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, January 23, 2025

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 January 23)

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 of HR/Student Services
   Employee Organization: SSFUSD
2. Superintendent evaluation.

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Los Cerritos 5th grade student Amir Abu Gareeb.

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. Recognition for outgoing Student Trustee Wong

b. TBD

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/BoardMeeting01232025 beginning at 3:00 p.m. on Monday, January 20, until 3:00 p.m. on Thursday, January 23. 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:
Los Cerritos Elementary School

Principal Karen Hong will share, with the Board, educational

priorities and programs at Los Cerritos ES.

b. Teaching and learning presentation: District's Child Development Program

Coordinator Eric Claybon will share, with the Board, information on the District's Child Development Program.

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2. BUSINESS SERVICES

a. Annual Audit Report for the Fiscal Year Ended June 30, 2024 1

A representative from EideBailly, CPAs, will present the District's annual audit report for the fiscal year ended June 30, 2024.

b. Measure J/Bond Audit for the Fiscal Year Ended June 30, 2024 2

A representative from EideBailly, CPAs, will present the Measure J Bond financial and performance audit for the fiscal year ended June 30, 2024.

c. Measure T/Bond Audit for the Fiscal Year Ended June 30, 2024 3

A representative from EideBailly, CPAs, will present the Measure T Bond financial and performance audit for the fiscal year ended June 30, 2024.

d. Energy Program Projects and Savings 4

Staff from Engie will present to the Board, an update on the energy upgrade projects in the District, including information on the solar panel operations and the saving the District has realized.

O. PRESENTATION WITH POTENTIAL ACTION - None

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

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1. EDUCATIONAL SERVICES

a. Permission for staff to attend the California Mathematics Community of Practice Convening in Sacramento, CA, October 1 – 2, 2024. 5 - 6

b. Permission for staff to attend the California Mathematics Community of Practice Convening in Anaheim, CA, January 29 – 30, 2025. 7 - 8

c. Permission for staff to attend the CSEA Paraeducator conference in Ontario, CA, March 11 – 13, 2025. 9

d. Permission for staff to attend the Link Crew Basic Training in Orange, CA, February 2 – 5, 2025. 10 - 11

e. Permission for the El Camino High School wrestling team to travel to Bakersfield, CA, February 26 – March 2, 2025. 12

f. Permission for staff to attend the Science Leadership Academy in San Francisco, CA, January 29 – 31, 2025. 13 - 14

g. Permission for staff to attend the Elementary Science Workshop in San Francisco, CA, February 27 – 28, 2025. 15 - 16

h. Permission for staff to attend the AVID Summer Institute in San Diego, CA, July 30 – August 2, 2024. 17

i. Permission for South San Francisco High School staff and students to travel to Japan, July 24 – August 2, 2025. 18 - 19

j. Permission for South San Francisco High School wrestling team to travel to Fresno, CA, March 7 – 9, 2025. 20

k. Permission for Westborough Middle School Honor Society 8th Grade Students to travel to Yosemite National Park, April 26 – 29, 2025. 21 - 22

l. Permission for staff to attend the Napa Wellness Conference in Napa, CA, March 5 – 7, 2025. 23 - 24

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m. Permission for staff to attend the CA Adviser Teach-in: Building Journalism in San Luis Obispo, CA, January 18, 2025. 25 - 26

n. Permission for staff to attend the CRLP Social Emotional Learning into Literature conference in San Diego, CA, January 31 – February 2, 2025. 27

o. Approval of the 2023 – 2024 School Accountability Report Cards (SARCs). 28 - 29

p. Approval of Consolidated Application and Reporting System (CARs) Spring 2025 and the 2024-25 Application for Funding. 30 - 31

2. HUMAN RESOURCES

a. Certificated Personnel Assignment Order. 32

b. Classified Personnel Assignment Order. 33

c. Permission for staff to attend the California School Personnel Commissioners Association Conference in Napa, CA, March 16 – 18, 2025. 34 - 35

3. BUSINESS SERVICES

a. Purchase Order Listing, November 2024. 36 - 43

b. Warrant Register, November 2024. 44 - 102

c. Cash Receipts, November 2024. 103 - 114

d. Declaration of surplus items. 115 - 121

e. Gifts to the District, December 2024. 122 - 123

f. Fundraising events for the 2024-25 school year. 124 - 125

g. Professional services agreements under $25,000. 126 - 127

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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. 128

SSFCTA Initial Proposal 129 - 130

At the last public meeting on December 12, 2024, the SSFCTA submitted its initial proposal to the Board of Trustees and the District to reopen negotiations for the successor agreement and SSFCTA representatives presented its initial proposal for information and discussion. Following the presentation, a public hearing was 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 on January 23, 2025, 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. HUMAN RESOURCES

a. Williams Uniform Complaints for 2nd Quarter Ending 12/31/24 131 - 132

Staff will present to the Board, the Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/24, per Education Code Section 35186.

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2. BUSINESS SERVICES

a. Update on Governor's 2025-26 Budget Proposal 133

Staff will share, with the Board, information on Governor Newsom's proposed State budget for the upcoming fiscal year as well as any potential implications to the District.

ACTION

1. ADMINISTRATION

a. Resolution No. 25-01 African American History Month 134

Staff recommends the adoption of Resolution #25-01: Honoring African American History Month.

b. Resolution No. 25-02 School Counseling Week 135

Staff recommends the adoption of Resolution #25-02: Honoring School Counselors.

c. Approval of District's Updated Board Bylaws and Policies 136 -184

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 0470 – COVID-19 Mitigation Plan
2. BP 3516 – Emergencies and Disaster Preparedness Plan
3. BP 4111 – Recruitment and Selection
4. BP 4211 – Recruitment and Selection
5. BP 4311 – Recruitment and Selection
6. BP 4118 – Dismissal/Suspension/Disciplinary Action
7. BP 4218 – Dismissal/Suspension/Disciplinary Action
8. BP 5141.21 – Administering Medication and Monitoring Health Conditions
9. BP 5144 – Discipline
10. BP 6141.2 – Recognition of Religious Beliefs and Customs
11. BP 6175 – Migrant Education Program
12. BB 9323.2 – Actions by the Board

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2. EDUCATIONAL SERVICES

a. Approval of Agreement with the Bay Area Writing Project (BAWP) for the 2024 – 2025 School Year 185 - 199

Staff recommends the approval of agreement with the Bay Area Writing Project and Baden High School for professional development sessions for the 2024 – 2025 school year.

b. Approval of Agreement with UnboundEd Learning, Inc. and Participation in the 2025 Math Adoption Workshops 200 - 210

Staff recommends the approval of agreement with UnboundEd Learning, Inc. and the participation in the 2025 Math adoption workshop series.

c. Approval of Agreement with Welldom for the 2024 – 2025 School Year 211 - 219

Staff recommends the approval of agreement with Welldom for Special Education staffing needs for the 2024 – 2025 school year.

3. HUMAN RESOURCES

a. Provisional Internship Permit (PIP) for Social Science Teachers at Parkway Heights Middle School. 220 - 221

Staff recommends the approval of the PIP for Social Science Teachers at PHMS for the 2024-2025 school year, as presented to the Board.

b. Approval of the Merit District Classification and Compensation Study Proposal from Gallagher/Koff & Associates 222 - 268

Staff recommends the approval of the Gallagher/Koff & Associates proposal to conduct a Classification and Compensation Study for the South San Francisco Unified School District through June 30, 2026, as presented to the Board.

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c. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Elementary Science Site Leader Teacher for the 2024-2025 School Year 269 - 274

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Elementary Science Site Lead Teacher for the 2024-2025 school year, as presented to the Board.

d. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Special Education (Education Specialist) Sign-On Bonus for the 2025-2026 School Year 275 - 278

Staff recommends the approval of the Memorandum of Understanding with the South San Francisco Classroom Teachers Association for the Special Education (Education Specialist) Sign-On Bonus for 2025-2026 school year, as presented to the Board.

e. Approval of Agreement with Sunbelt Staffing, LLC 279 - 286

Staff recommends the approval of agreement with Sunbelt Staffing, LLC to support the South San Francisco Unified School District for staffing needs with certificated and classified substitutes for the 2024-2025, 2025-2026, and 2026-2027 school years.

f. Approval of Agreement with Robert Haff Recruiters & Employment Agency for 2024-2025 287 -291

Staff recommends the approval of the agreement between the South San Francisco Unified School District and Robert Half Recruiters & Employment Agency for 2024-2025, as presented to the Board.

g. Approval of the MOU with the South San Francisco Classroom Teachers Association (SSFCTA) for the Guided Language Acquisition Design (GLAD) for the 2024-2025 School Year 292 - 297

Staff recommends the approval of the Memorandum of

Understanding with the South San Francisco Classroom Teachers Association for the Guided Language Acquisition Design (GLAD) Cohort for the 2024-2025 school year, as presented to the Board.

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4. BUSINESS SERVICES

a. Acceptance of Notice of Completion for the HVAC Replacement & Reroofing Project #04-24 at Baden High School 298 - 300

Staff recommends the acceptance for the HVAC Replacement & Reroofing at Baden High School Project #04-24 as complete and ratify staff's action to file the Notice of Completion.

b. Approval of Proposal with HY Architects for the HVAC Replacement Project at Skyline Elementary School 301 - 309

Staff recommends the approval of proposal with HY Architects for architectural and engineering services for the Skyline Elementary School HVAC replacement project in the amount of $124,000 as presented to the Board.

c. Approval of Proposal with DSK Architects for the Security Gate Project at Spruce Elementary School 310 - 314

Staff recommends the approval of proposal with DSK Architects for architectural services for the Spruce Elementary School Security Gate project in the of amount of $59,000 as presented to the Board.

d. Approval of proposal with PLUM Architects, Inc. for the Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space 315 - 319

Staff recommends the approval of proposal with PLUM Architects, Inc. for Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space project in the amount of $70,500 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.

February 5, 2025 - Board study session

- Presentation - Math Pilot update
- Presentation - CA Dashboard and Differentiated Assistance
- Presentation - LCAP mid-year report/update
- Presentation – Instructional Vision update

February 13, 2025

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

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

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"

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)
- Resolutions for retirees

April 10, 2025

- Presentation teaching and learning – Alta Loma MS
- Presentation - Performance Management, NGSS/Genentech
- Williams report for 3rd quarter ending 3/31/25
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2025-26

- Resolution for Day of the Teacher (5/7)
- Resolution for Classified School Employee Week (5/12-5/14)

April 24, 2025

- Presentation teaching and learning – Sunshine Gardens ES
- Resolution honoring Asian Pacific American Heritage Month (May)

May 8, 2025

- Recognition for outgoing Student Trustee Harsana
- Presentation teaching and learning – Spruce ES
- Approval of the Board meeting calendar for the 2025-26 school year
- Resolution for Fund 11 and Fund 14 account balances

May 10, 2025 – Special Meeting/Board Workshop (*District Office*)

- Good Beginnings Board Workshop

May 22, 2025

- Presentation teaching and learning - Baden HS/ Adult Education
- Presentation on the Facilities Department
- Information on May revision of the Governor's 2025-26 budget
- Resolution in support of LGBTQ+ Pride Month (June)

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: January 23, 2025

RE: Review of the 2023-24 Annual Audit

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

Education Code 41020.3 states that:

"By January 31 of each year, the governing body of each local education agency shall review, at a public meeting, the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue. This review shall be placed on the agenda of the meeting pursuant to Section 35145."

The District's independent auditor, EideBailly, has conducted an audit of the district's financial statement and records for fiscal year 2023-24. The results of the audit and expressed opinion of EideBailly are provided in the attached audit report.

EideBailly issued an "Unmodified Opinion" report for the district. An "Unmodified Opinion" means that the financial statements are presented fairly, in all material respects, and in accordance with the applicable financial reporting framework.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report. Copies of the Audit Report are available to the public upon request and the report is also located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

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: January 23, 2025

RE: Review Measure J Bond Audit for Fiscal Year 2023-24

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 November 2, 2010, the voters of South San Francisco Unified School District approved the $162 million Measure J general obligation bond initiative, under the requirements of Proposition 39 (2000), the School Facilities Local Vote Act.

Pursuant to Proposition 39, the district must "conduct an annual, independent financial and performance audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for the school facilities projects."

In the auditor's opinion, the financial statements of Measure J present fairly, in all material respects, the financial position of the bond funds as of June 30, 2024.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report.

Copies of the Audit Report are available to the public upon request and the report will also be located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

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: January 23, 2025

RE: Review Measure T Bond Audit for Fiscal Year 2023-24

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 November 8, 2022, the voters of South San Francisco Unified School District approved the $436 million Measure T general obligation bond initiative, under the requirements of Proposition 39 (2000), the School Facilities Local Vote Act.

Pursuant to Proposition 39, the district must "conduct an annual, independent financial and performance audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for the school facilities projects."

In the auditor's opinion, the financial statements of Measure T present fairly, in all material respects, the financial position of the bond funds as of June 30, 2024.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report.

Copies of the Audit Report are available to the public upon request and the report will also be located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

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: January 23, 2025

RE: Energy Program Savings Update by Engie

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

As part of the energy program savings, SSFUSD partnered with Chevron Energy Solutions, which is now Engie, on a number of energy-saving projects as part of the Measure J bond program. They included the following:

Phase I

- Installation of solar panels at fifteen schools
- Upgraded to high-efficiency lighting at ten schools
- Upgraded HVAC and boilers at two sites
- Installation of Energy Management Systems at all school sites
- Installed irrigation control systems at all school sites
- Installed new roofs at three schools
- STEM energy education and professional development for teachers

Phase II

- Installed new LED stadium light fixtures at the ECHS athletic field
- Retrofitted 1,822 interior/exterior lighting fixtures with LEDs
- Installed solar panels at three sites
- STEM energy education and professional development for teachers

The amount of Measure J funds spent for the above projects is approximately $24.5 million. Staff have invited Engie to provide an update to the board and community on the energy program projects and savings.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

For Information and Discussion Only

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Approval for Staff Members to Attend the Mathematics Community of Practice Convening sponsored by the California Mathematics Science and Computer Science Partnership (CAL-MSCS) on October 1st and 2nd, 2024 in Sacramento, CA

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 California Mathematics Community of Practice Convening (CAL-MSCS) is a statewide initiative aimed at fostering collaboration and systemic change in mathematics education. These gatherings aim to enhance local mathematics communities of practice by fostering equitable, inclusive, and engaging learning experiences that are aligned with the 2023 California Mathematics Framework. Participants will explore the Three Dimensions of Systemic Change that support mathematics instruction, emphasizing connections to students' lived experiences, families, and communities.

Ms. Seigel and Ms. Mullassery, members of the Educational Services TOSA Math team, request to attend the CAL-MSCS Convening on October 1-2, 2024. This professional learning opportunity will support their work in advancing mathematics education across the district.

FISCAL IMPLICATIONS:

The San Mateo County Office of Education (SMCOE) will cover the $250 registration fee for each participant and reimburse travel expenses up to $1,040 per attendee. Reimbursable expenses may include:

- Hotel accommodations
- Mileage or other travel-related costs

Important Note: Districts are required to invoice the county office for these expenses (e.g., hotel stay and mileage). The county office will process payment to the district, and the district will subsequently reimburse the individual attendees.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Seigel and Ms. Mullassery to attend the California Mathematics Community of Practice Convening on October 1-2, 2024.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Approval for Staff Member to Attend the Mathematics Community of Practice Convening sponsored by the California Mathematics Science and Computer Science Partnership (CAL- MSCS) in Anaheim, CA on January 29-30, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 California Mathematics Community of Practice Convening (CAL- MSCS) is a statewide initiative aimed at fostering collaboration and systemic change in mathematics education. These convenings are designed to strengthen local mathematics communities of practice by promoting equitable, inclusive, and engaging learning experiences aligned with the 2023 CA Mathematics Framework. Participants will explore the Three Dimensions of Systemic Change that support mathematics instruction, emphasizing connections to students' lived experiences, families, and communities.

Ms. Karie Mullassery, member of the Educational Services TOSA Math team, requests to attend the CAL- MSCS Convening on January 29-30, 2025. This professional learning opportunity will support their work in advancing mathematics education across the district.

FISCAL IMPLICATIONS:

The San Mateo County Office of Education (SMCOE) will cover the $250 registration fee for each participant and reimburse travel expenses up to $850 per attendee. Reimbursable expenses may include:

- Food $55 per day 2 days = $110
- Vehicle Transportation = $50 r/t

Total Estimated Costs: $160.00 per attendee

Important Note: Districts are required to invoice the county office for these expenses (e.g., hotel stay and mileage). The county office will process payment to the district, and the district will subsequently reimburse the individual attendees.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Mullassery to attend the California Mathematics Community of Practice Convening in Anaheim, CA on January 29 - 30, 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: January 23, 2025

RE: Permission for SSFUSD Paraeducators to attend the CSEA Conference in Ontario, CA March 11 – 13, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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:

CSEA's long-running, paraeducator conference is held each spring, the conference provides paraeducators with an opportunity to improve their knowledge, learn the latest in education trends and network with other paraeducators from around the state.

A survey has been sent to all Classified staff requesting those interested in attending to fill out the Google survey by January 17th.

FISCAL IMPLICATIONS:

Registration fee, travel, meals and lodging will be paid out of District Educator Effectiveness Funds, the **ESTIMATED** cost per person to attend is:

- **Registration:** $199 = $199.00
- **Hotel:** $209 (3-night stay) = $627.00
- **Meals:** $75 (3 days) = $225.00
- **Travel:** $209 r/t = $209.00

Total Estimated Costs = $1,260.00 per person

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve for staff members to attend the annual CSEA Paraeducator conference in Ontario, CA on March 11 – 13, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shawnterra Moore, Superintendent

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

James Briano, Principal, El Camino High School

DATE: January 23, 2025

RE: Permission for one El Camino High School Teacher to attend the Link Crew Basic Training in Orange, CA, February 2 – 5, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 transition to high school is a pivotal moment in a young person's life, yet many high schools lack effective strategies to support students through this change. Research consistently shows that this transition is often accompanied by emotional stress and discomfort, leading to a decline in academic performance and challenges with social adjustment. These pressures can contribute to poor decision-making and an increased risk of engaging in self-destructive or high-risk behaviors, particularly for freshmen.

Link Crew Basic Training is a comprehensive three-day program designed to certify our teacher, Derick Del Campo, Coordinator of the Link Crew Program. During this intensive training, he will receive detailed, step-by-step guidance on how to effectively implement Link Crew at El Camino High School. Over the course of three full days, he will be challenged, deepen his understanding of the transition process, and return equipped with valuable tools, strategies, and renewed energy to ensure the success of Link Crew at our school.

FISCAL IMPLICATIONS

Estimated costs for one (1) staff member to attend the Link Crew Basic Training in Orange, CA:

- **Registration:** $3,850 per person = $3,850.00
- **Lodging and Meals** are included in the cost of registration = $0.00
- **Airfare r/t:** $260.00

Total estimated costs: $4,110.00

All program fees including transportation, food, lodging and one substitute will be funded by ESSR Funds.

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for one El Camino High School teacher to participate in the Link Crew Basic Training in Orange, CA February 2 – 5, 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: January 23, 2025

RE: Permission for the El Camino High School Boys Wrestling Team to travel to Bakersfield, CA on February 26 – March 2, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 February 26 – March 2, 2025, is to participate in the CIF State Championships at the Mechanics Bank Arena, 1001 Truxtun Ave, Bakersfield, CA. The team, consisting of 4–7 male students and 1–3 female students, will be accompanied by Coaches Japheth Aquino, Ray Reyes, and Chickie Le Jender, who will also serve as chaperones. They are scheduled to depart on Wednesday, February 26, and return on Sunday, March 2, 2025. The group will stay at La Quinta Inn Bakersfield South, 3232 Riverside Dr, Bakersfield, CA, 93308 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 for the ECHS Wrestling Team to travel to Bakersfield, CA to participate in the CIF State Championship on February 26 – March 2, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Request to attend Science Leadership Academy at the Exploratorium in San Francisco, CA on January 29 – 31, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 Science Leadership Academy, hosted by the Cal-MSCS Science Coalition and the Exploratorium, is a year-long leadership program for existing and emerging leaders in California science education. This program aims to:

- Develop California leaders' capacities, networks, and resources to provide high-quality professional learning to science teachers in their regions.
- Foster a community of practice of leaders across California to support regional and statewide leadership work in science education.

The Academy includes hands-on, inquiry-centered learning experiences, leader network development, and targeted support for scaling learning at the local level to address specific needs. Specialized, ongoing virtual sessions provide opportunities to tackle critical leadership challenges. The Winter 2-Day Institute at the Exploratorium, scheduled for January 29 - 31, 2025, serves as a cornerstone of this program.

Jennifer Rosse is requesting to participate in the Science Leadership Academy as part of this year-long cohort. Ms. Rosse will stay at the Argonaut Hotel from January 29 to January 31, 2025, and attend workshops scheduled as follows:

- Thursday, January 30, 2025: 9:00 AM - 4:00 PM - Leadership Workshop
- Thursday, January 30, 2025: 7:00 PM - 9:00 PM - Exploratorium After Dark
- Friday, January 31, 2025: 9:00 AM - 3:00 PM - Workshop

FISCAL IMPLICATIONS:

The Exploratorium will cover the costs for lodging, workshop registration, and the evening event on January 30. The district will support mileage reimbursement and meal costs not covered by the workshop.

- Food $55 per day 2 days = $110
- Vehicle Transportation = $21.10

Total Estimated Costs: $131.10

Genentech funds (MGMT 62) will be used to cover expenses not funded by the Exploratorium.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the participation of Ms. Rosse to attend the Science Leadership Academy in San Francisco on January 29 - 31, 2025, as part of the district's professional development efforts and strategic plan alignment.

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: January 23, 2025

RE: Request for Approval: Attendance of the Elementary Science Instructional Innovator Cohort at the Two-Day Exploratorium Workshop February 27-28, 2025 in San Francisco, CA.

ALIGNMENT WITH STRATEGIC PLAN:

☒**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 Exploratorium is hosting a free two-day workshop designed specifically for K-5 educators and leaders in science education. Scheduled for February 27 and 28, 2025, this workshop offers a unique opportunity for participants to engage in professional learning aligned with the California Next Generation Science Standards (CA NGSS).

Aligned with the board-approved Elementary Science Instructional Innovator Cohort MOU, all 19 members of the cohort have expressed interest in attending the Exploratorium's Implementing Three-Dimensional Science Learning Institute.

Workshop Schedule:

- Thursday, February 27: 9:00 AM - 3:30 PM
- Thursday, February 27: 7:00 - 9:30 (Exploratorium After Dark)
- Friday, February 28: 9:00 AM - 3:00 PM

FISCAL IMPLICATIONS:

The Exploratorium will cover the costs for lodging, workshop registration, and the evening event on February 27th. The district will support mileage reimbursement and meal costs not covered by the workshop.

- Food $55 per day 2 days = $110
- Vehicle Transportation = $21

Total Estimated Cost for 19 attendees: $2,489

Genentech funds (MGMT 62) will be used to cover expenses not funded by the Exploratorium.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the participation of all 19 staff members (listed below) in this professional learning opportunity at the Exploratorium, in San Francisco to include an overnight stay due to the late evening event on February 27th.

Participant List:

Debbie Kreisman	Jane Chang
Michele Lynch	Michelle Bartoli
Charlotte Gonzales	Chris Stone
Madeline Meyers	Jennifer Diep
Erika Ventura	Gladys Fernandez
Sarah Sepehr	Tiffany Lei
Tara Christian	Savanna Luchsinger
Kathleen Phillips	Heather Hefner
Janice Ho	Jennifer Rosse
Vanessa Quijada	---

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, SSFHS Principal

DATE: January 23, 2025

RE: Permission for a SSFHS Staff member to attend the AVID Summer Institute on July 30 – August 2, 2024 in San Diego, CA

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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:

At the AVID Summer Institute, staff will receive professional development, resources to encourage college and career readiness, and ongoing support to ensure a lasting impact. AVID keynote speakers will engage with educators who can bring out the best in students and our community.

FISCAL IMPLICATIONS:

Estimated cost for one (1) SSFHS staff member to attend the AVID Summer Institute on July 30 – August 2, 2024 in San Diego, CA.

- **Registration:** $1,095.00
- **Hotel accommodations:** $279 per night x 4 nights = $1,116.00
- **Food:** $198.00
- **Airline:** $213.00

Total estimated costs: $2,622.00. Site budget will be use to cover all costs. No substitutes will be required.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve for one (1) SSFHS staff member to attend AVID Summer Institute on July 30 – August 2, 2024 in San Diego, CA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Lothschutz, SSFHS Principal

DATE: January 23, 2025

RE: Permission for SSFHS students/staff to travel with EF Educational Tours to Japan on July 24, 2025 through August 2, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 9-day trip to Japan, tentatively scheduled for July 24th to August 2nd, 2025, is to offer students and parents from South San Francisco High School a unique experiential learning and international travel opportunity. This journey will allow a group of 15-30 male and female students, accompanied by a 6:1 student-to-chaperone ratio, to explore Japan through an educational lens. Participants will broaden their understanding of the world, deepen their self-awareness, and develop greater confidence and independence. The experience will also foster a deeper appreciation for different people, cultures, and places. The trip will be led by teachers Victor Becerra (Social Science, SSFHS) and, depending on the number of students, Ms. Danielle Demartini (Behaviorist, SSFUSD). Parents from SSFHS who volunteer to attend the trip will also serve as chaperones.

Students will be nominated by their teachers; detailed information will be sent to their parents/guardians regarding an upcoming informational meeting. During this meeting, guidance will be provided on completing applications and applying for scholarships. The cost of the trip will range from $2,000 to $4,959, depending on the scholarships

awarded to students. At the meeting, permission forms will also be signed and retained on file.

This trip is organized through EF Educational Tours, a globally recognized leader in accredited international educational travel with over 55 years of experience. EF collaborates with a variety of schools, including El Camino High School, Terra Nova High School, and the Hillsborough City School District. Throughout the trip, students and parents will stay in gender-segregated, American-style hotel rooms each night, ensuring comfort and safety.

During the tour, EF will provide our group with a dedicated, personal Tour Director, along with a Safety and Incident Response Team, enhanced safety measures, and full support of our safety policies. Additionally, EF offers students a valuable opportunity for personal learning, including the potential to earn college credit and gain inspiration for their college applications.

For more information about EF Educational Tours: https://www.eftours.com/

FISCAL IMPLICATIONS:

There will be no cost to the District. The cost of travel for students ($2,000 - $4,959) includes round-trip airfare, safe and comfortable hotel accommodations, a full-time professional Tour Director, on-tour transportation, guided tours and activities, daily breakfast and dinner, 24/7 on-tour assistance, and access to the Traveler Support Team. Additionally, students have opportunities to fund their trip through options such as the Global Citizen Scholarship (based on need and merit), a customizable Tour Donation Page, and various fundraising opportunities.

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 for South San Francisco High School students to travel with SSFHS staff and EF Educational Tours to Japan on July 24 through August 2, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Lothschutz, SSFHS Principal

DATE: January 23, 2025

RE: Permission for the South San Francisco High School Boys & Girls Varsity Wrestling Team to Travel to Fresno, CA, March 7 – 9, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 March 7 - 9, 2025, is to participate at the California USA Wrestling Cadet and Juniors wrestling State Championships, hosted at Selland Arena. The team along with Coach Cuauhtemoc Cervantes and Female Chaperone/Volunteer, Amber Verdin will leave Friday, March 7, 2025 and return Sunday, March 9, 2025, both will serve as chaperones for the team. The group will be traveling to Fresno by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Athletics Department will pay for tournament fees, and the district van. The group will be staying at the La Quinta Inn and Suites by Wyndham Fresno Northwest, located at 5077 N Cornelia Ave, Fresno, CA, 93722. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the South San Francisco High School Boys & Girls Varsity Wrestling Team to travel to Fresno, CA, March 7-9, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shawnterra Moore, Ed.D., Superintendent

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

Dr. Loraine Rossi de Campos, Westborough Middle School Principal

DATE: January 23, 2025

RE: Permission for Westborough Middle School Honor Society Students to Travel to Yosemite National Park, April 26 - 29, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 8th grade Honor Society requests permission to visit Yosemite National Park for its annual field trip on April 26 - 29, 2025. This trip has been in place for over 20 years as an educational end-of-the-year opportunity for members of the 8th grade Honor Society. Student members maintain a 3.5 GPA and help to tutor peers in our school Academic Center.

