriela Ledford
El Camino HS	Michael Anthony Diaz
El Camino HS	Gina Guglielmoni
El Camino HS	Marlis Ringseis

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: December 12, 2024

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Specialized Secondary Program (SSP) Emergency Response Pathway (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In alignment with the District's Local Control and Accountability Plan Goal 1.5 (Graduation Rate) and State Priority 7 (Course Access), the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association hereby agree to this Memorandum of Understanding, effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") Specialized Secondary Programs Emergency Response Pathway ("SSP Emergency Response Pathway").

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to three thousand five hundred dollars ($3,500) of additional duties performed. Specialized Secondary Programs (SSP) Grant Fund (Account Code: 01-7370-0-3800-1000-1135-090-368) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Specialized Secondary Program (SSP) Emergency Response Pathway for the 2024-2025 school year.

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
SPECIALIZED SECONDARY PROGRAMS EMERGENCY RESPONSE PATHWAY

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") Specialized Secondary Programs Emergency Response Pathway ("SSP Emergency Response Pathway").

The District and the Association agree that eligible participating employees shall be defined as CTE classroom teachers of record who possess valid CTE credential(s) authorized and issued by the California Commission on Teacher Credentialing, and whose work assignment and location is to provide direct services to meet the educationally-related needs of the District's high school students enrolled in the CTE program.

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 1.5 (Graduation Rate) and State Priority 7 (Course Access), the District and the Association agree that the eligible participating employees shall perform the following additional duties:

- Create a proposal for the CTE SSP Emergency Response Pathway. (15 hours)
- Create a standards-based course design and curriculum for the CTE SSP Emergency Response Pathway. (15 hours)

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- Attend and participate in all required CTE SSP pathway program collaboration meetings and professional development trainings hosted by grantor. (15 hours)
- Order all required course instructional materials, equipment and supplies, and texts, and lead student recruitment efforts. (5 hours)

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("stipend") equal to three thousand five hundred dollars ($3,500) distributed over two installments of one thousand seven hundred fifty dollars ($1,750) per one semester of additional duties performed:

- Each payment installment shall be distributed to each eligible participating employee in their December 2024 and May 2025 paychecks.
- If the eligible participating employee does not perform all of the additional duties described herein, then the employee shall receive a prorated stipend amount based on the total number of hours commensurate with the additional duties performed.
- If the eligible participating employee performs all of the additional duties described herein, and the additional duties exceed the fifty (50) hours of work agreed upon in this MOU, then the District shall ensure eligible participating employees complete and submit pre-approved timecards for all hours worked in excess at the certificated unit member hourly rate of sixty dollars ($60) per one hour of excess work performed, in accordance with the Article 7 - Compensation and Benefits, Section A - Salary, of the collective bargaining agreement in force between the District and the Association.
- Eligible participating CTE certificated employees shall be paid from the SSP grant account code: 01-7370-0-3800-1000-1135-090-368.

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
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11/8/2024

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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10/31/2024

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources and Student Services

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
SPECIALIZED SECONDARY PROGRAMS EMERGENCY RESPONSE PATHWAY

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees in the District's Career and Technical Education ("CTE") Specialized Secondary Programs Emergency Response Pathway ("SSP Emergency Response Pathway").

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between the District and the Association regarding the SSP Emergency Response Pathway for the 2024-2025 school year.

☐ I do not agree to participate in the SSP Emergency Response Pathway for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the total number of hours commensurate with the additional duties performed up until this date, and that once I opt out, I will not be able to opt in at a later date.

_____

Print Employee Name

_____ _____

Employee Signature Date

Docusign Envelope ID: 875DBA3B-732E-4FA6-88D8-0D27CEC51CAD

SPECIALIZED SECONDARY PROGRAMS EMERGENCY RESPONSE PATHWAY
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

School Site	Teacher Name
South San Francisco HS	Carney Skold
El Camino HS	Gina Guglielmoni

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

Ted O, Assistant Superintendent, Business Services

DATE: December 12, 2024

RE: Approval of Annual Minimum Wage Increase (2025)

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

On April 4, 2016, Governor Brown signed into law Senate Bill No. 3 (SB-3) mandating minimum wage increase for the State of California. Under this law, the minimum wage reached $15 per hour for all employees by January 1, 2023.

Prior to 2020, the South San Francisco City Council approved a new local ordinance under Title 8 - Health and Welfare, adding Chapter 8.71 - Minimum Wage to the South San Francisco Municipal Code related to citywide minimum wage. The City's approach seeks to assist low wage earners with the high cost of living in the City of South San Francisco. Under the new local ordinance, the City moved quicker than the State's minimum wage, reaching $15.00 by 2020.

Effective January 1, 2025, the City of South San Francisco's Minimum Wage will adjust by the 2024 Consumer Price Index and increase from $17.25 to $17.70 per hour. This law applies to all businesses within the geographic boundaries of South San Francisco and any employee working at least two or more hours per week.

FISCAL IMPLICATIONS:

It is expected that the ongoing cost will vary, based on the number of student workers per year.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the minimum wage in the South San Francisco Unified School District from $17.25 to $17.70 per hour effective January 1, 2025.

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: December 12, 2024

RE: Approval of Agreement with Multistudio, Inc. for Project Assessment Services for the El Camino High School Modernization Project under the Measure T Bond Program

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of Multistudio, Inc. to provide a project assessment for the El Camino High School Modernization project. The project assessment will be Phase 1 of a two-phase architectural agreement for this project.

The scope of Phase 1 will include an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies, and improvement opportunities. The results of the assessment will inform the bond management, design team and district leadership of the campus needs and requirements; and it will be the basis for determining the scope of work for the future modernization project at this site.

A Request for Qualifications (RFQ) for a pool of qualified firms to provide architectural design services was approved by the Board of Trustees on November 16, 2023. The Bond Management Team interviewed multiple firms and requested a proposal from Multistudio, Inc. with the scope of work for project assessment services for this project.

FISCAL IMPLICATIONS:

The cost of services is $431,009.00. 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 architectural services agreement with Multistudio, Inc. for project assessment services at El Camino High School for the school's modernization project in the amount of $431,009.00.

Fee Proposal

South San Francisco Unified School District

Part 1: Project Assessment Phase (Part 1)
El Camino High School

Lauren M. Maass
Multistudio
156 South Park Street
San Francisco, CA 94107

December 02, 2024

Lori Shelton
Director of Bond Program
South San Francisco Unified School District (SSFUSD)
398 B Street
South San Francisco, CA 94080
Email: lshelton@ssfusd.org

Subject: Fee Proposal – Part 1:
Project Assessment Phase – El Camino High School

Dear Lori,

Thank you for the opportunity to provide a proposal for the Project Assessment (PA) Phase, Part 1 for El Camino High School (ECHS) at 1320 Mission Road, South San Francisco. The project focuses on a full campus assessment of the facilities and structures, program utilization and conceptual master planning based on “Request for Proposal for Project Assessment for El Camino High School Modernization” dated October 08, 2025, and Attachments A, B, C and D. It is understood that Part 2 will follow this assessment phase once a District reconciliation process establishes a specific scope and budget with which to move forward.

SCOPE UNDERSTANDING
Following two (2) site walks, multiple communications and a Project Kick-Off Meeting, Multistudio understands that the scope and approach for the assessment includes the following:

- Weekly Meetings/ General Meetings/Site Visits/ Workshop Requirements
- A- Document Reviews
- B- Site Survey Planning and On-Site Survey Work
- C- District Department Interviews
- D- Administrative Interviews (Site)

- E- Creation of New Base Drawings to be used for the PA Report
- F- Facility Conditions Assessment (FCA) Content: Campus (Buildings) Enhanced Program Assessment and Concept Design
- G- Draft Submittal of Project Assessment and Budget/Scope Reconciliation
- H- Final Submittal of Project Assessment

This Part 1 Project Assessment (PA) effort may be used to understand the full scope of improvements, provide initial rough-order-of-magnitude cost estimate, utilization recommendations, prioritization of modernization projects, and permitting requirements prior to Part 2 for design projects to be determined.

The PA Report includes a Facilities Condition Assessment (FCA) with a cost estimate that gets incorporated into the overall rough-order-of-magnitude (ROM) cost estimate. The final ROM cost estimate will include itemized costs for individual non-compliant items as well as any other items the Owner requests to be itemized. The itemized costs will be broken down by the cost estimator.

A strong focus accessibility, fire life-safety, security and District programs such as the Theater/ Performing Arts and STEM (Science, Technology, Engineering and Mathematics). Following this PA phase, Multistudio will provide a full services proposal for the agreed upon improvements from Schematic Design through Construction Administration.

Part 1 Project Assessment (PA) effort is assumed to take six (5-6) months. See **Workflow Schedule Exhibit A.** The base scope assessment will take approximately (2 ½) months, conceptual design (2-3) months factoring in review periods with District staff, program management team and Multistudio's team. Exhibit A shows a review period of 4-5 weeks after the Final Draft PA Report.

The hard construction cost is to be determined following PA final approval but is assumed to be approximately $26,303,153.

Exhibit B RESERVED.

Exhibit C. RESERVED.

Exhibit D outlines the breakdown of fees. There are no reimbursable expenses and markups on subconsultant fees.

Exhibit E consists of the consultant agreements and proposals.

Exhibit F consists of the resumes for both the Multistudio team and the team of subconsultants for this scope.

Based on our understanding of the services which SSFUSD, hereinafter called Owner, requires at this stage of the project, Multistudio, hereinafter called Architect, proposes the following Scope of Services and Fees.

Proposed Scope of Services

The Architect will provide Architectural Services as follows:

Summary of Meetings for Phases A-H:

- 28 Weekly BMT/AOR check in meetings
- 8 Site Admin meetings
- 12 Stakeholder meetings

Phase A Document Reviews

Document Review and Discovery, Establish PA Approach

During this initial phase, the Architect will work with Owner and District staff to identify existing drawings, review campus master planning, review seismic reports, prepare agenda/ survey forms for campus stakeholders and prepare assessment checklists. Architect will review existing drawings, specifications, reports, and other information provided by the Owner regarding existing systems and/or operations.

Architect to review the most current AHERA report summary, and, if available, a preliminary Haz-Mat survey of the facility provided by the Owner. Architect's team will review to look for areas of potential concern to inform the District in case further studies are needed for Part 2.

Planned Duration and Goal Dates

(2) weeks; mid-December to 23 December 2024

Meetings and Site Visits:

1. (1) Initial overall project kick-off meeting with the Owner and District program management's team to confirm deliverables, expectations, and schedule.
2. (1) Kick off meeting with the Principal and Vice Principal – This meeting will be to establish a connection and build trust.
3. Architects' team to be responsible for unlocking and locking all doors getting keys from BMT for consultant site visits. A member of the Architect's team will be on-site the entire time their subconsultants are on the site.
4. Standing weekly Bond Management Team (BMT) videoconference meetings to provide updates on progress. Initial weekly meetings to include covering these topics: updates on progress, PA approach, identify existing documentation/survey
   materials, missing documentation, review and analysis of prior campus master planning and its alignment with new Educational Specifications, discuss what prior master planning goals.

Multistudio Deliverables:

1. *Establish weekly BMT meetings, review owner-provided documents*.

Phase B Site Survey Planning and On-Site Survey Work:
The Architect will develop a field survey plan indicating an overall schedule and sequence of the field survey. The field survey on-site team will include:
Electrical/Mechanical/Plumbing Engineer from Bureau Veritas, (1) Technology/Security specialist from Bureau Veritas, (1) Lead Engineering Manager, PE from Bureau Veritas, (1) ADA Specialist CASp, from Bureau Veritas; (1) Architect from Bureau Veritas; (2) Architects from Multistudio; (1) Educational Planning Specialist from Multistudio; (1) Project Manager from Multistudio (1) Structural Engineer from Thornton Tomasetti; (1) Civil Engineer from BFK; (1) Senior Technology Specialist, RCDD GROL from Jensen Hughes; (1) Civil Engineer / Fire Protection Engineering Specialist, PE,PMP from Jensen Hughes. In summary, the team consists of (1) member of the Architect's team and its (4) consultants. At each site visit, a member of the Architect's team will be present during the entire time their subconsultant is on site.

The Architect will coordinate the field survey plan with the Owner and factor in the probability of working around school hours and the site's operational schedule constraints. A District Bond team member shall also be on site to facilitate the survey effort.

Planned Duration and Goal Dates
(5) weeks; 23 December to mid-January 2025

Meetings and Site Visits:

1. *(4) Weekly meetings* – these meetings will be via videoconference as a check-in to keep the Owner updated and exchange information and work collaboratively. Agendas will be provided via a Google Drive document, then followed up with meeting notes in the same document for ease of tracking by all parties.
2. *Systems Condition Assessment* – For all buildings except Building K, L1 and L2
3. *Architectural & Engineering Visual Assessments* - Architect's Team and sub-consultants will assess each ECHS campus building by conducting on-site visual inspections of conditions and systems of each building identified as part of the scope of work. Components of a school will be consistently evaluated using a Facility Condition Index (FCI) for Phase F PA Report. The format of the report will follow the guidelines provided by SSFUSD's Program management team on 11/18/24, as per Exhibit B.
4. *Review of Key Areas for ADA Compliance via ADA Title II Survey / CASP* - A Bureau Veritas (BV) Subject Matter Expert (SME) will visit the property to observe the exterior and interior common areas and employee only areas to assess the compliance of existing property improvements with the Americans with Disabilities Act and its implementing regulations for Title II entities (28 C.F.R Part 35), the 2010 ADA Standards for Accessible Design, and applicable state and local accessibility codes. BV will then produce a report which details the facility's compliance with accessibility requirements and identifies specific physical barriers, with resolutions for barrier removal and corresponding order of magnitude cost estimates.
5. *Review of existing campus (Buildings) engineering systems* – Scope per detail requested in the RFP and as shown in Bureau Veritas proposal in Exhibit E. The items will be in the ROM cost estimate as components to be replaced or upgraded. For systems that can't be assessed visually, the inspection will entail:

a. Reviewing the distribution systems diagrams in the existing drawings

b. Asking questions of the M&O team at the 6-hour workshop in person after completing 75% of the FCA which includes an allowance for more in-person interviews as needed by the Multistudio and Bureau Veritas teams.

BMT will review draft PA assessment report at end of process. Updates will be provided at the weekly BMT meetings. As per RFP, Architect will identify where there is a need for third party reports for areas of concern during the weekly BMT meetings.

6. *Documentation of existing building systems to remain* - Scope per detail requested in the RFP and as shown in Bureau Veritas proposal in Exhibit E.
7. *Structural Review* – Architect's sub-consultant to review and evaluate the existing campus buildings using the existing Structural Tier I and Tier II studies to assess and evaluate existing structures to develop code-required improvements. The report will include very high-level recommendations of the State Seismic Mitigation Program requirement. This may help determine eligibility for seismic work that could obtain future state funding, based on the findings noted in the old reports.
8. *Building Envelope Issues Review* – Scope per detail requested in the RFP and as shown in Bureau Veritas proposal in Exhibit E.
9. *Civil Site Assessment* – by Civil Engineer sub-consultant as per Exhibit E proposal with more detail, to include identification of major utility corridors; Drainage Issues – visible evidence of ponding or low-lying areas without drainage; Fire Access – assess current fire access and fire hydrant spacing.
10. *Security Assessment* – by Jensen Hughes code sub-consultant as per Exhibit E proposal with more detail, to visually inspect and assess the existing site security.
11. Fire / Nonstructural Life Safety Evaluation by Jensen Hughes fire protection engineer sub-consultant as per Exhibit E proposal with more details.

Multistudio Deliverables:

1. *Building B Tier I and Tier II Report* –The Tier I report is included in the base fee. The Tier II Report fee is an Allowance.
2. *Consultant Site Visit, Phase C & D District Department & Admin (Site) Interview Schedule* - Architect to coordinate scheduling subconsultants visits with SSFUSD team to perform multiple site visits as needed for all campus structures (except, L1, L2 and K) including portables to survey existing conditions.
3. In this phase, the Capacity Analysis, complete with updated floor plans tracking the updated program room usage, will be provided. This will be fed into the shared worksheet provided by the District for existing room counts by building to serve as a tool at this phase to discuss cost implications. This will be shared at a weekly BMT meeting as soon as it is complete as a part of an update.

Phases C & D

District Department Interviews

Architect's team will work with Owner to schedule interviews with key District Personnel that support the project sites. The purpose of these interviews is to document overall issues of the site with a focus on maintenance as well as understanding the day-to-day

operational issues. This includes the condition of the building envelope, interior condition(s), and all engineering systems.

Duration
(4) weeks; mid-January to mid-February 2025

Meetings and Site Visits:

1. *(2) Weekly meetings* – these meetings will be via videoconference as a check-in to keep the Owner updated and exchange information and work collaboratively. Agendas will be provided via a Google Drive document, then followed up with meeting notes in the same document for ease of tracking by all parties.
2. *(6) Focus Group Interviews at ECHS campus* - Scope per detail on Draft Schedule on exhibit A.
3. *(1) District Department Maintenance and Operations (M&O) Workshop* – Scope per detail on Draft Schedule on exhibit A.

Administrative Interviews (Site)

Architect's Design Team will work with Owner to schedule interviews that will include site administrative staff as per detail on Draft Schedule on exhibit A.

Duration
(2) weeks; early March 2025

Meetings and Site Visits:

1. *(2) Weekly meetings* – these meetings will be via videoconference as a check-in to keep the Owner updated and exchange information and work collaboratively. Agendas will be provided via a Google Drive document, then followed up with meeting notes in the same document for ease of tracking by all parties.
2. *(2-3) Small Group Interview at ECHS campus with School Site Council as per Exhibit A schedule* - The Architect's Design Team will conduct a small group interview working with the Owner to schedule it on the site with (4) to (5) participants that will include a certified and classified staff member and one member for the Parent Teacher Association.
4. *Designated Program Enhancement Interviews with User Groups at ECHS campus* - The Architect's Design Team will work with the Owner to schedule interviews with key department and position leads for unique campus programs to align with the planned program assessments in the RFP. Meetings will focus on understanding their existing operations, space utilization, and deficiencies. Discussing solutions will be excluded. This information will be used in scoping and cost statement for the potential project scope.

Focus Group Interviews planned as per detail on Draft Schedule on exhibit A.

Multistudio Deliverables (both to be integrated into the PA Report after sharing at BMT weekly meetings):

1. *Agenda including questions. Deliverables to be provided at the end of PA assessment phase.*

2. *Summary of M&O meetings with notes. Incorporate deliverables in PA assessment phase.*

Phase E Develop New "Base Drawings"

Creation of Base Drawings - The Architect will use the Owner provided drawings to capture notable discrepancies in the floor plans such as wall locations but will not do as-built drawings with a full dimensional check. To begin to prepare for the Phase B On-site Survey Work, the Architect will prepare a set of legible 2D floor plans using the existing documents by tracing over the pdfs using Bluebeam and pulling from 1A AutoCAD files as appropriate. The purpose of documenting existing conditions, infrastructure needs and the utilization study as part of Phase F PA Report.

As per **Exhibit C** sample base drawing, Architect to use Owner-provided AutoCAD SP1A diagrams and pdfs of floor plan scans to combine them to create clean floor plans in Bluebeam to serve as base drawings for the assessment for all buildings except Buildings L1, L2 and K. These drawings will be a key deliverable of the assessment report. The base drawings will be:

- Provided to the Architect's subconsultants to use for Phase B On-Site Survey Work to call out areas of potential concern related to unknown conditions.
- Used as communication tools for Phase C District Department Interviews and the Phase D Administrative Interviews.