Rebecca Gaynon and Malka Falcon, both teachers and Co-Advisors, along with Jonah Cabral, teacher, and three additional district teachers (1 female, 2 male) to be determined, as well as HR-cleared volunteers, will serve as chaperones as needed. Transportation will be provided through district vans.

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

FISCAL IMPLICATIONS:

There will be no cost to the district. All costs will be covered by funds from the Honor Society account, through fundraising and field trip fees. Fees will cover van entry into Yosemite, transportation costs, lodging, one group dinner, cereal, snacks, substitute teacher coverage, and overnight stipends for district chaperones. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Westborough Middle School 8th grade Honor Society students to travel to Yosemite National Park on April 26 - 29, 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: January 23, 2025

RE: Approval for Staff Travel to Napa, CA to Attend the Napa Wellness Conference – March 5-7, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 6th Annual Napa Valley Wellness Conference brings together educators, administrators, practitioners, and student leaders for a comprehensive professional development experience that elevates school-based mental health programs while promoting youth voice. Napa County is known for exceptional youth-driven wellness strategies including wellness centers, universal mental health screenings, school-based community provider services, and work supporting student voice to combat mental health stigmas. This year, the conference is offering a pre-conference day of site visits (March 5th) to Napa Valley Unified School District's school-based Wellness Centers. The Wellness Counselors have been leading the work at our school sites to develop our SSFUSD Wellness Programs to support the Tier 1 needs of all students and will experience sessions including:

- Learn about mental health stigma and best practices to include youth voice in order to increase mental health service usage.
- Hear updates from experts about how to strategically build a sustainable wellness program and maintain school-based wellness programs.
- Learn about best practices addressing racial inequities in school-based mental health programming and racial trauma in students.

- See first-hand what mental health hubs look like in action on one of our school site wellness center tours.
- Engage the youth voice through youth-led panels and discussions around mental health stigma reduction, the intersection of mental wellness and racial inequity and other pressing topics facing 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. One of the unique features of the Napa conference is the inclusion of student voice through panels and workshop sessions, which are of particular interest to our Wellness Counselors as they continue to develop our site Peer Counseling programs and Wellness Centers. Our staff who provide clinical supervision to the Wellness Counselors who are pursuing licensure will also benefit from sessions related to school-based supervision strategies. This conference directly aligns with SSFUSD's Graduate Aim, "Thrive," as defined in our Portrait of a Graduate framework.

FISCAL IMPLICATIONS:

Estimated costs for 8 staff members to attend:

Item	$ / per person	# staff	Total
Registration fee	$550 + $75 for pre-conference	8	$5,000.00
Hotel (x 2 nights, + tax and fees)	$279 x 2 nights = $558 16.7% taxes/fees = $651.19	8	$5,209.52
Transportation (mileage roundtrip, estimated)	$90.00	8	$720.00
Food	Breakfast $15 x3 = $45 Lunch $20 x3 = $60 Dinner $35 x2 = $70	8	$1,400.00
Totals		**8**	**$12,329.52**

Total Estimated Costs: $12,329.52

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 8 staff members to attend the Napa Wellness conference in Napa, CA from March 5-7, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

James Briano, ECHS Principal

DATE: January 23, 2025

RE: Approval of staff travel to attend the CA Adviser Teach-In: Building Journalism in San Luis Obispo, CA on January 18, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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:

This retreat-style professional development opportunity event will include two strands of learning sessions throughout the day and evening. The publications advisers and journalism teachers from JEANC and SCJEA will host this event held on the campus of Cal Poly in San Luis Obispo.

FISCAL IMPLICATIONS:

Estimated costs for one (1) staff member to attend the CA Adviser Teach-In: Building Journalism in San Luis Obispo, CA

- **Registration:** $75.00 per person = $75.00
- **Lodging:** $160.00 per night 1 night = $160.00
- **Meals:** $43.00 per person 1 day = $43.00
- **Airfare:** $220.00 (staff member is driving)
- **Transportation (mileage):** 227 each way = 454 miles @ 0.67 = $304.18

Total Estimated Costs: $582.18

The A – G grant, (MGMT: 362) will be utilized to cover the cost

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve one ECHS staff member to attend the CA Adviser Teach-In: Building Journalism in San Luis Obispo, CA on January 18, 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: January 23, 2025

RE: Permission for Skyline Principal to attend the CRLP SEL into Literature Conference, January 31 - February 2, 2025 in San Diego, CA

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 31 - February 2, 2025, is to participate in the CRLP Social Emotional Learning into Literature Conference at Hilton San Diego Mission Valley in San Diego, CA. The California Reading & Literature Project will provide a space for educators to connect and engage with one another on current issues they care most about in reading and how that connects with our well-being, especially regarding this year's theme: Without Heart, You Can't Start. Information gathered at the conference will be used to further expand the SEL work at Skyline Elementary School.

FISCAL IMPLICATIONS:

The California Reading & Literature Project will cover all conference, travel, hotel, and food expenses. There are no fiscal implications for the South San Francisco Unified School District.

Total Estimated Costs: $0.00

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Skyline Principal Daniel Libman to attend the CRLP SEL into Literature Conference on January 31 - February 2, 2025 in San Diego, CA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Approval of 2023-2024 School Accountability Report Cards (SARCs)

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a SARC. A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators.

Although there is great variation in the design of school report cards, they generally begin with a profile that provides background information about the school and its students. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information

- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure date

School report cards must be updated annually and published by February 1.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2023-2024 School Accountability Report Cards.

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: January 23, 2025

RE: Approval of Consolidated Application and Reporting System (CARS) Spring 2025 and 2024 - 2025 application for funding

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **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:

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

The purpose of the consolidated State plan is to provide parents with quality, transparent information about how the ESEA, as amended by the ESSA, will be implemented in their State.

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

FISCAL IMPLICATIONS:

Districts must report expenditures from previous years of federal funding (Title I - IV) and make preliminary allocations for each program for each subsequent fiscal year.

- Title I ($1,023,723)

The federal program that provides funding to local school districts to improve the academic achievement of disadvantaged students. It is part of the Elementary and Secondary Education Act first passed in 1965.

- Title II ($193,723)

The federal program that provides funding to local school districts to prepare, train, and recruit highly qualified teachers and principals.

- Title III ($237,706)

The federal program that provides funding to local school districts to ensure that limited-English-proficient (LEP) students (called English learners under California laws), including immigrant children and youths, attain English proficiency and meet the same challenging academic content and achievement standards that other students are expected to meet.

- Title IV ($59,619)

A federal program that provides funding to local school districts to ensure Title IV, Part A of the ESEA is the Student Support and Academic Enrichment (SSAE) program. The SSAE program is intended to improve students' academic achievement by providing all students a well-rounded education, improve school conditions for students and improve the use of technology in schools.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the application for funding as presented and approve the reporting of expenditures through the winter release timeline as indicated (January 2025).

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

West, Stacey, an occupational therapist at the Special Education Department effective January 10, 2025

Patane, Steve, a teacher at Westborough Middle School effective June 2, 2025

RETIREMENT

Lacayo, Olga, a substitute teacher teacher at Westborough Middle School effective April 30, 2025

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Quilopras, Rachel, Paraprofessional II - Special Education, Martin Elementary School, 6.0 hours per day, Range 29, Step 5, effective January 7, 2025.

Lynch, Jennifer, Office Assistant, Monte Verde Elementary School, 3.5 hours per day, Range 30, Step 2, effective January 7, 2025.

Valderama, Frances, Office Assistant, Parkway Middle School, 6.5 hours per day, Range 30, Step 3, effective January 7, 2025.

Navarro, Marysol, Paraprofessional I - Bilingual, 6.0 hours per day, Range 25, Step 4, effective December 5, 2024.

RESIGNATION

Liang, Hongye, Custodian I, El Camino High School, 8.0 hours per day, Range 33, Step 5, effective January 24, 2025.

RETIREMENT

Paredes, Wenceslao, Custodial Supervisor, District Office, 8.0 hours per day, Range 10S, Step 5, effective April 30, 2025.

Stynes, Marie, Paraprofessional I - Child Development Program, Children's Center, 6.0 hours per day, Range 25 A, Step 5, effective June 30, 2025.

TEMPORARY INCREASE IN HOURS

Ginorio, Anthony, Campus Security, Parkway Heights Middle School, 5.0 to 6.5 hours per day, Range 29, Step 5, effective December 3, 2024 through January 31, 2025.

TEMPORARY OUT OF CLASS PAY

Estrada, Virginia, Acting School Administrative Assistant I, Sunshine Gardens Elementary School, 7.5 hours per day, Range 38 A, Step 3, effective November 11, 2024 through April 7, 2025.

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: January 23, 2025

RE: Approval for Three Human Resources Staff Members to attend the California School Personnel Commissioners Association (CSPCA) Annual Conference in Napa, CA, on March 16-18, 2025

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 California School Personnel Commissioners Association (CSPCA) is a professional service organization that provides member support to over 90 merit districts throughout the state of California. CSPCA is committed to providing continuous high-level training and resources to personnel commissioners, board members, directors, employees and employee organizations working in merit districts. Conference topics will include AB 438, leave of absence, CalPERS retirement, Personnel Commission functions, legal updates and more. A Personnel Commissioners Track will also be held at the conference, where topics will include the Brown Act and parliamentary procedure, navigating a commissioner's political arena, Personnel Commission budget and approval, and Personnel Commission hearings. Continuous merit training is vital to our Human Resources team, to ensure that our merit processes create a comprehensive human resource system for classified employees.

Typically, the Personnel Technician and the Executive Assistant – Confidential (serving classified personnel) attend this conference. This year, our new Director of Human Resources, Jennifer Smith, has requested to attend as well.

FISCAL IMPLICATIONS:

Estimated costs for three (3) staff members to attend the CSPCA Conference:

- **Registration:** $849.00 per person 3 people = $2,547.00
- **Lodging:** $286.95 per night * 2 nights ($573.90) * 3 people = $1,721.70
- **Meals:** $58.33 per person * 3 days ($175.00) * 3 people = $525.00
- **Parking:** $10.00 per day * 3 days ($30.00) * 3 people = $90.00
- **Transportation (mileage):** 70 each way = 140 miles * 0.70 = $98.00 * 3 people = $294.00

Total Estimated Costs: $5,177.70

The cost of the trip will be covered by Personnel Commission Travel and Conference funds (Mgmt 716).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for three (3) Human Resources staff to attend the CSPCA Annual Conference in Napa, CA on March 16-18, 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

DATE: January 23, 2025

RE: Purchase Order Listing November 1, 2024 to November 30, 2024

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 November 1, 2024 to November 30, 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 - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251647	ACADEMIC THERAPY PUBLICATIONS	Protocols (Print)	01-6500-0-5760-1190-4320-090-245	228.43
251675	ADA SPORTS & RACKETS LLC	ADA PE Equipment	01-0000-0-1110-1000-4320-033-070	729.19
251726	AIR TUTORS LLC	Air Tutors - General Ed	01-6762-0-1110-1000-5899-090-384	100,000.00
251785	AMAZON CAPITAL SERVICES	School Supplies	01-0000-0-1110-1000-4200-002-070	32.85
251785	AMAZON CAPITAL SERVICES	School Supplies	01-0000-0-1110-1000-4320-002-070	26.36
251635	AMAZON.COM	Apple Adapters	01-0000-0-0000-2424-4320-090-735	85.70
251669	AMAZON.COM	MacBook Dongles	01-0000-0-0000-2424-4320-090-735	1,204.67
251702	AMAZON.COM	UPS Replacement Battery	01-0000-0-0000-2424-4320-090-735	268.54
251704	AMAZON.COM	SSD Drives & Supplies	01-0000-0-0000-2424-4320-090-735	169.12
251748	AMAZON.COM	Tech Supplies	01-0000-0-0000-2424-4320-090-735	432.51
251769	AMAZON.COM	Replacement Batteries	01-0000-0-0000-2424-4320-090-735	503.14
251783	AMAZON.COM	Cisco Transceivers	01-0000-0-0000-2424-4320-090-735	1,149.79
251748	AMAZON.COM	Tech Supplies	01-0000-0-0000-2424-4420-090-735	581.05
251612	AMAZON.COM	Laptop Cover/Protector	01-0000-0-0000-7150-4320-090-714	57.78
251784	AMAZON.COM	Office Supplies	01-0000-0-0000-7150-4320-090-714	60.08
251622	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	57.47
251646	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	237.72
251682	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	53.74
251708	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	157.76
251641	AMAZON.COM	Shop Vac	01-0000-0-0000-8200-4320-033-759	153.81
251660	AMAZON.COM	Lanterns & Lights for RBD	01-0000-0-1110-1000-4320-008-070	92.98
251685	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-008-070	45.62
251686	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-008-070	253.09
251724	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-008-070	207.37
251659	AMAZON.COM	School & Office Supplies	01-0000-0-1110-1000-4320-010-070	267.26
251673	AMAZON.COM	School Playground Supplies	01-0000-0-1110-1000-4320-010-070	55.97
251618	AMAZON.COM	Classroom Supplies	01-0000-0-1110-1000-4320-014-070	485.94
251611	AMAZON.COM	Music	01-0000-0-1110-1000-4320-022-070	452.41
251744	AMAZON.COM	Standing Whiteboard	01-0000-0-1110-1000-4320-025-070	127.44
251644	AMAZON.COM	File Cabinet	01-0000-0-1110-1000-4320-033-070	91.17
251668	AMAZON.COM	AP Environmental Science Supplies	01-0000-0-1110-1000-4320-033-070	292.55
251674	AMAZON.COM	Indoor Hockey Pucks	01-0000-0-1110-1000-4320-033-070	28.56
251698	AMAZON.COM	Stair Evacuation Chair	01-0000-0-1110-1000-4320-033-070	384.51
251737	AMAZON.COM	Newspaper Copy Paper/Sharpener	01-0000-0-1110-1000-4320-033-070	215.64
251626	AMAZON.COM	Math Pilot K-5 Supplies	01-0000-0-1110-1000-4320-090-177	368.27
251695	AMAZON.COM	Student Supplies for AtS	01-0000-0-1110-1000-4320-090-214	40.62
251747	AMAZON.COM	Ed Services Office Supplies	01-0000-0-1110-1000-4320-090-762	99.67
251610	AMAZON.COM	Supplies	01-0000-0-1110-2421-4320-032-451	18.65
251610	AMAZON.COM	Supplies	01-0000-0-1216-1000-4320-032-070	35.53
251637	AMAZON.COM	Supplies	01-0000-0-1236-1000-4320-032-070	134.02
251681	AMAZON.COM	Amal Unbound	01-0805-0-1110-1000-4200-025-180	791.07
251670	AMAZON.COM	Biodegradable & Compostable Gloves	01-0805-0-1110-1000-4320-025-180	194.55
251609	AMAZON.COM	Novels	01-0805-0-4760-1000-4200-022-123	51.59

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251730	AMAZON.COM	ELD Classroom Supplies	01-0805-0-4760-1000-4320-013-123	175.28
251653	AMAZON.COM	Instructional Supplies	01-3010-0-1110-1000-4320-007-301	392.03
251710	AMAZON.COM	Instructional & PBIS Materials & Supplies	01-3010-0-1110-1000-4320-007-301	388.14
251652	AMAZON.COM	Walkie Talkie Radios for Safety Patrol	01-3010-0-1110-1000-4320-008-301	621.70
251724	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-008-301	14.82
251779	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-008-301	106.99
251774	AMAZON.COM	Intersession Supplies	01-3010-0-1110-1000-4320-022-301	712.01
251780	AMAZON.COM	Intersession Classes	01-3010-0-1110-1000-4320-022-301	1,144.44
251782	AMAZON.COM	Books	01-3182-0-1110-1000-4200-031-387	705.35
251642	AMAZON.COM	Supplies	01-3550-0-3800-1000-4320-032-333	32.93
251700	AMAZON.COM	CTE-Culinary Arts	01-3550-0-3800-1000-4320-033-333	362.33
251705	AMAZON.COM	CTE-Culinary Art Supplies	01-3550-0-3800-1000-4320-033-333	201.56
251666	AMAZON.COM	Twig Supplies 3-5 Various Sites	01-6300-0-1110-1000-4320-090-307	151.01
251678	AMAZON.COM	Classroom Supply	01-6500-0-5760-1190-4320-090-215	36.24
251687	AMAZON.COM	Classroom Chair	01-6500-0-5760-1190-4320-090-215	153.14
251613	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	91.16
251616	AMAZON.COM	Supplies	01-8150-0-0000-8110-4320-090-741	198.20
251625	AMAZON.COM	T-Power Charger for Autel Maxisys MS906	01-8150-0-0000-8110-4320-090-741	25.25
251645	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	98.14
251712	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	319.74
251732	AMAZON.COM	Supplies	01-8150-0-0000-8110-4320-090-741	103.25
251677	AMAZON.COM	Math Teacher Resource	01-9010-0-1110-1000-4200-090-057	400.44
251688	AMAZON.COM	Helix Cup Egg Drop MS	01-9010-0-1110-1000-4320-090-055	700.16
251733	AMAZON.COM	Helix Cup Egg Drop	01-9010-0-1110-1000-4320-090-055	35.42
251690	AMAZON.COM	Books	01-9010-0-5760-1190-4200-090-350	156.83
251676	AMAZON.COM	Classroom Supplies	01-9010-0-5760-1190-4320-090-350	387.42
251689	AMAZON.COM	Office Supplies	01-9010-0-5760-1190-4320-090-350	48.60
251691	AMAZON.COM	Classroom Supplies	01-9010-0-5760-1190-4320-090-350	244.84
251692	AMAZON.COM	Toys For Kids	01-9010-0-5760-1190-4320-090-350	207.13
251658	AMAZON.COM	Supplies	01-9219-0-1208-1000-4320-032-356	1,766.35
251608	AMAZON.COM	Stress Less & Self Care Cards, Clay Kit & Stickers	01-9305-0-1110-1000-4320-025-391	94.10
251754	APERTURE MEDIA & DESIGN LLC	Video Production Project	01-3550-0-3800-1000-5899-090-333	15,000.00
251754	APERTURE MEDIA & DESIGN LLC	Video Production Project	01-6387-0-3800-1000-5899-090-394	7,300.00
251796	APPLE COMPUTER INC	MacBook Air	01-6500-0-5760-1190-4420-090-245	1,260.65
251759	ARBORTECH TREE CARE INC	Tree Removal & Hauling SSFHS	01-8150-0-0000-8110-5899-033-741	11,520.00
251716	ART IN ACTION	Art Kits - Art in Action	01-3010-0-1110-1000-4320-008-301	60.98
251734	ATKINSON ANDELSON LOYA RUUD &	Leadership Webinar Series	01-6500-0-5760-1190-5210-090-245	3,000.00
251680	AVID TRANSLATION	AVID Translations Service	01-0805-0-4760-2495-5899-021-180	165.00
251757	B & H PHOTO-VIDEO INC	CTE_Photography Supplies	01-6387-0-3800-1000-4420-033-394	1,870.02
251604	BAY BADMINTON CENTER SSF INC.	Shuttlecocks	01-0000-0-1202-1000-4320-033-322	991.38
251665	BRONSTEIN MUSIC	Band Supplies - Reeds (Inv 69556)	01-0000-0-1227-1000-4320-025-322	149.39
251801	BSN SPORTS INC	Soccer Balls	01-0000-0-1202-1000-4320-033-322	294.48
251629	CAROLINA BIOLOGICAL SUPPLY CO	Supplies	01-0000-0-1235-1000-4320-032-070	1,360.94

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251743	CAROLINA BIOLOGICAL SUPPLY CO	Supplies	01-6387-0-3800-1000-4320-032-394	544.34
251706	CDW GOVERNMENT INC	Replacement TV	01-0000-0-0000-2424-4420-090-735	557.94
251655	CDW GOVERNMENT INC	TV/Mount	01-0000-0-1110-1000-4320-033-070	423.05
251605	CDW GOVERNMENT INC	Document Cam 5th Grade	01-0000-0-1110-1000-4420-002-070	555.97
251694	CDW GOVERNMENT INC	Equipment	01-9010-0-5760-1190-4420-090-350	2,780.34
251800	CENGAGE LEARNING	Newcomer Materials - LOOK	01-0000-0-1110-1000-4200-090-128	1,901.16
251719	CIS INC.	Inspection Fees-Dish Wireless Antenna Project	01-8150-0-0000-8110-5899-033-741	6,000.00
251643	CITY OF SOUTH SAN FRANCISCO	Police Security Services	01-0000-0-1202-1000-5899-033-322	3,000.00
251772	CLEARLITE TROPHIES	Name Tags & Plates for New Board Member	01-0000-0-0000-7110-5810-090-713	113.29
251773	CLEARLITE TROPHIES	Plaque	01-0000-0-0000-7110-5810-090-713	146.70
251725	CMC NORTH	CMC North Conference 12/6-8 2024	01-9010-0-1110-1000-5210-090-056	3,920.00
251770	CRYSTAL COMMUNICATIONS	Radio Channel Configurations	01-0000-0-0000-2424-5899-090-735	500.00
251638	CUSTOM INK	Annual Turkey Trot Shirts 24-25	01-0000-0-1110-1000-5810-021-004	1,672.49
251638	CUSTOM INK	Annual Turkey Trot Shirts 24-25	01-0000-0-1110-1000-5810-021-070	1,672.49
251729	CYO TRANSPORTATION SERVICES	Field Trip Transportation - 2nd Grade	01-3010-0-1110-1000-5815-008-301	2,240.00
251793	CYO TRANSPORTATION SERVICES	Field Trip Transportation	01-3010-0-1110-1000-5815-008-301	2,318.00
251628	CYO TRANSPORTATION SERVICES	4th Grade Field Trip Transportation	01-3010-0-1110-1000-5821-008-301	1,923.00
251697	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-006-451	319.04
251799	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4320-009-451	403.31
251711	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks for December	01-0000-0-0000-0000-9322-000	5,610.00
251711	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks for December	01-0000-0-0000-7340-5899-090-717	224.40
251711	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks for December	01-0000-0-0000-7340-5920-090-717	36.00
251636	EIDE BAILLY LLP	Audit Services	01-0000-0-0000-7190-5887-090-717	37,000.00
251722	ENGIE SERVICES U.S. INC.	Install New Fan & Power Supply - Inverter Logic Section	01-8150-0-0000-8110-5899-022-741	2,581.49
251758	EPS INC./EDUCATORS PUBLISHING	SPIRE Coaching Days	01-6762-0-1110-1000-5899-090-384	15,500.00
251663	EPS OPERATIONS LLC	SPIRE Curriculum (Print)	01-6762-0-1110-1000-4320-090-384	1,619.18
251735	EVERYDAY SPEECH LLC	Speech Curriculum	01-9010-0-5760-3150-5813-090-350	6,149.08
251802	FACILITRON INC.	FIT Inspection for 12 School Sites	01-0000-0-0000-8200-5899-090-760	9,584.00
251701	FOLLETT CONTENT SOLUTIONS LLC	Library Reference Books	01-0000-0-1110-2421-4200-007-451	429.38
251684	FOLLETT SCHOOL SOLUTIONS INC	Library Books	01-0000-0-1110-2421-4200-008-451	225.25
251742	GIANT MICROBES INC.	Supplies	01-6387-0-3800-1000-4320-032-394	157.73
251803	GREEN CAB PENINSULA	CTE-Wheelchair Transportation	01-3550-0-3800-1000-5821-033-333	240.00
251709	GREEN NINJA	Green Ninja Kits Gr 6 PHMS	01-6300-0-1110-1000-4320-090-307	382.92
251777	HAWTHORNE EDUCATIONAL SERVICES	Prim Manuals	01-0000-0-0000-2100-4200-090-762	4,894.95
251805	HAWTHORNE EDUCATIONAL SERVICES	Hawthorne Books	01-0000-0-0000-2100-4200-090-762	1,105.91
251766	HEALTHY BUILDING SCIENCE INC.	Hillside Sampling Visit & Lab Coordination	01-8150-0-0000-8110-5899-005-741	1,220.00
251764	HEALTHY BUILDING SCIENCE INC.	Martin CDC Sampling Visit & Lab Coordination	01-8150-0-0000-8110-5899-008-741	1,655.00
251765	HEALTHY BUILDING SCIENCE INC.	Baden HS Sampling Visit & Lab Coordination	01-8150-0-0000-8110-5899-031-741	1,655.00
251767	HEALTHY BUILDING SCIENCE INC.	Children's Center Sampling Visit & Lab Coordination	01-8150-0-0000-8110-5899-045-741	2,090.00
251634	HEGGERTY PHONEMIC AWARENESS	Class Workbooks	01-0000-0-1110-1000-4320-012-070	596.46
251650	HIDDEN VILLA FARM TOURS	Field Trip	01-3010-0-1110-1000-5815-008-301	218.40
251788	INFINITY COMMUNICATIONS INC	Erate Consulting Services '24-'25	01-0000-0-0000-2424-5803-090-735	21,500.00
251755	INTERNATIONAL INSTITUTE	Educator Training in Restorative Practices	01-6266-0-1110-1000-5210-090-503	475.00

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251607	JOSTEN'S INC	Athletic Block Letters	01-0000-0-1202-1000-4320-033-322	868.01
251615	KELLY SPICERS INC.	Paper	01-0000-0-1110-1000-4320-006-070	1,293.04
251624	KELLY SPICERS INC.	Copy Paper	01-0000-0-1110-1000-4320-014-070	1,079.52
251718	LAKESHORE	Classroom Supplies	01-9010-0-5760-1190-4320-090-350	478.07
251721	LEARNING WITHOUT TEARS	Cursive Books	01-3010-0-1110-1000-4200-007-301	815.83
251657	LOPEZ, RICHARD HERRERA	Lighting & Sound	01-9219-0-1208-1000-5899-032-356	4,200.00
251750	MARINE SCIENCE INSTITUTE	2nd Grade Presentation	01-9010-0-1110-1000-5899-002-356	647.00
251736	MCGRAW-HILL COMPANIES, THE	Wonders ELD Workbooks - IMC	01-0000-0-1110-1000-4100-090-317	865.60
251740	MCGRAW-HILL COMPANIES, THE	CA Wonders ELL Workbooks LC	01-0000-0-1110-1000-4100-090-317	831.78
251741	MCGRAW-HILL COMPANIES, THE	CA Wonders ELL wkbk LC GR K	01-0000-0-1110-1000-4100-090-317	101.52
251778	MEN'S WAREHOUSE LLC, THE	CTE-Folklorico Costume Alterations	01-3550-0-3800-1000-5899-033-333	884.49
251713	MR. BLUE SHOES LLC	School Presentation	01-9010-0-1110-1000-5899-002-356	1,400.00
251662	NATIONAL COUNCIL OF	Essential Membership	01-0000-0-1110-1000-5300-025-070	108.78
251630	NATIONAL EQUITY PROJECT	NEP - Centering Student Identity PD	01-6266-0-1110-1000-5210-090-341	1,275.00
251720	NINYO & MOORE GEOTECHNICAL AND	Materials Testing & Special Inspection Services - SSFHS Project	01-8150-0-0000-8110-5899-033-741	8,760.00
251696	NORTH CAROLINA STATE UNIV.	Biotech - NC State	01-9010-0-1110-1000-5899-090-360	825.00
251795	NOTABLE INC.	Kami App	01-6500-0-5760-1190-5813-090-215	149.00
251787	ODP BUSINESS SOLUTIONS LLC	Supplies	01-0000-0-0000-7350-4320-090-717	103.27
251786	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7150-4320-090-714	264.75
251667	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7300-4320-090-717	237.16
251621	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-7350-4320-090-717	72.37
251756	OFFICE DEPOT INC	Office Supplies	01-0000-0-0000-8200-4320-090-760	712.18
251746	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-009-070	720.60
251623	OFFICE DEPOT INC	Office Supplies	01-0000-0-1110-1000-4320-014-070	116.90
251699	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-032-070	129.43
251664	OFFICE DEPOT INC	Classroom Supplies	01-6520-0-5001-3900-4320-090-352	2,215.81
251683	OKAPI EDUCATIONAL PUBLISHING	Literacy Books	01-3010-0-1110-1000-4200-008-301	971.98
251683	OKAPI EDUCATIONAL PUBLISHING	Literacy Books	01-3010-0-1110-1000-5813-008-301	52.50
251751	ORIENTAL TRADING CO	2nd Grade Supplies	01-0000-0-1110-1000-4320-002-070	87.44
251651	PEARSON CLINICAL ASSESSMENT	Protocols	01-9010-0-5001-3900-4320-090-350	946.03
251649	PENGUIN RANDOM HOUSE LLC	Decodable Books for Reading Resource Groups	01-3010-0-1110-1000-4200-008-301	543.88
251671	POCKETALK INC.	Support Supplies	01-0805-0-4760-1000-4320-006-123	279.59
251640	REED CHARITABLE	Morphology Training	01-0805-0-4760-1000-5210-013-123	400.00
251790	REED CHARITABLE	Morphology Training	01-0805-0-4760-1000-5210-013-123	219.75
251656	ROYAL PIN DONUTS	OPEN PO Food for Meetings	01-0000-0-1110-1000-4322-021-070	1,000.00
251703	SAFETY TRAINING SEMINARS	STS - CPR/First Aid 2024-2025 SY	01-9010-0-0000-7400-5899-090-353	2,570.00
251749	SAN FRANCISCO OPERA GUILD	Student Assembly	01-6770-0-1110-1000-5899-014-186	742.50
251723	SAN FRANCISCO UNIFIED	NPS - SFUSD	01-6500-0-5760-1180-5870-090-230	880.00
251723	SAN FRANCISCO UNIFIED	NPS - SFUSD	01-6500-0-5760-1180-5880-090-230	12,090.00
251648	SAN MATEO COUNTY HISTORICAL	4th Grade Field Trip - Program Fee	01-3010-0-1110-1000-5815-008-301	416.00
251693	SAN MATEO COUNTY MOCK TRIAL	Mock Trials - SSFHS & ECHS	01-0000-0-1110-1000-5899-090-762	2,450.00
251789	SAN MATEO COUNTY OFFICE OF EDU	SMCOE/ Alder GSE Teacher Residency Program 2024-2025	01-0000-0-0000-7400-5899-090-715	11,000.00
251797	SAN MATEO COUNTY OFFICE OF EDU	Translanguaging in the K-5 Classroom Registration	01-6266-0-1110-1000-5210-090-341	2,040.00

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251606	SCHOLASTIC INC	Library Books	01-0000-0-1110-2421-4200-014-451	85.28
251776	SEAWOOD PHOTO INC.	Timers	01-7339-0-3800-1000-4320-033-332	1,098.75
251639	SERVICE PRESS INC.	Envelopes for Spruce	01-0000-0-1110-1000-5810-013-070	274.78
251745	SERVICE PRESS INC.	Business Cards - 3 Sets	01-0000-0-1110-1000-5810-025-070	169.32
251632	SIEMENS/CERBERUS DIV	Fire Alarm System Testing	01-0000-0-0000-8200-5899-090-760	68,000.00
251714	SIEMENS/CERBERUS DIV	Fire Alarm Migration	01-8150-0-0000-8110-6410-090-741	69,985.00
251731	SOUTH SAN FRANCISCO ROTARY CLU	Dues for SSF Rotary Club	01-0000-0-0000-7150-5300-090-714	274.69
251707	STAPLES #0488	Office Supplies	01-6500-0-5760-1190-4320-090-245	298.11
251804	SUPERINTENDENT OF SCHOOLS NAPA	Educating for Careers 2024	01-6387-0-3800-1000-5210-090-394	2,400.00
251804	SUPERINTENDENT OF SCHOOLS NAPA	Educating for Careers 2024	01-7370-0-3800-1000-5210-090-368	1,200.00
251760	TECHNICAL SAFETY SERVICES LLC	Biosafety Cabinets & Fume Hood Testing	01-8150-0-0000-8110-5899-032-741	961.30
251761	TECHNICAL SAFETY SERVICES LLC	Biosafety Cabinets & Fume Hood Testing	01-8150-0-0000-8110-5899-033-741	1,960.45
251679	TURNER, CHARMAINE L.	Gratitude Breakfast Staff & Families	01-9010-0-1110-1000-5899-014-430	450.00
251771	TURNITIN LLC	Turnitin - Add-on 2024/2025 BA,EC,SSF	01-0000-0-1110-1000-5813-090-305	2,316.00
251654	UNITED COACH TOURS	Bus	01-0805-0-1110-1000-5815-031-180	1,135.00
251794	UNITED COACH TOURS	CTE-Charter Bus Field Trips	01-3550-0-3800-1000-5821-033-333	2,780.00
251794	UNITED COACH TOURS	CTE-Charter Bus Field Trips	01-6387-0-3800-1000-5821-033-394	1,070.00
251762	VALLEY AUTOMATIC GATE	New Loop at Entrance Gate	01-8150-0-0000-8110-5899-008-741	1,955.00
251631	VISTA HIGHER LEARNING INC.	Newcomer Program Materials	01-0801-0-4760-1000-4200-090-128	2,261.24
251672	VOYAGER SOPRIS LEARNING INC.	Step Up To Writing Manuals	01-0805-0-4760-1000-4320-013-123	520.26
251727	YOUNG AUDIENCES OF NORTHERN	Assemblies	01-3010-0-1110-1000-5899-008-301	7,342.00
251661	YOUTH SERVICES BUREAUS	YSB '24-'25 Safety Advocate Prog. & Elem Counseling	01-6762-0-1110-1000-5899-090-384	812,637.00
	TOTAL FUND 01			**1,355,132.26**
251775	DELL MARKETING LP	Chromebooks	11-6391-0-4110-2490-4320-041-481	7,740.53
	TOTAL FUND 11			**7,740.53**
251617	AMAZON.COM	Classroom Supplies	12-6105-0-8510-1000-4320-045-830	25.09
251617	AMAZON.COM	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	25.09
251617	AMAZON.COM	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	25.09
251781	AMAZON.COM	Coat Rack	12-9010-0-8533-1000-4320-045-833	87.89
251752	APPLE INC	Apple Pencil	12-6105-0-8510-1000-4320-045-830	454.88
251753	APPLE INC	MacBooks & iPad Air	12-6105-0-8510-1000-4420-045-830	12,042.81
251752	APPLE INC	Apple Pencil	12-6105-0-8535-1000-4320-045-835	454.88
251753	APPLE INC	MacBooks & iPad Air	12-6105-0-8535-1000-4420-045-835	12,042.81
251752	APPLE INC	Apple Pencil	12-9010-0-8533-1000-4320-045-833	454.89
251753	APPLE INC	MacBooks & iPad Air	12-9010-0-8533-1000-4420-045-833	12,042.81
251792	BEST BUY CO INC	Playground Audio Bid	12-6105-0-8510-1000-4420-045-830	1,665.45
251792	BEST BUY CO INC	Playground Audio Bid	12-6105-0-8535-1000-4420-045-835	1,665.45
251792	BEST BUY CO INC	Playground Audio Bid	12-9010-0-8533-1000-4420-045-833	1,665.44
251627	CDW GOVERNMENT INC	Projector	12-9010-0-8533-1000-4420-045-833	609.81
251633	INTERSECTION FOR THE ARTS	Music Is First Classes	12-6105-0-8535-1000-5899-045-835	4,867.50
251633	INTERSECTION FOR THE ARTS	Music Is First Classes	12-9010-0-8533-1000-5899-045-833	4,867.50
251614	KELLY SPICERS STORES	Office Paper	12-6105-0-8510-1000-4320-045-830	231.04
251614	KELLY SPICERS STORES	Office Paper	12-6105-0-8535-1000-4320-045-835	231.04

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
251614	KELLY SPICERS STORES	Office Paper	12-9010-0-8533-1000-4320-045-833	231.04
251791	LAKESHORE	Support Supplies	12-9010-0-8533-1000-4320-045-833	764.02
251763	SERVICE PRESS INC.	DEDAP Mailing Envelopes	12-9010-0-8530-1000-5810-045-832	134.85
	TOTAL FUND 12			**54,589.38**
251620	AMAZON.COM	Chia Seeds	13-5310-0-0000-3700-4700-090-820	89.98
	TOTAL FUND 13			**89.98**
251739	BKF ENGINEERS	Additional Land Survey Services for LC Mod. Project	21-9010-0-0000-8500-6140-007-743	9,500.00
251619	BLUEBEAM INC.	AECO Document & Drawing Management	21-9010-0-0000-8500-5813-090-902	800.00
251768	PROTECH CONSULTING &	Addtnl. Services for Hazardous Materials Testing	21-9010-0-0000-8500-6273-009-945	525.00
251768	PROTECH CONSULTING &	Addtnl. Services for Hazardous Materials Testing	21-9010-0-0000-8500-6273-010-945	525.00
251768	PROTECH CONSULTING &	Addtnl. Services for Hazardous Materials Testing	21-9010-0-0000-8500-6273-014-945	1,050.00
251768	PROTECH CONSULTING &	Addtnl. Services for Hazardous Materials Testing	21-9010-0-0000-8500-6273-025-945	2,275.00
251738	UNDERWOOD & ROSENBLUM INC	Surveying & Topographic Services for ECHS Mod. Project	21-9010-0-0000-8500-6140-032-945	28,000.00
	TOTAL FUND 21			**42,675.00**
251798	CENTRAL ROOFING INC.	Z Flashing/Drip Cap Installation	40-9010-0-0000-8500-5899-033-946	3,800.00
251715	NINO'S HARDWOOD FLOORS INC.	Hardwood Flooring	40-9010-0-0000-8500-6270-033-946	13,800.00
251717	OPENING TECHNOLOGIES INC.	Children's Center Pedestrian Gate Intercom	40-9010-0-0000-8500-6170-045-964	10,950.26
251728	PLUM ARCHITECTS INC.	Architectural Services	40-9010-0-0000-8500-6270-032-946	42,100.00
	TOTAL FUND 40			**70,650.26**
	TOTAL # OF PURCHASE ORDERS:	**202**	**TOTAL P.O. AMOUNT**	**1,530,877.41**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 1,355,132.26		
11	ADULT EDUCATION FUND	$ 7,740.53		
12	CHILD DEVELOPMENT FUND	$ 54,589.38		
13	FOOD SERVICE	$ 89.98		
14	DEFERRED MAINTENANCE			
21	BOND	$ 42,675.00		
25	CAPITAL FACILITIES			
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 70,650.26		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 1,530,877.41**		
CHANGE ORDERS:				
250702	AMAZON.COM	Office Supplies	01-0000-0-0000-7350-4320-090-717	70.87
250032	COLLEGE ENTRANCE EXAMINATION B	Open P.O. - PSAT & NMSQT	01-9114-0-1110-1000-4320-033-356	31.12
250157	COLLEGE ENTRANCE EXAMINATION B	PSAT/NMSQT Test Fees	01-9215-0-1110-1000-4320-032-356	104.00
250157	COLLEGE ENTRANCE EXAMINATION B	PSAT/NMSQT Test Fees	01-9218-0-1110-1000-4320-032-356	416.48
251569	EDENRED COMMUTER BENEFIT	Re-Order Commuter Checks	01-0000-0-0000-7340-5899-090-717	252.45
251287	HILLYARD INC	WH Restock - Doodles & Med. Gloves	01-0000-0-0000-0000-9320-000	273.32
250659	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-008-759	5,000.00
251216	HILLYARD INC	Hillyard OPEN P.O.	01-0000-0-0000-8200-4320-009-759	4,000.00
250731	HILLYARD INC	Custodial Supplies	01-0000-0-0000-8200-4320-014-759	(1,500.00)
250164	HOWIES HOCKEY INC	Supplies and Equipment	01-0000-0-1230-1000-4320-032-070	500.00

PURCHASE ORDER LISTING - November 1, 2024 to November 30, 2024

P.O.	Vendor	Description	Account	Amount
250561	KELLY SPICERS FACILITIES	Open P.O. - Custodial Supplies	01-8150-0-0000-8110-4320-090-741	10,000.00
250510	LAWSON PRODUCTS INC	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
250910	MUSIC & ARTS CA DEPT 5295	Music Supplies	01-0000-0-1215-1000-4320-032-322	1,000.00
250632	ROYAL PIN DONUTS	2024-25 Royal Pin Open PO	01-0000-0-1110-1000-4322-090-762	2,000.00
251076	SCOOT EDUCATION INC.	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	50,000.00
251074	THE EDUCATION TEAM	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	25,000.00
250060	VRS CATERING CONNECTION	2024 - 2025 Open PO for District Meetings	01-0000-0-0000-2700-4322-090-762	3,000.00
250245	DAYLIGHT FOODS INC	Food Products	13-5310-0-0000-3700-4700-090-820	20,000.00
250247	SYSCO FOOD SERVICES OF SAN FRA	Food & Supplies	13-5310-0-0000-3700-4700-090-820	35,000.00
250432	NINYO & MOORE GEOTECHNICAL AND	Testing & Inspection Services	14-0000-0-0000-8500-6285-013-945	4,267.50
250283	DANNIS WOLIVER KELLEY	Legal Services	21-0000-0-0000-8200-5889-098-902	(485,000.00)
250382	E.F. BRETT AND COMPANY INC.	HVAC Projects Package A	21-9010-0-0000-8500-6270-025-945	2,424.00
250701	HAMILTON & AITKEN ARCHITECTS	Architectural Services for El	21-9010-0-0000-8500-6210-098-926	29,150.00
251388	KBI PAINTING INC.	SSFHS Dance Floor Painting	40-9010-0-0000-8500-6270-033-946	1,047.92
250745	STUDIO PEREZ	Architectural & Engineering Services	40-9010-0-0000-8500-6210-090-932	3,047.00
	TOTAL CHANGE ORDERS			**-284,915.34**

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: January 23, 2025

RE: Warrant Register – November 1, 2024 to November 30, 2024

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 November 1, 2024 to November 30, 2024. For the period listed above, the Warrants total $8,503,849.29 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of November 1, 2024 to November 30, 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
NOVEMBER 1 TO NOVEMBER 30, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
360 DEGREE CUSTOMER INC	11/21/2024	987459	PO251070	01	6500	0	5760	1110	5899	090	201	17985	8,281.00
360 DEGREE CUSTOMER INC	12/03/2024	990124	PO251070	01	6500	0	5760	1110	5899	090	201	18244	12,103.00
360 DEGREE CUSTOMER INC	12/10/2024	991759	PO251070	01	6500	0	5760	1110	5899	090	201	18348	14,014.00
360 DEGREE CUSTOMER INC Total													34,398.00
A+ LIVE SCAN SERVICES	11/26/2024	989281	PO250822	01	0000	0	0000	7490	5841	090	716	19777A	112.00
A+ LIVE SCAN SERVICES Total													112.00
ABAT, LORI	11/26/2024	989261	PV250471	01	6500	0	5760	2490	5820	090	245	OCT24MILEAGE68	72.45
ABAT, LORI	11/26/2024	989261	PV250472	01	6500	0	5760	2490	5820	090	245	OCT24MILEAGE69	33.81
ABAT, LORI Total													106.26
ABING, MARK CHRISTOPHER	11/07/2024	984149	PV250391	01	9010	0	5001	3900	5210	090	350	422.75	422.75
ABING, MARK CHRISTOPHER Total													422.75
ACADEMIC THERAPY PUBLICATIONS	11/19/2024	986567	PO251647	01	6500	0	5760	1190	4320	090	245	317405	228.20
ACADEMIC THERAPY PUBLICATIONS Total													228.20
ACHIEVE KIDS	12/12/2024	992384	PO250992	01	6500	0	5760	1180	5820	090	230	33527	2,466.00
ACHIEVE KIDS	12/12/2024	992384	PO250992	01	6500	0	5760	1180	5870	090	230	33527	1,512.00
ACHIEVE KIDS	12/12/2024	992384	PO250992	01	6500	0	5760	1180	5880	090	230	33527	9,414.00
ACHIEVE KIDS	12/12/2024	992384	PO250992	01	6500	0	5760	1180	5899	090	230	33527	181.98
ACHIEVE KIDS Total													13,573.98
ACSA	11/19/2024	986549	PO251421	01	6500	0	5760	1190	5210	090	245	INV30370	6,790.00
ACSA Total													6,790.00
ACTION SPORTS	11/07/2024	984146	PO251572	01	9305	0	1110	1000	5810	025	391	175	1,276.41
ACTION SPORTS Total													1,276.41
ADA SPORTS & RACKETS LLC	12/17/2024	994360	PO251675	01	0000	0	1110	1000	4320	033	070	K10828	665.00
ADA SPORTS & RACKETS LLC Total													665.00
ADAM-HILL COMPANY, THE	11/26/2024	989224	PO250566	01	8150	0	0000	8110	4320	090	741	30097632	547.58
ADAM-HILL COMPANY, THE Total													547.58
ADEMCO INC	11/12/2024	984830	PO250504	01	8150	0	0000	8110	4320	090	741	RK0TDG01	1,466.77
ADEMCO INC Total													1,466.77
ADROIT ADVANCED	11/14/2024	985687	PO250914	01	0801	0	1110	3600	5820	090	122	48817	12,502.25
ADROIT ADVANCED	12/03/2024	990125	PO250812	01	0000	0	5760	3600	5820	090	781	48801	139,016.82
ADROIT ADVANCED	12/19/2024	995449	PO250812	01	0000	0	5760	3600	5820	090	781	48895	99,133.49
ADROIT ADVANCED Total													250,652.56
ADVANCED CHEMICAL TRANSPORT	11/26/2024	989225	PO251602	01	8150	0	0000	8110	5860	033	741	600769	1,070.41
ADVANCED CHEMICAL TRANSPORT Total													1,070.41
ADVANCED INTEGRATED PEST MGMT	11/12/2024	984792	PO250492	01	0000	0	0000	8200	5807	090	760	156978 OCT24	5,491.00
ADVANCED INTEGRATED PEST MGMT	12/10/2024	991808	PO250492	01	0000	0	0000	8200	5807	090	760	156978 NOV24	2,498.00
ADVANCED INTEGRATED PEST MGMT Total													7,989.00
AG PARTS WORLDWIDE INC	11/12/2024	984813	PO250174	01	0000	0	1110	1000	4320	090	735	108469	964.70
AG PARTS WORLDWIDE INC	11/12/2024	984848	PO250174	01	0000	0	1110	1000	4320	090	735	111495	1,975.00
AG PARTS WORLDWIDE INC	12/03/2024	990129	PO250174	01	0000	0	1110	1000	4320	090	735	113758	1,205.88
AG PARTS WORLDWIDE INC	12/17/2024	994327	PO250174	01	0000	0	1110	1000	4320	090	735	111747	3,125.94

BOARD WARRANT REGISTER
NOVEMBER 1 TO NOVEMBER 30, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
AG PARTS WORLDWIDE INC	12/19/2024	995522	PO250174	01	0000	0	1110	1000	4320	090	735	116901	337.65
AG PARTS WORLDWIDE INC	12/19/2024	995522	PO250174	01	0000	0	1110	1000	4320	090	735	116796	(289.41)
AG PARTS WORLDWIDE INC Total													7,319.76
AIR TUTORS LLC	12/03/2024	990126	PO250817	01	6762	0	1110	1000	5813	090	384	SSFSPED 1004-8	44,050.00
AIR TUTORS LLC	11/26/2024	989315	PO251726	01	6762	0	1110	1000	5899	090	384	SSFGENED 1004-8	6,250.00
AIR TUTORS LLC	12/17/2024	994328	PO251726	01	6762	0	1110	1000	5899	090	384	SSFGENED 1104-8	10,700.00
AIR TUTORS LLC	12/19/2024	995450	PO250817	01	6762	0	1110	1000	5899	090	384	SSFSPED 1104-8	33,975.00
AIR TUTORS LLC Total													94,975.00
AIRGAS USA LLC	11/12/2024	984793	PO250502	01	8150	0	0000	8110	4320	090	741	9154971089	238.76
AIRGAS USA LLC	11/26/2024	989301	PO250502	01	8150	0	0000	8110	4320	090	741	9155514672	116.14
AIRGAS USA LLC Total													354.90
ALAMEDA ELECTRICAL	11/19/2024	986568	PO250565	01	8150	0	0000	8110	4320	090	741	S5924825.001	20.10
ALAMEDA ELECTRICAL	11/26/2024	989240	PO250565	01	8150	0	0000	8110	4320	090	741	S5924825.002	180.82
ALAMEDA ELECTRICAL Total													200.92
ALBERTSONS/SAFEWAY INC.	12/05/2024	990815	PO250047	01	0000	0	1219	1000	4320	032	070	664772-102824-0777	29.43
ALBERTSONS/SAFEWAY INC.	12/05/2024	990815	PO250047	01	0000	0	1219	1000	4320	032	070	806371-110524-0777	318.06
ALBERTSONS/SAFEWAY INC.	12/05/2024	990815	PO250047	01	0000	0	1219	1000	4320	032	070	668203-111824-3031	29.94
ALBERTSONS/SAFEWAY INC. Total													377.43
ALL CITY MANAGEMENT SVCS INC.	11/07/2024	984147	PO250012	01	0000	0	0000	7300	5899	090	717	96267	8,171.67
ALL CITY MANAGEMENT SVCS INC.	11/14/2024	985716	PO250012	01	0000	0	0000	7300	5899	090	717	96551	7,367.40
ALL CITY MANAGEMENT SVCS INC.	12/10/2024	991773	PO250012	01	0000	0	0000	7300	5899	090	717	96979	7,367.40
ALL CITY MANAGEMENT SVCS INC. Total													22,906.47
AMADOR GENERAL CONSTRUCTION	12/17/2024	994366	PO250859	01	8150	0	0000	8110	5899	033	741	DEC24 SSFHS	8,500.00
AMADOR GENERAL CONSTRUCTION Total													8,500.00
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251275	01	9010	0	5760	1190	4200	090	350	1G9H-4GYG-9PNL	21.94
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251275	01	9010	0	5760	1190	4200	090	350	1FFT-YCM3-94CR	44.35
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251500	01	3010	0	1110	1000	4200	008	301	1CPN-7VHM-PGFR	32.64
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251511	01	0805	0	4760	1000	4200	002	123	1DRL-D9RF-NJXF	88.25
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250360	01	9010	0	5001	3150	4200	090	350	1F7F-67VP-4WRN	52.98
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250360	01	9010	0	5001	3150	4200	090	350	1319-WKCY-79XM	60.87
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250826	01	6500	0	5760	1190	4200	090	245	1RMN-XP1L-F4GV	1,519.66
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251225	01	9010	0	5001	3150	4200	090	350	1QYJ-FLMH-CW4K	40.60
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251547	01	0000	0	1110	2421	4200	002	451	1JRG-1JCC-GXLN	29.67
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251609	01	0805	0	4760	1000	4200	022	123	1YW1-XN17-GN6Y	51.60
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO250829	01	0000	0	1110	1000	4200	025	070	1F7M-NT4N-FGNL	277.90
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251540	01	0805	0	4760	1000	4200	013	123	13MQ-Q4TJ-GM9P	187.65
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251540	01	0805	0	4760	1000	4200	013	123	19H1-QHDD-C9Q3	12.62
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251677	01	9010	0	1110	1000	4200	090	057	11RM-QQGF-94Y7	400.45
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251785	01	0000	0	1110	1000	4200	002	070	11HK-4JVC-D7JH	32.85
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1110	1000	4200	033	070	1FGQ-4YYK-GXH6	20.48
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251830	01	0000	0	1110	1000	4200	090	762	1T1X-QKJD-C6DX	60.96

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AMAZON CAPITAL SERVICES	12/19/2024	995520	CM250044	01	0805	0	4760	1000	4200	013	123	1YTP-HL3M-WN9W	(18.68)
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251562	01	0805	0	4760	1000	4200	002	123	1CXL-4GHT-CLVH	53.48
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251562	01	0805	0	4760	1000	4200	002	123	13MQ-Q4TJ-G7HP	300.54
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251562	01	0805	0	4760	1000	4200	002	123	19QD-6NYK-T7LT	8.74
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251562	01	0805	0	4760	1000	4200	002	123	1DXT-Q6TQ-9JK9	26.22
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251831	01	0000	0	1110	2421	4200	033	451	16KQ-CQJV-9LL4	37.76
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251275	01	9010	0	5760	1190	4320	090	350	1G9H-4GYG-9PNL	158.91
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251275	01	9010	0	5760	1190	4320	090	350	1FFT-YCM3-94CR	9.87
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251500	01	0000	0	1110	1000	4320	008	070	1CPN-7VHM-PGFR	25.02
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251501	01	0000	0	1110	1000	4320	032	070	1LRF-KVN9-NP61	73.06
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251501	01	0000	0	1110	2421	4320	032	451	1LRF-KVN9-NP61	12.05
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250359	01	9010	0	5760	1190	4320	090	350	166D-3JXW-6P4Y	160.94
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250363	01	9010	0	5760	1190	4320	090	350	1671-XTM7-6RFV	235.42
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250370	01	9010	0	5760	1190	4320	090	350	19J6-CVQN-4YVK	220.84
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO250702	01	0000	0	0000	7350	4320	090	717	1Q46-CTPF-H3FJ	70.87
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO250702	01	0000	0	0000	7350	4320	090	717	1VWY-X7GW-FXRN	180.20
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250747	01	9010	0	5760	1190	4320	090	350	1TV1-JJRG-G9GK	126.53
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250747	01	9010	0	5760	1190	4320	090	350	1F99-LQP1-7D9T	129.62
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO250781	01	9010	0	5760	1190	4320	090	350	1GKM-FKLP-FMMM	71.10
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251016	01	6300	0	1110	1000	4320	090	307	149T-Q3YJ-9PV1	212.23
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251018	01	6300	0	1110	1000	4320	090	307	1931-61GT-7PFC	565.46
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251055	01	9010	0	5760	1190	4320	090	350	1J3P-9VXC-6TLC	502.35
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251057	01	9010	0	5760	1190	4320	090	350	1931-61GT-6XYT	205.77
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251058	01	9010	0	5760	1190	4320	090	350	11QF-9CJM-7TTD	61.48
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251061	01	9010	0	5760	1190	4320	090	350	1HMJ-37H7-7RXQ	435.64
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251062	01	9010	0	5760	1190	4320	090	350	1WDR-JDK4-7FF6	115.05
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251063	01	9010	0	5760	1190	4320	090	350	1R34-LPDL-9DJL	55.88
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251088	01	6500	0	5730	1190	4320	005	205	1HVX-6K3M-GV9L	272.32
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251170	01	6387	0	3800	1000	4320	032	394	1PTD-Q9D3-19LT	30.14
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251170	01	6387	0	3800	1000	4320	032	394	1DHL-7WTJ-M13R	(65.57)
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251170	01	6387	0	3800	1000	4320	032	394	171F-9M9N-M336	(65.57)
AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251170	01	6387	0	3800	1000	4320	032	394	1R4P-KM1K-QJWM	(47.37)
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251211	01	9010	0	5760	1190	4320	090	350	1CDW-HF4R-DVV4	152.31
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251226	01	9010	0	5760	1190	4320	090	350	1JHY-KXGD-7LNM	65.88
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251226	01	9010	0	5760	1190	4320	090	350	1GPV-RGYM-FQFX	62.35
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251234	01	9010	0	5760	1190	4320	090	350	1QHN-XKFH-7VRP	203.44
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251273	01	0000	0	0000	3140	4320	090	507	1YFH-LTTN-7XC3	62.97
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251276	01	9010	0	5760	1190	4320	090	350	1NVT-W9YR-79MH	168.03
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251276	01	9010	0	5760	1190	4320	090	350	1HXX-TFNJ-GRC4	21.04
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251277	01	9010	0	5760	1190	4320	090	350	1RKM-F66C-7DXV	89.08
AMAZON CAPITAL SERVICES	11/12/2024	984791	PO251282	01	9010	0	5760	1190	4320	090	350	1N9G-6W41-94YV	280.16