Duration
(2) weeks; mid-December to 23 December 2024

Meetings:

1. *Weekly meetings during this phase.* No meetings will be required for this Phase since in Phase A, the Architect's team will get the information needed to create the base drawings. The Architect will keep the SSFUSD updated through weekly meetings agendas and notes to BMT.

Multistudio Deliverables:

1. *New Base Diagrams* – See **Exhibit C** – Sample Base Drawing Format. The new base drawing diagrams will show updated wall locations and additions as needed. Architect to distribute to each subconsultant to document their assessment findings.
2. *Site Plan* - Following the format in Exhibit B to be used as a site key plan on the PA Report.

Phase F: Facility Condition Assessment Content & Campus (Buildings) Enhanced Program Assessment/Concept Design

Develop building assessment report for each building using data from Phase B Site Survey Planning and On-Site Survey work.

Duration
mid-January to mid-April 2024

Meetings:

1. *(4) Weekly meetings* – for Phase F2 Concept Design and Enhanced Program Assessment via videoconference to review the progress and collaborate. The meetings below will cover the Phase F1 scope. Agendas will be provided via a Google Drive document, then followed up with meeting notes in the same document for ease of tracking by all parties.

Multistudio Deliverables Phase F

2. *100% PA Report* includes deliverables 3-15 from the Facilities Condition Assessment findings listed below as well as the data collected from Phase C District Department Interviews to make the draft complete.
3. *Access Compliance Assessment* – Scope as per detail requested in the RFP and detailed in Bureau Veritas proposal in Exhibit E.
4. *Fire/Life Safety and Structural Upgrades* – Scope as per detail requested in the RFP and detailed in Jensen Hughes and Thornton Tomasetti proposals in Exhibit E.
5. *Health and Safety Needs* – Scope as per detail requested in the RFP and detailed in Bureau Veritas proposal in Exhibit E.
6. *Campus access and site security* – Scope as per detail requested in the RFP and detailed in Jensen Hughes proposal in Exhibit E.
7. *Asset Management* – Scope as per detail requested in the RFP and detailed in Bureau Veritas proposal in Exhibit E.
8. *Campus Infrastructure issues assessment* – Scope as per detail requested in the RFP and detailed in BFK and Bureau Veritas proposals in Exhibit E.
9. *Renovation Assessment for Interiors and Site Work* – Scope as per detail requested in the RFP and detailed in Bureau Veritas proposal in Exhibit E.
10. *Building B seismic report (Tier I & II)* – The Tier I report is included in the base fee. The Tier II Report fee is an Allowance.
11. The Tier I Report is included in the scope of work since the studies by Thornton Tomasetti in 2012 do not include Building B. Exhibit D shows a Tier II Report for Building B as an itemized option.
12. *Facility Condition Index (FCI)* created by consistently evaluating components of each building using a System Scoring Scale. The FCI can be used in budgeting capital renewal and improvement projects moving forward.
13. *Mechanical, Electrical, Plumbing, Fire Alarm, Fire Protection, Low Voltage and Audio-Visual Assessments* - Architect and sub-consultants will provide the Systems Assessment for each building and for the site as per detail requested in the RFP and detailed in Bureau Veritas, Jensen Hughes proposals in Exhibit E.
14. *One comprehensive PA Report PDF file* - compilation of items in Phase F.
15. *Photographs of existing conditions* – Scope as per detail requested in the RFP and illustrated in sample PA report provided by the District.
16. *Future Destructive Investigation* – Recommendations marked on plans for where future destructive investigation and 'potholing' is needed if a building will be part of a project that will be moved forward in Part 2.
17. *Conceptual Proposed Site Plan Diagram* with planning strategies to include:
    a. Establishing a 'front door' and assisting with defining a single entry to the campus.

b. Creating a central hub that unifies the various facilities and fosters a sense of cohesion and community.
c. Enhancing outdoor spaces for programs as appropriate in which interviews with user groups were conducted (see items 11-13 below kept in RFP order)

18. *Campus Utilization Report by Building* to understand if the current configuration of spaces is being fully utilized, especially classrooms. This will also include analysis of programmatic synergies with recommendations to re-shuffle where programs are housed as needed.
19. *Enhanced Program Assessment of campus core spaces* using the SSFUSD Educational Specification as a comparison tool to determine what spaces are falling short of the District's vision and recommended square footage captured in the Education Specification. Planned program assessments identified in the RFP include the following.
20. Repair and replacement scope for deficient systems and items that must be executed in the Part 2 Project.
21. *Athletic Facility Assessment* - focusing on the existing gym, potential new/renovated locker rooms and support program spaces.
22. *CTE/STEM Facility Assessment* - understanding the need for potential program and space enhancements.
23. *Wellness Program Facility Assessment* to provide facilities greater integration.
24. *Performing Arts Facility Assessment for potential renovations* including back-of-house performance functions.
25. *Non-compliant Restroom Proposed Solutions* – Architect to develop an overlay sketch of proposed solutions using the facilities condition assessment ADA Title II Survey / CASP performed by Architect's sub-consultant.
26. *New Elevators Options for ADA Code Compliance* - For buildings in need of elevators, a proposed location (or options for locations) of a compliant elevator shall be provided.
27. *Interim housing unit count if needed for inclusion in PA Report*.
28. *Conceptual Site Design Sketches* – Architect will create sketches that will provide potential solutions aligning with the Education Specification to improve security, support outdoor learning, create a central hub that unifies the various facilities and fosters a sense of cohesion and community as well as creating a 'front door' to the campus and exploring a single point of entry as part of the security solution.
29. *Sketches for ADA Compliance in Assembly Spaces* – Architect to provide sketch options for ADA code compliance for public assembly spaces such as auditoriums requiring lifts.

Phase G Draft Submittal of Project Assessment and Budget/Scope Finalization & Phase H Final Submittal of Project Assessment

Architect will submit a required digital copy of the report to the Owner to verify compliance with deliverable requirements and completeness of the assessment document. The Architect will prepare a rough-order-of-magnitude (ROM) cost statement for the potential project scope based on the knowledge gleaned from the Facility Condition Assessment scope based on the site survey work and the Project Assessment scope based on the interviews from Phases C and D.

Duration
(8) weeks; March to mid-May 2025

Meetings:

1. (1) Meeting –via videoconference to review progress and collaborate. Agendas will be provided via a Google Drive document, then followed up with meeting notes in the same document for ease of tracking by all parties.
2. (1) Meeting to discuss Preliminary Project Scope and Costs after submitting the Final Draft Report including attendance by Cost Estimator.
3. (1) Meeting to review and discuss any District comments and the proposed project scope.
4. (1-2) Meetings to finalize the ROM Cost Estimate and Budget including attendance by Cost Estimator (attending via videoconference).
5. (1) Meeting to discuss Preliminary Project Scope and Costs after submitting the draft report.
6. Budget Reconciliation - Cost breakdowns and scenario iterations for items as requested by Owner to use for scope to be funded from different funding sources within to include the costs in the PA Draft Report.

Multistudio Deliverables

1. *Final Draft Project Assessment Submittal as per RFP* including items 2-9 below from page 7 item 8 summarized below. The Architect shall capture any District comments and directions into the Project Assessment Report and reissue and replace the revised portions of the Report into the draft Project Assessment Report.
2. *Introduction* - an executive summary of the report, addressing data gathering process, assessment background, documents reviewed, interview records with meeting summaries as well as site assessments/ attendance records.
3. *Code Analysis* - (existing conditions), addressing such items but limited to, Building & Construction Type(s), Building descriptions and limitations, Building Code Analysis, Building and property line separations, Fire Protection Systems, Building and Campus Egress, any required building and fixture tabulation and any miscellaneous building and site data as well as DSA project certification status.
4. *Observations and Recommendations Reports* from individual team members addressing their observations and recommendations related to items, such as Structural, Mechanical, Plumbing, Electrical, Civil, as well as building envelope.
5. *Drawings and other support documentation as prepared by the Architect*, such as the required Base Drawings, with appropriate conceptual diagrams.
6. *Rough-Order-of Magnitude Cost Estimate for all items*, provided in a CSI formatted document identifying all base scope with potential alternatives and recommendations as to scope for conceptual design options and facilities repair, replacement and upgrade scope. The cost review document shall include a summary table that will be organized to post Base Scope, listing each item with description of projected costs, all Proposed Alternative Scope items with description and project costs. Identify any potential interim housing cost associated with Project Assessment Report conclusions. The summary sheet document in template form will be issued by the Owner to the Architect for their

use. The ROM Cost Estimates included as part of the Facility Condition Assessment base scope by Bureau Veritas, Jensen Hughes and BFK will be folded into Cumming's cost estimate in CSI format and peer reviewed by Cumming. Please note, the items in the subconsultants' estimates relate more to repairs, replacements and upgrades and are component and unit costs. For budget finalization, Cumming compiles the cost estimate and will work with the Owner and the Architect.

7. *Photographic survey* of the entire campus interior and exterior with appropriate keyed reference diagrams. Photographs will be embedded into the Facility Condition Assessment Report and used for the Final Project Assessment including Conceptual Design part of Phase F2.
8. *Any other documentation appropriate for the project inclusive of District provided information, such as special reports, drawings, etc.*
9. *Summary of existing spaces/rooms and uses (Capacity Studies)* as well as chart of trigger DSA thresholds by building.
10. *Final Draft PA Report* (based on Phase G Preliminary Project Scope and Cost Meeting) Submittal to Owner.
11. *Final PA Report revised* after receiving District comments for all deliverable items called out in Phase F

PROFESSIONAL SERVICES

Basic assessment, conceptual design and engineering services to be provided:

- Architectural
- Mechanical, Electrical, Plumbing, Fire Alarm, Fire Sprinkler, Low Voltage and AV, ADA Title II Study
- Cost Estimating
- Structural Engineering Assessments
- Civil Engineering Assessments
- Code Consultant
- Waterproofing Consultant for Building Envelope Issues
- Fire non-structural life safety
- Security Assessment

EXCLUSIONS / ADDITIONAL SERVICES

- Structural - State Seismic Mitigation Program Eligibility and starting the DSA application process.
- Reconciliation with Owner's Cost Estimator
- Analysis of Irrigation System
- Site Lighting Analysis
- Design and Construction Documents
- As-Built Documentation for buildings or site plan.
- Hazardous Material Abatement
- Destructive Investigation and Potholing
- Assisting in securing DSA Certification for older projects at the site
- Site survey
- Geotechnical report

- Equipment assessment
- FF&E
- *South San Francisco Fire Department.* It is assumed that communication and fire access/ compliance for all campus structures is provided in prior Division of State Architect (DSA) permits.
- Sports Courts Assessment
  NOTE: Please see Exhibit E consultant agreements exclusions sections for details.

COMPENSATION

A. The Architect will be compensated for Services described above as follows:

Project Assessment

Phase A	$ 16,640
Phase B	$ 24,440
Phase C	$ 40,365
Phase D	$ 36,140
Phase E	$ 19,850
Phase F	$ 88,520
Phase G	$ 45,500
Phase H	$ 23,370
Multistudio Subtotal	$ 294,825
Consultant Team Total	$ 121,584
Total	**$** 416,409

* See Exhibit D for optional Allowances itemized.

B. Standard Hourly Rates are as follows:

PRINCIPAL:	$ 390/hour
ASSOCIATE PRINCIPAL/ CLIENT LEADER:	$ 325/hour
ASSOCIATE PRINCIPAL:	$ 260/hour
SENIOR PROJECT MANAGER:	$ 260/hour
PROJECT MANAGER:	$ 235/hour
SENIOR PROJECT ARCHITECT:	$ 235/hour
PROJECT ARCHITECT:	$ 205/hour
PROJECT DESIGNER:	$ 170/hour
TECHNICAL STAFF:	$ 170/hour
JR. TECHNICAL STAFF:	$ 115/hour

ADDITONAL SERVICES

A. If required, compensation for such services shall be computed at the Architect's Standard Hourly Rates.

B. Additional Services will not be performed without prior authorization by the Owner.

C. Should the services of subconsultants be added to this Agreement, the costs of such services will be billed to the Owner at the Architect's cost. Note: Architect has not added a mark-up for Part 1. See Exhibit D.

D. Normal and customary reimbursable expenses have been included within the fees. Reimbursable items, if beyond typical expectations, must be approved by the Owner prior to being incurred. Architect expects deliverables to be in electronic form only. Plotting, if requested by Owner, shall be charged at market rates plus 10%.

E. Fees will be invoiced monthly and would be payable on receipt. Statements are due within 14 days of issuance. A service charge of 1.5% monthly (18% per annum) will be added to accounts 30 days past issuance.

OTHER CONDITIONS:

A. Terms and conditions of this Agreement would be as described in South San Francisco's Standard Form of Agreement Between Owner and Architect.

B. The Architect will not be responsible for the detection of, nor disposal of, any hazardous substances at the project site.

C. While the Architect will make all reasonable efforts to verify existing conditions as required for the preparation of Design Intent documents, the Architect will not be responsible for the accurate depiction of hidden conditions. Changes resulting from the discovery of unforeseen conditions during construction may result in Additional Services and Compensation.

D. Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, fee provisions, the prevailing party in such proceedings shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' fees and/or all other costs related to such legal proceedings, which shall be determined in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party which dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance or covenants allegedly breached, or consideration substantially equal to relief sought in the action or proceedings.

E. To the fullest extent permitted by law, the Architect's total liability to the Owner, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of

this Agreement, from any cause or causes, shall be limited to a single aggregate sum not to exceed our fee. The Owner further agrees to indemnify and hold the Architect harmless for any such liability resulting from claims made by others, to the extent that such liability would exceed the total amount of the Architect's fee.

Please let me know if you have any questions or need additional information. We look forward to this new partnership between South San Francisco Unified School District and the Multistudio Design Team.

Thank you,



Lauren M. Maass, AIA Date 12/2/24
Principal-in-Charge

Acceptance by SSFUSD

Name Date
Title

Exhibit D

Project Assessment Part I AOR RFP for El Camino HS

FEE PROPOSAL

Project Site: El Camino High School 27-Nov-24
Address: 1320 Mission Road, South San Francisco, California
District: South San Francisco Unified School Distict
Bond Project #:
Architect: Multistudio

	Hourly Rate	PA Scope of Services Tasks								Total Hours	Cost	
		(A)Document Reviews	(B)Site Survey Planning and On-Site Survey work	(C)District Department Interviews	(D)Administrative Interviews (Site)	(E)Develop New Base drawings	(F)Draft Project Assessment Report	(G)Draft Submittal of Project Assessment and Budget/Scope reconciliation	(H)Final Submittal of Project Assessment			
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Architecture												
Principal	$390	0	8	16	16	0	8	0	4	52	$20,280	
Associate Principal / Client Leader	$325	16	16	73	60	14	100	60	42	381	$123,825	
Sr. Project Manager	$260	27	28	40	40	0	40	100	0	275	$71,500	
Sr. Project Architect	$235									0	$0	
Specifications	$0									0	$0	
Technical Staff	$170	26	52	0	0	90	250	0	48	466	$79,220	
Administrative	$0									0	$0	
Total Hours		69	104	129	116	104	398	160	94	1174	Subtotal Architect's Fee	$294,825
FCA: Mechanical, Plumbing, Fire Protection, Electrical, Fire Alarm, Low Voltage Systems, Audio Visual, Elevator, Theater, ADA												
Consultant Name:	Bureau Veritas							Subtotal:			$18,984	
Code Consultant - ADA Title II Survey												
Consultant Name:	Bureau Veritas							Subtotal:			$10,400	
Structural including Tier I Analysis for Building B												
Consultant Name:	Thornton Tomasetti							Subtotal:			$26,000	
Civil*												
Consultant Name:	BKF							Subtotal:			$37,200	
Cost Estimator												
Consultant Name:	HLCM							Subtotal:			$8,000	
Code Consultant - Fire Life-Safety, Security												
Consultant Name:	Jensen Hughes							Subtotal:			$21,000	
											**Total SubConsultant Fees:	$121,584
											***Grand Total:	$416,409
Allowances												
Building B Tier II Structural Analysis												
Consultant Name:	Thornton Tomasetti							Subtotal:			$9,000	
Additional M&O in person meetings												
Consultant Name:	Bureau Veritas							Subtotal:			$3,600	
Additional Budget Reconciliation Hours												
	HLCM							Subtotal:			$2,000	
											Allowances Grand Total:	$14,600

* Site Topographical Survey and Utility Location Survey provided by Owner.
**There is no markup on SubConsultant Fees.
**Reimbursable expenses have been embedded in the fixed fee and are assumed to be electronic format.

AGREEMENT FOR ARCHITECTURAL SERVICES

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

WITH

MULTISTUDIO, Inc.

FOR

EL CAMINO HIGH SCHOOL MODERNIZATION PROJECT ASSESSMENT PHASE (PART 1)

AGREEMENT NO. 25005

December 16, 2024

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AGREEMENT FOR ARCHITECTURAL SERVICES

This Agreement for Architectural Services is made as of December 16, 2024, between the South San Francisco Unified School District, a California public school district ("District"), and Multistudio, Inc. ("Architect") (collectively "Parties"), for the following project ("Project"):

El Camino High School Modernization - Project Assessment Phase Part I
(Agreement No. 25005

For and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

Article 1. Definitions

1.1. In addition to the definitions above, the following definitions of words or phrases shall apply when used in this Agreement, including all Exhibits:

1.1.1. **Agreement**: The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.

1.1.2. **Architect**: Architect identified in the first paragraph of this Agreement, including all Consultants to Architect. The term Architect means the Design Professional in General Responsible Charge on this Project.

1.1.3. **As-Built Drawings ("As-Builts")**: Any document prepared and submitted by District's Contractor(s) that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by Construction Change Documents and change orders, and detailed by District's construction contractor(s) on a Conforming Set.

1.1.4. **Bid Set**: The plans, drawings, and specifications at the end of the Construction Documents Phase that the Division of the State Architect ("DSA") has approved, and that District can use to go out to bid for construction of the Project.

1.1.5. **Conforming Set**: The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase. Architect shall ensure that DSA has approved all revisions to the Bid Set that are incorporated onto the Conforming Set and for which DSA approval is required.

1.1.6. **Construction Budget**: The total amount of funds indicated by District for the entire Project plus all other costs, including design, construction, administration, and financing.

1.1.7. **Construction Change Documents ("CCD")**: The documentation of changes to the DSA-approved construction documents.

1.1.8. **Construction Cost Budget**: The total cost to District of all elements of the Project designed or specified by Architect, as

adjusted at the end of each design phase in accordance with this Agreement. The Construction Cost Budget does not include the compensation of Architect and Architect's Consultants, the cost of land, rights-of-way, financing or other costs which are the responsibility of District, including construction management.

1.1.9. **Construction Manager**: District's representative on the Project if District retains a construction manager, project manager, or owner's representative.

1.1.10. **Contractor**: One or more licensed contractors under contract with District for construction of all or a portion of the Project.

1.1.11. **Consultant(s)**: Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to Architect.

1.1.12. **District**: The South San Francisco Unified School District.

1.1.13. **DSA**: The Division of the State Architect.