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AMAZON CAPITAL SERVICES	11/12/2024	984843	PO251505	01	6300	0	1110	1000	4320	090	307	1RJG-J7HP-PYMV	283.06
AMAZON CAPITAL SERVICES	11/14/2024	985717	PO251284	01	6300	0	1110	1000	4320	090	307	14CT-GXY1-FRHR	40.76
AMAZON CAPITAL SERVICES	11/14/2024	985717	PO251284	01	6300	0	1110	1000	4320	090	307	1G3T-K6G7-9LNH	102.68
AMAZON CAPITAL SERVICES	11/16/2024		CL240124	01	6500	0	5760	1190	4320	090	204		(7.53)
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO250741	01	0000	0	1110	1000	4320	090	177	1T7D-4KKY-7LY4	132.41
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251171	01	6300	0	1110	1000	4320	090	307	1M4R-JHN1-FXJG	20.19
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251171	01	6300	0	1110	1000	4320	090	307	13LF-N314-FLH3	24.01
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251171	01	6300	0	1110	1000	4320	090	307	16NR-1VN4-4DFK	(19.67)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251172	01	6300	0	1110	1000	4320	090	307	1C6Q-MDVD-LDMP	205.39
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251172	01	6300	0	1110	1000	4320	090	307	1YD6-W1VH-F9DY	(23.90)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251172	01	6300	0	1110	1000	4320	090	307	1Q9P-RMCR-FV47	(128.80)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251173	01	6300	0	1110	1000	4320	090	307	1DN7-P7HW-LTDK	174.19
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251173	01	6300	0	1110	1000	4320	090	307	1PPC-HVWH-CPQ9	174.69
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251173	01	6300	0	1110	1000	4320	090	307	1NTG-M33G-66RR	(123.25)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251173	01	6300	0	1110	1000	4320	090	307	14D4-WHTF-1VHH	(31.55)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251174	01	6300	0	1110	1000	4320	090	307	1JJW-N7W6-LWYH	28.87
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251174	01	6300	0	1110	1000	4320	090	307	1669-CPKP-GW7M	28.87
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251174	01	6300	0	1110	1000	4320	090	307	11HY-FFVN-W3FG	(28.87)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251336	01	6300	0	1110	1000	4320	090	307	1LKW-MCYW-G7JH	136.20
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251342	01	6300	0	1110	1000	4320	090	307	1D74-QRH3-NNJG	10.52
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251342	01	6300	0	1110	1000	4320	090	307	14R6-G4HY-F61V	18.11
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251343	01	6300	0	1110	1000	4320	090	307	173L-V1FK-CVGC	195.89
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251343	01	6300	0	1110	1000	4320	090	307	1MDF-TXQK-WPWR	(5.48)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251344	01	6300	0	1110	1000	4320	090	307	1WWV-9Q7G-GLCW	20.21
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251345	01	6300	0	1110	1000	4320	090	307	17K7-YMTW-FL1G	220.67
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251346	01	6300	0	1110	1000	4320	090	307	173Q-K47M-61QD	10.11
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251346	01	6300	0	1110	1000	4320	090	307	1WWV-9Q7G-FGQ7	39.46
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251346	01	6300	0	1110	1000	4320	090	307	1NJ9-9VVM-M61G	(9.98)
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251404	01	0000	0	0000	2424	4320	090	735	1H41-CCRF-6XNF	967.33
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251404	01	0000	0	0000	2424	4320	090	735	1GQW-CTY9-6LK1	947.57
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251493	01	6300	0	1110	1000	4320	090	307	1W1G-4KMT-LQNY	46.46
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251502	01	0000	0	1110	1000	4320	006	070	19QH-GWXR-KXT4	440.25
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251502	01	0000	0	1110	1000	4320	006	070	1CPN-7VHM-PV4T	(202.49)
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251504	01	0000	0	1110	1000	4320	033	070	1VTX-RPYH-MR7R	109.49
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251506	01	6300	0	1110	1000	4320	090	307	1LLR-THPX-NYPN	127.91
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251508	01	0000	0	1110	1000	4320	014	070	1DR9-J9TD-LHM7	285.63
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251539	01	0000	0	0000	2424	4320	090	735	1431-GQWJ-GV96	197.60
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251544	01	0805	0	1110	1000	4320	013	180	1QYW-VMHF-7QQK	10.98
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251545	01	3010	0	1110	1000	4320	008	301	191C-G7MD-GDNT	196.93
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251546	01	0805	0	1110	1000	4320	013	180	1WQX-Y3VR-H7L7	122.42
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251547	01	0000	0	1110	1000	4320	002	070	1JRG-1JCC-GXLN	102.18

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AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251561	01	0000	0	0000	7350	4320	090	717	166D-L6YR-GPLV	53.96
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251610	01	0000	0	1110	2421	4320	032	451	14XC-M7FT-GC7N	18.65
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251610	01	0000	0	1216	1000	4320	032	070	14XC-M7FT-GC7N	35.53
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251612	01	0000	0	0000	7150	4320	090	714	1MGM-QT7N-G1TK	57.78
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251613	01	8150	0	0000	8110	4320	090	741	19HN-N3XY-91R9	91.16
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251635	01	0000	0	0000	2424	4320	090	735	1K6M-KRGF-7P6L	85.70
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251641	01	0000	0	0000	8200	4320	033	759	1YFN-HGNC-71XT	153.81
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251642	01	3550	0	3800	1000	4320	032	333	14DM-DPKN-6MCK	32.94
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251645	01	8150	0	0000	8110	4320	090	741	1FGL-Y1QY-7RDF	98.14
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251659	01	0000	0	1110	1000	4320	010	070	1TDL-K9GJ-7DFF	267.26
AMAZON CAPITAL SERVICES	11/21/2024	987455	PO251660	01	0000	0	1110	1000	4320	008	070	1TRP-1J46-916M	92.98
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251666	01	6300	0	1110	1000	4320	090	307	14KL-D9XH-7LN4	150.98
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251669	01	0000	0	0000	2424	4320	090	735	1K94-4XLG-7WK7	1,204.60
AMAZON CAPITAL SERVICES	11/26/2024	989279	CM250037	01	0000	0	0000	7350	4320	090	717	1G3M-193V-PQD7	(16.47)
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251341	01	6300	0	1110	1000	4320	090	307	13HT-QRQC-GLRM	109.57
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251404	01	0000	0	0000	2424	4320	090	735	1XVR-GH64-9CWP	375.00
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251468	01	0000	0	0000	7400	4320	090	715	11R4-Y3Y7-KX39	334.32
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251468	01	0000	0	0000	7400	4320	090	715	1GQW-CTY9-6VQD	132.72
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251540	01	0805	0	4760	1000	4320	013	123	13MQ-Q4TJ-GM9P	60.41
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251540	01	0000	0	1110	1000	4320	013	070	13MQ-Q4TJ-GM9P	52.58
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251541	01	0805	0	4760	1000	4320	007	123	1LCP-T9D4-GH3L	153.15
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251551	01	3010	0	1110	1000	4320	007	301	117L-RWJJ-H11K	299.89
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251557	01	0000	0	1110	1000	4320	025	070	1LN7-M117-GK73	57.08
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251558	01	0000	0	1110	1000	4320	006	070	1N7V-TQVM-GM44	106.37
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251618	01	0000	0	1110	1000	4320	014	070	14KL-D9XH-93QF	375.66
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251618	01	0000	0	1110	1000	4320	014	070	1JDD-36FQ-GYQX	110.28
AMAZON CAPITAL SERVICES	12/03/2024	990163	PO251625	01	8150	0	0000	8110	4320	090	741	1WY7-QJMQ-GJQK	25.25
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251637	01	0000	0	1236	1000	4320	032	070	1KLL-4DVH-7QDN	134.02
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251644	01	0000	0	1110	1000	4320	033	070	19XY-311L-9H3H	91.17
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251646	01	0000	0	0000	7350	4320	090	717	1FQ6-CQPL-CDFK	32.14
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251646	01	0000	0	0000	7350	4320	090	717	19HN-N3XY-7LVM	252.54
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251653	01	3010	0	1110	1000	4320	007	301	1LGL-XJ4Y-C39R	325.24
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251658	01	9219	0	1208	1000	4320	032	356	1QYW-VMHF-933J	1,559.42
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251658	01	9219	0	1208	1000	4320	032	356	11RM-QQGF-C3LY	177.55
AMAZON CAPITAL SERVICES	12/03/2024	990157	PO251670	01	0805	0	1110	1000	4320	025	180	1XRP-MPGX-F44H	194.54
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251673	01	0000	0	1110	1000	4320	010	070	1KRN-T6PJ-CXYG	55.98
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251682	01	0000	0	0000	7350	4320	090	717	1XG4-PVHN-CXCP	53.74
AMAZON CAPITAL SERVICES	12/03/2024	990119	PO251686	01	0000	0	1110	1000	4320	008	070	1KRN-T6PJ-CL1Q	253.09
AMAZON CAPITAL SERVICES	12/10/2024	991807	CM250038	01	0000	0	0000	7350	4320	090	717	1J1M-QJH7-YKJP	(16.31)
AMAZON CAPITAL SERVICES	12/10/2024	991807	CM250040	01	9219	0	1208	1000	4320	032	356	1WNK-73TK-RCGD	(10.95)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251475	01	0000	0	1110	1000	4320	002	070	1JKQ-KDQV-KTGM	349.74

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AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251478	01	3550	0	3800	1000	4320	032	333	16GN-RJ33-11WM	(20.87)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251550	01	3010	0	1110	1000	4320	008	301	1KKY-DVGJ-GLXQ	36.25
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251550	01	0000	0	1110	1000	4320	008	070	1KKY-DVGJ-GLXQ	45.72
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251553	01	0000	0	1110	1000	4320	090	177	1LN7-M117-FQCR	191.18
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251622	01	0000	0	0000	7350	4320	090	717	1KYM-YH6C-96GT	24.18
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251622	01	0000	0	0000	7350	4320	090	717	1KLL-4DVH-7YQK	5.46
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251622	01	0000	0	0000	7350	4320	090	717	1LCP-T9D4-H1DG	57.47
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	179Q-JXQJ-4FKH	(30.30)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	1634-CVTJ-3FTC	(30.30)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	11NR-QXDK-41CV	(30.30)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	1XHQ-DVPW-1XRH	(30.29)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	1QXF-L91P-3WQP	(23.29)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251658	01	9219	0	1208	1000	4320	032	356	161H-CXTJ-3FC3	(30.30)
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251695	01	0000	0	1110	1000	4320	090	214	1VMM-NGD1-R3XP	40.62
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251708	01	0000	0	0000	7400	4320	090	715	1NCV-KHKH-RFFM	157.06
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251712	01	8150	0	0000	8110	4320	090	741	1J63-P1H7-T7MW	319.74
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251724	01	0000	0	1110	1000	4320	008	070	17YK-76YG-CL4G	207.37
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251724	01	3010	0	1110	1000	4320	008	301	17YK-76YG-CL4G	14.82
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251747	01	0000	0	1110	1000	4320	090	762	1GG4-XGTH-F9D3	99.68
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251769	01	0000	0	0000	2424	4320	090	735	137M-KKYN-DGVC	503.14
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251774	01	3010	0	1110	1000	4320	022	301	19CC-ML13-DJK7	712.01
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251779	01	3010	0	1110	1000	4320	008	301	1Q67-PQJM-DW9H	106.99
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251783	01	0000	0	0000	2424	4320	090	735	1GXY-NVW4-DQGR	1,149.80
AMAZON CAPITAL SERVICES	12/10/2024	991807	PO251785	01	0000	0	1110	1000	4320	002	070	11HK-4JVC-D7JH	26.36
AMAZON CAPITAL SERVICES	12/10/2024	991807	PV250515	01	0000	0	0000	7350	4320	090	717	1W4N-RPLL-T3V4	7.24
AMAZON CAPITAL SERVICES	12/12/2024	992410	PO251509	01	7032	0	0000	3700	4320	090	820	1DJH-XMGC-T7XC	131.52
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO250972	01	0805	0	1110	1000	4320	025	180	1YQR-3KYD-6MVJ	757.84
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251439	01	0000	0	1110	1000	4320	025	322	1N7L-TTJV-LD7M	123.01
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251439	01	0000	0	1110	1000	4320	025	322	1MTH-WJ44-3LK9	125.69
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251441	01	9305	0	1110	1000	4320	025	391	11XL-D47X-69K7	261.69
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251441	01	9305	0	1110	1000	4320	025	391	1JKQ-KDQV-KPDW	169.38
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251444	01	0805	0	1110	1000	4320	025	180	17J4-1QWG-KNRR	49.41
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251481	01	0000	0	0000	2424	4320	090	735	1XMD-DCFR-RQ31	118.29
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251549	01	8150	0	0000	8110	4320	090	741	1CXR-X7KH-GD6F	310.67
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251552	01	0000	0	1110	1000	4320	025	070	1LN7-M117-GD97	294.13
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251555	01	0000	0	1110	1000	4320	006	070	166D-L6YR-GJXD	144.97
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251555	01	0000	0	1110	1000	4320	006	070	14TX-XHXJ-K36H	(68.09)
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251555	01	0000	0	1110	1000	4320	006	070	14WD-GDNT-JNK6	(49.43)
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1202	1000	4320	033	322	1FGQ-4YYK-GXH6	9.34
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1110	1000	4320	033	070	1FGQ-4YYK-GXH6	87.60
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1110	1000	4320	033	070	16RC-6JLH-93LC	72.60

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AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1110	1000	4320	033	070	1DNC-DG7G-DDNF	(36.29)
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251556	01	0000	0	1110	1000	4320	033	070	1NML-NJ1M-D66F	(36.29)
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251608	01	9305	0	1110	1000	4320	025	391	1431-GQWJ-H1HJ	94.10
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251652	01	3010	0	1110	1000	4320	008	301	1YGP-XX9Q-76RQ	566.78
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251652	01	3010	0	1110	1000	4320	008	301	19VX-6CRP-DPK7	54.92
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251668	01	0000	0	1110	1000	4320	033	070	1X73-VL9D-6VR6	292.55
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251685	01	0000	0	1110	1000	4320	008	070	1G67-FW4G-CTXY	45.62
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251688	01	9010	0	1110	1000	4320	090	055	17FR-Q3Q9-CDP4	700.25
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251700	01	3550	0	3800	1000	4320	033	333	1DV7-FKDV-PGC1	339.79
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251700	01	3550	0	3800	1000	4320	033	333	13W3-GP9G-DGDG	22.60
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251705	01	3550	0	3800	1000	4320	033	333	1GWX-NHKV-RPNV	201.56
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251710	01	3010	0	1110	1000	4320	007	301	1DV7-FKDV-PLDR	388.14
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251748	01	0000	0	0000	2424	4320	090	735	1GR9-CDYJ-RX19	11.33
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251748	01	0000	0	0000	2424	4320	090	735	1QM1-XQF4-DQLF	421.30
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251780	01	3010	0	1110	1000	4320	022	301	1JFH-ML3W-DCDF	1,073.03
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251780	01	3010	0	1110	1000	4320	022	301	1LGY-96D4-DPVM	71.47
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251784	01	0000	0	0000	7150	4320	090	714	1XDL-1NRF-CX3Y	60.08
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251822	01	8150	0	0000	8110	4320	090	741	1X16-N1KC-CLHK	50.30
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251829	01	3010	0	1110	1000	4320	022	301	1KPC-7NF9-CG7V	344.28
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251832	01	0000	0	1110	1000	4320	033	070	1VLP-3XNF-C3TM	159.31
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251835	01	0000	0	1231	1000	4320	032	070	1NML-NJ1M-C3HX	47.00
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251853	01	8150	0	0000	8110	4320	090	741	1J4T-VP96-CXJF	65.91
AMAZON CAPITAL SERVICES	12/19/2024	995520	CM250041	01	0000	0	1110	1000	4320	014	070	1T69-X633-7KG3	(125.22)
AMAZON CAPITAL SERVICES	12/19/2024	995520	CM250042	01	0000	0	1110	1000	4320	014	070	1LXT-XFHY-949W	(125.22)
AMAZON CAPITAL SERVICES	12/19/2024	995520	CM250043	01	0000	0	1110	1000	4320	014	070	1HFQ-Y4NF-7MMH	(125.22)
AMAZON CAPITAL SERVICES	12/19/2024	995520	CM250045	01	0000	0	0000	7350	4320	090	717	146Q-9CDM-3QGM	(42.85)
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251658	01	9219	0	1208	1000	4320	032	356	13Y1-X79F-7NFM	(11.59)
AMAZON CAPITAL SERVICES	12/19/2024	995439	PO251674	01	0000	0	1110	1000	4320	033	070	1FNY-CPNK-CGTY	28.56
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251737	01	0000	0	1110	1000	4320	033	070	1HR6-TPR7-D1WL	195.29
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251737	01	0000	0	1110	1000	4320	033	070	1J39-4LKY-FTNT	20.35
AMAZON CAPITAL SERVICES	12/19/2024	995520	PO251852	01	6387	0	3800	1000	4320	033	394	1JFH-ML3W-CMMJ	425.76
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251542	01	0000	0	1202	1000	4420	033	322	1C9G-J446-FTRP	521.90
AMAZON CAPITAL SERVICES	12/17/2024	994341	PO251748	01	0000	0	0000	2424	4420	090	735	1QM1-XQF4-DQLF	580.93
AMAZON CAPITAL SERVICES	11/16/2024		CL240124	01	6500	0	0000	0000	9510	000			7.53
AMAZON CAPITAL SERVICES Total													33,347.78
AMERGIS HEALTHCARE	11/07/2024	984121	PO251201	01	0804	0	4760	1000	5899	014	124	E14469250132	243.90
AMERGIS HEALTHCARE	11/07/2024	984121	PO251201	01	0804	0	4760	1000	5899	008	124	E14469160132	1,080.00
AMERGIS HEALTHCARE	11/07/2024	984121	PO251201	01	0804	0	4760	1000	5899	033	128	E14469970132	1,170.00
AMERGIS HEALTHCARE	11/07/2024	984121	PO251201	01	0804	0	4760	1000	5899	022	128	E14469980132	776.25
AMERGIS HEALTHCARE	11/07/2024	984121	PO251201	01	0804	0	4760	1000	5899	006	124	E14469990132	992.25
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	3310	0	5760	1110	5899	090	201	E14430770132	29,030.04

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AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	3310	0	5760	1110	5899	090	201	E14391800132	30,024.80
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	3310	0	5760	1110	5899	090	201	E14391790132	18,388.35
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	3310	0	5760	1110	5899	090	201	E14430850132	10,511.10
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	6500	0	5760	1180	5899	090	245	E14391760132	13,952.90
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	0000	0	0000	3140	5899	090	507	E14391740132	2,820.00
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	6500	0	5760	3120	5899	090	245	E14391750132	5,250.00
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	6500	0	5760	3140	5899	090	245	E14391780132	7,429.00
AMERGIS HEALTHCARE	11/14/2024	985695	PO251071	01	3310	0	5760	1110	5899	090	201	E14440480132	1,421.16
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	033	128	E14544100132	1,462.50
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	033	128	E14599570132	1,170.00
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	006	124	E14543670132	958.50
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	006	124	E14599880132	718.65
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	008	124	E14543790132	1,312.65
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	008	124	E14599870132	1,125.00
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	022	128	E14600370132	1,094.40
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	022	128	E14543930132	1,470.61
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	022	128	E14543840132	1,470.61
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	014	124	E14600190132	1,962.00
AMERGIS HEALTHCARE	11/19/2024	986556	PO251201	01	0804	0	4760	1000	5899	021	124	E14600030132	1,004.85
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	6500	0	5760	3140	5899	090	245	E14543750132	5,572.78
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	6500	0	5760	3120	5899	090	245	E14544250132	4,200.00
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	0000	0	0000	3140	5899	090	507	E14469420132	2,640.00
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	0000	0	0000	3140	5899	090	507	E14544160132	2,640.00
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	6500	0	5760	3140	5899	090	245	E14469170132	4,925.06
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	3310	0	5760	1110	5899	090	201	E14600090132	8,195.85
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	0000	0	0000	3140	5899	090	507	E14600210132	2,080.00
AMERGIS HEALTHCARE	11/21/2024	987460	PO251071	01	6500	0	5760	3120	5899	090	245	E14469550132	4,200.00
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	022	128	E14684350132	1,304.55
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	006	124	E14684600132	1,261.80
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	014	124	E14684400132	1,282.95
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	008	124	E14684460132	1,406.25
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	022	128	E14684220132	1,304.55
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	033	128	E14684080132	1,462.50
AMERGIS HEALTHCARE	11/26/2024	989249	PO251201	01	0804	0	4760	1000	5899	021	124	E14684240132	1,326.60
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	3310	0	5760	1110	5899	090	201	E14469350132	12,358.80
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	3310	0	5760	1110	5899	090	201	E14544390132	11,881.35
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	6500	0	5760	1180	5899	090	245	E14544360132	13,639.60
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	3310	0	5760	1110	5899	090	201	E14600360132	20,922.20
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	6500	0	5760	1180	5899	090	245	E14599660132	14,430.00
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	6500	0	5760	1180	5899	090	245	E14469710132	11,710.40
AMERGIS HEALTHCARE	12/03/2024	990127	PO251071	01	3310	0	5760	1110	5899	090	201	E14469840132	25,197.12

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AMERGIS HEALTHCARE	12/10/2024	991761	PO251071	01	6500	0	5760	3120	5899	090	245	E14684480132	5,250.00
AMERGIS HEALTHCARE	12/12/2024	992385	PO251071	01	3310	0	5760	1110	5899	090	201	E14684330132	13,351.05
AMERGIS HEALTHCARE	12/12/2024	992385	PO251071	01	6500	0	5760	1180	5899	090	245	E14684340132	14,592.50
AMERGIS HEALTHCARE	12/12/2024	992385	PO251071	01	6500	0	5760	3140	5899	090	245	E14684720132	6,194.18
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	033	128	E14375180132	1,462.50
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	021	124	E14740610132	1,049.85
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	033	128	E14740460132	1,170.00
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	014	124	E14739860132	1,016.55
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	008	124	E14740600132	1,147.50
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	006	124	E14740350132	989.55
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	022	128	E14792230132	2,275.20
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	021	124	E14792200132	1,319.40
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	033	128	E14792080132	1,462.50
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	022	128	E14792150132	2,335.50
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	008	124	E14791910132	1,406.25
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	006	124	E14791530132	1,259.55
AMERGIS HEALTHCARE	12/12/2024	992377	PO251201	01	0804	0	4760	1000	5899	014	124	E14791540132	1,024.20
AMERGIS HEALTHCARE	12/17/2024	994344	PO251071	01	6500	0	5760	1180	5899	090	245	E14740120132	12,214.15
AMERGIS HEALTHCARE	12/17/2024	994344	PO251071	01	6500	0	5760	3120	5899	090	245	E14739990132	4,200.00
AMERGIS HEALTHCARE	12/17/2024	994344	PO251071	01	6500	0	5760	3140	5899	090	245	E14740530132	4,035.53
AMERGIS HEALTHCARE	12/19/2024	995446	PO251071	01	3310	0	5760	1110	5899	090	201	E14740580132	22,564.36
AMERGIS HEALTHCARE	12/19/2024	995446	PO251071	01	6500	0	5760	3140	5899	090	245	E14543730132	757.90
AMERGIS HEALTHCARE	12/19/2024	995446	PO251071	01	3310	0	5760	1110	5899	090	201	E14740630132	9,508.50
AMERGIS HEALTHCARE	12/19/2024	995446	PO251071	01	6500	0	5760	3140	5899	090	245	E14739850132	1,321.45
AMERGIS HEALTHCARE	12/19/2024	995499	PO251071	01	3310	0	5760	1110	5899	090	201	E14792190132	14,223.60
AMERGIS HEALTHCARE	12/19/2024	995499	PO251071	01	3310	0	5760	1110	5899	090	201	E14792010132	31,325.32
AMERGIS HEALTHCARE	12/19/2024	995499	PO251071	01	6500	0	5760	3120	5899	090	245	E14792240132	5,250.00
AMERGIS HEALTHCARE	12/19/2024	995499	PO251071	01	6500	0	5760	3140	5899	090	245	E14792250132	2,990.65
AMERGIS HEALTHCARE	12/19/2024	995503	PO251071	01	6500	0	5760	1180	5899	090	245	E14792070132	13,746.85
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	025	124	E14881940132	562.50
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	006	124	E14881910132	251.10
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	014	124	E14882010132	532.80
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	022	128	E14882020132	547.20
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	021	124	E14882040132	555.75
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	022	128	E14882030132	547.20
AMERGIS HEALTHCARE	12/19/2024	995484	PO251201	01	0804	0	4760	1000	5899	033	128	E14882080132	585.00
AMERGIS HEALTHCARE Total													473,808.02
AMERICAN ASPHALT REPAIR	11/14/2024	985736	PO251579	01	8150	0	0000	8500	6275	022	963	019198	12,250.00
AMERICAN ASPHALT REPAIR Total													12,250.00
AMERICAN FIDELITY	11/19/2024	986569	PO250846	01	0000	0	0000	7350	5899	090	717	73156	1,856.40
AMERICAN FIDELITY	12/19/2024	995465	PO250846	01	0000	0	0000	7350	5899	090	717	73620	1,856.40

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AMERICAN FIDELITY Total													3,712.80
AMERICAN SCHOOL	12/19/2024	995513	PO251821	01	0000	0	1110	1000	4320	090	762	7511431	445.17
AMERICAN SCHOOL Total													445.17
ANDERSON-ROSSE, JENNIFER	11/14/2024	985705	PV250423	01	9044	0	1110	1000	4320	090	062	OCT24 SUPPLIES	263.34
ANDERSON-ROSSE, JENNIFER Total													263.34
ANDRE-BOUDIN BAKERIES INC.	12/03/2024	990149	PO250059	01	6387	0	3800	1000	4322	090	394	1587726	221.72
ANDRE-BOUDIN BAKERIES INC. Total													221.72
APERTURE MEDIA & DESIGN LLC	12/10/2024	991762	PO251754	01	3550	0	3800	1000	5899	090	333	1930	11,150.00
APERTURE MEDIA & DESIGN LLC Total													11,150.00
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB13294246	327.43
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB17076930	1,989.73
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB21451331	33,786.22
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB21451332	14,781.47
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB21451333	2,451.15
APPLE INC	12/19/2024	995447	PO251140	01	6387	0	3800	1000	4420	090	394	MB21451334	2,253.38
APPLE INC Total													55,589.38
ARBORTECH TREE CARE INC	11/07/2024	984122	PO251489	01	8150	0	0000	8110	5899	021	741	3413	1,250.00
ARBORTECH TREE CARE INC	12/19/2024	995443	PO251490	01	8150	0	0000	8110	5899	013	741	3457	9,600.00
ARBORTECH TREE CARE INC Total													10,850.00
ARISE EDUCATIONAL CENTER	12/12/2024	992386	PO250991	01	6500	0	5760	1180	5820	090	230	1046	2,931.20
ARISE EDUCATIONAL CENTER	12/19/2024	995451	PO250991	01	6500	0	5760	1180	5820	090	230	1069	2,344.96
ARISE EDUCATIONAL CENTER	12/19/2024	995471	PO250991	01	6500	0	5760	1180	5820	090	230	1059	3,077.76
ARISE EDUCATIONAL CENTER	12/12/2024	992386	PO250991	01	6500	0	5760	1180	5870	090	230	1046	4,858.47
ARISE EDUCATIONAL CENTER	12/19/2024	995451	PO250991	01	6500	0	5760	1180	5870	090	230	1069	3,970.31
ARISE EDUCATIONAL CENTER	12/19/2024	995471	PO250991	01	6500	0	5760	1180	5870	090	230	1059	5,024.14
ARISE EDUCATIONAL CENTER	12/12/2024	992386	PO250991	01	6500	0	5760	1180	5880	090	230	1046	4,780.00
ARISE EDUCATIONAL CENTER	12/19/2024	995451	PO250991	01	6500	0	5760	1180	5880	090	230	1069	3,824.00
ARISE EDUCATIONAL CENTER	12/19/2024	995471	PO250991	01	6500	0	5760	1180	5880	090	230	1059	5,019.00
ARISE EDUCATIONAL CENTER	12/12/2024	992386	PO250991	01	6500	0	5760	1180	5899	090	230	1046	183.20
ARISE EDUCATIONAL CENTER	12/19/2024	995451	PO250991	01	6500	0	5760	1180	5899	090	230	1069	146.56
ARISE EDUCATIONAL CENTER	12/19/2024	995471	PO250991	01	6500	0	5760	1180	5899	090	230	1059	192.36
ARISE EDUCATIONAL CENTER Total													36,351.96
ARMOUR PETROLEUM SERVICE &	11/26/2024	989226	PO250395	01	8150	0	0000	8110	5600	090	741	WO-27598	195.00
ARMOUR PETROLEUM SERVICE &	12/05/2024	990823	PO250395	01	8150	0	0000	8110	5600	090	741	WO-27708	195.00
ARMOUR PETROLEUM SERVICE & Total													390.00
ART IN ACTION	12/10/2024	991802	PO251716	01	3010	0	1110	1000	4320	008	301	1650	60.98
ART IN ACTION Total													60.98
ASF CLEAN TEAM	11/07/2024	984123	PO251366	01	8150	0	0000	8110	5899	090	741	13415	7,650.00
ASF CLEAN TEAM	11/12/2024	984794	PO251366	01	8150	0	0000	8110	5899	090	741	13452	2,295.00
ASF CLEAN TEAM	11/12/2024	984794	PO251366	01	8150	0	0000	8110	5899	090	741	13451	2,700.00
ASF CLEAN TEAM	11/12/2024	984794	PO251366	01	8150	0	0000	8110	5899	090	741	13450	387.00

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ASF CLEAN TEAM	11/12/2024	984794	PO251366	01	8150	0	0000	8110	5899	090	741	13449	206.48
ASF CLEAN TEAM	11/12/2024	984794	PO251366	01	8150	0	0000	8110	5899	090	741	13453	4,590.00
ASF CLEAN TEAM	11/12/2024	984814	PO251366	01	8150	0	0000	8110	5899	090	741	13462	262.50
ASF CLEAN TEAM	11/14/2024	985688	PO251366	01	8150	0	0000	8110	5899	090	741	13463	2,295.00
ASF CLEAN TEAM	11/19/2024	986570	PO251366	01	8150	0	0000	8110	5899	090	741	13505	3,825.00
ASF CLEAN TEAM	11/19/2024	986570	PO251366	01	8150	0	0000	8110	5899	090	741	13504	6,460.00
ASF CLEAN TEAM	11/19/2024	986570	PO251466	01	8150	0	0000	8110	5899	090	741	13503	262.50
ASF CLEAN TEAM	11/19/2024	986570	PO251466	01	8150	0	0000	8110	5899	090	741	13502	249.75
ASF CLEAN TEAM	12/05/2024	990806	PO251366	01	8150	0	0000	8110	5899	090	741	13614	3,825.00
ASF CLEAN TEAM	12/05/2024	990806	PO251366	01	8150	0	0000	8110	5899	090	741	13615	2,295.00
ASF CLEAN TEAM	12/05/2024	990806	PO251466	01	8150	0	0000	8110	5899	090	741	13611	499.50
ASF CLEAN TEAM	12/05/2024	990806	PO251466	01	8150	0	0000	8110	5899	090	741	13612	362.25
ASF CLEAN TEAM	12/05/2024	990806	PO251466	01	8150	0	0000	8110	5899	090	741	13613	249.75
ASF CLEAN TEAM	12/17/2024	994377	PO251366	01	8150	0	0000	8110	5899	090	741	13616	2,295.00
ASF CLEAN TEAM	12/17/2024	994377	PO251366	01	8150	0	0000	8110	5899	090	741	13617	2,295.00
ASF CLEAN TEAM	12/17/2024	994377	PO251466	01	8150	0	0000	8110	5899	090	741	13397	249.75
ASF CLEAN TEAM	12/17/2024	994377	PO251466	01	8150	0	0000	8110	5899	090	741	13399	249.75
ASF CLEAN TEAM	12/17/2024	994377	PO251466	01	8150	0	0000	8110	5899	090	741	13610	199.50
ASF CLEAN TEAM Total													43,703.73
ASSOCIATION OF CALIFORNIA	11/19/2024	986565	PO251093	01	0000	0	0000	7400	5210	090	715	INV29846	2,898.00
ASSOCIATION OF CALIFORNIA Total													2,898.00
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2OCT24	335.86
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5OCT24	335.86
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4OCT24	64.10
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 8OCT24	2,728.25
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5OCT24	1,007.59
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5OCT24	335.86
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3OCT24	2,833.60
AT&T	11/26/2024	989317	PO250195	01	0000	0	0000	7200	5910	090	760	650 877-5285 411 8OCT24	77.69
AT&T	11/26/2024	989316	PO250248	01	0000	0	0000	7200	5910	090	760	34701763 OCT24	18,421.13
AT&T	11/26/2024	989316	PO250248	01	6500	0	5760	2700	5910	090	245	34701763 OCT24	88.99
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2NOV24	335.86
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5NOV24	335.86
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4NOV24	64.10
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-2495 285 6NOV24	3,339.60
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5989 547 5NOV24	1,007.59
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5NOV24	335.86
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-5507 597 3NOV24	2,833.60
AT&T	12/19/2024	995429	PO250195	01	0000	0	0000	7200	5910	090	760	650 877-5285 411 6NOV24	4.96
AT&T	12/19/2024	995428	PO250248	01	0000	0	0000	7200	5910	090	760	34701763 NOV24	18,277.88
AT&T	12/19/2024	995428	PO250248	01	6500	0	5760	2700	5910	090	245	34701763 NOV24	88.84

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AT&T Total													52,853.08
AVALON ACADEMY, THE	12/12/2024	992387	PO250990	01	6500	0	5760	1180	5870	090	230	6171	13,439.75
AVALON ACADEMY, THE	12/12/2024	992387	PO250990	01	6500	0	5760	1180	5870	090	230	6172	12,385.75
AVALON ACADEMY, THE	12/12/2024	992387	PO250990	01	6500	0	5760	1180	5880	090	230	6171	5,658.00
AVALON ACADEMY, THE	12/12/2024	992387	PO250990	01	6500	0	5760	1180	5880	090	230	6172	5,658.00
AVALON ACADEMY, THE Total													37,141.50
AVALOS, BIANCA	11/12/2024	984806	PV250415	01	9305	0	1110	1000	5210	090	503	PBIS CONF OCT24	380.05
AVALOS, BIANCA Total													380.05
AVID TRANSLATION	11/07/2024	984125	PO250808	01	6500	0	5760	1190	5899	090	245	5686	7,434.29
AVID TRANSLATION	11/26/2024	989218	PO250808	01	6500	0	5760	1190	5899	090	245	5653	385.00
AVID TRANSLATION	12/03/2024	990114	PO251680	01	0805	0	4760	2495	5899	021	180	5688	165.00
AVID TRANSLATION	12/19/2024	995452	PO250808	01	6500	0	5760	1190	5899	090	245	5703	10,371.39
AVID TRANSLATION	12/19/2024	995452	PO250808	01	6500	0	5760	1190	5899	090	245	5721	10,530.00
AVID TRANSLATION	12/19/2024	995452	PO250808	01	6500	0	5760	1190	5899	090	245	5708	2,610.00
AVID TRANSLATION Total													31,495.68
B & H PHOTO-VIDEO INC	11/26/2024	989302	PO251757	01	6387	0	3800	1000	4420	033	394	228677837	1,870.02
B & H PHOTO-VIDEO INC Total													1,870.02
BALLESTEROS, KATE	12/12/2024	992404	PV250532	01	0000	0	0000	7400	5840	090	715	83UPSFINERPRINT	83.99
BALLESTEROS, KATE Total													83.99
BATTERY SYSTEMS INC	12/10/2024	991809	PO250546	01	8150	0	0000	8110	4320	090	741	54132411261338	1,239.34
BATTERY SYSTEMS INC Total													1,239.34
BAY BADMINTON CENTER SSF INC.	11/19/2024	986522	PO251604	01	0000	0	1202	1000	4320	033	322	M350YM	991.42
BAY BADMINTON CENTER SSF INC. Total													991.42
BEE THERAPY GROUP LLC	12/12/2024	992388	PO251387	01	6500	0	5760	3150	5899	090	220	231	11,341.00
BEE THERAPY GROUP LLC	12/19/2024	995453	PO251387	01	6500	0	5760	3150	5899	090	220	232	16,219.50
BEE THERAPY GROUP LLC Total													27,560.50
BINGHAM, MELANIE A.	12/17/2024	994333	PV250543	01	9010	0	1110	1000	5210	002	356	453PLCWKSHOP	61.99
BINGHAM, MELANIE A. Total													61.99
BJOREM SPEECH PUBLICATIONS LLC	11/12/2024	984831	PO251279	01	9010	0	5760	1190	4320	090	350	91260	379.02
BJOREM SPEECH PUBLICATIONS LLC Total													379.02
BLACKETT, GEORGINA	11/26/2024	989250	PV250463	01	0000	0	0000	7150	4320	090	714	245CANDYNOV24	53.96
BLACKETT, GEORGINA Total													53.96
BLICK ART MATERIALS	11/19/2024	986523	PO250038	01	0000	0	1201	1000	4320	032	070	4166232	1,500.59
BLICK ART MATERIALS Total													1,500.59
BLU RIPPLE INC.	11/26/2024	989241	PO251390	01	8150	0	0000	8110	4420	090	741	51138	4,450.72
BLU RIPPLE INC. Total													4,450.72
BLUE LINE TRANSFER	11/26/2024	989227	PO250514	01	0000	0	0000	8200	5540	090	760	0001507808	6,528.02
BLUE LINE TRANSFER	12/19/2024	995430	PO250514	01	0000	0	0000	8200	5540	090	760	0001519897	5,593.02
BLUE LINE TRANSFER Total													12,121.04
BODWIN, DIANE LITLE	11/26/2024	989242	PO250418	01	0000	0	0000	2424	5801	090	762	SVCS OCT24	94.95
BODWIN, DIANE LITLE	12/17/2024	994367	PO250418	01	0000	0	0000	2424	5801	090	762	SVCS NOV 24	237.38

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BODWIN, DIANE LITLE Total													332.33
BORISSOFF, CHIAKI	11/14/2024	985706	PV250418	01	0805	0	4760	1000	4320	021	123	NOV24 SUPPLIES	494.12
BORISSOFF, CHIAKI	12/19/2024	995524	PV250567	01	0805	0	4760	1000	4320	021	123	310ALU SUPPLY	98.72
BORISSOFF, CHIAKI Total													592.84
BOUDIN BAKERY	12/17/2024	994391	PO250059	01	6387	0	3800	1000	4322	090	394	1591120	501.08
BOUDIN BAKERY	12/17/2024	994391	PO250059	01	6387	0	3800	1000	4322	090	394	1590876	258.73
BOUDIN BAKERY	12/19/2024	995436	PO250059	01	6387	0	3800	1000	4322	090	394	1585269	210.87
BOUDIN BAKERY Total													970.68
BOYD, AARON	11/12/2024	984785	PV250395	01	0000	0	1202	1000	5810	033	070	SSFHS OCT24 CARDS/BANNER	118.08
BOYD, AARON	11/26/2024	989310	PV250485	01	0000	0	1110	1000	5810	033	070	267ASBMEDIABANNER2425	54.92
BOYD, AARON	11/26/2024	989310	PV250486	01	0000	0	1203	1000	5810	033	322	266CHEERCARDBANNER	97.76
BOYD, AARON	11/12/2024	984785	PV250396	01	0000	0	1203	1000	5899	033	322	SSFHS GIRLS GOLF OCT24	156.22
BOYD, AARON Total													426.98
BOYS & GIRLS CLUBS	11/14/2024	985718	PO251356	01	2600	0	0000	8200	5899	090	358	20240930 SSFUSD	100,000.00
BOYS & GIRLS CLUBS	11/14/2024	985718	PO251356	01	2600	0	0000	8200	5899	090	358	20241031 SSFUSD	100,000.00
BOYS & GIRLS CLUBS	12/12/2024	992372	PO251356	01	2600	0	0000	8200	5899	090	358	20241130 SSFUSD	100,000.00
BOYS & GIRLS CLUBS Total													300,000.00
BROADMOOR LANDSCAPE SUPPLY	11/19/2024	986571	PO250513	01	8150	0	0000	8110	4320	090	741	66466	237.07
BROADMOOR LANDSCAPE SUPPLY	11/21/2024	987465	PO250513	01	8150	0	0000	8110	4320	090	741	66401	335.84
BROADMOOR LANDSCAPE SUPPLY	12/03/2024	990176	PO250513	01	8150	0	0000	8110	4320	090	741	66561	158.04
BROADMOOR LANDSCAPE SUPPLY Total													730.95
BROCKMEYER, JASON	11/12/2024	984836	PV250419	01	9010	0	1110	1000	4322	090	057	SEP/OCT24 MEETINGS	423.89
BROCKMEYER, JASON Total													423.89
BSN SPORTS LLC	11/12/2024	984832	PO251581	01	0000	0	1202	1000	4320	033	322	927450431	190.96
BSN SPORTS LLC	12/17/2024	994329	PO251801	01	0000	0	1202	1000	4320	033	322	927898790	294.48
BSN SPORTS LLC Total													485.44
BUCKLEY, DEDE	12/05/2024	990797	PV250498	01	6500	0	5760	2700	5220	090	245	OCT24MILEAGE71	27.90
BUCKLEY, DEDE Total													27.90
BUTCHART, ELIZABETH	11/14/2024	985707	PV250420	01	0000	0	1110	1000	4320	022	070	OCT24 SUPPLIES	19.69
BUTCHART, ELIZABETH Total													19.69
CADA CENTRAL	11/19/2024	986572	PO251526	01	0000	0	1110	1000	5210	022	070	157411	575.00
CADA CENTRAL Total													575.00
CALIFORNIA DEPT OF EDUCATION	11/07/2024	984127	CL240472	01	0000	0	0000	0000	9510	000		FY 23-24 FEDERAL INTEREST	1,099.84
CALIFORNIA DEPT OF EDUCATION Total													1,099.84
CALIFORNIA SPORT DESIGN	12/10/2024	991810	PO250039	01	9219	0	1230	1000	4320	032	356	73910	591.35
CALIFORNIA SPORT DESIGN Total													591.35
CALIFORNIA WATER SERVICE	12/03/2024	990185	PO250549	01	0000	0	0000	8200	5530	090	760	6907544444 NOV24	51,392.02
CALIFORNIA WATER SERVICE Total													51,392.02
CALPERS	11/19/2024	986563	PV250455	01	0000	0	0000	7600	3701	090	810	DEC24 PREMIUMS-BOT	649.58
CALPERS	11/21/2024	987456	PV250453	01	0000	0	0000	7600	3701	090	810	DEC24 1354490268	26,376.00
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7600	3701	090	810	JAN25 1354490268	26,386.00

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CALPERS	12/19/2024	995486	PV250561	01	0000	0	0000	7600	3701	090	810	JAN25 PREMIUMS-BOT	686.16
CALPERS	11/21/2024	987456	PV250453	01	0000	0	0000	7600	3702	090	810	DEC24 1354490268	36,120.79
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7600	3702	090	810	JAN25 1354490268	36,684.08
CALPERS	11/19/2024	986563	PV250455	01	0000	0	0000	7600	5899	090	810	DEC24 PREMIUMS-BOT	1.56
CALPERS	11/21/2024	987456	PV250453	01	0000	0	0000	7340	5899	090	717	DEC24 1354490268	2,394.01
CALPERS	11/21/2024	987456	PV250453	01	0000	0	0000	7600	5899	090	810	DEC24 1354490268	415.89
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7340	5899	090	717	JAN25 1354490268	2,637.62
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7600	5899	090	810	JAN25 1354490268	474.16
CALPERS	12/19/2024	995486	PV250561	01	0000	0	0000	7600	5899	090	810	JAN25 PREMIUMS-BOT	1.65
CALPERS	11/21/2024	987456	PV250453	01	0000	0	0000	0000	9564	000		DEC24 1354490268	997,505.74
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	0000	9564	000		JAN25 1354490268	1,099,008.26
CALPERS Total													2,229,341.50
CAM EDUCATIONAL SERVICES LLC	12/19/2024	995500	PO251358	01	2600	0	0000	8200	5899	090	358	SSFU-0017	78,109.00
CAM EDUCATIONAL SERVICES LLC Total													78,109.00
CAROLINA BIOLOGICAL SUPPLY CO	11/26/2024	989243	PO251592	01	6300	0	1110	1000	4320	090	307	52767358 RI	165.64
CAROLINA BIOLOGICAL SUPPLY CO	11/26/2024	989243	PO251629	01	0000	0	1235	1000	4320	032	070	52771493 RI	1,360.93
CAROLINA BIOLOGICAL SUPPLY CO	12/17/2024	994330	PO251743	01	6387	0	3800	1000	4320	032	394	52787211RI	547.90
CAROLINA BIOLOGICAL SUPPLY CO Total													2,074.47
CARRILLO, REBECA	12/19/2024	995461	PV250558	01	0000	0	0000	7400	5210	090	715	145 45THCCAC CONFERENCE	1,158.76
CARRILLO, REBECA Total													1,158.76
CATHOLIC CHARITIES -	11/07/2024	984144	PO251266	01	3010	0	1110	1000	5815	008	301	47928	2,081.00
CATHOLIC CHARITIES - Total													2,081.00
CBF INC.	12/03/2024	990115	PO250598	01	0000	0	0000	2424	5600	090	735	52849A	2,864.00
CBF INC.	12/12/2024	992373	PO250598	01	0000	0	0000	2424	5600	090	735	53312	643.00
CBF INC. Total													3,507.00
CDW GOVERNMENT INC	11/14/2024	985719	PO250419	01	0000	0	0000	2424	4320	090	735	AB3N64T	487.63
CDW GOVERNMENT INC	11/14/2024	985689	PO251524	01	0000	0	0000	2424	4320	090	735	AB3B87W	324.09
CDW GOVERNMENT INC	11/21/2024	987466	PO250419	01	0000	0	0000	2424	4320	090	735	AB4H54W	153.67
CDW GOVERNMENT INC	11/26/2024	989244	PO250419	01	0000	0	0000	2424	4320	090	735	AB5I71I	137.49
CDW GOVERNMENT INC	11/26/2024	989303	PO250419	01	0000	0	0000	2424	4320	090	735	AB6RE8M	199.79
CDW GOVERNMENT INC	11/26/2024	989303	PO250419	01	0000	0	0000	2424	4320	090	735	AB53X2S	534.57
CDW GOVERNMENT INC	11/26/2024	989303	PO250419	01	0000	0	0000	2424	4320	090	735	AB6LN1H	302.88
CDW GOVERNMENT INC	12/03/2024	990192	PO250419	01	0000	0	0000	2424	4320	090	735	AB6AV2Z	114.51
CDW GOVERNMENT INC	12/03/2024	990192	PO250419	01	0000	0	0000	2424	4320	090	735	AB6LJ7N	247.55
CDW GOVERNMENT INC	12/03/2024	990192	PO250419	01	0000	0	0000	2424	4320	090	735	AB6MX1B	82.02
CDW GOVERNMENT INC	12/05/2024	990824	PO250419	01	0000	0	0000	2424	4320	090	735	AB65A2W	255.06
CDW GOVERNMENT INC	12/19/2024	995440	PO250419	01	0000	0	0000	2424	4320	090	735	AB6TL5G	18.73
CDW GOVERNMENT INC	12/19/2024	995444	PO251655	01	0000	0	1110	1000	4320	033	070	AB49F8U	429.05
CDW GOVERNMENT INC	12/19/2024	995444	PO251655	01	0000	0	1110	1000	4320	033	070	AB7767Q	(302.88)
CDW GOVERNMENT INC	11/21/2024	987466	PO251605	01	0000	0	1110	1000	4420	002	070	AB4G24M	555.97
CDW GOVERNMENT INC	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB4BN9Z	530.12

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CDW GOVERNMENT INC	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB1Z51Y	120.54
CDW GOVERNMENT INC	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB1E53E	2,716.97
CDW GOVERNMENT INC	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB38P2Z	599.76
CDW GOVERNMENT INC	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB4U73U	(599.76)
CDW GOVERNMENT INC	12/19/2024	995431	PO251472	01	0000	0	1110	1000	4420	033	070	AB1446R	1,111.94
CDW GOVERNMENT INC Total													8,019.70
CELILLO, SHARON	11/12/2024	984802	PV250410	01	0805	0	1110	1000	5220	033	180	OCT24 MILEAGE	13.19
CELILLO, SHARON Total													13.19
CERTIFIED LANGUAGES	11/07/2024	984156	PO251027	01	6500	0	5760	1190	5899	090	245	5782102424T	3,763.20
CERTIFIED LANGUAGES	11/07/2024	984156	PO251027	01	6500	0	5760	1190	5899	090	245	57821022T	2,885.04
CERTIFIED LANGUAGES	11/14/2024	985696	PO251027	01	6500	0	5760	1190	5899	090	245	5782071224T	11,439.15
CERTIFIED LANGUAGES	11/14/2024	985696	PO251027	01	6500	0	5760	1190	5899	090	245	5782082724T	7,049.86
CERTIFIED LANGUAGES	11/14/2024	985696	PV250417	01	6500	0	5760	1190	5899	090	245	5782060724T	13,236.08
CERTIFIED LANGUAGES	11/21/2024	987461	PO251027	01	6500	0	5760	1190	5899	090	245	578210103124	607.20
CERTIFIED LANGUAGES	11/21/2024	987461	PO251027	01	6500	0	5760	1190	5899	090	245	817056103124	136.95
CERTIFIED LANGUAGES	12/17/2024	994388	PO251027	01	6500	0	5760	1190	5899	090	245	5782120324T	3,730.19
CERTIFIED LANGUAGES Total													42,847.67
CERVANTES, ELIN	11/19/2024	986559	PV250444	01	0000	0	1110	1000	4320	090	762	SEP/OCT24 SUPPLIES	13.16
CERVANTES, ELIN	11/19/2024	986559	PV250444	01	0000	0	1110	1000	4322	090	762	SEP/OCT24 SUPPLIES	78.87
CERVANTES, ELIN	12/05/2024	990798	PV250497	01	6266	0	1110	1000	5210	090	341	81CASC2024	1,179.41
CERVANTES, ELIN Total													1,271.44
CHANG, STANLEY	12/17/2024	994356	PV250529	01	0000	0	1110	1000	4320	033	070	300GLUE	58.46
CHANG, STANLEY Total													58.46
CHARACTER STRONG	11/26/2024	989228	PV250459	01	0801	0	1110	1000	5813	022	180	27409	99.00
CHARACTER STRONG Total													99.00
CHAVEZ GROUP	11/26/2024	989229	PO250412	01	0000	0	0000	7110	5899	090	713	862	520.00
CHAVEZ GROUP	12/05/2024	990801	PO250412	01	0000	0	0000	7110	5899	090	713	865	480.00
CHAVEZ GROUP Total													1,000.00
CHEFS TOYS LLC	11/19/2024	986524	PO251136	01	3550	0	3800	1000	4320	032	333	4363396	118.34
CHEFS TOYS LLC	11/19/2024	986524	PO251136	01	3550	0	3800	1000	4320	032	333	4363389	362.65
CHEFS TOYS LLC	11/19/2024	986524	PO251136	01	3550	0	3800	1000	4320	032	333	4364281	8.02
CHEFS TOYS LLC Total													489.01
CHILDREN'S HEALTH COUNCIL	11/19/2024	986529	PO251573	01	6500	0	5760	1180	5870	090	230	125630	753.36
CHILDREN'S HEALTH COUNCIL	11/19/2024	986552	PO251573	01	6500	0	5760	1180	5870	090	230	125629	640.34
CHILDREN'S HEALTH COUNCIL	11/19/2024	986566	PO251573	01	6500	0	5760	1180	5870	090	230	125829	1,996.38
CHILDREN'S HEALTH COUNCIL	12/10/2024	991760	PO251573	01	6500	0	5760	1180	5870	090	230	126226	2,486.04
CHILDREN'S HEALTH COUNCIL	11/19/2024	986529	PO251573	01	6500	0	5760	1180	5880	090	230	125630	4,511.00
CHILDREN'S HEALTH COUNCIL	11/19/2024	986529	PO251573	01	6500	0	5760	1180	5880	090	230	125828	2,082.00
CHILDREN'S HEALTH COUNCIL	11/19/2024	986552	PO251573	01	6500	0	5760	1180	5880	090	230	125629	4,164.00
CHILDREN'S HEALTH COUNCIL	11/19/2024	986566	PO251573	01	6500	0	5760	1180	5880	090	230	125829	6,940.00
CHILDREN'S HEALTH COUNCIL	12/10/2024	991760	PO251573	01	6500	0	5760	1180	5880	090	230	126226	7,634.00