1.1.14. **Extra Services**: District-authorized services outside of the scope in **Exhibit A** or District-authorized reimbursables not included in Architect's Fee.

1.1.15. **Laboratory of Record**: District-designated laboratory(ies) for testing of concrete, soils, materials, and other required testing.

1.1.16. **Project**: District's El Camino High School Modernization Project at 1320 Mission Road, South San Francisco, California.

1.1.17. **Record Drawings**: A final set of drawings prepared by Architect that incorporates all changes from all As-Builts, sketches, details, and clarifications.

1.1.18. **Service(s)**: All labor, materials, supervision, services, tasks, and work that Architect is required to perform and that are required by, or reasonably inferred from, the Agreement, and that are necessary for the design and completion of the Project.

1.1.19. **Visually Verify**: To verify to the fullest extent possible by physical inspection and reasonable investigation and without any destructive action.

Article 2. Scope, Responsibilities, and Services of Architect

2.1. Architect shall render the Services described in **Exhibit A**, commencing with receipt of a written Notice to Proceed signed by District representative. Architect's Services will be completed in accordance with the schedule attached as **Exhibit C**.

2.2. Architect shall provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law, including, but not limited to, the requirements of the California Business and Professions Code, the California Education Code, and the California Code of Regulations. All persons providing professional services hereunder shall be properly licensed as required by California law.

2.3. District intends to award the Project to Contractor(s) pursuant to a competitive bid process. District reserves its right to use alternative delivery methods and Architect's scope of work may be adjusted accordingly.

2.4. Architect acknowledges that all California public school districts are obligated to develop and implement the following storm water requirements for the discharge of storm water to surface waters from its construction and land disturbance activities where the project disturbs one (1) or more acres of land and is not part of a larger common plan of development or sale, the project disturbs one acre or more of land, or the project disturbs less than one (1) acre of land but is part of a larger common plan of development or sale, or where District engages in maintenance (e.g., fueling, cleaning, repairing) or transportation activities.

2.4.1. Architect shall provide the design for the Project, without limitation:

2.4.1.1. A municipal Separate Storm Sewer System ("MS4"). An MS4 is a system of conveyances used to collect and/or convey storm water, including, without limitation, catch basins, curbs, gutters, ditches, man-made channels, and storm drains.

2.4.1.2. A Storm Water Pollution Prevention Plan ("SWPPP") that contains specific best management practices ("BMPs") and establishes numeric effluent limitations.

2.4.2. Architect shall conform its design work to District's storm water requirements indicated above, that are approved by District and applicable to the Project, at no additional cost to District. In addition, as required Architect shall develop a grading and drainage plan and a site plan from architectural information showing a final development of the site. This drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The Services described in this subparagraph shall be provided by a professional civil engineer who contracts with or is an employee of Architect.

2.5. Architect agrees to coordinate its work with that of any California Environmental Quality Act ("CEQA") consultants retained by District, to provide current elevations and schematic drawings for use in CEQA compliance documents, incorporate any mitigation measures adopted by District into the Project design at no additional cost to District.

2.6. Architect shall contract for or employ at Architect's expense, Consultant(s) to the extent deemed necessary for completion of the Project including, but not limited to: architects; mechanical, electrical, structural and civil engineers; landscapers; and interior designers, licensed as such by the State of California as part of the Basic Services under this Agreement. The names of Consultant(s) shall be submitted to District for approval prior to commencement of Services, as indicated below. District reserves the right to reject Architect's use of any particular Consultant. Nothing in the foregoing procedure shall create any contractual relationship between District and any Consultant employed by Architect under terms of the Agreement. Architect shall require each of the Consultants retained by it to execute agreements with standard of care and indemnity provisions commensurate with this Agreement, but Architect shall remain solely responsible and liable to District for all matters covered by this Agreement.

2.7. Architect shall coordinate with District personnel, or its designated representatives as may be requested and desirable, including with other professionals employed by District for the design, coordination or management of other work related to the Project. This shall include, without limitation, coordination with State labor compliance, if any. If Architect employs Consultant(s), Architect shall ensure that its contract(s) with its Consultant(s) include language notifying the Consultant(s) of State labor compliance, if any.

2.8. Architect shall identify the regulatory agencies that have jurisdiction over essential building and design elements and coordinate with and implement the requirements of the regulatory agencies, including, without limitation, the California Department of Education, the Office of Public School Construction, the Department of General Services, DSA, including DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, the State Fire Marshal and any regulatory office or agency that has authority for review and supervision of school district construction projects.

2.8.1. If the Project is subject to DSA jurisdiction, then Architect, and its Consultants, if any, shall comply with all the DSA requirements, including without limitation, all the requirements included and/or referenced in the following forms, bulletins ("BU"), interpretations of regulations ("IR"), policies ("PL"), or procedures ("PR"):

2.8.1.1. DSA IR A-6, Construction Change Document Submittal and Approval Process.

2.8.1.2. DSA IR A-18, Use of Construction Documents Prepared by Other Professionals.

2.8.1.3. DSA IR A-24, Construction Phase Duties of the School District, Contractor and Design Professional.

2.8.1.4. DSA PR 07-01: Pre-Check Approval Process.

2.8.1.5. DSA PR 07-02: Over-The-Counter Review of Projects Using Pre-Check Approved Design.

2.8.1.6. DSA PR 18-04.BB18: Electronic Plan Review for Design Professionals of Record Using Bluebeam 2018.

2.8.1.7. DSA PR 18-09.BB18: Electronic Plan Review for Over the Counter ("OTC") Projects Using Bluebeam 2018.

2.8.1.8. Form DSA PR 13-01, Construction Oversight Process.

2.8.1.8.1. Each of Architect's duties as provided in the DIR Construction Oversight Process shall be performed timely so as not to result in any delay to the Project.

2.8.1.9. Form DSA PR 13-02, Project Certification Process.

2.8.2. Notwithstanding the DSA forms, BUs, IRs, PLs, or PRs referenced anywhere in this Agreement, each of which is current as of the Effective Date, all Projects subject to DSA's jurisdiction shall be submitted for review, back check, and approval, under the electronic plan review process ("EPR process"), rather than paper submission, for all projects submitted to DSA. Architect, and its Consultants, if any, shall comply with the EPR process and related DSA procedures, including, without limitation, DSA PR 18-04.BB18 and DSA PR 18-09.BB18, and any subsequent or replacement procedures relating to the EPR process promulgated by DSA. Any reference herein to a particular DIR form, BU, IR, PL, or PR, shall mean and include the then-current DIR form, BU, IR, PL, or PR, respectively, and, to the extent that the EPR process has superseded such form or paper submission process, the EPR process then in effect shall control.

2.9. Architect shall provide Services as required to obtain any local, state and/or federal agencies' approval for on-site and off-site work related to the Project including review by regulatory agencies having jurisdiction over the Project.

2.10. Architect shall direct and monitor the work of District's DSA project inspector(s) ("Project Inspector(s)") and the Laboratory of Record. Architect shall provide code required supervision of special inspectors not provided by the Laboratory of Record.

2.11. Architect shall give efficient supervision to Services, using its best skill and attention. Architect shall carefully study and compare all contract documents, drawings, specifications, and other instructions ("Contract Documents") and shall at once report to District, Construction Manager, and Contractor, any error, inconsistency, or omission that Architect or its employees may discover, in writing, with a copy to District's Project Inspector(s). Architect shall have responsibility for discovery of errors, inconsistencies, or omissions for their work product and the work product of their consultants.

2.12. Architect recognizes that District may obtain the services of a Construction Manager and that Architect may have to assume certain coordination and management responsibilities, including tracking Requests for Information ("RFI"), providing RFI responses, and leading all coordination meetings between District, Project Inspectors, and Contractors on the Project. District reserves the right to retain the services of a Construction Manager at any time. The Construction Manager, if any, shall be authorized to give Architect Services authorizations and issue written approvals and notices to proceed on behalf of District. District reserves the right to designate a different Construction Manager at any time. Any task, including, but not limited to, reviews or approvals that District may perform pursuant to this Agreement may be performed by the Construction Manager, unless that task indicates it shall be performed by the Governing Board of District. In addition, District may have a constructability review of Architect's design documents. Architect shall conform any design documents to the constructability review as part of the Services under this Agreement and shall not be entitled to any compensation as Extra Services for this activity.

2.13. Architect shall provide computer-generated pictures downloaded to computer files, updated as requested by District, that District may use on its website.

2.14. As part of the basic Services pursuant to this Agreement, Architect is not responsible for:

2.14.1. Ground contamination or hazardous material analysis.

2.14.2. Any asbestos and/or lead testing, design or abatement; however, it shall coordinate and integrate its work with any such information provided by District.

2.14.3. Compliance with the California Environmental Quality Act ("CEQA"), except that Architect agrees to coordinate its work with that of any CEQA consultants retained by District, to provide current elevations and schematic drawings for use in CEQA compliance documents, and to incorporate any mitigation measures adopted by District into the Project design at no additional cost to District.

2.14.4. Historical significance report.

2.14.5. Soils investigation.

2.14.6. Geotechnical hazard report, except as indicated in **Exhibit A**.

Article 3. Architect Staff

3.1. Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

3.2. Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities:

Architect,

Principal In Charge:	Lauren Maass,
Associate Principal / Client Leader:	Mariana Lavezzo
Project Manager:	Anesu Dhliwayo,
Project Architect:	Sean Walton,

Major Consultants,

Structural:	Justin Fahey, Thornton Thomasetti
Civil:	Brian Scott, BKF
Civil:	Tim Heffernan, BKF
Cost Estimating:	Ryan Craven, HLCM
Program Manager:	Gregg Young, Bureau Veritas
QA/QC:	Matthew Anderson, RA, Bureau Veritas
Electrical:	Arezou Masoumi, PhD, Bureau Veritas
Technology/Security:	Aren Hofman, Bureau Veritas
Mechanical:	Arezou Masoumi, PhD, Bureau Veritas
Plumbing:	Arezou Masoumi, PhD, Bureau Veritas
Structural:	Richard Henrikson, PE, Bureau Veritas
ADA:	Justin Vang, CASp, Bureau Veritas
Architectural:	Kay van der Have, RA, Bureau Veritas

3.3. Architect shall not change any of the key personnel listed above without prior written approval by District, unless said personnel cease to be employed by Architect. In either case, District shall be allowed to interview and approve replacement personnel.

3.4. If any designated lead or key person fails to perform to the satisfaction of District, then upon written notice Architect shall have five (5) calendar days to remove that person from the Project and replace that person with one acceptable to District. All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions stated in this paragraph.

3.5. Architect represents that Architect has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by Architect.

3.6. Architect shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in “responsible charge” of persons who observe the construction.

Article 4. Schedule of Services

Architect shall commence Services under this Agreement upon receipt of a written Notice to Proceed and shall prosecute the Services diligently as described in **Exhibit A**, to proceed with and complete the Services in compliance with the schedule in **Exhibit C**. Time is of the essence and failure

of Architect to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond Architect's or its Consultant(s)' reasonable control.

Article 5. Construction Cost Budget

5.1. Architect hereby accepts District's established Construction Cost Budget and Project scope. In accordance with **Exhibit A**, Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget for District at the beginning of the Project and at the completion of each design phase. District and Construction Manager shall also have responsibility to develop, review, and reconcile the Construction Cost Budget with Architect.

5.2. Architect shall complete all Services as described in **Exhibit A**, including all plans, designs, drawings, specifications and other Contract Documents, so that the cost to construct the work designed by Architect will not exceed the Construction Cost Budget, as adjusted subsequently with District's written approval. Architect shall maintain cost controls throughout the Project to deliver the Project within the Construction Cost Budget.

5.3. District may, in its sole discretion, do one, or a combination, of the following if any of the events in Article 5.4 occur:

5.3.1. Within three (3) months' time of receipt of bids, instruct Architect to revise the drawings and specifications (in scope and quality as approved by District) to bring the Project within the Construction Cost Budget for re-bidding at no additional cost to District.

5.3.2. Give Architect written approval on an agreed adjustment to the Construction Cost Budget.

5.3.3. Authorize Architect to re-negotiate, when appropriate, and/or re-bid the Project within three (3) months' time of receipt of bids (exclusive of District and other agencies' review time) at no additional cost to District.

5.3.4. Terminate this Agreement if the Project is abandoned by District, without further obligation by either party.

5.4. If any of the following events occur, District may exercise any, or any combination, of the actions set forth in Article 5.3 above:

5.4.1. If the Construction Cost Budget increases in phases after the Schematic Design Phase due to reasonably foreseeable changes in the condition of the construction market in the county in which District is located, in so far as these have not been caused by Acts of God, earthquakes, strikes, war, or energy shortages due to uncontrollable events in the world economy; or

5.4.2. The lowest responsive base bid received is five percent (5%) or more in excess of the Construction Cost Budget; or

5.4.3. If the combined total of base bid and all additive alternates come in ten percent (10%) or more under the Construction Cost Budget.

Article 6. Fee and Method of Payment

6.1. District shall pay Architect for all Services contracted for under this Agreement the following ("Fee"):

An amount not to exceed **Four Hundred-Thirty-One Thousand, Nine Dollars** ($**431,009.00**) based on the rates set forth in **Exhibit D**.

6.2. District shall pay Architect the Fee pursuant to the provisions of **Exhibit D**.

6.3. Architect shall bill for performance of Services under this Agreement in accordance with **Exhibit D**.

6.4. No increase in Fee will be due from CCDs and/or change orders generated during the construction period to the extent caused by Architect's error or omission.

6.5. Architect's Fee set forth in this Agreement shall be full compensation for all of Architect's Services incurred in the performance hereof as indicated in **Exhibit D**.

6.6. Regardless of the structure of Architect's Fee, Architect's Fee may be adjusted downward if the Scope of Services of this Agreement is reduced by District in accordance with this Agreement.

6.7. Neither District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and Architect shall remain liable to District in accordance with this Agreement for direct damages to District caused by Architect's failure to perform any of the Services furnished under this Agreement to the standard of care under California law for architects performing similar work for California school districts in or around the same geographic area as District.

Article 7. Payment for Extra Services or Changes

Any charges for Extra Services shall be paid by District as described in **Exhibit B** only upon certification that the claimed Extra Service was authorized as indicated herein and that the Extra Services have been satisfactorily completed. If any service is done by Architect without prior written authorization by the Construction Manager or District's authorized representative, District will not be obligated to pay for such service. The foregoing provision notwithstanding, Architect will be paid by District as described in **Exhibit B** for Extra Services that the Construction Manager or District's authorized representative verbally requests, provided that Architect confirms such request in writing pursuant to the notice requirements of this Agreement and proceeds with such Extra Services not earlier than two (2) business days after District receives confirmation of the request from Architect.

Article 8. Ownership of Data

8.1. Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Architect or its Consultants prepare or cause to be prepared pursuant to this Agreement.

8.2. Architect retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Architect or its Consultants prepare or cause to be prepared pursuant to this Agreement.

8.3. Architect shall perform the Services and prepare all documents under this Agreement with the assistance of Computer Aided Design Drafting Technology ("CADD") (e.g., AutoCAD). Architect shall deliver to District all drawings in DWG format. As to any drawings that Architect provides in a CADD file format, District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that District should rely on hard copies of all documents.

8.4. To document exactly what CADD information was given to District, Architect and District shall each date and sign a "hard" copy of reproducible documents that depict the information at the time Architect produces the CADD information. District agrees to release Architect from all liability, damages, and/or claims that arise due to any changes made to this information by anyone other than Architect or its Consultant(s) after it being given to District.

8.5. Following the termination of this Agreement, for any reason whatsoever, Architect shall promptly deliver to District upon written request and at no cost to District the following items (hereinafter "Instruments of Service"), which District shall have the right to utilize in any way permitted by statute:

8.5.1. One (1) set of the Contract Documents, including the bidding requirements, specifications, and all existing cost estimates for the Project, in hard copy, reproducible format.

8.5.2. One (1) set of fixed image CADD files in DXF format of the drawings that are part of the Contract Documents.

8.5.3. One (1) set of non-fixed image CADD drawing files in DXF or DWG or both formats of the site plan, floor plans (architectural, plumbing, structural, mechanical and electrical), roof plan, sections and exterior elevations of the Project.

8.5.4. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, technology data and reports prepared by Architect under this Agreement.

8.5.5. The obligation of Section 8.5 of this Agreement shall survive the termination of this Agreement for any reason whatsoever.

8.6. In the event District changes or uses any fully or partially completed documents without Architect's knowledge or participation or both, District agrees to release Architect of responsibility for such changes and shall hold Architect harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Architect is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Architect's full involvement, District shall remove all title blocks and other information that might identify Architect and its Consultants.

Article 9. Termination of Contract

9.1. District's Request for Assurances: If District at any time reasonably believes that Architect is or may be in default under this Agreement, District may in its sole discretion notify Architect of this fact and request written assurances from Architect of performance of Services and a written plan from Architect to remedy any potential default under the terms this Agreement that District may advise Architect of in writing. Architect shall, within ten (10) days of District's request, deliver a written cure plan that meets the requirements of District's request for assurances. Architect's failure to provide such written assurances of performance and the required written plan, within ten (10) days of request, will constitute a material breach of this Agreement sufficient to justify termination for cause.

9.2. District's Termination of Architect for Cause: If Architect fails to perform Architect's duties to the satisfaction of District, or if Architect fails to fulfill in a timely and professional manner Architect's material obligations under this Agreement, or if Architect shall violate any of the material terms or provisions of this Agreement, District shall have the right to terminate this Agreement, in whole or in part, effective immediately upon District giving written notice thereof to Architect. In the event of a termination pursuant to this subdivision, Architect may invoice District for all Services performed until the notice of termination, but District shall have the right to withhold payment and deduct any amounts equal to District's costs because of Architect's actions, errors, or omissions.

9.3. District's Termination of Architect for Convenience: District shall have the right in its sole discretion to terminate the Agreement for its own convenience. In the event of a termination for convenience, Architect may invoice District and District shall pay all undisputed invoice(s) for Services performed until District's notice of termination for convenience.

9.4. Architect's Termination of Agreement for Cause: Architect has the right to terminate this Agreement if District does not fulfill its material obligations under this Agreement and fails to cure such material default within sixty (60) days of receipt of written notice of said defaults, or if the default cannot be cured within sixty (60) days, commence to cure such default, diligently pursue such cure, and complete the cure within a reasonable time following written notice and demand from Architect. Such termination shall be effective thirty (30) days after receipt of written notice from Architect to District. Architect may invoice District

and District shall pay all undisputed invoice(s) for Services performed until Architect's notice of termination.

9.5. Effect on Pre-Termination Services: Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of such termination.

9.6. Ceasing Services upon Termination: If, at any time in the progress of the Design of the Project, the Governing Board of District determines that the Project should be terminated, Architect, upon written notice from District of such termination, shall immediately cease Services on the Project. District shall pay Architect only the fee associated with the Services provided since the last invoice that has been paid and up to the notice of termination pursuant to Article 6 and **Exhibit D**.

9.7. Project Suspension: If District suspends the Project for more than one hundred twenty (120) consecutive days, Architect shall be compensated for Services performed prior to notice of that suspension. When the Project is resumed, the schedule shall be adjusted and Architect's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of Architect's Services. Architect shall make every effort to maintain the same Project personnel after suspension. If District suspends the Project for more than two (2) years, Architect may terminate this Agreement by giving written notice.