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CHILDREN'S HEALTH COUNCIL	11/19/2024	986529	PO251573	01	6500	0	5760	1180	5899	090	230	125630	208.00
CHILDREN'S HEALTH COUNCIL	11/19/2024	986552	PO251573	01	6500	0	5760	1180	5899	090	230	125629	160.00
CHILDREN'S HEALTH COUNCIL	11/19/2024	986566	PO251573	01	6500	0	5760	1180	5899	090	230	125829	320.00
CHILDREN'S HEALTH COUNCIL	12/10/2024	991760	PO251573	01	6500	0	5760	1180	5899	090	230	126226	320.00
CHILDREN'S HEALTH COUNCIL Total													32,215.12
CITY AUTO SUPPLY	11/07/2024	984124	PO250542	01	8150	0	0000	8110	4320	090	741	3-043192	53.61
CITY AUTO SUPPLY	11/07/2024	984124	PO250542	01	8150	0	0000	8110	4320	090	741	3-042949	90.45
CITY AUTO SUPPLY	11/07/2024	984124	PO250542	01	8150	0	0000	8110	4320	090	741	3-043434	152.51
CITY AUTO SUPPLY	11/07/2024	984124	PO250542	01	8150	0	0000	8110	4320	090	741	3-041206	50.98
CITY AUTO SUPPLY	11/07/2024	984148	PO250542	01	8150	0	0000	8110	4320	090	741	3-043137	78.07
CITY AUTO SUPPLY	12/03/2024	990117	PO250542	01	8150	0	0000	8110	4320	090	741	3-045617	179.96
CITY AUTO SUPPLY	12/03/2024	990117	PO250542	01	8150	0	0000	8110	4320	090	741	3-045125	34.01
CITY AUTO SUPPLY	12/03/2024	990117	PO250542	01	8150	0	0000	8110	4320	090	741	3-044418	59.06
CITY AUTO SUPPLY	12/03/2024	990117	PO250542	01	8150	0	0000	8110	4320	090	741	3-044407	59.75
CITY AUTO SUPPLY	12/03/2024	990117	PO250542	01	8150	0	0000	8110	4320	090	741	3-043822	111.33
CITY AUTO SUPPLY	12/03/2024	990177	PO250542	01	8150	0	0000	8110	4320	090	741	3-047269	36.23
CITY AUTO SUPPLY	12/03/2024	990177	PO250542	01	8150	0	0000	8110	4320	090	741	3-046569	189.71
CITY AUTO SUPPLY	12/19/2024	995496	PO250542	01	8150	0	0000	8110	4320	090	741	3-049775	180.61
CITY AUTO SUPPLY	12/19/2024	995496	PO250542	01	8150	0	0000	8110	4320	090	741	3-050031	192.12
CITY AUTO SUPPLY Total													1,468.40
CITY OF DALY CITY	12/03/2024	990178	PO250550	01	0000	0	0000	8200	5530	090	760	18113860-10 NOV24	2,875.69
CITY OF DALY CITY	12/03/2024	990178	PO250550	01	0000	0	0000	8200	5530	090	760	17314060-13 NOV24	1,513.27
CITY OF DALY CITY	11/21/2024	987462	PO251359	01	2600	0	0000	8200	5899	090	358	AYRP JS 24/25 - T1	28,518.00
CITY OF DALY CITY Total													32,906.96
CITY OF SAN BRUNO	11/26/2024	989282	PO250551	01	0000	0	0000	8200	5530	090	760	630440 OCT24	101.05
CITY OF SAN BRUNO Total													101.05
CITY OF SAN BRUNO -	11/26/2024	989230	PO250551	01	0000	0	0000	8200	5530	090	760	630420 OCT24	289.25
CITY OF SAN BRUNO -	12/19/2024	995432	PO250551	01	0000	0	0000	8200	5530	090	760	630420 NOV24	718.27
CITY OF SAN BRUNO -	12/19/2024	995432	PO250551	01	0000	0	0000	8200	5530	090	760	630440 NOV24	191.42
CITY OF SAN BRUNO - Total													1,198.94
CITY OF SOUTH SAN FRANCISCO	11/14/2024	985692	PO250548	01	0000	0	0000	8200	5530	090	760	520716	131,176.87
CITY OF SOUTH SAN FRANCISCO	11/19/2024	986550	PO251643	01	0000	0	1202	1000	5899	033	322	520750	780.00
CITY OF SOUTH SAN FRANCISCO	12/10/2024	991769	PO251643	01	0000	0	1202	1000	5899	033	322	520770	780.00
CITY OF SOUTH SAN FRANCISCO Total													132,736.87
CLAY PLANET	12/19/2024	995466	PO251102	01	0000	0	1207	1000	4320	032	070	229256	1,844.89
CLAY PLANET Total													1,844.89
CLEARLITE TROPHIES	11/26/2024	989304	PO251773	01	0000	0	0000	7110	5810	090	713	92062	146.70
CLEARLITE TROPHIES	12/03/2024	990138	PO251772	01	0000	0	0000	7110	5810	090	713	92076	113.29
CLEARLITE TROPHIES Total													259.99
CLTA	12/17/2024	994331	PV250538	01	9117	0	1110	1000	4320	033	356	SS24-026	1,700.00
CLTA Total													1,700.00

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CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-0995-1017	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1005-1027	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1009-1031	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1008-1030	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1007-1029	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1013-1035	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1016-1038	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1014-1036	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1012-1034	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1010-1032	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1006-1028	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1015-1037	280.00
CMC NORTH	11/26/2024	989318	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1018-1040	280.00
CMC NORTH	12/03/2024	990150	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1011-1033	280.00
CMC NORTH Total													3,920.00
COLLEGE BOARD	12/03/2024	990130	PO250044	01	9218	0	1110	1000	4320	032	356	P2410823621	1,320.48
COLLEGE BOARD	12/10/2024	991770	PO250032	01	9114	0	1110	1000	4320	033	356	P2410059721	231.12
COLLEGE BOARD Total													1,551.60
CORODATA SHREDDING INC.	12/19/2024	995504	PO250274	01	0000	0	0000	8200	5899	090	760	DN 1501109	776.73
CORODATA SHREDDING INC. Total													776.73
COSICO, JEFFREY	12/12/2024	992391	PV250519	01	0000	0	1202	1000	4320	032	322	277DAMPRIDABSORB	28.50
COSICO, JEFFREY Total													28.50
COUNTY COUNSEL	12/17/2024	994368	PO250955	01	0000	0	0000	7400	5889	090	715	4621	2,116.80
COUNTY COUNSEL	12/17/2024	994368	PO250955	01	0000	0	0000	7400	5889	090	715	4620	982.80
COUNTY COUNSEL Total													3,099.60
COVACHA, JONATHAN	11/12/2024	984786	PV250398	01	0000	0	1110	1000	4320	008	070	MTG OCT24 AMENITIES	22.23
COVACHA, JONATHAN	11/26/2024	989311	PV250484	01	0000	0	1110	1000	4320	008	070	264ILT&STAFF MEET AMENITIE	56.56
COVACHA, JONATHAN	12/19/2024	995462	PV250564	01	9010	0	1110	1000	4320	008	430	316MARTINWINTERCOMM	552.04
COVACHA, JONATHAN	12/19/2024	995462	PV250565	01	0000	0	1110	1000	4320	008	070	315AMENITIESTAFF MEET	30.74
COVACHA, JONATHAN	11/12/2024	984786	PV250398	01	0000	0	1110	1000	4322	008	070	MTG OCT24 AMENITIES	55.08
COVACHA, JONATHAN	11/26/2024	989293	PV250469	01	0000	0	1110	1000	4322	008	070	233STAFMEETAMENITIES	86.12
COVACHA, JONATHAN	11/26/2024	989311	PV250484	01	0000	0	1110	1000	4322	008	070	264ILT&STAFF MEET AMENITIE	91.89
COVACHA, JONATHAN	12/19/2024	995462	PV250565	01	0000	0	1110	1000	4322	008	070	315AMENITIESTAFF MEET	182.09
COVACHA, JONATHAN	11/12/2024	984786	PV250397	01	3010	0	1110	1000	5813	008	301	OCT24 QR CODE GENERATOR	60.00
COVACHA, JONATHAN Total													1,136.75
CROWN CASTLE FIBER LLC	11/14/2024	985681	PO251188	01	0000	0	0000	2424	5899	090	735	1692617	9,962.22
CROWN CASTLE FIBER LLC	11/14/2024	985681	PO251188	01	0000	0	0000	2424	5899	090	735	1692661	(237.18)
CROWN CASTLE FIBER LLC	12/10/2024	991811	PO251188	01	0000	0	0000	2424	5899	090	735	1712080	9,962.22
CROWN CASTLE FIBER LLC Total													19,687.26
CRYSTAL COMMUNICATIONS	11/26/2024	989245	PO250002	01	0000	0	1110	1000	4320	025	070	0165905-IN	971.83
CRYSTAL COMMUNICATIONS Total													971.83

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DANNIS WOLIVER KELLEY	11/26/2024	989319	PO250283	01	0000	0	0000	7300	5889	090	717	312744	5,410.50
DANNIS WOLIVER KELLEY Total													5,410.50
DELL MARKETING L.P.	12/03/2024	990139	PO250439	01	0000	0	0000	2424	4320	090	735	10774152101	395.45
DELL MARKETING L.P.	12/19/2024	995433	PO250439	01	0000	0	0000	2424	4320	090	735	10774152101	395.45
DELL MARKETING L.P.	11/07/2024	984119	PO251495	01	0000	0	0000	7300	4420	090	717	10779194327	2,018.89
DELL MARKETING L.P.	12/19/2024	995527	PO251843	01	0000	0	1110	1000	4420	033	070	10789079388	1,174.22
DELL MARKETING L.P. Total													3,984.01
DELTA BLUE GRASS	11/12/2024	984833	PO250394	01	8150	0	0000	8110	4320	090	741	188365	1,560.27
DELTA BLUE GRASS	11/12/2024	984833	PO250394	01	8150	0	0000	8110	4320	090	741	187842	2,929.23
DELTA BLUE GRASS	11/12/2024	984833	PO250394	01	8150	0	0000	8110	4320	090	741	182912	822.41
DELTA BLUE GRASS	11/12/2024	984833	PO250394	01	8150	0	0000	8110	4320	090	741	181517	603.21
DELTA BLUE GRASS	11/12/2024	984833	PO250394	01	8150	0	0000	8110	4320	090	741	180621	603.21
DELTA BLUE GRASS Total													6,518.33
DEMCO INC.	12/17/2024	994369	PO251799	01	0000	0	1110	2421	4320	009	451	7574475	330.71
DEMCO INC.	12/19/2024	995434	PO251697	01	0000	0	1110	2421	4320	006	451	7574809	319.07
DEMCO INC. Total													649.78
DOOLEY CORPORATION	11/14/2024	985697	PO250922	01	6546	0	5760	3120	5870	090	245	9521	7,236.00
DOOLEY CORPORATION	12/17/2024	994389	PO250922	01	3327	0	5760	3120	5870	090	245	9612	6,834.00
DOOLEY CORPORATION Total													14,070.00
DUNN-EDWARDS CORPORATION	11/12/2024	984815	PO250517	01	8150	0	0000	8110	4320	090	741	2020A12635	41.93
DUNN-EDWARDS CORPORATION	11/12/2024	984815	PO250517	01	8150	0	0000	8110	4320	090	741	2020A12908	915.86
DUNN-EDWARDS CORPORATION	12/03/2024	990140	PO250517	01	8150	0	0000	8110	4320	090	741	2020A13459	126.70
DUNN-EDWARDS CORPORATION	12/03/2024	990140	PO250517	01	8150	0	0000	8110	4320	090	741	2020A13182	92.81
DUNN-EDWARDS CORPORATION	12/03/2024	990140	PO250517	01	8150	0	0000	8110	4320	090	741	2020A13715	292.79
DUNN-EDWARDS CORPORATION	12/19/2024	995441	PO250517	01	8150	0	0000	8110	4320	090	741	2020A13938	195.46
DUNN-EDWARDS CORPORATION	12/19/2024	995441	PO250517	01	8150	0	0000	8110	4320	090	741	2020A14018	456.01
DUNN-EDWARDS CORPORATION	12/19/2024	995485	PO250517	01	8150	0	0000	8110	4320	090	741	2020A14272	615.27
DUNN-EDWARDS CORPORATION Total													2,736.83
EAST BAY RESTAURANT SUPPLY INC	11/19/2024	986531	PO251319	01	7032	0	0000	3700	4420	090	820	SI1071361	4,039.13
EAST BAY RESTAURANT SUPPLY INC Total													4,039.13
EDENRED COMMUTER BENEFIT	12/03/2024	990141	PO251711	01	0000	0	0000	7340	5899	090	717	369551	224.40
EDENRED COMMUTER BENEFIT	12/03/2024	990141	PO251711	01	0000	0	0000	7340	5920	090	717	369551	36.00
EDENRED COMMUTER BENEFIT	12/03/2024	990141	PO251711	01	0000	0	0000	0000	9322	000		369551	5,610.00
EDENRED COMMUTER BENEFIT Total													5,870.40
EDUCATION TEAM, THE	11/07/2024	984157	PO251074	01	0000	0	0000	7400	5899	090	720	752327	322.30
EDUCATION TEAM, THE	11/07/2024	984157	PO251074	01	0000	0	0000	7400	5899	090	720	752330	234.40
EDUCATION TEAM, THE	11/07/2024	984157	PO251074	01	0000	0	0000	7400	5899	090	720	752331	314.98
EDUCATION TEAM, THE	11/19/2024	986525	PO251074	01	0000	0	0000	7400	5899	090	720	752734	1,699.89
EDUCATION TEAM, THE	11/19/2024	986525	PO251074	01	0000	0	0000	7400	5899	090	720	752333	293.00
EDUCATION TEAM, THE	11/19/2024	986525	PO251074	01	0000	0	0000	7400	5899	090	720	752334	295.60
EDUCATION TEAM, THE	11/19/2024	986525	PO251074	01	0000	0	0000	7400	5899	090	720	752332	1,933.80

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EDUCATION TEAM, THE	11/19/2024	986525	PO251074	01	0000	0	0000	7400	5899	090	720	752324	1,424.70
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	754312	293.00
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	754310	2,373.30
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	754309	293.00
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	754739	1,806.10
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	756760	1,784.13
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	756305	307.65
EDUCATION TEAM, THE	12/03/2024	990120	PO251074	01	0000	0	0000	7400	5899	090	720	756306	2,036.36
EDUCATION TEAM, THE	12/12/2024	992374	PO251074	01	0000	0	0000	7400	5899	090	720	762421	175.80
EDUCATION TEAM, THE	12/12/2024	992374	PO251074	01	0000	0	0000	7400	5899	090	720	762422	2,007.06
EDUCATION TEAM, THE	12/12/2024	992374	PO251074	01	0000	0	0000	7400	5899	090	720	762423	479.79
EDUCATION TEAM, THE	12/12/2024	992374	PO251074	01	0000	0	0000	7400	5899	090	720	762424	197.78
EDUCATION TEAM, THE	12/12/2024	992374	PO251074	01	0000	0	0000	7400	5899	090	720	762800	1,170.74
EDUCATION TEAM, THE	12/19/2024	995448	PO251074	01	0000	0	0000	7400	5899	090	720	763538	2,058.33
EDUCATION TEAM, THE Total													21,501.71
EFFECTIFF LLC	11/07/2024	984126	PO250815	01	6500	0	5760	1190	5899	090	245	O-107872	3,864.86
EFFECTIFF LLC	11/12/2024	984819	PO250815	01	6500	0	5760	1190	5899	090	245	INV-02556-A	420.00
EFFECTIFF LLC	11/12/2024	984819	PO250815	01	6500	0	5760	1190	5899	090	245	INV-02646-4	661.00
EFFECTIFF LLC	12/19/2024	995454	PO250815	01	6500	0	5760	1190	5899	090	245	U-24-01684	5,840.34
EFFECTIFF LLC Total													10,786.20
EIDE BAILLY LLP	11/14/2024	985700	PO251636	01	0000	0	0000	7190	5887	090	717	EI01758618	1,500.00
EIDE BAILLY LLP	11/14/2024	985700	PO251636	01	0000	0	0000	7190	5887	090	717	EI01758642	20,800.00
EIDE BAILLY LLP	11/14/2024	985700	PO251636	01	0000	0	0000	7190	5887	090	717	EI01758612	6,000.00
EIDE BAILLY LLP	11/14/2024	985700	PO251636	01	0000	0	0000	7190	5887	090	717	EI01758615	6,000.00
EIDE BAILLY LLP Total													34,300.00
EL CAMINO HIGH SCHOOL ASB	11/07/2024	984153	PV250408	01	9010	0	0000	0000	8699	090	717	SALE FORCE DONATION OCT24	1,100.00
EL CAMINO HIGH SCHOOL ASB Total													1,100.00
EMERGENT LEARNING PRESS	11/12/2024	984795	PO251224	01	9010	0	5001	3150	4200	090	350	17257	151.42
EMERGENT LEARNING PRESS Total													151.42
ENGELBART, HALEY	11/07/2024	984154	PV250405	01	0000	0	1110	1000	5210	090	762	OCT24 AI EVENT	21.44
ENGELBART, HALEY Total													21.44
EPS OPERATIONS LLC	12/19/2024	995445	PO251416	01	6762	0	1110	1000	4320	090	384	INV900042916	1,724.13
EPS OPERATIONS LLC Total													1,724.13
ESPIRITU, ABRAHAM	12/05/2024	990830	PV250502	01	0000	0	1203	1000	5899	032	322	280MARINERSGOLF	180.00
ESPIRITU, ABRAHAM Total													180.00
ESPIRITU, KATE	11/14/2024	985722	PV250434	01	6266	0	1110	1000	5210	090	341	OCT24 CASC CONFERENCE	172.39
ESPIRITU, KATE	12/05/2024	990810	PV250491	01	7412	0	1110	1000	5210	032	362	242SKYLINEHSPARTNERS	5.76
ESPIRITU, KATE Total													178.15
ESPOSTO'S INC	12/19/2024	995498	PO251869	01	9010	0	1110	1000	4322	025	356	195118	819.18
ESPOSTO'S INC Total													819.18
EVERDRIVEN TECHNOLOGIES LLC	11/14/2024	985698	PO250807	01	0000	0	5760	3600	5820	090	781	59162	19,332.27

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EVERDRIVEN TECHNOLOGIES LLC	11/14/2024	985698	PO250807	01	0000	0	5760	3600	5820	090	781	58921	22,762.12
EVERDRIVEN TECHNOLOGIES LLC	11/14/2024	985698	PO250807	01	0000	0	5760	3600	5820	090	781	59424	23,516.94
EVERDRIVEN TECHNOLOGIES LLC	12/03/2024	990128	PO250807	01	0000	0	5760	3600	5820	090	781	59894	19,775.90
EVERDRIVEN TECHNOLOGIES LLC	12/12/2024	992389	PO250807	01	0000	0	5760	3600	5820	090	781	60185	23,892.75
EVERDRIVEN TECHNOLOGIES LLC	12/19/2024	995455	PO250807	01	0000	0	5760	3600	5820	090	781	60769	22,921.68
EVERDRIVEN TECHNOLOGIES LLC	12/19/2024	995455	PO250807	01	0000	0	5760	3600	5820	090	781	61260	7,127.60
EVERDRIVEN TECHNOLOGIES LLC Total													139,329.26
EVERYDAY SPEECH LLC	11/26/2024	989305	PO251735	01	9010	0	5760	3150	5813	090	350	152670	607.22
EVERYDAY SPEECH LLC	12/17/2024	994362	PO251735	01	9010	0	5760	3150	5813	090	350	169825	5,541.86
EVERYDAY SPEECH LLC Total													6,149.08
EWING IRRIGATION PRODUCTS INC	11/12/2024	984834	PO250501	01	8150	0	0000	8110	4320	090	741	23908098	653.60
EWING IRRIGATION PRODUCTS INC Total													653.60
FACILITRON INC.	12/10/2024	991803	PO251802	01	0000	0	0000	8200	5899	090	760	1724	9,584.04
FACILITRON INC. Total													9,584.04
FAGEN FRIEDMAN & FULFROST LLP	12/19/2024	995442	PO251024	01	6500	0	5760	1190	5889	090	245	228816	38.00
FAGEN FRIEDMAN & FULFROST LLP	12/19/2024	995442	PO251024	01	0000	0	0000	7400	5889	090	715	228816	1,541.00
FAGEN FRIEDMAN & FULFROST LLP	12/19/2024	995442	PO251024	01	0000	0	0000	7120	5891	090	715	228816	95.52
FAGEN FRIEDMAN & FULFROST LLP Total													1,674.52
FAUSTO, JEWEL	12/17/2024	994352	PV250541	01	0000	0	0000	7340	5220	090	717	NOV24MILEAGE94	19.44
FAUSTO, JEWEL Total													19.44
FEDERAL EXPRESS	12/03/2024	990131	PV250460	01	9010	0	1110	1000	5920	090	360	8-683-39390	242.02
FEDERAL EXPRESS	12/03/2024	990131	PV250461	01	0000	0	0000	7300	5920	090	717	8-661-37900	61.80
FEDERAL EXPRESS Total													303.82
FERGUSON ENTERPRISES LLC	12/03/2024	990132	PO250516	01	8150	0	0000	8110	4320	090	741	5485653	37.37
FERGUSON ENTERPRISES LLC Total													37.37
FIELDTURF USA INC.	11/19/2024	986574	PO250145	01	8150	0	0000	8110	5899	032	741	721904	3,444.74
FIELDTURF USA INC. Total													3,444.74
FINANCE AUTHORITY OF MAINE	12/19/2024	995437	PO251091	01	0000	0	1110	1000	5813	033	070	CYF-W-147933	308.95
FINANCE AUTHORITY OF MAINE Total													308.95
FIRST ALARM	12/03/2024	990133	PO250585	01	8150	0	0000	8300	5806	090	741	851980	1,545.99
FIRST ALARM	12/17/2024	994370	PO250585	01	8150	0	0000	8300	5806	090	741	857413	1,603.18
FIRST ALARM Total													3,149.17
FLORES, JUANITA	12/03/2024	990135	PV250487	01	0805	0	1110	1000	4322	008	123	250ELACAMENITIES	29.20
FLORES, JUANITA Total													29.20
FLUENCY & FITNESS	12/19/2024	995438	PO251531	01	3010	0	1110	1000	5813	008	301	1627	375.00
FLUENCY & FITNESS Total													375.00
FLUOROLITE PLASTICS LLC	12/05/2024	990825	PO251206	01	8150	0	0000	8110	4320	090	741	062658	188.17
FLUOROLITE PLASTICS LLC Total													188.17
FLYERS ENERGY LLC	12/10/2024	991812	PO250490	01	0000	0	0000	8200	4320	090	760	24-239024	8,268.57
FLYERS ENERGY LLC Total													8,268.57
FOLLETT CONTENT SOLUTIONS LLC	11/26/2024	989283	PO251595	01	0000	0	1110	2421	4200	025	451	472441	343.12

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FOLLETT CONTENT SOLUTIONS LLC	12/10/2024	991771	PO251595	01	0000	0	1110	2421	4200	025	451	472441F	56.00
FOLLETT CONTENT SOLUTIONS LLC	12/17/2024	994371	PO251684	01	0000	0	1110	2421	4200	008	451	479041	162.80
FOLLETT CONTENT SOLUTIONS LLC	12/17/2024	994371	PO251684	01	0000	0	1110	2421	4200	008	451	479041F	62.45
FOLLETT CONTENT SOLUTIONS LLC	12/19/2024	995472	PO251701	01	0000	0	1110	2421	4200	007	451	482833	378.89
FOLLETT CONTENT SOLUTIONS LLC Total													1,003.26
FRED FINCH YOUTH	12/17/2024	994345	PO250997	01	6500	0	5760	1180	5870	090	230	005 ANFU	1,740.00
FRED FINCH YOUTH	12/17/2024	994390	PO250997	01	6500	0	5760	1180	5880	090	230	FULLER NOV24	4,254.46
FRED FINCH YOUTH Total													5,994.46
FRED FINCH YOUTH CENTER	11/19/2024	986554	PV250443	01	6500	0	5760	1180	5870	090	230	003 ANFU-1	1,392.00
FRED FINCH YOUTH CENTER	11/21/2024	987463	PO250997	01	6500	0	5760	1180	5880	090	230	SE 87-INVOICE	6,381.69
FRED FINCH YOUTH CENTER Total													7,773.69
GASSAWAY, MICHAEL	11/07/2024	984160	PV250406	01	6266	0	1110	1000	5210	090	341	NOV24 NEWCOMER CONF	64.16
GASSAWAY, MICHAEL Total													64.16
GIANTMICROBES INC.	11/12/2024	984817	PO251217	01	6387	0	3800	1000	4320	032	394	53742	95.18
GIANTMICROBES INC.	12/10/2024	991813	PO251742	01	6387	0	3800	1000	4320	032	394	54263	145.61
GIANTMICROBES INC. Total													240.79
GNXCOR USA INC.	11/21/2024	987467	PO250793	01	0000	0	0000	8200	5899	090	760	6023617	190.00
GNXCOR USA INC. Total													190.00
GOMEZ IRON WORKS	11/12/2024	984796	PO250851	01	8150	0	0000	8110	5899	009	741	2551 ST CLOUD SB.	2,800.00
GOMEZ IRON WORKS Total													2,800.00
GONZALEZ, LETICIA	11/12/2024	984787	PV250401	01	0000	0	1110	1000	4320	014	070	FLOWERS OCT24	32.57
GONZALEZ, LETICIA	12/05/2024	990820	PV250503	01	9010	0	1110	1000	4320	014	356	283GARDENCLUBART	115.21
GONZALEZ, LETICIA	12/05/2024	990820	PV250503	01	6770	0	1110	1000	4320	014	186	283GARDENCLUBART	162.84
GONZALEZ, LETICIA	12/10/2024	991788	PV250507	01	9010	0	5001	3900	4320	090	350	255SHOESTUMBLEREPLACE	77.99
GONZALEZ, LETICIA Total													388.61
GOPHER SPORTS	12/05/2024	990803	PO250040	01	0000	0	1230	1000	4320	032	070	IN401237	979.55
GOPHER SPORTS	12/05/2024	990803	PO250040	01	0000	0	1230	1000	4320	032	070	IN341396	208.58
GOPHER SPORTS	12/05/2024	990803	PO250040	01	0000	0	1230	1000	4320	032	070	CR19819	(552.22)
GOPHER SPORTS	12/17/2024	994372	PO251448	01	0000	0	1110	1000	4320	025	070	IN408582	1,961.21
GOPHER SPORTS Total													2,597.12
GOW SUPPLY COMPANY	12/03/2024	990179	PO250553	01	8150	0	0000	8110	4320	090	741	475164	132.64
GOW SUPPLY COMPANY Total													132.64
GRAHAM, RONALD MICHAEL	11/12/2024	984849	PO251665	01	0000	0	1227	1000	4320	025	322	69556	149.39
GRAHAM, RONALD MICHAEL	11/26/2024	989231	PO250001	01	0000	0	1227	1000	4320	025	322	M62030	386.32
GRAHAM, RONALD MICHAEL	12/17/2024	994373	PO250662	01	0000	0	1227	1000	4320	021	322	70941	11.81
GRAHAM, RONALD MICHAEL	12/17/2024	994373	PO250662	01	0000	0	1227	1000	4320	021	322	70940	51.23
GRAHAM, RONALD MICHAEL	12/17/2024	994373	PO250662	01	0000	0	1227	1000	4320	021	322	71815	191.86
GRAHAM, RONALD MICHAEL	11/26/2024	989231	PO250001	01	0000	0	1227	1000	5600	025	322	M62030	2,375.00
GRAHAM, RONALD MICHAEL	12/17/2024	994373	PO250662	01	0000	0	1227	1000	5600	021	322	70941	90.00
GRAHAM, RONALD MICHAEL	12/17/2024	994373	PO250662	01	0000	0	1227	1000	5600	021	322	70940	125.00
GRAHAM, RONALD MICHAEL Total													3,380.61