Article 10. Indemnity / Architect Liability

10.1. To the furthest extent permitted by California law, Architect shall indemnify and hold free and harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Architect, its officers, employees, subcontractors, consultants, or agents, including without limitation the payment of all consequential damages. Architect shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Architect's own expense, including reasonable attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto with counsel approved by District where such approval is not to be unreasonably withheld. Whereas the cost to defend the Indemnified Parties charged to Architect shall not exceed the proportionate percentage of Architect's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

10.2. Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim for liability attributed to Architect. Architect's obligation pursuant to Article 10.1

includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to reasonable legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties directly related to the defense of any Claim(s) or enforcement of indemnity and subject to the limitations in Civil Code section 2782.8. Architect's obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3. Architect shall be responsible for the cost of CCDs and/or change orders caused by Architect's willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for such change orders for which Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents.

10.4. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Architect from amounts owing to Architect. District shall provide notice of such withholding and shall set forth reasoning and support for such withholding.

Article 11. Fingerprinting and Conduct on Project Site

11.1. Pursuant to Education Code section 45125.1, the Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Architect's performing of any portion of the Services. Architect expressly acknowledges that the following conditions shall apply to any work performed by Architect and/or Architect's employees on a school site:

11.1.1. All site visits shall be arranged through District;

11.1.2. Architect and Architect's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

11.1.3. Architect and/or Architect's employees shall check in with the school office each day immediately upon arriving at the school site;

11.1.4. Once at such location, Architect and Architect's employees shall not change locations without contacting District;

11.1.5. Architect and Architect's employees shall not use student restroom facilities; and

11.1.6. If Architect and Architect's employees find themselves alone with a student, Architect and Architect's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

11.2. For all workers on District property, Architect and Architect's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.

Article 12. Responsibilities of District

12.1. District shall examine the documents submitted by Architect and shall render decisions so as to avoid unreasonable delay in the process of Architect's Services.

12.2. District shall verbally or in writing advise Architect if District becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in Architect's documents. Failure to provide such notice shall not relieve Architect of its responsibility therefore, if any.

12.3. Unless District and Architect agree that a hazardous materials consultant shall be a Consultant of Architect, District shall furnish the services of a hazardous material consultant or other consultants when such services are requested in writing by Architect and deemed necessary by District or are requested by District. These services shall include: asbestos and lead paint survey; abatement documentation; and specifications related to said matters, which are to be incorporated into bid documents prepared by Architect. If the hazardous materials consultant is furnished by District and is not a Consultant of Architect, the specifications shall include a note to the effect that the hazardous materials consultant's specifications are included in Architect's bid documents for District's convenience and have not been prepared or reviewed by Architect. The note shall also direct questions about the hazardous materials consultant's specifications related to asbestos and lead paint survey and/or abatement documentation to the preparer of the hazardous materials consultant's specifications.

12.4. District personnel and/or its designated representatives shall coordinate with Architect as may be requested and beneficial for the coordination or management of work related to the Project.

Article 13. Liability of District

13.1. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

13.2. District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by

Architect, or by its employees, even though such equipment be furnished or loaned to Architect by District.

Article 14. Nondiscrimination

Architect agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Architect and all of its subcontractors. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

Article 15. Insurance

15.1. Architect shall comply with the insurance requirements for this Agreement, set forth in **Exhibit E**.

15.2. Architect shall provide certificates of insurance and endorsements to District prior to commencement of the work of this Agreement as required in **Exhibit E**.

Article 16. Covenant against Contingent Fees

Architect warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Architect, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Architect, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or to recover the full amount of such fee, commission, percentage fee, gift, or contingency.

Article 17. Entire Agreement / Modification

This Agreement, including the Exhibits attached hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. Architect shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. Architect specifically acknowledges that in entering this Agreement, Architect relies solely upon the provisions contained in this Agreement and no others.

Article 18. Non-Assignment of Agreement

In as much as this Agreement is intended to secure the specialized Services of Architect, Architect may not assign, transfer, delegate or sublet any interest therein without the prior written consent of District and any such assignment, transfer, delegation or sublease without District's prior written consent shall be considered null and void. Likewise, District may not assign, transfer, delegate or sublet any interest therein without the prior written consent of Architect and any such assignment, transfer, delegation or sublease without Architect's prior

written consent shall be considered null and void. If an assignment is approved, this Agreement shall be binding on the successors and assign of the parties.

Article 19. Law, Venue

19.1. This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

19.2. To the fullest extent permitted by California law, the county in which District administration office is located shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

Article 20. Alternative Dispute Resolution

20.1. All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice.

20.2. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Architect shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Architect's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Architect submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

20.3. Pending resolution of the dispute, Architect agrees it will neither rescind the Agreement nor stop the performance of the Services.

Article 21. Tolling of Claims

Architect agrees to toll all statutes of limitations for District's assertion of claims against Architect that arise out of, pertain to, or relate to Contractors' or subcontractors' claims against District involving Architect's work, until the Contractors' or subcontractors' claims are finally resolved. District shall provide written notice to Architect of such claims and permit Architect to defend itself against claims related to Architects work.

Article 22. Attorneys' Fees

In the event either party shall bring any action or legal proceeding for damages for any alleged breach of any provision of or performance under this Agreement, to terminate this Agreement, or to enforce, protect or establish any term or covenant of this Agreement or right or remedy of either party, the

prevailing party shall be entitled to recover, as a part of the action or proceeding, reasonable attorneys' fees and court costs, including consultants' fees, attorneys' fees and costs for appeal, as may be fixed by the court. The term "prevailing party" shall mean the party who received substantially the relief requested, whether by settlement, dismissal, summary judgment, judgment, or otherwise.

Article 23. Severability

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

Article 24. Employment Status

24.1. Architect represents and warrants that Architect is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Nothing in this Agreement is intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which Architect performs the Services that are the subject matter of this Agreement; provided always, however, that the Services to be provided by Architect shall be provided in a manner consistent with all applicable standards and regulations governing such Services.

24.2. Architect understands and agrees that Architect's personnel are not and will not be eligible for membership in or any benefits from any District group plan for hospital, surgical or medical insurance or for membership in any District retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrue to a District employee, State Unemployment Compensation or Worker's Compensation.

24.3. Architect shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. Should District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that Architect, or any employee or Consultant of Architect, is an employee of District for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Architect which can be applied against this liability). District shall then forward those amounts to the relevant taxing authority.

24.4. Should a relevant taxing authority determine a liability for past services performed by Architect for District, upon notification of such fact by District, Architect shall promptly remit such amount due or arrange with District to have the amount due withheld from future payments to Architect under this Agreement (again, offsetting any amounts already paid by Architect which can be applied as a credit against such liability).

24.5. A determination of employment status pursuant to the preceding two (2) paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Architect shall not be considered an employee of District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Architect is an employee for any other purpose, then Architect agrees to a reduction in District's liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined that Architect or its employees of Consultants was not an employee.

24.6. Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

Article 25. Certificate of Architect

25.1. Architect certifies that Architect is properly certified or licensed under the laws and regulations of the State of California to provide the professional services that it has herein agreed to perform.

25.2. Architect certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions before commencing the performance of the Services of this Agreement.

25.3. Architect certifies that it is aware of the provisions of California Labor Code and California Code of Regulations that require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). Architect agrees to fully comply with and to require its Consultant(s) to fully comply with all requirements of the Prevailing Wage Laws, if applicable to Architect and its Consultants' professional services to be provided under this Agreement.

Article 26. Cost Disclosure - Documents and Written Reports

Architect shall be responsible for compliance with California Government Code section 7550, if the total cost of the Contract is over five thousand dollars ($5,000).

Article 27. Notice & Communications

Notices and communications between the Parties to this Agreement may be sent to the following addresses:

District:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
ATTN: Lori Shelton, Director of
Bond Program
EML: lshelton@ssfusd.org

With a Copy to:
Dannis Woliver Kelley
200 California Street #400
San Francisco, CA 94111
ATTN: Deidree Sakai, Esq.

Architect:

Multistudio, Inc.
156 South Park Street
San Francisco, CA 94107
ATTN: Mariana Lavezzo,
Client Leader/Education Planning Specialist
EMAIL: Mariana.Lavezzo@multi.studio

Any notice personally given shall be effective upon receipt. Any notice sent by electronic mail shall be effective the day after transmission. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective five (5) days after deposit in the United States mail.

Article 28. Disabled Veteran Business Enterprise Participation

Pursuant to section 17076.11 of the Education Code, District has a participation goal for disabled veteran business enterprises ("DVBEs") of at least three percent (3%), per year, of funds expended each year by District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the "Act"). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to future hirings, Architect, before it executes the Agreement, shall provide to District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount(s) intended to be paid to DVBEs in conjunction with the contract, and documentation demonstrating Architect's good faith efforts to meet these goals.

Article 29. District's Right to Audit

29.1. District retains the right to review and audit, and the reasonable right of access to Architect's and any Consultant's premises to review and audit Architect's compliance with the provisions of this Agreement ("District's Right"). District's Right includes the right to inspect, photocopy, and to retain copies, outside of Architect's premises, of any and all Project-related records and other information with appropriate safeguards, if such retention is deemed necessary by District in its sole discretion. District shall keep this information confidential, as allowed by applicable law.

29.2. District's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that District determines is necessary to discover and verify whether Architect is in compliance with all requirements of this Agreement.

29.3. If there is a claim for additional compensation or for Extra Services, District's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that District determines is necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

29.4. Architect shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. Architect shall make available to District for review and audit all Project-related accounting records and documents and any other financial data. Upon District's request, Architect shall submit exact duplicates of originals of all requested records to District.

29.5. Architect shall include audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all Consultants.

29.6. Architect shall comply with these provisions within fifteen (15) days of District's written request to review and audit any or all of Architect's Project-related records and information.

Article 30. Other Provisions

30.1. Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.

30.2. The individual executing this Agreement on behalf of Architect warrants and represents that he/she/they is/are authorized to execute this Agreement and bind Architect to all terms hereof.

30.3. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

30.4. Architect shall share, credit, or reimburse District fifty percent (50%) of the amount of any tax deduction and/or credit Architect receives for District Projects under the Commercial Buildings Energy-Efficiency Tax Deduction, 26 U.S. Code § 179D ("Section 179D"). Architect shall provide District with all necessary documentation to enable District to verify the amounts of the Section 179D tax deduction. Architect shall notify District in writing of the Section 179D tax deduction within 30 days of when Architect receives IRS notice of the Section 179D tax deduction or receives the Section 179D tax refund, whichever occurs first.

Article 31. **Exhibits A** through **H** attached hereto are hereby incorporated by this reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Date: _____, 20__

By: Ted O

Title: Assistant Superintendent-Business Services

MULTISTUDIO

Date: December 02, , 2024

By: Lauren Maass, AIA

Title: Principal

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT
PROJECT ASSESSMENT PART I

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: El Camino High School Modernization

2. Construction Scope and Cost Budget: To be established at the completion of the Project Assessment Phase.

B. BASIC SERVICES

1. This agreement represents the Project Assessment Phase (PART I) only.

2. PART II work will be negotiated separately following the completion of PART I
   a. Services, and a modification to the contract for PART II services will be executed between the District and the Architect. PART II work will include services starting with Schematic Design and concluding with Project Closeout.

C. ARCHITECT AGREES TO PROVIDE THE SERVICES DESCRIBED BELOW:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications, and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Architect shall advise District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.

3. District shall provide all information available to it to the extent the information relates to Architect’s scope of work. This information shall include, if available,
   a. As-builts;
   b. Physical characteristics;
   c. Legal limitations and utility locations for the Project site(s);
   d. Written legal description(s) of the Project site(s);
   e. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
   f. Adjacent drainage;
   g. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
   h. Locations, dimensions, and necessary data with respect to existing buildings, other improvements, and trees;

i. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
j. Surveys, reports, as-built drawings, record drawings; and
k. Subsoil data, chemical data, and other data logs of borings.

4. Architect shall Visually verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by District.

5. If Architect determines that the information or documentation District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, Architect shall request that District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through Architect, who may invoice District for those services as Extra Services.

6. Technology Backbone. Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with District's technology consultant and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by Architect based on the information provided by District's technology consultant as appropriate to the level of design completion.

7. District Standards. Architect shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.

8. High Performance Schools. If District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

9. Mandatory Assistance. If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon District's request, Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials, or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

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C. PROJECT ASSESSMENT PHASE- PART I

1. **Project Initiation**
   The focus of this phase of services is to understand and document the existing conditions of all the buildings on the campus into a Project Assessment Report. Note, the Frog Buildings may be excluded subject to impacted campus systems running through the Frog Buildings like fire alarm, life safety, low voltage systems, etc. The assessment will be developed in two concurrent efforts. The first effort will focus on the overall utilization of the existing school documenting the operational and functional deficiencies/issues of the existing buildings/rooms on the campus by providing a comprehensive facilities assessment to identify critical facility issues. The second effort will document and evaluate the functionality of existing use of rooms for key, specialized, educational programs and educational support services, resulting from an overall utilization assessment of the existing school. These key, specialized, educational programs consist of PE and Athletics, Theater/Performing Arts/Dance, and Wellness, as well as several CTE programs, The purpose of this phase will be to understand the existing programmatic and facility room uses, deficiencies and recommend ways the facilities, systems, and programs may be improved to support the school more effectively.
   This information will be used as a basis for Project's conceptual design, balancing SSFUSD priorities and budget parameters, while developing the various scopes and schedules. The outcome will be a comprehensive assessment report, with conceptual design and budget recommendation(s).
2. **Upon Final Execution of the Agreement with District, Architect Shall:**
   a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in **Exhibit C** to the Agreement and prepare a detailed scope of work list and work plan for documentation to District's satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to interviews, data collection, analysis, report preparation, planning, architectural programming, concepts, and schematic design preparation and estimating that are part of the work of the Project. Architect shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for review and approval by District and by all regulatory agencies and additional definition of deliverables.
   b. Review the developed work plan with District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
3. **Orientation**
   a. The District's Bond Director, with assistance from the Program Manager will provide to the Architect an overview of the SSFUSD Bond Program, outlining basic project expectations that will address lessons learned if available from past programs, communication protocols and access to key project materials that are available.
4. **Discovery / Project Drawings And Associated Data Review**
   a. The Architect will review the existing drawings for both the quality of information and apparent deficiencies in the documents, inclusive of all disciplines - architectural, civil, mechanical, electrical, plumbing, life safety, structural and other systems drawings, such as data and security, as well as other past modernization projects. This review will include a check for any missing information. It is strongly recommended that the Architect perform a site walk prior to the document review.
   b. SSFUSD will provide a Tier I and Tier II structural assessments to the Architect or engage the Architect to have one performed for the site, if necessary. The District

Bond Director or Program Manager will notify the Architect if these services will be needed for this assessment.

c. The Architect may be requested to assist the District in securing DSA certification for older projects performed at the project site which are found to be unclosed and/or uncertified with DSA, as required and directed by the District. This request will be issued as an additional service. The available list of DSA projects will be provided to the Architect.

5. **Field Assessment Planning**

a. The Architect will develop a field assessment plan indicating an overall schedule and sequence of the field assessment. At minimum, it is anticipated that this assessment will require 2-3 days on site (4 days for larger projects). The field assessment plan will, at minimum, include (2) Architects, and (1) Mechanical, (1) Electrical, and (1) Structural Engineer, or other third-party consultants.

b. The field assessment plan should be coordinated with the Bond Director and / or Program Manager and factor in the probability of working around school hours and the site's operational schedule constraints. A District Bond Management Team member and Architect member shall also be on site to facilitate the site walk/assessment effort.

6. **Campus (Buildings) Site Assessment**

a. The Bond Director and / or Program Manager will provide the Architect with site access and will serve as a guide, as necessary to assist the Architect in performing a comprehensive assessment . At a minimum, the assessment should address:

1. Review existing drawings, documentation, reports, and campus history Using the existing drawings as a reference document, the site to be compared against the existing drawings to capture notable discrepancies in the plans. This is not intended to be a comprehensive full dimensional check, but a check of key areas to verify existing conditions. These areas include layouts related to accessibility codes, life safety codes and other areas the District PM may direct the Architect to review.

2. Other areas will rely on visual inspection for conformance to the plans. This would include key partitions, doors and door swings, room layouts relative to partitions and casework, windows, columns, and key features that will impact the design. This may include chalk/marker boards, equipment layout, plumbing fixtures, floor slopes and areas of particular concern driven by interview data or visual observation.

b. As part of the visual verification in the assessment report, photograph representative samples of typical rooms, specifically ALL wall and ceiling conditions. Organize these photographs by room type and use in the final set of plans as a means to identify demolition and/or used to clarify a design modification. These photographic records will be used to verify key representative examples of ADA or functional layouts.

c. Review of existing campus (Buildings) engineering systems. The site's structural, electrical/low voltage/fire alarm, plumbing, mechanical systems, building envelope, and elevator/ADA Lifts will be inspected, compared, and documented against the existing plans. For electrical, plumbing, and mechanical systems, the inspection and documentation includes both the physical equipment such as boilers, panel boards,

switchgears, HVAC units, as well as the primary location of these systems. It is critical that this investigation trace routing of systems, in particular primary distribution systems, to include mechanical plumbing chases, basement, or sub floor distribution as well as underground campus distribution routing between buildings. If existing Mechanical, Electrical Plumbing equipment/systems (HVAC units, boilers, plumbing equipment as well as electrical equipment, panels) are planned to remain and be re-used in any capacity in upcoming planned projects; equipment/units must be diligently inspected for proper working conditions, identifying potential effective remaining life of equipment/systems in determination of extended potential continued use. Incorporating existing equipment/units in planned projects without such inspection will not be allowed. For specific equipment, define useful life, inform if equipment/product needs to be replaced, or if passed useful life explain why it can remain, or if product is available/no longer available for refurbishment and must be replaced/upgraded. We need the AOR to help the District define when equipment is better replaced vs. upgraded and why.

d. Existing Structural Tier I and Tier II studies as developed by Thornton Tomasetti in 2012 will be made available to the design team to review and evaluate the existing campus buildings in order to assess and evaluate existing structures in order to develop code- required improvements. As part of this study, the Design Team will analyze the existing buildings against the State Seismic Mitigation Program requirement in order to determine eligibility for seismic work that could obtain future state funding.
e. Building envelope concerns, focusing on exterior doors, hardware, exterior windows, cladding systems, and roofing system. Determine necessary scope to modernize these facilities. Using the existing drawings as a reference, document the site (buildings) to be compared against the existing drawings to capture notable discrepancies in the plans. This is not intended to be a comprehensive full dimensional check, but a check of key areas to verify existing conditions. Provide necessary photography and drawing documentation to clarify the planned assessment.
f. The Owner will provide the Architect's team the most current AHERA report summary and, if available, a preliminary Haz-Mat survey of the facility. Attention should be paid to this report and verification of the contents as well as areas of potential concern. This typically includes, but is not limited to, asbestos on piping, wall, ceiling, and flooring materials that will require abatement and other known areas of concern such as lead paint and PCBs. The District may elect to engage the Haz-Mat consultant as part of the field assessment. However, at minimum the Architect should be aware of areas of contamination.
g. Destructive investigation shall be a separate task which will be identified during the Project Assessment phase, with supplemental destructive testing occurring in the Schematic Design phase, if required, and directed by the Bond Director and/or Program Manager. For example, if an investigative area is not accessible, this should be noted by the Architect and considered for further investigation, which may involve the Architect identifying areas for destructive testing/investigation, inclusive of "potholing" on existing sites.

7. **Campus (Buildings) Enhanced Program Assessment and Concept Design**
    a. A campus utilization assessment by building will be required in order to understand if the current configuration of spaces are being fully utilized. This is especially critical for classroom utilization as it relates to underutilized and/or over utilized classrooms when compared to campus educational resource space needs. Traditional campus core spaces such as libraries, multi-use spaces, food service, administrative spaces, special education uses, classrooms, campus storage will need to be documented relative to appropriate and reasonable square footage for a school of the size being assessed. Adherence to the SSFUSD Educational Specification will be an essential comparison tool to assist with this effort.
    b. Planned program assessments, as reference with the Request for Proposal are identified as follow,
        1. Athletic facility assessment focusing on the existing gym, potential new/renovated locker rooms and support program spaces.
        2. Assessment of the current CTE/STEM Program, understanding the need for potential program and space enhancements.
        3. Wellness program for the El Camino High School providing facilities greater integration.
        4. Potential renovation of the existing Performing Arts Spaces including back-of-house performance functions.
        5. Assisting with defining a single entry to the campus.
    c. Lead program investigation meeting with each campus User Group. Meetings will focus on understanding their existing operations, space utilization, and deficiencies. Discussing solutions will be excluded. Prepare summary findings from program investigation meetings.
    d. Scoping and Conceptual Design:
        1. Prepare scope statements and design concepts to address the program deficiencies.
        2. Prepare supporting graphics that further illustrate the program scope development. Drawings will consist of plans and site plans only of top priority projects.
    e. Prepare site design concept for the front of the school that improves the entrance and overall campus identity.
    f. Prepared budget cost opinions for the various program enhancement efforts.
8. **Discovery: Data Gathering and Interviews**

    Upon review of the available project documents and after the building site survey, the Architect will conduct a series of interviews with two key groups of project stakeholders. The first group of interviews will be with key District Personnel that support the project sites, including staff from SSFUSD Facilities, Technology Services, Special Education Services, and other relevant District departments. The second group of interviews will include site administrative staff consisting of the Principal and other school staff that the Principal deems appropriate as it may relate to the designated programs enhancement studies.
    a. District Department Interviews
    b. The purpose of these interviews is to document overall issues of the site with a focus on maintenance as well as understanding the day-to-day operational issues. This includes the condition of the building envelope, interior condition(s), and all engineering systems.

c. The Architect shall prepare a summary of findings capturing pertinent information about the operational capability and condition of the facility from an Operations and Maintenance (O&M) perspective.
d. The District Department interviews will include the following internal stakeholders:
    1. Mechanical & Plumbing Supervisor.
    2. Carpenter Shop Supervisor.
    3. Fire/Safety Coordinator.
    4. Locksmith Shop Supervisor.
    5. Electrical Shop Supervisor.
    6. Head Grounds Keeper.
    7. Custodial / Facilities Services Supervisor.
    8. Security Supervisor.
    9. Fire Alarm and Fire Sprinkler Supervisor.
    10. DoT/Telecommunications Internet/Data / Supervisor.
    11. Nutrition Services Director Library Services Director.
e. School Principal and On-site Stakeholders (Administrative) Interviews
    1. The purpose of these interviews is to understand the day to day operational and functional issues associated with the site. This is not intended to be a programming effort and should focus on how the building and associated systems function in the current configuration. This data should serve to validate and augment information gathered from the Facilities and other District Staff, in addition to identifying key functional issues. The Architect is cautioned not to commit to any work or scope during these interviews.
    2. The Architect will prepare a summary of findings capturing pertinent information about the operational capability, condition, and utilization of the facility. At minimum, one (1) on-site stakeholder interviews may be necessary to obtain all pertinent information about the site operations for each of the designated Program enhancement investigations.
    3. The gathered data resulting from the various district and site interviews will be integrated into a summary of findings flagging any discrepancies.

9. **Creation of New Base Drawings and Scope Development**

As a result of the building/ campus site surveys and interview process, the Architect will prepare a set of the existing documents capturing the elements noted above. From this set, the Architect shall prepare a new “background” set of building floor plans, for their use and for using with the District staff meetings.

These drawings will be a key tool of the assessment report to be used by the architect. As part of this record set, the drawings shall show areas of potential concern related to unknown conditions.

a. These new background drawings shall also serve as the basis of the final assessment report in which the Architect shall identify deficiencies and opportunities on a record set that serve as the basis of the concept design.
b. As part of the Scope Development effort, all issues will need to be sufficiently understood in order to prepare scope of work statements/diagrams as appropriate with cost opinions.
c. Access Compliance

i. Identification of all ADA / CBC access compliance deficiencies and notes describing said deficiency.

d. Fire/Life Safety and Structural Upgrades
    i. Fire and Life Safety: compliance deficiencies and notes describing said deficiency.
    ii. Structural compliance deficiencies and notes describing said deficiency with potential seismic mitigation study. The Architect will confirm seismic eligibility funding with OPSC's SMP Program in accordance with DSA pr 08-03 guidelines. Provide high-level cost summary to evaluate preliminary funding opportunities. The high-level cost analysis between the benefits of renovation when compared to replacement eligibility.
e. Education/Building Code Issues/Program Enhancements
    i. Space utilization that assesses how the rooms are utilized and if they are currently being utilized to their potential, i.e., appropriately sized classrooms, sufficient resources specialist and therapy rooms as well as flexibility and healthy learning environment alignment with the District's Education Specifications.
    ii. Program Enhancements addressing various programs with support diagrams as appropriate and supportive narratives.
f. Health and Safety Needs:
    i. Indoor air quality issues and physical hazards.
    ii. Campus access and site security but not limited to, points of entry and appropriate security safeguards, a defined secure main entry to the campus, define a secure and safe perimeter, identify potential on-site line of sight concerns restricting views. and door security for all student accessible spaces.
g. Asset Management
    i. Building system issues including HVAC, Plumbing Electrical and all low voltage assemblies. This may include system/equipment updates and/or replacement.
    ii. Building Envelope issues including roofs, skylights, windows, exterior doors, vents/grills, exterior walls and associated wall assemblies, and finish systems such as paint, metal panels, brick, stone. This may also include wholesale replacement of interior finishes such as flooring, ceilings.
    iii. Campus Infrastructure issues include failing underground pipe and system not limited to domestic water, storm system piping, sanitary sewer piping and gas piping systems. District sites are faced with aging and crumbing pipes throughout. Some underground piping systems are not detectable such as transit, VCP and other nonmetallic systems using typical underground utility locator services. Potholing may be required for the more typical "undetectable" systems.
h. Sustainability
    i. Identification of compliance scope associated with sustainable design elements including zero net energy (ZNE) construction, water- efficient fixtures, recycled/green building materials, and healthy classroom environment meeting CAL Green.
i. Renovation

i. Building modernization including new interior finishes such as paints, tiles, flooring, casework, new ceilings and associated lighting, partitions, discretionary landscaping, and exterior site work.

j. Other
   i. Interim Housing related needs, and other Items as identified by the Bond Director and/ or Program Manager for inclusion within the final report.
   ii. Potential campus entry concept(s) that may improve the overall campus identity.
   iii. In addition to the requested base documents, which will identify known deficiencies or needed reconfigurations required to meet project needs, supporting concept drawings (sketches or overlay drawings) on the new "backgrounds" shall be prepared as required. The sketches will serve to convey the deficiencies and recommended solutions. As an example:
      1. For restrooms found to be non-compliant, an overlay sketch of a proposed solution shall be provided.
      2. For buildings in need of elevators, a proposed location (or options for locations) of a compliant elevator shall be provided.
      3. For areas in need of reconfiguration, a sketch of the proposed reconfiguration shall be provided.
      4. For systems such as boilers or major electrical panels that require replacement and redesign of the existing space, a sketch shall be provided.
      5. For public assembly spaces such as auditoriums requiring lifts, or kitchens needing reconfigurations, sketches shall be provided.

10. **Project Assessment Report**

Working directly with the Bond Director and/or Program Manager, the Architect will develop the Project Assessment Report to balance scope, budget, and overall schedule items. The Project Assessment Report is to clearly organize the information gathered, document key elements of work organized compared with the project review items and develop supporting drawings and cost data. The final report is a recording of assessment observation with potential scoping enhancements that will support the overall academic program. The final report shall be subdivided as follows in an 8 ½ x 11 booklet formats with appropriate front and rear cover, fully indexed and tabbed:

a. Introduction, this section will offer an executive summary of the report, addressing data gathering process, initial construction budget amount, assessment background, documents reviewed, interview records with meeting summaries as well as site assessments/ attendance records.

b. Code Analysis (existing conditions), addressing such items but limited to, Building & Construction Type(s), Building descriptions and limitations, Building Code Analysis, Building and property line separations, Fire Protection Systems, Building and Campus Egress, any required building and fixture tabulation and any miscellaneous building and site data as well as DSA project certification status.

c. Narrative, that addresses each of the various review items referenced within the requested responsibility and roles exhibit,
d. Reports from individual team members addressing their observations and recommendations related to items such as, Structural, Mechanical, Plumbing, Electrical, Civil, as well as building envelope.
e. Drawings and other support documentation as prepared by the Architect, such as the required Base Drawings, with appropriate conceptual diagrams.
f. Cost for all items, provided in a CSI formatted document identifying any and all base scope with potential alternatives and recommendations as to mandatory scope compared to directionality scope. The cost review document shall include a summary table that will be organized to post Base Scope, listing each item with description with projected costs; all Proposed Alternative Scope items with description and project costs. Identify any potential interim housing cost associated with Project Assessment Report conclusions. The summary sheet document in template form will be issued to the Architect for their use.
g. Photographic survey of the entire campus interior and exterior with typical representative rooms and appropriate, keyed reference diagrams.
h. Any other documentation appropriate for the project inclusive of District provided information, such as special reports, drawings.

11. **Project Assessment Report Submittal**
    a. Draft Submittal to District Bond Director and Program Manager will, occur when the Architect is ready to submit. The Bond Director/Program Manager is currently re-evaluating the final format of the 'Final Report" and will be issuing proposed modifications for consideration based upon on-going efforts prior to draft report submission.
    b. The Architect will submit a required digital copy of the report to the Bond Director/ Program Manager to verify compliance with deliverable requirements and completeness of the assessment document. The Bond Director/Program Management team will review the Project Assessment Report providing any comments within two weeks of receipt of the draft report.
    c. During the review period, the Bond Director and/or Program Manager will collaborate with the Architect to develop a phasing concept for project work as well as update the design and construction schedule. A key element of this effort will be the identification of any interim housing that may be necessary to implement the phasing and construction schedule.
    d. During the initial review time period a Preliminary Project Scope and Cost Meeting with the Architect will be scheduled to review and discuss any District comments and the proposed project scope. The Architect shall capture any District comments and directions into the Project Assessment Report and reissue and replace the revised portions of the Report into the draft Project Assessment Report.
    e. District comments and directions into the Project Assessment Report and reissue and replace the revised portions of the Report into the draft Project Assessment Report.
    f. Final Submittal to District Bond Director and Program Manager
    g. Upon receipt of the Final Project Assessment Report from the Architect, the Bond Director/ Program Manager and the Architect will meet to

review all final scope recommendations with projected cost recommendations. The Architect shall finalize cost and priorities based on the Preliminary Project Scope and Cost meeting.

h. The Architect shall also prepare a final summary cost and priorities sheet which will be utilized as the basis of scope, cost for moving the project forward, or not, into the traditional Schematic. Design Development phases through Project construction & Close-out. The District Bond Director and Program Manager shall provide the Architect the template for the final Project Summary Scope and Cost sheets. The final report is a summary of observations, the final scope of work and final recommended budget will not be part of the final report, it will be standalone document.

i. Upon successful completion of the Project Assessment phase, the District may request that the Architect provide a fee proposal for full Architect design and construction administration services (SD Phase through Project Closeout) for the project.

12. **Presentation**
    a. Architect shall present and review with District the detailed Project Assessment Report.
    b. The Project Assessment Report shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
13. **General Meetings / Site Visits / Workshops Requirements**
    a. Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct, and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.
    b. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, and/or Contractors, as applicable.
    c. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions, or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.
    d. As required, Architect shall provide at no additional cost to District copies of all documents or other information needed for each meeting, site visit, and workshop.
14. **Meetings During Project Assessment Phase, excluding regular BMT meetings.**
    a. Within the first week following execution of the Agreement, Architect shall participate in one (1) virtual project kick-off meeting with the BMT to determine the Project intent, scope, budget, and timetable, which shall encompass the following:
        i. Architect, its appropriate consultant(s) and the BMT shall attend the meeting.
        ii. The Project kick-off meeting will introduce key team members from District and Architect to each other, defining roles and responsibilities relative to the Project.

iii. During this meeting, Architect shall:
    1. Identify and review pertinent information and/or documentation necessary from District for the completion of the Project.
    2. Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
    3. Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
    4. Review documentation of the Project kick-off meeting prepared by District's representative and comment prior to distribution.

b. Architect shall conduct participate in one (1) in-person kick-off meeting with the Campus Administrative Team ("Principal") to share the Project Architect's capabilities and experience as well as the Project intent, scope, budget, and timetable.
c. Architect shall conduct a minimum of one (1) meeting with DSA. additional meetings as requested by District.
d. Architect shall conduct in person meetings with Client Maintenance and Operation (M&O) Team. Additional meetings as requested by District. Durations will be based upon Architects' preparation and staff's availability.
e. Architect shall conduct three (3) Site Facilities Committee meetings with School leadership team, at least two (2) meetings shall be in person. One (1) meeting may be virtual if acceptable to School Facilities Committee.
f. Architect shall conduct in person, User Group Workshops) with site staff identified by Campus Administrators focused Meetings. The User Group Workshops may be more than one meeting/workshop day to occur while the Architect is on site.
g. Architect shall meet with the Bond Management Team (BMT) virtually, weekly unless, otherwise agreed to not meet during any particular week.

15. **Final Presentation**
    a. Architect shall present and review with District the detailed Project Assessment Report.
    b. The Project Assessment Report shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

END OF EXHIBIT

EXHIBIT B

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by District:

A. Providing services as directed by District that are not part of the Basic Services of this Agreement, or otherwise included within **Exhibit A**.

B. Providing deliverables or other items in excess of the number indicated in **Exhibit A**. Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform District that expected deliverables may be in excess of the number indicated in **Exhibit A**, so that District can procure the additional deliverables itself or direct Architect to procure the deliverables at District's expense or on District's account at a specific vendor.

C. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

D. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

E. Providing services made necessary by the default of Contractor(s).

F. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

G. Providing services as an expert and/or witness for District in any mediation, arbitration, and/or trial in which Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

H. The following rates, which include overhead, administrative cost, and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement.

Job Title	**Hourly Rate**
Principal	$390.00
Associate Principal/Client Leader	$325.00
Associate Principal	$260.00
Senior Project Manager	$260.00
Project Manager	$235.00
Senior Project Architect	$235.00
Project Architect	$205.00
Project Designer	$170.00
Technical Staff	$170.00
Junior Technical Staff	$115.00

I. The mark-up on any approved reimbursable item of Extra Services shall not exceed five percent (5%).

1. The following reimbursable items are approved for mark-up:

a. Sub-consultant Invoices.

2. Any approved item of Extra Services not identified in the above list may not be marked-up.

J. **Format and Content of Invoices**

Architect acknowledges that District requires Architect's invoices to include detailed explanations of the Services performed. For example, a six-hour charge for "RFIs and CORs" is unacceptable and will not be payable. A more detailed explanation, with specificity, is required. This includes a separate entry for each RFI, PCO, CCD and change order. For example, the following descriptions, in addition to complying with all other terms of this Agreement, would be payable. The times indicated below are just placeholders:

Review RFI 23; review plans and specifications for response to same; prepare responses to same and forward to contractor, district, construction manager (CM), and project inspector (IOR).	0.8 hours
Review COR 8; review scope of same and plans and specifications for appropriateness of same; prepare draft change order and language for same.	0.7 hours
Review COR 11; review scope of same and plans and specifications for appropriateness of same; prepare rejection of COR 11 for review by district, CM, IOR.	1.2 hours

END OF EXHIBIT

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) hard copies and one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Development of the Project Assessment Phase Part I section **(approx. 175 calendar days or** on or before June 30, 2025, after written authorization from District to proceed.

C. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by District.

multistudio

El Camino High School Part 1 Project Assessment (PA)

Exhibit A Draft Schedule

11/27/2024



Phase A Document Reviews
Phase B Site Survey Planning & On-Site Survey work
Phase E Develop New Base Drawings

Meetings
- Weekly check in meetings
- Kick Off & Plan the Plan w/ OAR & District teams
- Kick Off with Principal and VP

Information Gathering
- Confirm current programs/utilization
- Update plan diagrams (discrepancies)
- On-Site Survey Consultant Work

Key Deliverables
- Base Drawings
- Draft agenda for M&O workshop to be reviewed at a weekly meeting

Total Meetings Summarized

28 Weekly BMT/AOR check in meetings

8 Site Admin meetings

12 Stakeholder meetings

Phase F Part 1 Facility Conditions Assessment
Phase C District Department Interviews

Meetings
- Weekly check in meetings
- Site Council meeting #1 of 3 to gather qualitative data (Site Council includes Principal, staff and PTA representative)

District Dept Interview Meetings
- SSFUSD Facilities
- Technology Services
- Special Education Services
- IT Director for IT/Security

M&O Workshop Meeting
- Locksmith Shop Supervisor
- MEP Shop Supervisor
- Head Grounds Keeper
- Custodial / Facilities Services Supervisor

Key Deliverables to incorporate into Project Assessment (PA) Report
- Presentation of findings to share at M&O workshop
- Summary of Findings M&O workshop Report (meeting minutes)
- Facility Condition Assessment content complete to include in PA Report

Phase D Administrative Interviews (Site)
Phase F Part 2 Campus (Buildings) Enhanced Program Assessment and Concept Design

Meetings
- Weekly check in meetings

(6) Administrative Interviews / Focus Groups (Site) Stakeholder Meetings
- 1) Site Council Meeting #2 of 3; 2) Student Voice meeting 3) Athletics, 4) Performing Arts 5) Wellness, 6) STEM

(6) CTE Focus Groups (Site) Stakeholder Meetings
- 1) Photography 2) Video Arts, 3) Computer Science 4) Biotechnical 5) Patient Care 6) Culinary Arts

Enhanced Program Assessment & Concept Design
- Conceptual Proposed Site Plan Diagram
- Campus Utilization Report by Building
- Enhanced Program Assessment of core spaces based on RFP: Athletic facility assessment , CTE/STEM space assessments, Wellness program space assessment
- Review Enhanced PA and Conceptual Design with OAR and Site Council

Key Deliverables to incorporate into PA Report
- Summary of Findings Report (meeting minutes)
- Conceptual scoping & ROM Costs for Part 2
- Non-compliant Restroom Proposed Solutions
- Options for new elevators
- Phasing and Interim Housing related needs
- Proposed Reconfiguration Sketches for Buildings
- Conceptual Site Design Sketches

Phase G Draft Submittal of PA & Budget/Scope Finalization
Phase H Final Submittal of PA

Meetings
- Weekly check in meetings
- Site Council meeting #3 of 3 as needed
- Preliminary Project Scope and Costs Discussion
- Review District comments and the proposed project scope
- Phasing concept meeting
- Design & Construction Schedule for Part 2 meeting

Activities after PA Final Draft Submittal
- Project Scope and Costs Discussion
- Review all final scope and projected cost recommendations
- Budget Reconciliation - Cost breakdowns and scenario iterations for items as requested by OAR to use for scope to be funded from different funding sources within to include the costs in the PA Draft Report.