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GRAINGER	11/14/2024	985682	PO250512	01	8150	0	0000	8110	4320	090	741	7124901252	1,325.96
GRAINGER	11/14/2024	985694	PO250512	01	8150	0	0000	8110	4320	090	741	9289935497	71.96
GRAINGER	11/21/2024	987468	PO250512	01	8150	0	0000	8110	4320	090	741	9301324647	228.87
GRAINGER	11/21/2024	987468	PO250512	01	8150	0	0000	8110	4320	090	741	9307860180	104.78
GRAINGER	11/26/2024	989306	PO250512	01	8150	0	0000	8110	4320	090	741	9313942279	208.92
GRAINGER	11/26/2024	989306	PO250512	01	8150	0	0000	8110	4320	090	741	9311371265	4.00
GRAINGER	11/26/2024	989306	PO250512	01	8150	0	0000	8110	4320	090	741	9315258377	2.98
GRAINGER	11/26/2024	989306	PO250512	01	8150	0	0000	8110	4320	090	741	9315258385	(4.00)
GRAINGER	11/26/2024	989306	PO250512	01	8150	0	0000	8110	4320	090	741	9309042068	172.19
GRAINGER	12/10/2024	991775	PO250512	01	8150	0	0000	8110	4320	090	741	9325704741	471.62
GRAINGER	12/10/2024	991775	PO250512	01	8150	0	0000	8110	4320	090	741	9325704758	257.52
GRAINGER	12/10/2024	991775	PO250512	01	8150	0	0000	8110	4320	090	741	9324331561	77.17
GRAINGER	12/10/2024	991775	PO250512	01	8150	0	0000	8110	4320	090	741	9324359356	32.67
GRAINGER	12/10/2024	991775	PO250512	01	8150	0	0000	8110	4320	090	741	9324697565	235.58
GRAINGER	12/12/2024	992375	PV250516	01	8150	0	0000	8110	4320	090	741	7120541300	1,315.47
GRAINGER	12/12/2024	992375	PV250517	01	8150	0	0000	8110	4320	090	741	7121901115	2,261.30
GRAINGER	12/12/2024	992375	PV250518	01	8150	0	0000	8110	4320	090	741	7113821230	2,400.20
GRAINGER	12/17/2024	994332	PO250512	01	8150	0	0000	8110	4320	090	741	7125764584	852.91
GRAINGER	12/17/2024	994374	PO250512	01	8150	0	0000	8110	4320	090	741	9326749513	333.14
GRAINGER	12/17/2024	994374	PO250512	01	8150	0	0000	8110	4320	090	741	9328154449	1,177.90
GRAINGER	12/17/2024	994374	PO250512	01	8150	0	0000	8110	4320	090	741	9328154456	14.60
GRAINGER	12/17/2024	994374	PO250512	01	8150	0	0000	8110	4320	090	741	9328154464	(235.58)
GRAINGER	12/19/2024	995467	PO250512	01	8150	0	0000	8110	4320	090	741	9333776681	387.79
GRAINGER	12/17/2024	994392	PO251807	01	0000	0	0000	0000	9320	000		9335222536	1,207.75
GRAINGER	12/17/2024	994392	PO251807	01	0000	0	0000	0000	9320	000		9333900463	37.74
GRAINGER Total													12,943.44
GREEN CAB PENINSULA	11/21/2024	987464	PO250816	01	0000	0	5760	3600	5820	090	781	2410	6,600.00
GREEN CAB PENINSULA	11/21/2024	987464	PO250816	01	0000	0	5760	3600	5820	090	781	2234	6,600.00
GREEN CAB PENINSULA	12/19/2024	995456	PO250816	01	0000	0	5760	3600	5820	090	781	2235	4,200.00
GREEN CAB PENINSULA	12/19/2024	995456	PO250816	01	0000	0	5760	3600	5820	090	781	2411	4,200.00
GREEN CAB PENINSULA	12/17/2024	994363	PO251803	01	3550	0	3800	1000	5821	033	333	2412	240.00
GREEN CAB PENINSULA Total													21,840.00
GRINDY, ANNE	12/17/2024	994357	PV250522	01	9010	0	1110	1000	4322	007	430	274STAFFAPPRECIATION	31.97
GRINDY, ANNE Total													31.97
HAFTER, JOSHUA	12/03/2024	990164	PV250492	01	6266	0	1110	1000	5210	090	341	205UBCHSSPBERKELEY	38.90
HAFTER, JOSHUA Total													38.90
HAHN, BARBARA	11/12/2024	984804	PV250399	01	0000	0	1110	1000	4320	021	070	OCT24 ACADEMIC NIGHT	44.29
HAHN, BARBARA	12/05/2024	990821	PV250501	01	0000	0	1110	1000	5815	021	322	238MONTERRABART	79.80
HAHN, BARBARA Total													124.09
HAHN, MIRANDA	11/26/2024	989294	PV250462	01	6387	0	3800	1000	4320	090	394	262PLTWOCT24	199.38
HAHN, MIRANDA Total													199.38

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HANNA INTERPRETING	11/14/2024	985699	PO250811	01	6500	0	5760	1190	5899	090	245	586264	15,531.25
HANNA INTERPRETING	12/12/2024	992390	PO250811	01	6500	0	5760	1190	5899	090	245	594507	16,500.00
HANNA INTERPRETING Total													32,031.25
HANNON, J. MARWAN	12/12/2024	992405	PV250533	01	0000	0	0000	7400	5810	090	715	308SSFCTA-CBA	6,204.35
HANNON, J. MARWAN Total													6,204.35
HENRY SCHEIN INC	12/19/2024	995468	PO251809	01	0000	0	0000	0000	9320	000		28610519	633.10
HENRY SCHEIN INC Total													633.10
HERNANDEZ, BRIDGETT	11/14/2024	985723	PV250435	01	6266	0	1110	1000	5210	090	341	OCT24 CASC CONFERENCE	389.26
HERNANDEZ, BRIDGETT Total													389.26
HERNANDEZ, NORMA	11/26/2024	989262	PV250475	01	6500	0	5760	2490	5820	090	245	SEP24MILEAGE60	61.18
HERNANDEZ, NORMA Total													61.18
HIDDEN VILLA	11/14/2024	985684	PO251650	01	3010	0	1110	1000	5815	008	301	9525382	218.40
HIDDEN VILLA Total													218.40
HILLYARD	11/14/2024	985701	PO250003	01	0000	0	0000	8200	4320	025	759	605576220	1,751.19
HILLYARD	11/14/2024	985701	PO250500	01	0000	0	0000	8200	4320	090	760	605648892	1,847.88
HILLYARD	11/14/2024	985701	PO250500	01	0000	0	0000	8200	4320	090	760	605651049	367.59
HILLYARD	11/19/2024	986575	PO250082	01	0000	0	0000	8200	4320	022	759	605651050	2,156.14
HILLYARD	11/19/2024	986526	PO250659	01	0000	0	0000	8200	4320	008	759	605565398	923.94
HILLYARD	11/26/2024	989307	PO250082	01	0000	0	0000	8200	4320	022	759	605665159	395.29
HILLYARD	11/26/2024	989246	PO250679	01	0000	0	0000	8200	4320	002	759	605662805	2,139.05
HILLYARD	12/03/2024	990121	PO250594	01	0000	0	0000	8200	4320	031	759	605665156	605.20
HILLYARD	12/03/2024	990121	PO250594	01	6500	0	5760	1190	4320	041	212	605665156	403.46
HILLYARD	12/05/2024	990804	PO250003	01	0000	0	0000	8200	4320	025	759	605654005	2,055.60
HILLYARD	12/05/2024	990826	PO250873	01	0000	0	0000	8200	4320	006	759	605673561	1,685.48
HILLYARD	12/10/2024	991763	PO250659	01	0000	0	0000	8200	4320	008	759	605673560	2,243.27
HILLYARD	12/10/2024	991763	PO250659	01	0000	0	0000	8200	4320	008	759	605673559	1,351.13
HILLYARD	12/12/2024	992376	PO250680	01	0000	0	0000	8200	4320	013	759	605565394	5,369.32
HILLYARD	12/12/2024	992376	PO250731	01	0000	0	0000	8200	4320	014	759	605631228	2,257.51
HILLYARD	12/17/2024	994364	PO250109	01	0000	0	0000	8200	4320	010	759	605679025	735.79
HILLYARD	12/17/2024	994364	PO250831	01	0000	0	0000	8200	4320	012	759	605679026	735.17
HILLYARD	11/07/2024	984145	PO251287	01	0000	0	0000	0000	9320	000		800710676	(198.16)
HILLYARD	11/07/2024	984145	PO251287	01	0000	0	0000	0000	9320	000		605638253	401.02
HILLYARD	11/07/2024	984145	PO251287	01	0000	0	0000	0000	9320	000		605644769	286.44
HILLYARD Total													27,512.31
HITCHCOCK, ROSANNE	11/07/2024	984128	PV250392	01	0803	0	4760	2495	4320	090	411	DELAC@ LC PRIZE STUFFING	8.00
HITCHCOCK, ROSANNE	11/19/2024	986536	PV250445	01	0803	0	4760	2495	5220	090	411	OCT24 MILEAGE	27.60
HITCHCOCK, ROSANNE	12/19/2024	995458	PV250553	01	0803	0	4760	2495	5220	090	411	NOV24MILEAGE97	56.55
HITCHCOCK, ROSANNE Total													92.15
HO, JANICE	12/10/2024	991765	PV250508	01	9010	0	1110	1000	5210	002	356	454PLC CONFERENCE	336.45
HO, JANICE	12/17/2024	994386	PV250551	01	9010	0	1110	1000	5210	002	356	454PLC CONF 2024	186.96
HO, JANICE Total													523.41

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HO, PATRICIA	12/10/2024	991766	PV250512	01	9010	0	1110	1000	5210	002	356	454SOLUTIONTREE PLC	479.51
HO, PATRICIA Total													479.51
HOME DEPOT CREDIT SERVICES	12/05/2024	990818	PO250498	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250NOV24	4,736.84
HOME DEPOT CREDIT SERVICES Total													4,736.84
HOMETOWN MEDICAL	12/12/2024	992416	PO251321	01	6500	0	5760	1190	4420	090	215	2482181	637.61
HOMETOWN MEDICAL Total													637.61
HONG, KAREN	12/05/2024	990831	PV250505	01	9010	0	1110	1000	4320	007	430	278STAFFAPPRECIATION	45.44
HONG, KAREN	12/12/2024	992392	PV250524	01	9010	0	1110	1000	4320	007	430	240STAFFAPPREC	25.25
HONG, KAREN	12/12/2024	992392	PV250524	01	9010	0	1110	1000	4322	007	430	240STAFFAPPREC	12.57
HONG, KAREN	12/12/2024	992392	PV250525	01	9010	0	1110	1000	4322	007	430	285STAFFBDAY	7.00
HONG, KAREN Total													90.26
HOPSKIPDRIVE INC	12/03/2024	990142	PO250915	01	0805	0	1110	3600	5820	090	122	24902	2,993.87
HOPSKIPDRIVE INC	12/19/2024	995469	PO250915	01	0805	0	1110	3600	5820	090	122	25630	3,730.63
HOPSKIPDRIVE INC Total													6,724.50
HOUGHTON MIFFLIN COMPANY	12/10/2024	991776	PO250304	01	6300	0	1110	1000	4100	090	307	956107562	10,504.52
HOUGHTON MIFFLIN COMPANY Total													10,504.52
HOUGHTON MIFFLIN HARCOURT	12/05/2024	990827	PO251422	01	4203	0	4760	1000	5813	090	330	956192544	2,500.00
HOUGHTON MIFFLIN HARCOURT Total													2,500.00
HOWIES ATHLETIC TAPE	11/26/2024	989308	PO251165	01	6387	0	3800	1000	4320	032	394	INV000253368	579.90
HOWIES ATHLETIC TAPE	12/05/2024	990805	PO250164	01	0000	0	1230	1000	4320	032	070	INV000267165	1,236.54
HOWIES ATHLETIC TAPE Total													1,816.44
HUA, HIENG SENG	11/07/2024	984155	PV250407	01	0000	0	1110	1000	5210	090	762	OCT24 AI EVENT	22.51
HUA, HIENG SENG Total													22.51
HUFT, MARIA LETICIA	11/26/2024	989290	PV250458	01	0000	0	0000	3130	5220	090	503	OCT24 M-VENTO TRAINING	14.81
HUFT, MARIA LETICIA Total													14.81
HUNTLEY, MELANIE	11/26/2024	989297	PV250473	01	6500	0	5760	2490	5820	090	230	OCT24MILEAGE62	115.20
HUNTLEY, MELANIE Total													115.20
IMAGINE LEARNING LLC	12/03/2024	990134	PO250216	01	0000	0	1110	1000	4320	090	177	1011145	11,026.75
IMAGINE LEARNING LLC	12/03/2024	990134	PO250216	01	0000	0	1110	1000	4320	090	177	1010394	99,562.76
IMAGINE LEARNING LLC Total													110,589.51
INFINITY COMMUNICATIONS &	12/10/2024	991772	PO251788	01	0000	0	0000	2424	5803	090	735	17616	21,500.00
INFINITY COMMUNICATIONS & Total													21,500.00
INTERNATIONAL COMMUNICATION	12/19/2024	995457	PO251585	01	9010	0	5001	3900	4320	090	350	3504-24	408.84
INTERNATIONAL COMMUNICATION	12/19/2024	995457	PO251585	01	9010	0	5001	3900	5813	090	350	3504-24	26.95
INTERNATIONAL COMMUNICATION Total													435.79
IRISH, KEITH	11/12/2024	984788	PV250400	01	0000	0	0000	2110	4320	090	762	SEP24 KEURIG MACHINE	108.78
IRISH, KEITH	11/26/2024	989312	PV250482	01	9026	0	1110	1000	4322	090	430	154STRATEGICPLAN24	110.70
IRISH, KEITH Total													219.48
IXL LEARNING	12/19/2024	995501	PO251875	01	0805	0	1110	1000	5813	021	180	S483086	1,772.00
IXL LEARNING Total													1,772.00
J.W. PEPPER & SON INC	12/10/2024	991764	PO250004	01	0000	0	1227	1000	4320	025	322	366888931	480.14

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J.W. PEPPER & SON INC	12/10/2024	991764	PO250004	01	0000	0	1227	1000	4320	025	322	366899220	49.44
J.W. PEPPER & SON INC Total													529.58
JACKSON, CLARE	11/12/2024	984838	PV250421	01	3182	0	1110	1000	4320	031	387	OCT24 HALLOWEEN SUPPLIES	77.36
JACKSON, CLARE	11/12/2024	984837	PV250422	01	3182	0	1110	1000	4322	031	387	OCT24 -SEL RETREAT	179.63
JACKSON, CLARE Total													256.99
JACUINDE-LOSNO, SONIA	11/26/2024	989295	PV250467	01	0000	0	0000	2110	4320	090	762	243CATSUPPLYNOV24	176.21
JACUINDE-LOSNO, SONIA	11/26/2024	989295	PV250467	01	0000	0	0000	2110	4322	090	762	243CATSUPPLYNOV24	614.25
JACUINDE-LOSNO, SONIA	11/26/2024	989280	PV250479	01	0000	0	0000	2110	5220	090	762	JULU-OCT24MILEAGE240	62.02
JACUINDE-LOSNO, SONIA	12/19/2024	995463	PV250562	01	0000	0	0000	2110	5220	090	762	NOV-DEC24MILEAGE79	38.44
JACUINDE-LOSNO, SONIA Total													890.92
JEFF JOINER TRAINING LLC	11/19/2024	986532	PO251591	01	7032	0	0000	3700	5210	090	820	2165	7,000.00
JEFF JOINER TRAINING LLC Total													7,000.00
JOHNSON, JULIET	11/14/2024	985724	PV250437	01	6266	0	1110	1000	5210	090	341	OCT24 CASC CONFERENCE	531.62
JOHNSON, JULIET Total													531.62
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101030701.001	47.72
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101037142.001	(47.72)
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101038889.001	122.19
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101040905.001	20.24
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101042450.001	166.97
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101043195.001	6.58
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101042456.001	206.67
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101046017.001	15.31
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101030375.001	37.68
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101046543.001	14.92
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101047883.001	203.65
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101051412.001	233.74
JOHNSTONE SUPPLY	12/03/2024	990193	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101050244.001	206.67
JOHNSTONE SUPPLY	12/05/2024	990817	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101033179.001	44.29
JOHNSTONE SUPPLY Total													1,278.91
JUSTO, ANA	12/05/2024	990832	PV250506	01	0000	0	0000	7350	4320	090	717	282STOOL ACCTG	43.94
JUSTO, ANA Total													43.94
KBA DOCUMENT SOLUTIONS LLC	11/07/2024	984120	PO250704	01	0000	0	1110	1000	5600	090	722	55Y1478656	258.21
KBA DOCUMENT SOLUTIONS LLC	11/12/2024	984818	PO250692	01	0000	0	1110	1000	5600	090	722	55Y1492867	6,552.22
KBA DOCUMENT SOLUTIONS LLC	11/14/2024	985702	PO250704	01	0000	0	1110	1000	5600	090	722	55Y1492182	258.21
KBA DOCUMENT SOLUTIONS LLC	11/19/2024	986551	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1494234	3,891.43
KBA DOCUMENT SOLUTIONS LLC	12/10/2024	991777	PO250704	01	0000	0	1110	1000	5600	090	722	55Y1498371	258.21
KBA DOCUMENT SOLUTIONS LLC	12/17/2024	994393	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1499918	4,914.18
KBA DOCUMENT SOLUTIONS LLC	12/19/2024	995502	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1501537	3,502.23
KBA DOCUMENT SOLUTIONS LLC Total													19,634.69
KELLER SUPPLY COMPANY	11/14/2024	985703	PO250555	01	8150	0	0000	8110	4320	090	741	S023524004.001	405.45
KELLER SUPPLY COMPANY	11/26/2024	989232	PO250555	01	8150	0	0000	8110	4320	090	741	S023458150.001	337.83

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KELLER SUPPLY COMPANY Total													743.28
KELLY SPICERS FACILITIES	11/26/2024	989247	PO250561	01	8150	0	0000	8110	4320	090	741	70023471	531.22
KELLY SPICERS FACILITIES	12/03/2024	990143	PO250561	01	8150	0	0000	8110	4320	090	741	70022480	457.83
KELLY SPICERS FACILITIES	12/19/2024	995523	PO250561	01	8150	0	0000	8110	4320	090	741	70022431	539.46
KELLY SPICERS FACILITIES Total													1,528.51
KELLY SPICERS STORES	11/12/2024	984835	PO251615	01	0000	0	1110	1000	4320	006	070	11768858	1,293.78
KELLY SPICERS STORES	11/12/2024	984835	PO251624	01	0000	0	1110	1000	4320	014	070	11770158	1,079.52
KELLY SPICERS STORES	11/26/2024	989248	PO250005	01	0000	0	1110	1000	4320	025	070	11728205	865.27
KELLY SPICERS STORES	12/19/2024	995435	PO251849	01	0000	0	1110	1000	4320	008	070	11798717	1,722.29
KELLY SPICERS STORES Total													4,960.86
KWAN, JANET	12/03/2024	990181	PV250493	01	0000	0	1110	1000	4320	032	070	256HEALTHSUPPLY	104.52
KWAN, JANET Total													104.52
LAASAL CHAABAN, NADIA	12/10/2024	991805	PV250513	01	0000	0	0000	0000	9589	000		REISSUE P/R CK#290176	1,258.00
LAASAL CHAABAN, NADIA Total													1,258.00
LAKESHORE LEARNING	11/14/2024	985729	PO251574	01	3010	0	1110	1000	4420	008	301	259719110124	1,093.92
LAKESHORE LEARNING Total													1,093.92
LAMBERT-CONNOLLY, MICHELLE	11/19/2024	986537	PV250446	01	6266	0	1110	1000	5210	090	341	NOV24 HSS CONFERENCE	21.84
LAMBERT-CONNOLLY, MICHELLE Total													21.84
LASERTORIUM OFFICE SYSTEMS	11/26/2024	989233	PO250599	01	0000	0	0000	2424	5600	090	735	22478	549.12
LASERTORIUM OFFICE SYSTEMS	12/12/2024	992400	PO250599	01	0000	0	0000	2424	5600	090	735	22462	530.55
LASERTORIUM OFFICE SYSTEMS	12/12/2024	992400	PO250599	01	0000	0	0000	2424	5600	090	735	22482	135.00
LASERTORIUM OFFICE SYSTEMS Total													1,214.67
LAVEGLIA, CHRISTOPHER	11/26/2024	989324	PV250489	01	0000	0	0000	0000	8699	090	717	PV240313,241188	134.82
LAVEGLIA, CHRISTOPHER Total													134.82
LAWSON PRODUCTS INC	11/07/2024	984139	PO250510	01	8150	0	0000	8110	4320	090	741	9311953050	487.82
LAWSON PRODUCTS INC	11/07/2024	984139	PO250510	01	8150	0	0000	8110	4320	090	741	9311953050-1	39.29
LAWSON PRODUCTS INC	11/12/2024	984844	PO250510	01	8150	0	0000	8110	4320	090	741	9311967730	123.06
LAWSON PRODUCTS INC	11/12/2024	984844	PO250510	01	8150	0	0000	8110	4320	090	741	9311967730-1	12.15
LAWSON PRODUCTS INC	11/26/2024	989255	PO250510	01	8150	0	0000	8110	4320	090	741	9312008166	86.02
LAWSON PRODUCTS INC	11/26/2024	989255	PO250510	01	8150	0	0000	8110	4320	090	741	9312008166-1	6.93
LAWSON PRODUCTS INC	12/03/2024	990171	PO250510	01	8150	0	0000	8110	4320	090	741	9312011854	313.77
LAWSON PRODUCTS INC	12/03/2024	990171	PO250510	01	8150	0	0000	8110	4320	090	741	9312011854-1	25.27
LAWSON PRODUCTS INC	12/17/2024	994397	PO250510	01	8150	0	0000	8110	4320	090	741	9312053162	875.07
LAWSON PRODUCTS INC	12/17/2024	994397	PO250510	01	8150	0	0000	8110	4320	090	741	9312053162-1	70.48
LAWSON PRODUCTS INC Total													2,039.86
LEADER SERVICES	11/19/2024	986547	PV250440	01	9010	0	5001	3900	5899	090	310	CDS 6895	10,205.06
LEADER SERVICES	12/17/2024	994337	PV250523	01	9010	0	5001	3900	5899	090	310	CDS 6967	332.45
LEADER SERVICES Total													10,537.51
LEARNING A - Z	11/14/2024	985737	PO251414	01	6266	0	1110	1000	5813	090	341	10744777	744.00
LEARNING A - Z Total													744.00
LEARNING WITHOUT TEARS	12/10/2024	991815	PO251721	01	3010	0	1110	1000	4200	007	301	#INV221800	815.83

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LEARNING WITHOUT TEARS Total													815.83
LEDFORD, GABRIELA	11/19/2024	986560	PV250447	01	0000	0	1110	1000	4320	033	070	OCT24 GROCERIES	80.09
LEDFORD, GABRIELA	11/26/2024	989251	PV250468	01	0000	0	1219	1000	4320	033	070	251GROCERYNOV24	57.79
LEDFORD, GABRIELA	12/12/2024	992393	PV250528	01	0000	0	1219	1000	4320	033	070	299GROCERIES	62.99
LEDFORD, GABRIELA	12/17/2024	994358	PV250526	01	6387	0	3800	1000	5210	090	394	188WORLDFLAVORS	180.51
LEDFORD, GABRIELA Total													381.38
LEE YEE, REBECCA	11/19/2024	986538	PV250448	01	6387	0	3800	1000	5210	090	394	NOV24 CTE ADVISORY MTG	8.17
LEE YEE, REBECCA Total													8.17
LEGARZA SPORTS	12/03/2024	990152	PO250135	01	6762	0	1110	1000	5899	090	384	687	194,412.50
LEGARZA SPORTS Total													194,412.50
LENNEMANN, THOMAS	11/20/2024		CL240381	01	0000	0	1202	1000	5899	033	070		(212.00)
LENNEMANN, THOMAS	11/20/2024		CL240381	01	0000	0	0000	0000	9510	000			212.00
LENNEMANN, THOMAS Total													-
LEVINE, SARAH	11/19/2024	986521	PV250441	01	6266	0	1110	1000	5210	090	341	CASC OCT24 CONFERENCE	385.55
LEVINE, SARAH Total													385.55
LIGHT, ALLISON	12/17/2024	994387	PV250550	01	9010	0	1110	1000	5210	002	356	455PLC WORKPLACE	246.49
LIGHT, ALLISON Total													246.49
LINCOLN AQUATICS	11/07/2024	984135	PO250505	01	8150	0	0000	8110	4320	090	741	SL050307	1,902.15
LINCOLN AQUATICS Total													1,902.15
LINDAMOOD-BELL	12/17/2024	994322	PO250388	01	0000	0	0000	7602	5888	090	726	SIN425526	7,350.64
LINDAMOOD-BELL Total													7,350.64
LOPEZ, RICHARD HERRERA	11/14/2024	985685	PO251657	01	9219	0	1208	1000	5899	032	356	1339	4,200.00
LOPEZ, RICHARD HERRERA Total													4,200.00
LOWE'S BUSINESS ACCOUNT/SYNCB	11/07/2024	984113	PO250497	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 OCT24	5,309.85
LOWE'S BUSINESS ACCOUNT/SYNCB	11/07/2024	984113	PO251427	01	6500	0	5760	1190	4320	090	245	821 3105 920566 1-1 OCT24	417.58
LOWE'S BUSINESS ACCOUNT/SYNCB	12/12/2024	992395	PO250497	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 NOV24	3,848.12
LOWE'S BUSINESS ACCOUNT/SYNCB	12/12/2024	992395	PO251477	01	0000	0	1110	1000	4320	032	070	821 3105 920566 1-1 NOV24	229.69
LOWE'S BUSINESS ACCOUNT/SYNCB Total													9,805.24
LUAULU, ELIZABETH	11/26/2024	989263	PV250477	01	0000	0	0000	2110	5220	090	762	NOV24MILEAGE66	16.76
LUAULU, ELIZABETH Total													16.76
LY, LE MY	12/17/2024	994353	PO251384	01	0000	0	0000	7602	5888	090	726	24335	5,480.00
LY, LE MY Total													5,480.00
MABEL BEN	12/05/2024	990799	PV250500	01	0000	0	0000	7350	5210	090	717	NOV24MILEAGE73	19.44
MABEL BEN Total													19.44
MAEDA, GAVIN	12/19/2024	995525	PV250563	01	0000	0	1110	1000	5210	090	762	193CA FALL24 USER	60.77
MAEDA, GAVIN Total													60.77
MARINDA, RIZZA	11/12/2024	984805	PV250402	01	0000	0	0000	7300	4320	090	717	OCT24 LC VISIT SUPPLIES	59.97
MARINDA, RIZZA Total													59.97
MARINE SCIENCE INSTITUTE	11/26/2024	989284	PO251750	01	9010	0	1110	1000	5899	002	356	12627	647.00
MARINE SCIENCE INSTITUTE	12/12/2024	992417	PO251856	01	3010	0	1110	1000	5899	008	301	12668	897.00
MARINE SCIENCE INSTITUTE Total													1,544.00

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MARTINEZ RODRIGUEZ, ALMA	12/17/2024	994334	PV250548	01	0000	0	1110	1000	5210	022	070	269ASBLEADERSHIPANAHEIMC	100.01
MARTINEZ RODRIGUEZ, ALMA Total													100.01
MARTINEZ, LEILAHNIE	11/14/2024	985720	PV250431	01	0000	0	0000	2700	5220	032	070	OCT24 MILEAGE	14.74
MARTINEZ, LEILAHNIE	12/12/2024	992413	PV250540	01	0000	0	0000	2700	5220	032	070	NOV24MILEAGE93	10.72
MARTINEZ, LEILAHNIE Total													25.46
MARZAN, JACE	11/19/2024	986505	PV250436	01	6266	0	1110	1000	5210	090	341	OCT24 CASC CONFERENCE	475.27
MARZAN, JACE	11/19/2024	986564	PV250456	01	0000	0	1110	1000	5210	090	762	OCT24 LEARNING CONF.	27.34
MARZAN, JACE Total													502.61
MAXX METALS	11/07/2024	984114	PO250573	01	8150	0	0000	8110	4320	090	741	208673	142.46
MAXX METALS	11/12/2024	984807	PO250573	01	8150	0	0000	8110	4320	090	741	208768	219.76
MAXX METALS	11/26/2024	989219	PO250573	01	8150	0	0000	8110	4320	090	741	208899	3,738.06
MAXX METALS	11/26/2024	989219	PO250573	01	8150	0	0000	8110	4320	090	741	208900	373.30
MAXX METALS	12/19/2024	995516	PO250573	01	8150	0	0000	8110	4320	090	741	209266	312.41
MAXX METALS Total													4,785.99
MCCLOSKEY, LIAM	12/05/2024	990807	PV250494	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK# 274641	505.66
MCCLOSKEY, LIAM Total													505.66
MCDONALD, RACHEL	12/12/2024	992406	PV250530	01	9219	0	1208	1000	4320	032	356	276MUSICALDRAMA	157.63
MCDONALD, RACHEL Total													157.63
MCGRAW-HILL LLC	11/14/2024	985730	PO251520	01	6300	0	1110	1000	4100	090	307	134860445001	432.08
MCGRAW-HILL LLC	11/19/2024	986516	PO251521	01	6300	0	1110	1000	4100	090	307	134860461001	113.72
MCGRAW-HILL LLC Total													545.80
MCWARD, MAUREEN	12/10/2024	991767	PV250509	01	9010	0	1110	1000	5210	002	356	452PLC SOLUTIONTREE	385.19
MCWARD, MAUREEN Total													385.19
MEDCO SUPPLY COMPANY	11/19/2024	986517	PO250165	01	0000	0	1230	1000	4320	032	070	IN98049934	71.78
MEDCO SUPPLY COMPANY	11/19/2024	986517	PO250165	01	0000	0	1230	1000	4320	032	070	IN98190656	2.35
MEDCO SUPPLY COMPANY	11/19/2024	986517	PO250165	01	0000	0	1230	1000	4320	032	070	IN98182775	194.60
MEDCO SUPPLY COMPANY	12/03/2024	990186	PO250165	01	0000	0	1230	1000	4320	032	070	IN98200646	30.85
MEDCO SUPPLY COMPANY	12/03/2024	990186	PO250165	01	0000	0	1230	1000	4320	032	070	IN98218251	36.42
MEDCO SUPPLY COMPANY Total													336.00
METLIFE INSURANCE COMPANY	11/21/2024	987457	PV250454	01	0000	0	0000	7600	3701	090	810	DEC24 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	12/19/2024	995470	PV250560	01	0000	0	0000	7600	3701	090	810	JAN25 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	11/21/2024	987457	PV250454	01	0000	0	0000	0000	9573	000		DEC24 PREMIUMS	4,195.32
METLIFE INSURANCE COMPANY	11/21/2024	987457	PV250454	01	0000	0	0000	0000	9573	000		DEC24 PREMIUMS	5,468.58
METLIFE INSURANCE COMPANY	12/19/2024	995470	PV250560	01	0000	0	0000	0000	9573	000		JAN25 PREMIUMS	4,212.82
METLIFE INSURANCE COMPANY	12/19/2024	995470	PV250560	01	0000	0	0000	0000	9573	000		JAN25 PREMIUMS	5,451.08
METLIFE INSURANCE COMPANY Total													19,355.38
MHS INC	11/19/2024	986543	PO250460	01	6500	0	5760	1190	5813	090	245	SIP00436929	2,448.75
MHS INC Total													2,448.75
MIRACLE PLAYSYSTEMS INC.	11/12/2024	984808	PO251410	01	8150	0	0000	8110	5899	008	741	F2024-0936	966.90
MIRACLE PLAYSYSTEMS INC.	12/17/2024	994348	PO250268	01	8150	0	0000	8110	5899	012	741	F2024-0593	3,967.32
MIRACLE PLAYSYSTEMS INC. Total													4,934.22