Board Presentation (TBD)
- Present Program Assessment & Concept Design
- Present PA highlights

Key Deliverables
- Final Draft PA Report Submittal
- Final PA Report Submittal

EXHIBIT D

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit A**, or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit B**, there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	**Phase Amount**
Project Assessment Phase (Part 1)	$431,009.00
TOTAL BASE COMPENSATION	**$431,009.00**

B. Method of Payment

1. Invoices shall be on a form approved by District and are to be submitted to District via District's authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to District for approval a copy of Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

    a. **Project Assessment Phase Part I:**

    Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Pre-Design/Architectural Program.

END OF EXHIBIT

EXHIBIT E

INSURANCE REQUIREMENTS

A. Architect shall procure, prior to commencement of the Services of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Architect, his agents, representatives, employees and Consultant(s). Architect's liabilities, including but not limited to Architect's indemnity or defense obligations, under this Agreement shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Architect's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by District as a material breach of contract.

B. **Minimum Scope and Limits of Insurance**: Coverage shall be at least as broad as the following scopes and limits:

1. **Commercial General Liability.** Two Million Dollars ($2,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit, Four Million Dollars ($4,000,000.) aggregate.

2. **Commercial Automobile Liability, Any Auto**. One Million Dollars ($1,000,000) per occurrence for bodily injury and property damage.

3. **Workers' Compensation Liability**. For all of Architect's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, a Workers' Compensation policy.

4. **Employers' Liability**. For all of Architect's employees who are subject to this Agreement, Architect shall keep in full force and effect, an Employment Practices Liability policy with minimum liability coverage of One Million Dollars ($1,000,000) per occurrence.

5. **Professional Liability**. This insurance shall cover the prime design professional and his/her consultant(s) on a Claims Made basis for Two Million Dollars ($2,000,000) per occurrence, Two Million Dollars ($2,000,000) aggregate limit subject to no more than Twenty-Five Thousand Dollars ($25,000) per claim deductible, coverage to continue through completion of construction plus three (3) years thereafter.

C. District reserves the right to modify the limits and coverages described herein, with appropriate credits or changes to be negotiated for such changes.

D. **Deductibles and Self-Insured Retention**: Architect shall inform District in writing if any deductibles or self-insured retention exceeds twenty-five thousand dollars ($25,000). At the option of District, either:

1. District can accept the higher deductible;

2. Architect's insurer shall reduce or eliminate such deductibles or self-insured retention as respects District, its officers, officials, employees and volunteers; or

3. Architect shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of Architect; Instruments of Service and completed operations of Architect; premises owned, occupied or used by Architect; or automobiles owned, leased, hired or borrowed by Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. All endorsements shall waive any right to subrogation against any of the Additional Insureds.

2. For any claims related to, arising out of, or connected with the Project, Architect's general liability and automobile liability insurance coverage shall be primary insurance as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of Architect's insurance and shall not contribute with it.

3. For Architect's general liability, automobile liability and workers' compensation insurance, Architect shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

4. Architect's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

6. No policy may exclude insurance coverage for contractual indemnity and/or defense obligations, and all policies shall contain an endorsement specifying coverage for contractual indemnity and/or defense.

7. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.

8. Architect shall pay all insurance premiums, including any charges for required waivers of subrogation or the endorsement of Additional Insureds. If Architect fails to maintain insurance, District may take out comparable insurance, and deduct and retain amount of premium from any sums due Architect under the Agreement.

9. Architect shall require all subconsultants to maintain the level of insurance Architect deems appropriate with respect to the consultant's scope of the Work unless otherwise indicated in the Agreement. Architect shall cause the subconsultants to furnish proof thereof to District within ten (10) days of District's request. Should Architect not require subconsultants to provide the same level of insurance as is required of Architect, as provided in this Agreement, Architect is not relieved of its indemnity obligations to District or fulfilling its insurance requirements as provided in this Agreement.

10. If Architect normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Architect hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

F. Acceptability of Insurers: Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. Architect shall inform District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of District, District may either:

1. Accept the lower rating; or

2. Require Architect to procure insurance from another insurer.

G. Verification of Coverage: Prior to commencing with its provision of Services under this Agreement, Architect shall furnish District with:

1. Certificates of insurance showing maintenance of the required insurance coverages; and

2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverages on its behalf. All endorsements are to be received and approved by District before Services commence.

H. Copy of Insurance Policy(ies): Upon District's request, Architect will furnish District with a copy of all insurance policies related to its provision of Services under this Agreement.

END OF EXHIBIT

EXHIBIT F

ROOFING PROJECT CERTIFICATION

This form shall be executed by all architects, engineers, or roofing consultants who provide professional services related to the repair or replacement of a roof of a public school where the project is for repair of more than 25% of the roof or that has a total cost more than $21,000 ("roofing project") and submitted to District prior to the time professional services are engaged. Not applicable to a school district with an average daily attendance less than 2,500.

Certification of: ☒ Architect ☐ Engineer
☐ Roofing Consultant ☐ Other _____

I, MULTISTUDIO., certify that I have.

not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roofing project contract. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, Lauren M. Maass,

certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, _____, _____ have the
[Name] [Name of Firm]
following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roofing project contract (provide Name and Address of Building, and Contract Date and Number):

_____

_____

_____

_____

_____

_____

By my signature below, I hereby certify that, to the best of my knowledge, the contents of this disclosure are true, or are believed to be true. I further certify on behalf of the Firm that I am aware of section 3000 *et seq*. of the California Public Contract Code, and the sections referenced therein regarding the penalties for providing false information or failing to disclose a financial relationship in this disclosure. I further certify that I am authorized to make this certification on behalf of the Firm.

Date: December 02, 2024

Proper Name of Firm: Multistudio, Inc.

Signature: 

Print Name: Lauren M. Maass

Title: Principal

END OF EXHIBIT

EXHIBIT G

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

Prior to bidding on or submitting a proposal for a contract for goods or services of $1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

☒ **OPTION 1.** Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

☐ **OPTION 2.** Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed) Multistudio, Inc.	*Federal ID Number (or n/a)* 48-1010359
By (Authorized Signature) 	
Printed Name and Title of Person Signing Lauren M. Maass, Principal	*Date Executed* December 02, 2024

END OF DOCUMENT

INTENTIONALLY BLANK

EXHIBIT H

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Architect entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Architect.

Architect certifies that it has taken at least one of the following actions (check all that apply):

☐ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Architect's employees or any subcontractor or supplier of any tier of the Agreement interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Architect under the Agreement.

☒ Architect, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Architect's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Architect performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Architect's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

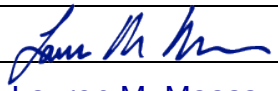
A complete and accurate list of Architect's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

☐ Architect is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Architect's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Architect has not been convicted of a felony as defined in Education Code Section 45122.1.

Architect's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Architect.

Date: December 02, 2024

Name of Architect: Multistudio, Inc.

Signature: 

Print Name: Lauren M. Maass

Title: Principal

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT

List of Employees/Subcontractors

Name/Company: Lauren M. Maass, Multistudio, Inc.

Name/Company: Mariana Lavezzo, Multistudio, Inc.

Name/Company: Anesu Dhliwayo, Multistudio, Inc.

Name/Company: Sean Walton, Multistudio, Inc.

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

END OF EXHIBIT

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: December 12, 2024

RE: Approval of Construction Project Manager Job Description

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

SSFUSD has not filled a vacant full-time Construction Project Manager for a long time. For many years, K12 School Facilities consultant, William Savidge, has been hired by the District to assist with various facilities construction projects throughout the district. Some of his more recent projects included HVAC upgrades/replacement at numerous sites, toilet pod repairs at three schools, Folklorico dance studio, Hillside traffic improvement project, facilities master plan, etc. He also oversees projects that are in progress during the absence of the Director of Facilities and Safety. Lastly, Mr. Savidge also assists with our legal counsel on matters relating to our on-going litigation with USS Cal Builders.

At the end of 2024-25, Mr. Savidge will be retiring and no longer doing facilities consulting. In anticipation of his departure, District staff is bringing back the Construction Project Manager position. This position is similar to the Bond Construction Project Manager position but works on non-bond facilities projects. Staff have updated the job description to match the Bond Construction Project Manager position and are requesting board approval.

FISCAL IMPLICATIONS:

The salary range for this position would be between $11,159.00 to $13,309.00, plus benefits per month (Range 28S). This cost will come from our Facilities maintenance budget (MGMT 741) and will not impact the General Fund reserves.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the job description for the Construction Project Manager.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION PROJECT MANAGER

BASIC FUNCTION:

Under the general supervision of the Director of Facilities and Safety, the Construction Project Manager provides technical and construction project management support services in connection with school site improvements, modification of facilities, and new construction projects. The Construction Project Manager assists in the preparation and review of project plans and specifications; coordinates, plans, and directs the work of others; inspects projects; and prepares all documentation required for the successful completion of projects under his/her supervision.

REPRESENATIVE DUTIES:

ESSENTIAL DUTIES:

- Review, plan, estimate, and schedule work assignments on school site improvements, modification of facilities, and/or new construction projects.
- Prepare and/or assist with construction project bid documents; study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and solicit formal and informal bids.
- Solicit and review proposals.
- Review payment requests.
- Review plans and specifications as to feasibility of construction; advise building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records and site files.
- Supervise and schedule building inspectors as required.
- Respond to emergencies as necessary.
- Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
- Coordinate site visits, pre-bid, pre-construction conferences, and attend job meetings as required.
- Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Provide technical assistance to the Director of Facilities and Safety as needed.
- Receive, review, and investigate requests for school site improvements and building modifications.

OTHER DUTIES:

- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Building codes, ordinances, and regulations of state and local authorities.
- Pertinent safety orders of the State of Industrial Safety Division.
- Related codes of regulations as may be required in application to construction and/or modification of school facilities.
- Principles of training and supervision.
- Methods, materials and equipment used in the construction industry.
- Current technology, software applications, office methods and practices, correct English usage, spelling, grammar, and punctuation.

ABILITY TO:

- Read and interpret blueprints, plans and specifications.
- Understand and carry out oral and written instructions.
- Maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials.
- Communicate effectively both verbally and in writing.
- Determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors.

EDUCATION AND EXPERIENCE:

- A high school diploma or the equivalent.
- Graduation from a two or four year college program in Construction Management or the equivalent experience.
- Six years of experience in a lead or supervisory position in the building construction/maintenance industry.
- Two years of experience in construction/maintenance specification writing and/or preparation and supervision.

LICENSES/CERTIFICATION:

- Must maintain a valid California Driver License and the ability to be insured.
- A California Contractor's License or the equivalent is preferred.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and to make presentations.
- Seeing to read a variety of materials and inspect facilities; specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Frequent sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and climb or balance.
- Walking over rough or uneven surfaces.
- Bending at waist, kneeling, crouching, and crawling.
- Working at heights, including climbing ladders or scaffolding to inspect projects.
- Ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

- Indoor and outdoor environment.
- Regular exposure to wet and/or humid conditions, extreme cold and extreme heat.
- Occasionally works around and with machinery having moving mechanical parts.
- Risk of electric shock and radiation exposure.
- Occasionally exposed to toxic or caustic chemicals, fumes, high voltage, vibrations, and airborne particles.
- Frequently exposed high levels of noise from equipment operation and work in and around project sites.
- Driving a vehicle to conduct work

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: December 12, 2024

RE: Approval of Amendment #1 to the Professional Services Agreement with Verde Design Inc. for Added Electrical Engineering Services for the Westborough Middle School Field and Pavement Project under the Measure T Bond Program

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District acquired the services of Verde Design on December 14, 2023, to provide landscape design services and construction administration for the Athletic Field and Pavement Project at Westborough Middle School.

The athletic field located at Westborough MS is in disrepair and is not usable. Additionally, the current morning and afternoon drop-off queuing is significantly impacting the traffic on Westborough Blvd. and causing traffic congestion in the neighboring community. The scope of this project will be designed as one project and implemented in two phases. The scope will include but not limited to the reconstruction of the athletic field, installing accessible path of travel to the athletic field and drop off locations, addition of pedestrian lighting and accessible parking, creation of queuing zone for student drop off, grading, and pavement improvements on the play yard.

This agreement modification includes additional electrical engineering services to provide power and interior lighting for the proposed storage containers to be located near the new field.

FISCAL IMPLICATIONS:

The total cost of the additional services is **$2,290.00**. 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 Amendment #1 to the professional services agreement with Verde Design for additional electrical engineering services for the Westborough MS Field and Pavement Project in the amount of $2,290.00.

VERDE DESIGN
2455 The Alameda, Suite 200
Santa Clara, CA 95050
t 408.985.7200 f 408.985.7260
www.verdedesigninc.com

November 12, 2024

South San Francisco Unified School District
Attn: Lori Shelton, Director of Bond Program
c/o Brian Jemo, Kitchell
Delivered via Electronic Mail

RE: Westborough Middle School Athletic Field Reconstruction &
Hard Court / Parking & Circulation Improvements
Add Service #1 – Revised Electrical Scope – Added Lighting and Power to Shed
Verde Design Project No.: 2204700

Dear Lori,

Verde Design is respectfully submitting this add service for the added design, construction documentation, and construction administration efforts for the added scope described below. These efforts are in addition to the initially scoped project and identified design efforts:

Revised Electrical Scope

a. It is understood that the District would not like to include additional lighting at the upper parking lot adjacent to the existing Main Office building. This effort was included in the initial project Contract per the anticipated scope of work.
b. It is understood that the District would like to add pedestrian lighting to the proposed staircases and ramps that lead down to the field from the hardcourt areas.
c. It is understood that the District would also like to add power to the proposed storage containers to be located adjacent to the new field. The storage containers would receive electrical outlets and lighting.

For the additional work efforts identified above, Verde Design respectfully presents the following additional fee breakdown:

- Reduction in initial Electrical Engineering Efforts (FBA Engineering):	($ 10,516)
- Additional Electrical Engineering for lighting and power to shed (FBA Engineering):	$ 11,606
- Additional coordination efforts (Verde Design):	$ 1,200
Fee SubTotal:	**$ 2,290**

If this additional work is approved by the District, please have an amendment to our agreement provided for our signature. Lori, thank you again for the continued opportunity to work with you and the District!

Respectfully Submitted,
Verde Design, Inc.

Devin Conway, P.E.
Principal

ADD SERVICE APPROVED BY:
South San Francisco Unified School District

Name Date

CC: Verde Design Distribution
Attachment: Current Charge Rate Schedule

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2024

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	$270.00 per hour
Project Manager/Construction Manager	
Level Four	$255.00 per hour
Level Three	$235.00 per hour
Level Two	$190.00 per hour
Level One	$175.00 per hour
Project Architect	$255.00 per hour
Project Engineer	
Level II	$195.00 per hour
Level I	$180.00 per hour
IT Manager	$190.00 per hour
CAD Manager	$185.00 per hour
Project Designer	$170.00 per hour
Job Captain/Staff Engineer/Construction Administrator	$160.00 per hour
Draftsperson Level II	$155.00 per hour
Draftsperson Level I	$150.00 per hour
Project Administrator	$95.00 per hour
Intern	$80.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

AMENDMENT #1
TO
AGREEMENT FOR ARCHITECTURAL SERVICES
(AGREEMENT #24009)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
WITH
VERDE DESIGN, INC.

FOR WESTBOROUGH MIDDLE SCHOOL FIELD AND PAVEMENT PROJECT

December 13, 2024

Amendment No. 1 to the Agreement for architectural design services for the Westborough MS Field and Pavement project as approved by the Board on December 14, 2023.

The work includes reduced and added electrical engineering scopes.

Compensation under the Agreement as stated in Article 6; and is updated and summarized below.

Agreement	Date	Total
Original Agreement	December 14, 2023	$734,600.00
Amendment #1	December 12, 2024	$2,290.00
Total Amended Compensation		**$736,890.00**

No other sections of the Agreement, unless specifically listed below, are modified in any way.

Modified sections as follows:

- EXHIBIT A – RESPONSIBILITIES AND SERVICES OF ARCHITECT
- EXHIBIT D – PAYMENT SCHEDULE

IN WITNESS WHEREOF, the parties hereto have executed this Amendment. This Amendment consists of 3 pages.

By_____ _____
Ted O, Assistant Superintendent Business Services Date
South San Francisco Unified School District

11/22/24

By_____ _____
Devin Conway, Principal, Verde Design Inc. Date

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

The Responsibilities and Services of the Architect represents deleted and added scope of work to the Westborough MS Field and Pavement Project.

Revised Electrical Scope:

a. Remove the electrical engineering services originally included for additional lighting in the upper parking lot adjacent to the existing Main Office building. This work was part of the initial project contract based on the anticipated scope of work.

b. Add electrical engineering services to design pedestrian lighting for the proposed staircases and ramps leading from the hardcourt areas down to the field.

c. Add electrical engineering services to provide power for the proposed storage containers to be located near the new field. These storage containers will be equipped with electrical outlets and interior lighting for functionality.

EXHIBIT D
PAYMENT SCHEDULE

The payment schedule in Exhibit D include the following additional schedules:

District shall pay Architect as follows for all additional services contracted for under this Agreement:

Change Service Items

Scope of Work	Amount
Reduction in initial Electrical Engineering Efforts (FBA Engineering)	($10,516.00)
Additional Electrical Engineering for Lighting and Power to Storage Containers (FBA Engineering)	$11,606.00
Additional Coordination Efforts (Verde Design)	$1,200.00
TOTAL MODIFICATION	**$2,290.00**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: December 12, 2024

RE: Approval of Professional Services Agreement with Kier & Wright Civil Engineers and Surveyors, Inc. for Surveying and Topographic Services for South San Francisco High School Modernization Project under the Measure T Bond Program

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District (SSFUSD) is acquiring the services of Kier & Wright Civil Engineers and Surveyors, Inc. to provide topographic survey and underground utility locating services for the modernization project at South San Francisco High School under the Measure T Bond Program.

On November 16, 2023, the Board of Trustees approved a Request for Qualifications (RFQ) for a pool of seven (7) firms to provide surveying and topographical services. The District requested proposals from SANDIS Engineering, Inc., Kier & Wright Civil Engineers and Surveyors, Inc., and Wilsey Ham Engineering, Surveying & Planning. After a thorough review, Kier & Wright Civil Engineers and Surveyors, Inc. emerged as the most cost-effective option, offering a competitive fee structure while meeting all the project requirements.

FISCAL IMPLICATIONS:

The cost of services is $70,000.00. 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 professional services agreement with Kier & Wright Civil Engineers and Surveyors, Inc. for topographic surveying and underground utility locating services for the South San Francisco High School Modernization project in the amount of $70,000.00.

October 31, 2024

Lori Shelton
Director of Bond Program
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

RE: Surveying Services Proposal for South San Francisco High School

Dear Lori,

We are pleased to submit the following proposal to provide land surveying services for the above-referenced property in South San Francisco. Our proposed contract includes fees for the following:

- Topographic Survey
- Title Report
- Title Review

Should you authorize us to proceed with the scope described herein, Kier & Wright will need a copy of any site or improvement plans that you may have.

The proposed surveying services will be completed approximately 8-12 weeks after we receive a signed copy of this proposal due to working on weekends and non-school days. Please note that we are always sensitive to our clients' needs—should your project schedule require receipt on a more accelerated timeline, please give us a call to discuss.

Thank you for considering Kier & Wright for this project. If you have any questions, or if we can be of further service to you on this or any other project, please do not hesitate to give us a call.

Sincerely,
KIER & WRIGHT



Ryan Amaya, PLS

PRINCIPAL
ramaya@kierwright.com
408-727-6665

3350 Scott Boulevard Bldg. 22
Santa Clara, CA 95054
408•727-6665
www.kierwright.com

FEE PROPOSAL

PROJECT UNDERSTANDING AND APPROACH

The district is looking to update its existing records for upcoming projects being considered at the school. We have been provided with the attached Exhibit showing areas that the district knows have been improved. Based on the site walk, the existing files provided and the date the original survey was completed, we are recommending the following scope defined below to provide the district with an updated Topographic Survey. Our approach, which is thorough and detailed, uses as much information as possible from the existing files to save the district cost.

ASSUMPTIONS

This proposal is based on the following assumptions.

1. Weekend work and non-school days.
2. Using existing survey information provided to supplement current work.

SCOPE & FEE

Topographic Survey ..... $ 54,000

Kier & Wright will review, organize and use existing records provided by the district to supplement the current survey effort. We will provide the district with a new Aerial Topographic Survey that will show surface features visible from an airplane such as curbs, gutters, sidewalk, driveways, crosswalks, pavement striping, vegetation limits, spot elevations and 1 - foot contours intervals for the entire school property and surrounding streets. In addition to the Aerial Topographic Survey, we have included two (2) days of field surveying to gather Topographic Survey information needed to verify recent improvements not shown on the existing survey or district plans. Invert elevations and pipe sizes will be provided for new sanitary sewer and storm drain not shown on existing survey if structures are accessible at the time of our field survey. The horizontal and vertical control for this survey will be based on existing topographic survey datum. This will provide the district with an up-to-date base which will include all the improvements that have been constructed over the past 12 years. In addition to the new Aerial Topographic Survey, we will conduct Utility Research which consists of reaching out to all the franchised utility providers for copies of their utility plans for the school property and surrounding streets. This information will be incorporated into the topographic survey which will aid the design team in future utility design for the school. For utilities on the school property that we don't have plans for we will attempt to locate all detectable utilities, in accordance with USA North Guidelines, California Code Section 4216-4216.9, including but not limited to: storm drain, sanitary sewer, water, fire, electric, gas and telecommunications lines within the subject property. Please note that all underground utilities may not be able to be located, particularly plastic pipe and/or utilities with no tracer wire. We have included three (3) days for our sub-consultant to do this work. We will deliver the Topographic survey compiled at 1" = 20' scale oriented on 30"x42" sheets in a 2022 AutoCAD drawing file and signed pdf.

Title Report ..... $ 5,000

We will order a preliminary title report from First American Title Insurance Company for the property within the scope of work. We frequently utilize them for Kier & Wright projects throughout California. This translates to quick responses and turnaround times on our request

Title Review ..... $ 8,500

Title review consists of review of the documents associated with the title report and ensuring that the boundary and easement are plotted based on these documents.

Reimbursable allowance.....**$ 2,500**

We have developed the following budget for printing, plotting and delivery, utility map fees (i.e., AT&T, Comcast, and PG&E) estimated $600 -$1,200.

Total Proposed Surveying Fees..... **$ 70,000**

EXCLUSIONS

1. Potholing or excavation of utilities.

OBLIGATION OF PAYMENT

The Entity identified in the attached Responsible Party Information Form will be responsible for payment of all services and reimbursable expenses (printing, plotting, delivery, overnight mail) rendered by Kier & Wright Civil Engineers and Surveyors, Inc. (Kier & Wright) in conjunction with the above-referenced project per the proposal dated October 31, 2024. If the project is terminated by the Entity, the Entity shall notify Kier & Wright, and Kier & Wright is entitled to payment by the Entity for all services and reimbursable expenses rendered up to the date of cancellation. If Kier & Wright is to be paid out of escrow and the project falls out of escrow or escrow does not close, the Entity is responsible for payment of all services and reimbursable expenses rendered by Kier & Wright.

APPROVAL

If the terms of this proposal meet with your approval and you wish to have us proceed with the services described herein, please sign below, complete the project/billing information form on the next page and either email or mail a copy of the signed proposal to my attention. The proposed fees will be valid for the next 60 days. After that time, Kier & Wright may re-evaluate the proposed fees and terms to ensure that they reflect current costs.

Approved by: _____ Date: _____

RESPONSIBLE PARTY INFORMATION FORM

Company/Entity Name: _____

Agreement Authorized by (Name, Title) _____

PROJECT INFORMATION

Project Manager Name: _____

Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

EMERGENCY CONTACT

Name: _____

Phone Number: _____

BILLING INFORMATION

Bill to the attention of (Name): _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Do you authorize us to send monthly invoices by email? _____ Yes _____ No

Billing Email Address: _____

P.O. # (if required): _____

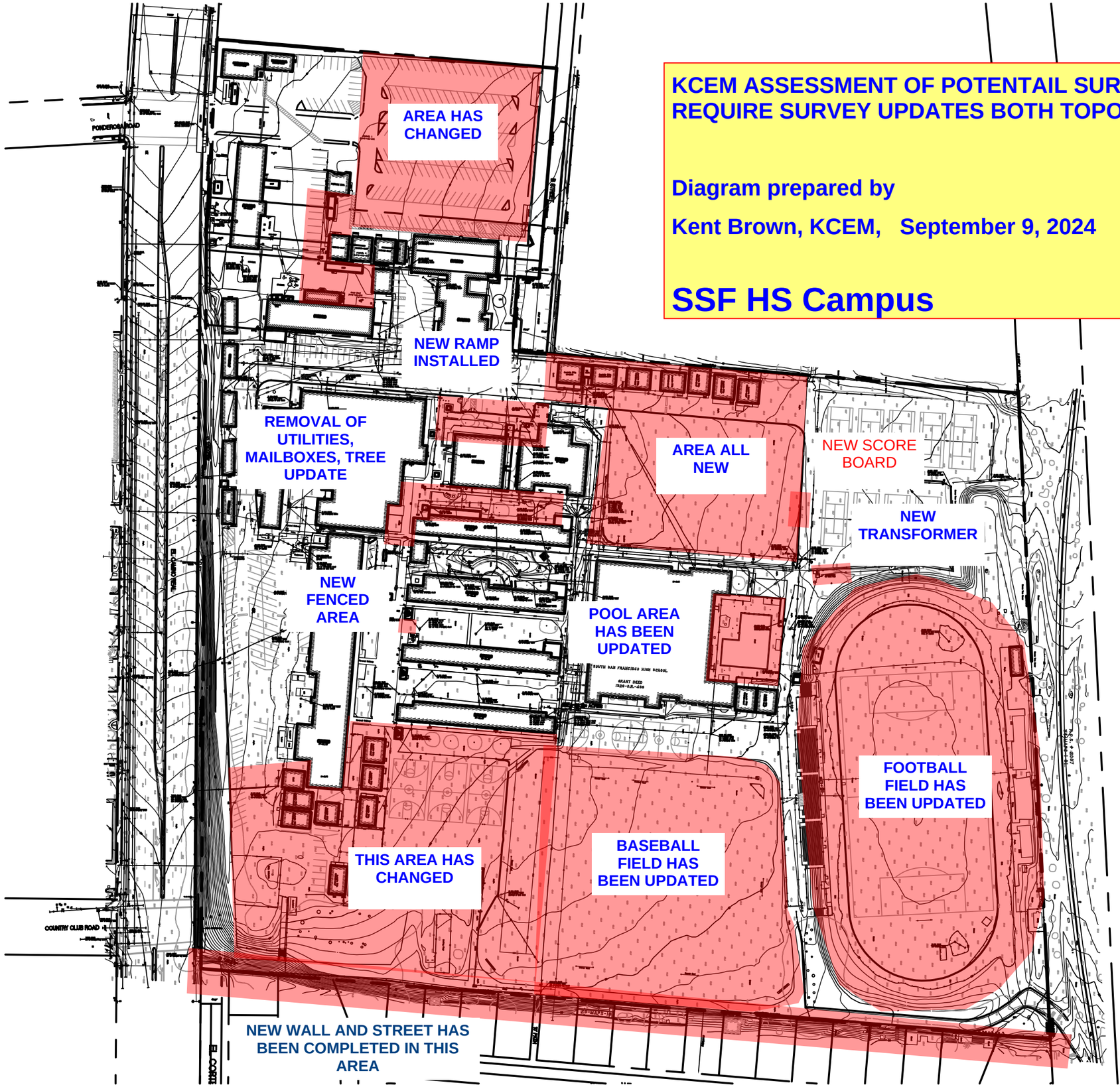
S.O.W. # (if required): _____

KCEM ASSESSMENT OF POTENTAIL SURVEY AREAS THAT MAY REQUIRE SURVEY UPDATES BOTH TOPOGRAPHIC AND UNITLIY

Diagram prepared by

Kent Brown, KCEM, September 9, 2024

SSF HS Campus



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INDEPENDENT CONSULTANT AGREEMENT FOR SURVEYING AND TOPGRAPHIC SERVICES
AGREEMENT #25003

This Independent Consultant Agreement for **Utility Surveying and Topographic** Services ("Agreement") is made and entered into as of the **15th day of November, 2024** by and between the South San Francisco Unified School District, ("District") and **Kier & Wright Civil Engineers and Surveyors, Inc.** ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 4526, authorizes District to contract with and employ any person(s) for the furnishing of architecture, landscape architecture, environmental, engineering, land surveying, and construction project management services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide **Utility Surveying and Topographic** services as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **November 15, 2024** and will diligently perform as required and complete performance by **March 30, 2025** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   X Signed Agreement
   X Workers' Compensation Certification
   X Prevailing Wage Certification
   X Fingerprinting/Criminal Background Investigation Certification
   X Insurance Certificates and Endorsements
   X W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Seventy Thousand and 00/100** Dollars **($70,000.00)** District shall pay Consultant according to the following terms and conditions:

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4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

4.1.1.	Topographic Survey/Utility Locating	$54,000
4.1.2.	Title Report	$5,000
4.1.3.	Title Review	$8,500
4.1.4.	Reimbursable Allowance	$2,500

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. [RESERVED]

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Performance of Services.**

8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

8.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover.

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Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.3. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

8.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.5. **[RESERVE]**

9. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Deliverables.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission.

11. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District.

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For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

13. **Termination**.

13.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.

13.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.2.1. material violation of this Agreement by Consultant; or

13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

14. **Indemnification**.

14.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

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14.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

14.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

15. **Insurance**.

15.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

15.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

15.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

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15.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

15.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

15.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

15.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

15.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

15.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

15.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

15.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

16. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

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16.1. **Labor Code Requirements**: Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with District.

16.1.1. **Registration**: If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

16.1.2. **Certified Payroll Records**: Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.

16.1.3. **Labor Compliance**: Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.

17. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

18. **COVID-19 Requirements.** For all workers on District property, Consultant and Consultant's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.

19. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

20.1. All site visits shall be arranged through District;

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20.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

20.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

20.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

20.5. Consultant and Consultant's employees shall not use student restroom facilities; and

20.6. If Consultant and 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.

21. **Disabled Veteran Business Enterprises**. Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.

22. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

23. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

23.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

23.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

24. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

25. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

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26. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service as follows:

District:	**Consultant**:
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 ATTN: Lori Shelton, Director of Bond Program EMAIL: lshelton@ssfusd.org	Kier & Wright Civil Engineers and Surveyors, Inc. 3350 Scott Boulevard, Building 22 Santa Clara, CA 95054 ATTN: Ryan Amaya, PLS, Principal EMAIL: ramaya@kierwright.com

Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

27. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

28. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

29. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

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34. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

35. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

36. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

37. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

38. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2024	Dated: 11/7/2024, 2024
South San Francisco Unified School District	**Kier & Wright Civil Engineers and Surveyors, Inc.**
Signed By: _____	Signed By: Ryan Amaya
Print Name: Ted O	Print Name: Ryan Amaya
Print Title: Assistant Superintendent Business Services	Print Title: Principal

Information regarding Consultant:

License No.: 8134

Address: 3350 Scott Blvd, Bldg 22, Santa Clara, CA

Telephone: 408-727-6665

Facsimile: _____

E-Mail: ramaya@kierwright.com

Type of Business Entity:
- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Limited Partnership
- ☑ Corporation, State: CA
- ☐ Limited Liability Company
- ☐ Other: _____

94-2160466: Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

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EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Scope of Work:

Land surveying and topographic services to update existing topographic survey for the South San Francisco High School Modernization project.

Topopgraphic Ground & Utility Locating Survey:

Kier & Wright shall provide a detailed topographic & utility survey of the area as shown on the attached Exhibit "A". The topographic & utility survey within this area will include the following:

Kier & Wright will review, organize and use existing records provided by the district to supplement the current survey effort. We will provide the district with a new Aerial Topographic Survey that will show surface features visible from an airplane such as curbs, gutters, sidewalk, driveways, crosswalks, pavement striping, vegetation limits, spot elevations and 1 - foot contours intervals for the entire school property and surrounding streets. In addition to the Aerial Topographic Survey, we have included two (2) days of field surveying to gather Topographic Survey information needed to verify recent improvements not shown on the existing survey or district plans. Invert elevations and pipe sizes will be provided for new sanitary sewer and storm drain not shown on existing survey if structures are accessible at the time of our field survey. The horizontal and vertical control for this survey will be based on existing topographic survey datum. This will provide the district with an up-to-date base which will include all the improvements that have been constructed over the past 12 years. In addition to the new Aerial Topographic Survey, we will conduct Utility Research which consists of reaching out to all the franchised utility providers for copies of their utility plans for the school property and surrounding streets. This information will be incorporated into the topographic survey which will aid the design team in future utility design for the school. For utilities on the school property that we don't have plans for we will attempt to locate all detectable utilities, in accordance with USA North Guidelines, California Code Section 4216-4216.9, including but not limited to: storm drain, sanitary sewer, water, fire, electric, gas and telecommunications lines within the subject property. Please note that all underground utilities may not be able to be located, particularly plastic pipe and/or utilities with no tracer wire. We have included three (3) days for our sub-consultant to do this work. We will deliver the topographic survey compiled at 1" = 20' scale oriented on 30"x42" sheets.

Title Report:

Kier & Wright will order a preliminary title report from First American Title Insurance Company for the property within the scope of work.

Title Review:

Title review consists of review of the documents associated with the title report and ensuring that the boundary and easement are plotted based on these documents.

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

Reimbursables:

Printing, plotting and delivery, utility map fees (i.e., AT&T, Comcast, and PG&E)

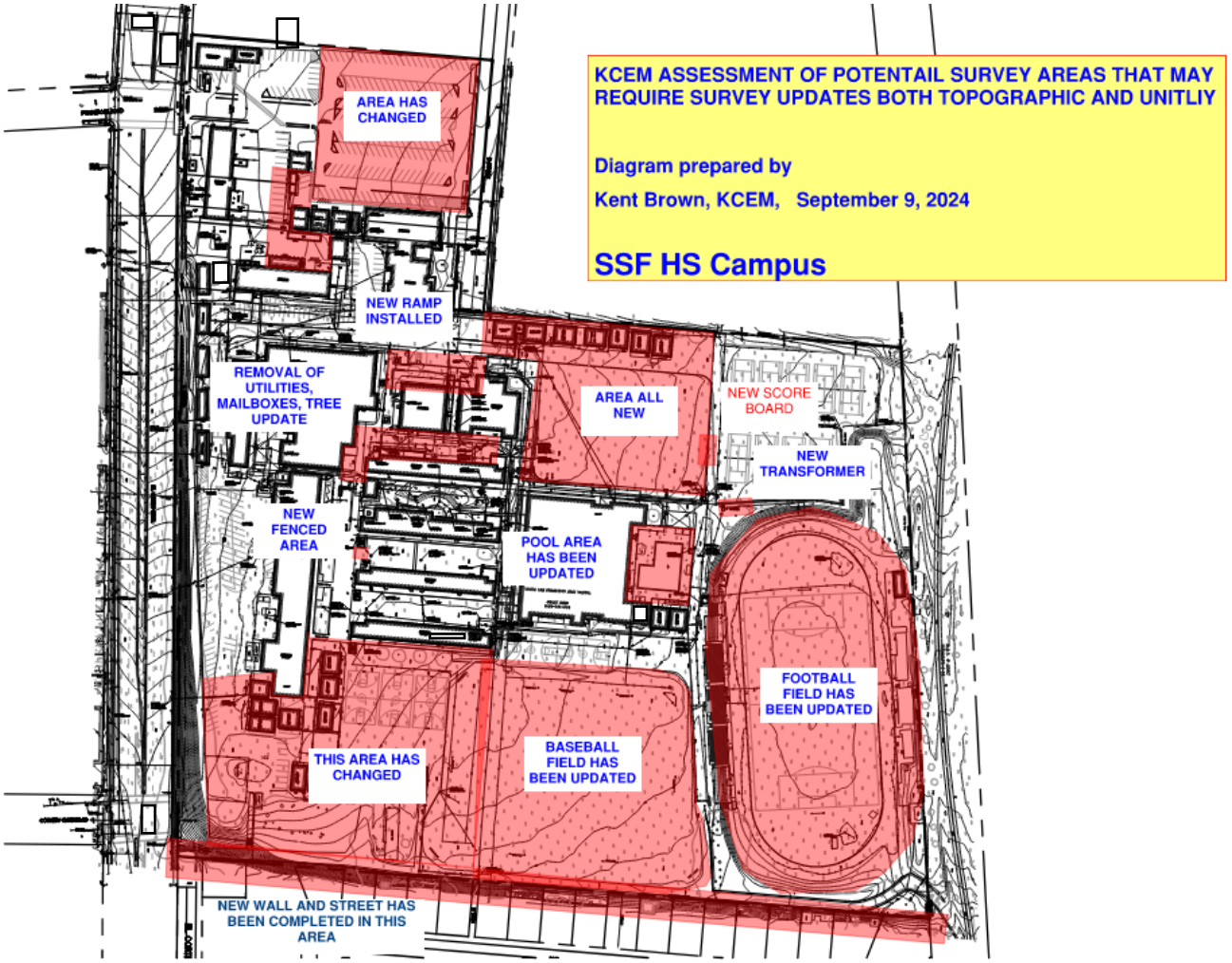
Deliverables:

Electronic CAD files and PDF files of topographic/utility surveys

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

EXHIBIT A

Limit of Topographic Survey



Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

KIER+WRIGHT

HOURLY RATE SCHEDULE

Effective March 1, 2024 through February 28, 2025

Principal	$ 302.00 / Hour
Principal Engineer	$ 274.00 / Hour
Senior Engineer Manager	$ 252.00 / Hour
Technical Manager	$ 252.00 / Hour
Senior Engineer	$ 239.00 / Hour
Engineer III	$ 222.00 / Hour
Engineer II	$ 185.00 / Hour
Engineer I	$ 155.00 / Hour
Senior Survey Construction Manager	$ 246.00 / Hour
Senior Land Surveyor	$ 246.00 / Hour
Project Surveyor III	$ 220.00 / Hour
Project Surveyor II	$ 178.00 / Hour
Project Surveyor I	$ 152.00 / Hour
Survey Coordinator	$ 210.00 / Hour
Engineering Tech III	$ 200.00 / Hour
Engineering Tech II	$ 181.00 / Hour
Engineering Tech I	$ 169.00 / Hour
Draftsman / Survey Tech III	$ 155.00 / Hour
Draftsman / Survey Tech II	$ 128.00 / Hour
Draftsman / Survey Tech I	$ 117.00 / Hour
3-Man Survey Crew	$ 435.00 / Hour
2-Man Survey Crew	$ 344.00 / Hour
1-Man Survey Crew	$ 212.00 / Hour
Testimony (Trial or Deposition)	$ 589.00 / Hour
Project Coordinator III	$ 144.00 / Hour
Project Coordinator II	$ 127.00 / Hour
Project Coordinator I	$ 110.00 / Hour
Engineering / Survey Intern	$ 64.00 / Hour
3D Laser Scanning Crew	$ 421.00 / Hour

All blueprinting and reproduction will be billed at cost plus 10%.
Time spent for preparation for testimony will be billed in accordance with the above hourly rates.

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 11/7/2024

Name of Consultant: Kier & Wright Civil Engineers and Surveyors, Inc.

Signature: Ryan Amaya

Print Name and Title: Ryan Amaya, VP

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: 11/7/2024

Name of Consultant: Kier & Wright Civil Engineers and Surveyors, Inc.

Signature: Ryan Amaya

Print Name and Title: Ryan Amaya, VP

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

☑ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☐ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code Section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

Docusign Envelope ID: 2055CBC0-EE9D-4CF3-8FED-6167C836F89D

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

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Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: 11/7/2024

Name of Consultant: Kier & Wright Civil Engineers and Surveyors, Inc.

Signature: Ryan Amaya

Print Name: Ryan Amaya

Title: VP

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 & Safety
William Savidge, Facilities Consultant

DATE: December 12, 2024

RE: Approval of Independent Consultant Agreement with NV5, Inc. for Legacy Solar Facilities Assessment & Recommendations

---

ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District ("District") has been a leader in renewable energy systems, with solar photovoltaic panels installed under a Power Purchase Agreement ("PPA") with Chevron Energy Solutions, which then became Engie Services USA ("Engie"). The Phase I installation was completed in 2012 at 15 of our sites, and was supplemented in 2016 at 3 locations and 2 additional sites. Over the course of the PPA the District has generated significant electrical power and offset electrical use at the sites for an accumulated savings of over $1.2 million.

At this point the original PPA has expired, and the District is now responsible for all aspects of operating and maintaining the systems. The first step for the District was to enter into an ongoing Maintenance Agreement with Engie to ensure contuining energy generation. In addition to maintaining system generation, the District faces significant challenges related to the age of the photovoltaic panels, and integral system components such as the inverters (which convert DC genenerated power to useable AC power). The District has an operational, but outdated, legacy system. The solar panels are older, and less efficient than current technology. The panels have a life expectancy of 20-25 years. The inverters, a key component in the system are also an early technology and are reaching the end of their useful life of 10-12 years. Indeed, one of the inverters has already failed, sparking a need for an immediate replacement. Finally, a key element of the District's savings over time has been our ability to sell back generated power at a good rate to the utility company. Unfortunately, our favorable tariff expires

20 years after the original installation. That puts the District eight years away from a key decision regarding the operation of the systems to ensure continued generation and savings.

It is important that the District have an independent assessment of the existing systems with recommendations and options regarding next steps. This will be the first part of a process to consider short term component replacements such as the inverters, and long term system upgrades to panels. We anticipate that this will lead to consideration of energy storage and resilient site systems to ensure ongoing operations during increasingly frequent power shut-offs.

NV5 is a technical engineering and consulting firm with considerable experience in renewable energy systems. The lead engineering team on our project has worked with numerous local school districts to develop renewable energy systems. NV5 has provided a proposal to assess our renewable energy systems at three sites: El Camino HS, Westborough MS, and Junipero Serra ES. These sites are all the older, Phase I, sites. The installations include all system types found in the District's installations—ground mount, canopy mount and building mounted panels. The NV5 proposal is attached for review. Work includes high-level assessments of system performance, recommendations for replacement of components and development of an inverter replacement plan.

FISCAL IMPLICATIONS:

The cost of services is hourly not to exceed $38,500. This will be paid for by the Deferred Maintenance Fund (Fund 14)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Independent Consultant Agreement with NV5, Inc. for Legacy Solar Facilities Assessment & Recommendations in the amount of $38,500.

Task Order Solar Performance & Inverter Replacement Assessment

Project # 5980824-2407101.00

This Task Order is pursuant to the Master Services Agreement ("MSA") between NV5 Consultants, Inc. ("NV5") and the South San Francisco Unified School District ("CLIENT") dated December 12, 2024.

This Task Order must be mutually executed before work commences.

Project Name	Solar Performance & Inverter Replacement Assessment
Client	South San Francisco Unified School District
Project Location	South San Francisco, CA
Estimated Start Date	January 1, 2025
Estimated End Date	April 30, 2025
Estimated Fees	Time & Materials, NTE $38,500

PROJECT CONTACTS

NV5		CLIENT	
Name:	Katie Crider	Name:	Wazi Chowdhury
Title:	Associate Principal	Title:	Director of Facilities & Safety
Email:	Katie.Crider@nv5.com	Email:	wchowdhury@ssfusd.org
Phone:	215-518-7919	Phone:	650-877-8751
Address:	101 Lucas Valley Road, Suite 302 San Rafael, CA 94903	Address:	398 B Street, South San Francisco, CA 94080

SUMMARY OF WORK

South San Francisco Unified School District (SSFUSD) owns a portfolio of about 2MW of bond-funded solar installed in two phases between 2012 and 2016. The inverters are starting to fail and the District wants to evaluate options for potential inverter replacement strategy. This task order outlines services for the following Phase 1 systems:

- El Camino HS
- Westborough MS
- Junipero Serra ES

SCOPE OF WORK

Task 1 Solar Performance Assessment – 3 sites

1.1 Review all existing solar project documentation and existing solar Operations and Maintenance (O&M) Agreement with Engie Services, US, including service logs and previous equipment replacement work orders.
1.2 Conduct PV system performance evaluation comparing actual performance to model and weather adjusted model.
1.3 Perform visual inspections and infrared scanning of up to three sites to assess the condition of inverters and major PV components.
1.4 Conduct annual tariff modeling to reconstruct what the utility bill would have been without solar and determine actual savings generated by the solar project for a 12-month period. Quantify lost savings due to inverter underperformance.
1.5 Evaluate all applicable utility tariffs to ensure the system is on tariff schedule that provides greatest financial benefit.
1.6 Evaluate performance guarantee savings report based on Energy Services Contract. Verify savings calculations and determine what adjustments, if any, are owed to CLIENT.
1.7 Provide 1-year report covering PV system performance evaluation, tariff optimization recommendations, and detailed financial performance evaluation. Reporting will be aligned with performance guarantee true-up period or CLIENT preference.

SITE VISITS: NV5 to conduct one visit to each of the three sites

Task 2 Inverter Replacement Plan

2.1 Review existing system replacement scope and costs.
2.2 Evaluate potential replacement options and provide high-level cost estimates for each.
2.3 Provide high-level equipment replacement plan and recommendations.

SITE VISITS: None.

SCHEDULE AND DELIVERABLES

Task		Start Date	End Date	Deliverables
1	Solar Performance Assessment	December 2024	March 2025	- O&M Agreement Review - Performance Guarantee Analysis - 1-Year Solar Performance Report
2	Inverter Replacement Plan	February 2025	April 2025	- Replacement options and costs analysis. - Replacement plan and recommendations.

PROJECT REQUIREMENTS AND ASSUMPTIONS

Asset Management

1. Travel to CLIENT sites as stated in Tasks. Project travel assumes one NV5 representative per site visit unless otherwise indicated. Travel requested by CLIENT in excess of visits listed to be billed T&M and may be billed to project contingency if included.
2. All deliverables will be provided in electronic format.
3. Client to provide NV5 login credentials to online solar DAS platform capable of providing 15-minute energy interval data for download in one-year increments.
4. Client to provide NV5 with access to 15-minute utility interval data via UtilityAPI or login credentials to Client utility account.
5. Client to sign utility third party authorization form allowing NV5 to discuss client accounts with utility.
6. NV5 to document on-site conditions; no corrective work to be performed. Operations and Maintenance to be performed by others.
7. CLIENT will provide access to all sites under consideration for site walks, including access to electrical services at each site.
8. CLIENT will provide necessary staff support for site visits, access to electrical gear, timely responsiveness to questions, reviews, and data requests.
9. Client to authorize NV5 to discuss solar PV maintenance with Contractor.
10. Design and construction of inverter replacement project will be performed by others.

FEE AND PAYMENT SCHEDULES

The Task fees listed in this section are based on anticipated workload for the scope set forth in this Task Order. For all tasks performed under this Task Order, NV5 has set a Time and Materials (T&M) Not to Exceed (NTE) cost per Task estimate as shown in the table below. NV5 will not exceed project NTE limits without written consent of CLIENT.

FEE TASK TABLE

	Task	NTE Total
1	Solar Performance Assessment	$22,500
2	Inverter Replacement Plan	$16,000
	Total	**$38,500**

HOURLY FEE SCHEDULE

Work will be billed at the hourly rates listed below for work completed through December 31, 2025. Updated hourly fees will be provided by NV5 as necessary prior to each new calendar year.

Title	2024	2025
Principal	$325	$340
Associate Principal	$290	$305
Project Manager III	$270	$285
Project Manager II	$235	$245
Project Manager I	$215	$225
Design Engineer (PE) II	$280	$295
Design Engineer (PE) I	$245	$255
Construction Manager II	$265	$280
Construction Manager I	$220	$230
Engineer/Data Scientist III	$250	$265
Engineer/Data Scientist II	$205	$215
Engineer/Data Scientist I	$185	$195
Analyst/Technician	$165	$175
Project Coordinator	$145	$150
Project Administrator	$100	$105
Intern	$125	$130

BILLING AND PAYMENT TERMS

NV5 invoices monthly with terms of Net 30.

REIMBURSABLE EXPENSES

Fees assume all deliverable materials for the project will be provided digitally. Printed copies of documents will be billed at cost plus 10%. For time and materials fee structure projects, all reasonable and ordinary expenses are reimbursable at cost plus 10%.

TRAVEL COSTS

If travel is required in excess of what is included in the Scope of Work, personnel travel time from our office to project location is billable at the full hourly rate. Vehicle driving mileage will be billed at the current IRS mileage rate.

IN WITNESS WHEREOF, authorized representatives of both NV5 and CLIENT have executed this agreement as of the date set forth below.

NV5	Client
	
Name: David Williard	Name:
Title: Principal	Title:
Date: 12/2/2024	Date:

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: December 12, 2024

RE: Approval of Professional Services Agreement with Nineteen Six Architects for Architecture and Engineering Services for Two Special Education Classrooms Renovation at South San Francisco High School

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ALIGNMENT WITH STRATEGIC PLAN:

Please check all that apply:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District (SSFUSD) is acquiring the services of Nineteen Six Architects to provide Architecture and Engineering services for the renovation of two classrooms (C-3 and C-4) at South San Francisco High School for students with special needs as requested by the Educational Services/Special Education Departments.

The scope of work includes schematic design, design development, construction document preparation, submitting the construction documents to DSA for review and approval, conduct bidding, and construction administration closeout.

FISCAL IMPLICATIONS:

The cost of services is $105,550.00. This will be paid for by the Facilities Fund (Fund 40).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreement with Nineteen Six Architects for Architecture and Engineering services for the two Special Education classrooms renovation project at South San Francisco High School in the amount of $105,550.00.

Novemebr 27, 2024

Wazi Chowdhury, AIA, LEED AP
Director of Facilities/ Safety
South San Francisco Unified School District
398 B Street | South San Francisco | CA
94080

RE: South San Francisco USD
South San Francisco High School _ Special Needs
19six #24411.01

Dear Mr. Chowdhury:

Thank you for the opportunity to provide you with Professional Architecture and Engineering services. We are pleased to submit this proposal to convert existing classrooms into spaces for a Special Needs Classroom Program at South San Francisco High School.

PROJECT DESCRIPTION

SSFUSD would like to convert classrooms C-3 and C-4 to special needs per an on site Design Charette on October 25th, 2024. Consultants have prepared proposal fees for the indicated preliminary space planning shown in exhibit A. The wall layout will be developed through Design Development and Construction Document phases in preparation for a DSA review submittal. 19six will also assist in furniture, fixture and equipment selection.

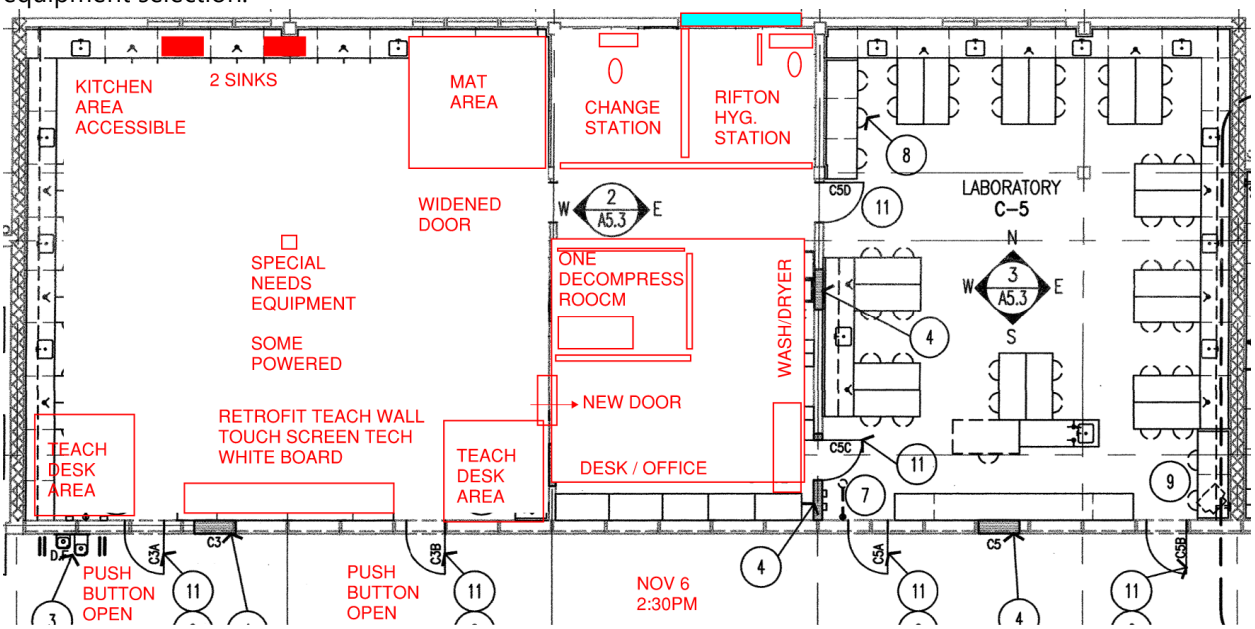


Exhibit A

SCHEDULE

The following are estimated timelines and dates for planning purposes.

TIMELINE

The following are estimate timelines that would affect the schedule.

Board Approval for A/E Contract	12/18/24
Authorization to Proceed	12/19/24
Construction Documentation	Twelve weeks
DSA Submittal	Earliest date: 3/2/25
DSA Review	To be determined
Contractor Bidding Period	One Month
Board Approval for Construction Contract	One Month
Construction	SIX Months

SCOPE OF SERVICES AND FEES

Services shall include professional Architectural & Engineering services. Our project team will consist of 19six Architecture, 19six Structural , Capital Electrical, Plumbing and Mechanical Engineers. Our Scope of Work will include the following:

A description per phase is as follows:

A. Schematic Design
   1. Visit site and discuss possible solutions with stake holders and District
   2. Gather as-built drawings and generate plans
   3. Develop optional solutions for district review and approval

   Fee $ 12,700

B. Design Development
   1. Design development drawings
   2. Coordination with Electrical Engineering consultants
   3. (4) meetings to review design development plans

   Fee $ 25,700

C. Construction Documentation
   1. Preparation of necessary architectural and Engineering plans and details
   2. Specifications
   3. (3) meeting to review plans and specifications.

   Fee $ 31,450

D. Application and Submittal to DSA
   1. Submittal to DSA
   2. Revise drawings and specifications per DSA's review comments
   3. Coordination with MEP Engineering and Structural Engineering consultants
   4. Provide construction drawings in electronic format and submittal forms for plan check submittal.
   5. Review and respond to plan review comments and attain approval.
   6. Participate in one (1) plan review meeting with plan check agency.
   7. DSA Plan Check
      Fee $ 11,850

E. Bidding
   1. Attend bid job walk
   2. Respond to bid questions
   3. Review contractor pricing
   4. Provide bid package in electronic format.
   5. Participate in one (1) bid review meeting.
   6. Provide up to 2 Addendums.
   7. During bidding, respond to bid questions as required.
      Fee $ 4,250

F. Construction Administration
   1. (4) site visits
   2. Respond to requests for information and clarification, including addendums necessary for clarification during construction.
   3. Review shop drawings and submittals for compliance with construction documents.
   4. Participate in two (2) final punch list walkthrough and report with our findings.
      Fee $ 19,600
      Total Fixed Fee **$ 105,550**

REIMBURSABLE EXPENSES - There are no reimbursable expenses anticipated for this project. If any reimbursable expenses do arise, 19six shall notify the Owner and get authorization prior to incurring said expense. Reimbursable expenses will be billed at a rate of 1.15 times.

EXCLUSIONS - The following are not included in our services described above:

- As-built drawings for the existing buildings
- Blueprinting and photocopying costs for additional copies beyond those required for the meetings and as listed above.
- Site electrical power upgrade.
- No engineering beyond Electrical engineering listed in the proposal.
- The following services, if required, are provided by others: Commissioning, Testing and Balancing, Utility locating, topographic survey, and Hazmat (Hazardous Materials).
- Plan check fees will be paid by the owner.
- Electrical 30-day meter readings, circuit tracing and/or testing of existing infrastructure, if required, will be provided by Owner.
- The proposal is valid for 60 days.
- Preparation of separate bid packages and alternates are not included in the proposal. Proposal assumes one bid package for the entire project.
- Detailed verification of contractor as-built redlines are not included in the proposal.
- Exterior egress lighting
- Civil engineering for accessible paths of travel per DSA comments

We will bill you monthly based on a percentage complete basis. Payment is expected within 30 days of the billing date.

Services will be managed by 19six Principal Ralph le Roux. The project will be executed under the direction of Alan Kroeker, Architect - license number C-22474.

If this proposal meets with your approval, please either sign below, or have your legal counsel prepare a contract. If time is of the essence, we will start work upon your written authorization.

Thank you for this opportunity to be of service.

Sincerely,





Ralph le Roux
Principal
19six Architects

Alan Kroeker, Architect
President
19six Architects

Approved:

_____
(Signature)

_____
(Name, Title)

_____
(Date)

Attachments:
Exhibit A: New Pathway & Ramp