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MITCHELL, MARCIE	12/17/2024	994354	PV250537	01	0000	0	1110	1000	4322	033	763	155WASCBKFASTS	585.34
MITCHELL, MARCIE Total													585.34
MORENO, DEANNA	12/03/2024	990162	PV250490	01	0000	0	1110	1000	5210	022	004	NOV24ASBDISNEYLAND	82.09
MORENO, DEANNA Total													82.09
MRC	11/07/2024	984136	PO251450	01	0000	0	0000	7350	5600	090	717	IN4477971	136.43
MRC	11/07/2024	984136	PO251450	01	0000	0	0000	7550	5600	090	718	IN4477971	1.09
MRC	12/10/2024	991780	PO251450	01	0000	0	0000	7350	5600	090	717	IN4529028	100.48
MRC	12/10/2024	991780	PO251450	01	0000	0	0000	7550	5600	090	718	IN4529028	0.92
MRC Total													238.92
MULLIGAN, KAITLYN	12/10/2024	991768	PV250511	01	9010	0	1110	1000	5210	002	356	451PLC AT WORK	674.86
MULLIGAN, KAITLYN Total													674.86
MUSIC & ARTS CA DEPT	12/03/2024	990166	PO250910	01	0000	0	1215	1000	4320	032	322	INV046365980	3,381.79
MUSIC & ARTS CA DEPT Total													3,381.79
MUSIC FOR MINORS INC.	11/05/2024	983465	PO251576	01	6770	0	1110	1000	5899	014	186	23101293	9,682.16
MUSIC FOR MINORS INC. Total													9,682.16
MUSIC THEATRE INTERNATIONAL	11/26/2024	989276	PO250065	01	9219	0	1208	1000	5899	032	356	1121620	1,343.68
MUSIC THEATRE INTERNATIONAL Total													1,343.68
NAPA COUNTY	12/05/2024	990819	PO251804	01	6387	0	3800	1000	5210	090	394	RINGSEIS FEES	600.00
NAPA COUNTY	12/05/2024	990819	PO251804	01	6387	0	3800	1000	5210	090	394	ROCKETT	600.00
NAPA COUNTY	12/05/2024	990819	PO251804	01	6387	0	3800	1000	5210	090	394	SKOLD FEES	600.00
NAPA COUNTY	12/05/2024	990819	PO251804	01	6387	0	3800	1000	5210	090	394	GUGIELMONI FEES	600.00
NAPA COUNTY	12/05/2024	990819	PO251804	01	7370	0	3800	1000	5210	090	368	LEDFORD FEES	600.00
NAPA COUNTY	12/05/2024	990819	PO251804	01	7370	0	3800	1000	5210	090	368	ROBBINS FEES	600.00
NAPA COUNTY Total													3,600.00
NARVARTE, ROSELYN	11/12/2024	984826	PV250412	01	0000	0	0000	0000	8699	000	000	REISSUE CK#833599	49.99
NARVARTE, ROSELYN Total													49.99
NATIONAL BENEFIT SERVICES	11/19/2024	986548	PV250442	01	0000	0	0000	0000	9579	000		NOV24 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES	12/05/2024	990808	PV250496	01	0000	0	0000	0000	9579	000		DEC24 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES Total													1,600.00
NATIONAL COUNCIL OF	11/12/2024	984845	PO251662	01	0000	0	1110	1000	5300	025	070	FY 24-25 MEMBERSHP	99.00
NATIONAL COUNCIL OF Total													99.00
NATIONAL EQUITY PROJECT	12/10/2024	991793	PO251630	01	6266	0	1110	1000	5210	090	341	INV001656	850.00
NATIONAL EQUITY PROJECT Total													850.00
NCS PEARSON INC.	11/19/2024	986544	PO250459	01	6500	0	5760	1190	4320	090	245	26987453	7,343.56
NCS PEARSON INC. Total													7,343.56
NEFF	12/10/2024	991781	PO251607	01	0000	0	1202	1000	4320	033	322	N003326129	868.01
NEFF Total													868.01
NETWORK CRAZE TECHNOLOGIES INC	12/03/2024	990153	PO250438	01	0000	0	0000	2424	4320	090	735	INV/2024/07254	65.87
NETWORK CRAZE TECHNOLOGIES INC	12/10/2024	991794	PO250438	01	0000	0	0000	2424	4320	090	735	INV/2024/07650	445.22
NETWORK CRAZE TECHNOLOGIES INC	12/12/2024	992401	PO250438	01	0000	0	0000	2424	4320	090	735	INV/2024/07796	104.38
NETWORK CRAZE TECHNOLOGIES INC Total													615.47

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NEW A&A TOP AND TRIM	12/03/2024	990172	PO250586	01	8150	0	0000	8110	5600	090	741	5401	400.00
NEW A&A TOP AND TRIM Total													400.00
NG, MELANIE	11/07/2024	984129	PV250393	01	9305	0	1110	1000	5210	090	503	OCT24 PBIS CONF.	106.70
NG, MELANIE Total													106.70
NG, SHEK HANG (ROCKY)	12/05/2024	990829	PV250499	01	6387	0	3800	1000	5210	090	394	148SMCOE CTE MEET	5.63
NG, SHEK HANG (ROCKY) Total													5.63
NGUYEN, KATHIE	11/14/2024	985725	PV250438	01	9305	0	1110	1000	5210	090	503	OCT24 PBIS CONFERENCE	297.38
NGUYEN, KATHIE Total													297.38
NTL CENTER FOR CIVIC INNOVATIO	11/20/2024		CL240199	01	9044	0	1110	1000	5210	090	064		(750.00)
NTL CENTER FOR CIVIC INNOVATIO	11/20/2024		CL240199	01	9044	0	0000	0000	9510	000			750.00
NTL CENTER FOR CIVIC INNOVATIO Total													-
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251124	01	3010	0	1110	1000	4320	007	301	384289943002	30.08
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251236	01	0000	0	1110	1000	4320	014	070	387615270002	3.01
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251351	01	3010	0	1110	1000	4320	007	301	393190250001	25.51
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251351	01	0000	0	1110	1000	4320	007	070	393190250001	1.96
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251479	01	0000	0	0000	7400	4320	090	715	389627487001	700.33
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO250435	01	0000	0	0000	2424	4320	090	735	389068165001	38.45
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO250435	01	0000	0	0000	2424	4320	090	735	389666668001	83.85
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO250435	01	0000	0	0000	2424	4320	090	735	389669971001	30.08
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251352	01	3010	0	1110	1000	4320	022	301	387619366002	21.85
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251512	01	0000	0	1110	1000	4320	009	070	388958807001	315.40
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251512	01	0000	0	1110	1000	4320	009	070	388969858001	43.28
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251512	01	0000	0	1110	1000	4320	009	070	388969859001	386.74
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251565	01	0000	0	0000	7300	4320	090	717	392323608001	257.58
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251567	01	0000	0	0000	3130	4320	090	503	393006365001	73.83
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251568	01	0000	0	0000	7350	4320	090	717	394561199001	22.00
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251568	01	0000	0	0000	7350	4320	090	717	394367585001	250.95
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251621	01	0000	0	0000	7350	4320	090	717	392724770001	51.18
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251621	01	0000	0	0000	7350	4320	090	717	392724735001	21.19
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	CM250036	01	0000	0	0000	7350	4320	090	717	394333611001	(37.34)
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251623	01	0000	0	1110	1000	4320	014	070	394243096001	9.88
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251623	01	0000	0	1110	1000	4320	014	070	394243017001	77.02
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251623	01	0000	0	1110	1000	4320	014	070	394243095001	30.00
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251664	01	6520	0	5001	3900	4320	090	352	394434724001	1,603.27
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251664	01	6520	0	5001	3900	4320	090	352	394808265001	127.43
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251664	01	6520	0	5001	3900	4320	090	352	394484938001	23.94
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251664	01	6520	0	5001	3900	4320	090	352	394484906001	21.82
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251667	01	0000	0	0000	7300	4320	090	717	392781296001	20.65
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251667	01	0000	0	0000	7300	4320	090	717	392781290001	10.92
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989260	PO251667	01	0000	0	0000	7300	4320	090	717	392531104001	205.59
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO250435	01	0000	0	0000	2424	4320	090	735	389071444001	27.68

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ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO250435	01	0000	0	0000	2424	4320	090	735	394717456001	(27.68)
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO250435	01	0000	0	0000	2424	4320	090	735	397848330001	125.73
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251566	01	0000	0	1110	1000	4320	025	070	390547955001	406.12
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251566	01	0000	0	1110	1000	4320	025	070	390552082001	34.49
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251566	01	0000	0	1110	1000	4320	025	070	390552079001	8.24
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251566	01	0000	0	1110	1000	4320	025	070	390547955002	59.06
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251566	01	0000	0	1110	1000	4320	025	070	394644065001	(16.34)
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251567	01	0000	0	0000	3130	4320	090	503	393006365002	14.69
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251746	01	0000	0	1110	1000	4320	009	070	397170934001	487.74
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251746	01	0000	0	1110	1000	4320	009	070	397170934002	232.88
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO251756	01	0000	0	0000	8200	4320	090	760	396879248001	706.24
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251405	01	0000	0	1110	1000	4320	025	070	387495770001	2,097.41
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	390339855001	98.77
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387494059001	1,980.22
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387495007001	11.31
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387494059002	17.76
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387495006001	103.86
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387495006002	20.81
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387494989001	10.50
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992402	PO251446	01	0000	0	1110	1000	4320	025	070	387495016001	6.35
ODP BUSINESS SOLUTIONS LLC	12/12/2024	992378	PO251699	01	0000	0	1110	1000	4320	032	070	394475596001	129.43
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO250435	01	0000	0	0000	2424	4320	090	735	395981468001	57.32
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994349	PO251446	01	0000	0	1110	1000	4320	025	070	387495008001	113.14
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394484936001	17.46
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394484908001	250.50
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394484916001	25.83
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394434724002	3.01
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394434724003	2.53
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394484931001	38.45
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251664	01	6520	0	5001	3900	4320	090	352	394484907001	60.85
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251786	01	0000	0	0000	7150	4320	090	714	397226512001	18.78
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251786	01	0000	0	0000	7150	4320	090	714	397179001001	245.98
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251787	01	0000	0	0000	7350	4320	090	717	397631297001	20.87
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994394	PO251787	01	0000	0	0000	7350	4320	090	717	397631138001	82.41
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251564	01	0000	0	1110	1000	4322	032	070	388232207001	169.94
ODP BUSINESS SOLUTIONS LLC Total													12,092.79
OKAPI EDUCATIONAL PUBLISHING	11/26/2024	989264	PO251683	01	3010	0	1110	1000	4200	008	301	20954	972.75
OKAPI EDUCATIONAL PUBLISHING	11/26/2024	989264	PO251683	01	3010	0	1110	1000	5813	008	301	20954	52.50
OKAPI EDUCATIONAL PUBLISHING Total													1,025.25
OLSON, LAURA	11/07/2024	984150	PV250394	01	0000	0	1110	1000	4320	021	322	HDMI CORD AUG24	7.45
OLSON, LAURA	12/17/2024	994335	PV250545	01	0000	0	1110	1000	4320	021	322	77RGBHDMI CORD	7.45

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OLSON, LAURA Total													14.90
ORIENTAL TRADING CO	12/10/2024	991816	PO251751	01	0000	0	1110	1000	4320	002	070	73470663201	77.09
ORIENTAL TRADING CO	12/10/2024	991816	PO251751	01	0000	0	1110	1000	4320	002	070	73470663201-1	12.99
ORIENTAL TRADING CO Total													90.08
OTIS ELEVATOR COMPANY	12/03/2024	990183	PO250649	01	0000	0	0000	8200	5600	090	760	100401751819	1,935.65
OTIS ELEVATOR COMPANY Total													1,935.65
OUTDOOR SUPPLY HARDWARE	11/14/2024	985710	PO250567	01	8150	0	0000	8110	4320	090	741	1659030530	454.27
OUTDOOR SUPPLY HARDWARE	12/12/2024	992396	PO250567	01	8150	0	0000	8110	4320	090	741	1659616212	289.64
OUTDOOR SUPPLY HARDWARE Total													743.91
P & F DISTRIBUTORS	11/26/2024	989256	PO251305	01	8150	0	0000	8110	4320	090	741	0181236-IN	448.29
P & F DISTRIBUTORS	12/19/2024	995489	PO251305	01	8150	0	0000	8110	4320	090	741	0181636-IN	450.49
P & F DISTRIBUTORS Total													898.78
P G & E	12/03/2024	990187	PO250214	01	0000	0	0000	8200	5510	090	760	7314282172-4 NOV24	64,300.37
P G & E Total													64,300.37
PANIS, DAVIAN	12/03/2024	990188	MV250024	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#274623	34.50
PANIS, DAVIAN Total													34.50
PARTNERS IN SCHOOL INNOVATION	11/14/2024	985711	PO251184	01	6266	0	1110	1000	5899	090	341	FYE25_SSFUSD_2OF4_16	37,500.00
PARTNERS IN SCHOOL INNOVATION	11/14/2024	985711	PO251184	01	9026	0	1110	1000	5899	090	356	FYE25_SSFUSD_2OF4_16	125,000.00
PARTNERS IN SCHOOL INNOVATION Total													162,500.00
PARTS TOWN LLC	12/17/2024	994380	PO251597	01	8150	0	0000	8110	4320	090	741	2104291707	102.25
PARTS TOWN LLC Total													102.25
PATTERSON LIFT TRUCKS INC.	12/03/2024	990173	PO250554	01	8150	0	0000	8110	4320	090	741	4045712	460.43
PATTERSON LIFT TRUCKS INC.	12/17/2024	994325	PO251812	01	0000	0	0000	7540	5600	090	761	4727495	319.52
PATTERSON LIFT TRUCKS INC. Total													779.95
PAXIS INSTITUTE	12/19/2024	995505	PO250989	01	0802	0	1110	1000	4320	090	401	21348	345.60
PAXIS INSTITUTE	12/19/2024	995505	PO250989	01	0802	0	1110	1000	4320	090	401	21346	3,110.40
PAXIS INSTITUTE	12/19/2024	995505	PO250989	01	0802	0	1110	1000	4320	090	401	21349	691.20
PAXIS INSTITUTE	12/19/2024	995505	PO250989	01	6762	0	1110	1000	5899	090	384	21422	2,880.00
PAXIS INSTITUTE Total													7,027.20
PENA, ROGER	11/26/2024	989298	PV250474	01	6500	0	5760	2490	5820	090	245	OCT24MILEAGE67	50.92
PENA, ROGER Total													50.92
PENGUIN RANDOM HOUSE LLC	11/26/2024	989265	PO251649	01	3010	0	1110	1000	4200	008	301	1087663035	543.88
PENGUIN RANDOM HOUSE LLC Total													543.88
PONDEROSA STUDENT BODY	11/07/2024	984161	PV250409	01	9010	0	1110	1000	5899	010	356	ASSEMBLIES REIMBURSMENT	2,802.99
PONDEROSA STUDENT BODY Total													2,802.99
PRASAD, SEEMAA	12/03/2024	990136	PV250483	01	3182	0	1110	1000	4320	031	387	265LUNCHROPESCOURSE	878.72
PRASAD, SEEMAA	12/12/2024	992394	PV250527	01	3182	0	1110	1000	4320	031	387	227PIZZATOPCREDIT	179.36
PRASAD, SEEMAA	12/12/2024	992394	PV250521	01	0000	0	3200	1000	4322	031	070	234FOODSTAFFMEET	130.46
PRASAD, SEEMAA Total													1,188.54
PRECITA EYES MURALISTS	12/19/2024	995506	PO250294	01	0805	0	1110	1000	5899	021	180	003	5,000.00
PRECITA EYES MURALISTS Total													5,000.00

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PRINTED SOLID INC.	12/12/2024	992403	PO251459	01	6387	0	3800	1000	4320	090	394	PS-1132824	237.26
PRINTED SOLID INC. Total													237.26
PROCARE THERAPY	11/12/2024	984801	PO251239	01	6500	0	5760	3140	5899	090	245	21050539	1,613.95
PROCARE THERAPY	11/12/2024	984801	PO251239	01	6500	0	5760	3140	5899	090	245	21054918	1,203.15
PROCARE THERAPY	11/21/2024	987453	PO251239	01	6500	0	5760	3140	5899	090	245	21067067	2,047.50
PROCARE THERAPY	11/26/2024	989266	PO251239	01	6500	0	5760	3140	5899	090	245	21039840	1,787.50
PROCARE THERAPY	12/17/2024	994323	PO251239	01	6500	0	5760	3140	5899	090	245	21072396	1,636.70
PROCARE THERAPY	12/19/2024	995493	PO251239	01	6500	0	5760	3140	5899	090	245	21078885	2,037.75
PROCARE THERAPY Total													10,326.55
PROTECH	12/03/2024	990174	PO251534	01	0000	0	0000	8200	5899	010	760	24361	1,890.00
PROTECH Total													1,890.00
R & H WHOLESALE SUPPLY INC	11/12/2024	984798	PO250543	01	8150	0	0000	8110	4320	090	741	622022-00	3,245.84
R & H WHOLESALE SUPPLY INC	11/12/2024	984798	PO250543	01	8150	0	0000	8110	4320	090	741	618615-00	3,815.35
R & H WHOLESALE SUPPLY INC	11/12/2024	984798	PO250543	01	8150	0	0000	8110	4320	090	741	621119-01	102.24
R & H WHOLESALE SUPPLY INC	11/12/2024	984798	PO250543	01	8150	0	0000	8110	4320	090	741	619786-01	128.31
R & H WHOLESALE SUPPLY INC	11/26/2024	989257	PO250543	01	8150	0	0000	8110	4320	090	741	623552-00	123.33
R & H WHOLESALE SUPPLY INC	11/26/2024	989257	PO250543	01	8150	0	0000	8110	4320	090	741	623072-00	4,686.09
R & H WHOLESALE SUPPLY INC	11/26/2024	989257	PO250543	01	8150	0	0000	8110	4320	090	741	623608-00	1,731.27
R & H WHOLESALE SUPPLY INC	11/26/2024	989257	PO250543	01	8150	0	0000	8110	4320	090	741	623413-00	170.84
R & H WHOLESALE SUPPLY INC	11/26/2024	989257	PO250543	01	8150	0	0000	8110	4320	090	741	621133-00	977.63
R & H WHOLESALE SUPPLY INC	12/03/2024	990184	PO250543	01	8150	0	0000	8110	4320	090	741	622029-00	406.21
R & H WHOLESALE SUPPLY INC	12/03/2024	990184	PO250543	01	8150	0	0000	8110	4320	090	741	623935-00	26.07
R & H WHOLESALE SUPPLY INC	12/03/2024	990184	PO250543	01	8150	0	0000	8110	4320	090	741	620337-00	400.34
R & H WHOLESALE SUPPLY INC	12/03/2024	990184	PO250543	01	8150	0	0000	8110	4320	090	741	621330-00	533.79
R & H WHOLESALE SUPPLY INC	12/03/2024	990184	PO250543	01	8150	0	0000	8110	4320	090	741	624321-00	169.72
R & H WHOLESALE SUPPLY INC Total													16,517.03
RAMICH, CREGG	12/10/2024	991789	PV250510	01	9010	0	1110	1000	5210	002	356	435PLC PASADENA	1,195.09
RAMICH, CREGG Total													1,195.09
RAPOSO ENGINEERING INC	11/19/2024	986512	PO250086	01	8150	0	0000	8110	5899	032	741	326	22,150.00
RAPOSO ENGINEERING INC	12/10/2024	991786	PO251577	01	8150	0	0000	8500	6275	008	963	331	40,750.00
RAPOSO ENGINEERING INC Total													62,900.00
READY REFRESH	11/12/2024	984820	PO250024	01	9107	0	1110	1000	4322	033	356	24K3707625400	243.84
READY REFRESH	11/19/2024	986507	PO250042	01	0000	0	1110	1000	4322	032	070	14K0029550423	371.73
READY REFRESH	12/12/2024	992370	PO250024	01	9107	0	1110	1000	4322	033	356	24L3707625400	108.93
READY REFRESH	12/12/2024	992418	PO250042	01	0000	0	1110	1000	4322	032	070	14L0029550423	382.73
READY REFRESH Total													1,107.23
REED CHARITABLE	11/26/2024	989220	PO250835	01	6266	0	1110	1000	5210	090	341	205	3,320.00
REED CHARITABLE Total													3,320.00
REFRIGERATION SUPPLIES	11/26/2024	989288	PO250520	01	8150	0	0000	8110	4320	090	741	39381058-00	248.67
REFRIGERATION SUPPLIES	12/17/2024	994381	PO250520	01	8150	0	0000	8110	4320	090	741	39381907-00	227.96
REFRIGERATION SUPPLIES Total													476.63

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REGENTS OF THE UNIVERSITY OF	11/07/2024	984159	PO250998	01	9044	0	1110	1000	5210	090	064	#2024110401	14,425.00
REGENTS OF THE UNIVERSITY OF Total													14,425.00
RESOURCE SOLUTIONS OF SF GROUP	12/17/2024	994346	PO251839	01	0000	0	0000	0000	9320	000		33318	2,604.04
RESOURCE SOLUTIONS OF SF GROUP Total													2,604.04
RINGSEIS, MARLIS	11/12/2024	984789	PV250403	01	6387	0	3800	1000	4320	090	394	OCT24 EQUIP. FOR CTE MTG	27.99
RINGSEIS, MARLIS	11/14/2024	985721	PV250432	01	6387	0	3800	1000	4320	032	394	OCT24 WATER CONTAINER	32.82
RINGSEIS, MARLIS	11/26/2024	989296	PV250466	01	6387	0	3800	1000	5813	032	394	263SUBSCRIPTION RENEWAL	397.00
RINGSEIS, MARLIS Total													457.81
RIOS, ASHLEY	11/12/2024	984790	PV250404	01	0000	0	1110	1000	4320	021	070	OCT24 SUPPLY-ACADEMIC NG	88.68
RIOS, ASHLEY Total													88.68
RJMS CORPORATION	12/03/2024	990175	PO250532	01	8150	0	0000	8110	5600	090	741	EA3P46	417.74
RJMS CORPORATION Total													417.74
RJP ENTERPRISES	12/10/2024	991818	PO251847	01	0000	0	1110	1000	4320	033	070	24058	375.78
RJP ENTERPRISES	12/10/2024	991818	PO251847	01	0000	0	1110	1000	5600	033	070	24058	245.00
RJP ENTERPRISES Total													620.78
RO HEALTH	11/07/2024	984152	PO251072	01	0000	0	0000	3140	5899	090	507	INV10246	3,112.20
RO HEALTH	11/07/2024	984152	PO251072	01	6500	0	5760	3140	5899	090	245	INV9980	6,100.28
RO HEALTH	11/07/2024	984152	PO251072	01	0000	0	0000	3140	5899	090	507	INV11146	5,924.70
RO HEALTH	11/07/2024	984152	PO251072	01	0000	0	0000	3140	5899	090	507	INV11667	6,901.20
RO HEALTH	11/12/2024	984822	PO251072	01	6500	0	5760	3140	5899	090	245	INV10779	4,091.56
RO HEALTH	11/12/2024	984822	PO251072	01	6500	0	5760	3140	5899	090	245	INV11299	5,474.68
RO HEALTH	11/12/2024	984822	PO251072	01	6500	0	5760	3140	5899	090	245	INV11946	2,352.12
RO HEALTH	11/12/2024	984822	PO251072	01	6500	0	5760	3140	5899	090	245	INV12022	4,820.52
RO HEALTH	11/12/2024	984822	PO251072	01	0000	0	0000	3140	5899	090	507	INV11575	2,977.20
RO HEALTH	11/12/2024	984822	PO251072	01	0000	0	0000	3140	5899	090	507	INV12333	2,340.00
RO HEALTH	11/14/2024	985731	PO251072	01	6500	0	5760	3140	5899	090	245	INV9634	4,876.96
RO HEALTH	11/14/2024	985731	PO251072	01	0000	0	0000	3140	5899	090	507	INV9634	2,699.10
RO HEALTH	11/19/2024	986541	PO251072	01	0000	0	0000	3140	5899	090	507	INV12779	2,940.30
RO HEALTH	11/19/2024	986541	PO251072	01	6500	0	5760	3140	5899	090	245	INV12405	5,652.84
RO HEALTH	12/10/2024	991797	PO251072	01	6500	0	5760	3140	5899	090	245	INV12925	4,929.32
RO HEALTH	12/10/2024	991797	PO251072	01	0000	0	0000	3140	5899	090	507	INV13273	2,992.50
RO HEALTH	12/17/2024	994375	PO251072	01	0000	0	0000	3140	5899	090	507	INV13635	2,340.00
RO HEALTH	12/19/2024	995494	PO251072	01	0000	0	0000	3140	5899	090	507	INV14033	3,712.50
RO HEALTH	12/19/2024	995494	PO251072	01	6500	0	5760	3140	5899	090	245	INV13737	4,810.32
RO HEALTH	12/19/2024	995494	PO251072	01	6500	0	5760	3140	5899	090	245	INV14126	6,109.80
RO HEALTH	12/19/2024	995494	PO251072	01	0000	0	0000	3140	5899	090	507	INV14432	4,657.50
RO HEALTH Total													89,815.60
ROBERT HALF	11/19/2024	986508	PO250688	01	0000	0	0000	2424	5899	090	735	64257126	3,271.32
ROBERT HALF	11/19/2024	986508	PO250688	01	0000	0	0000	2424	5899	090	735	64284991	3,630.44
ROBERT HALF	11/19/2024	986533	PO250688	01	0000	0	0000	2424	5899	090	735	64313299	2,968.13
ROBERT HALF	12/12/2024	992379	PO250688	01	0000	0	0000	2424	5899	090	735	64339565	2,992.66

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ROBERT HALF	12/12/2024	992379	PO250688	01	0000	0	0000	2424	5899	090	735	64364910	3,524.47
ROBERT HALF	12/12/2024	992379	PO250688	01	0000	0	0000	2424	5899	090	735	64391341	2,474.10
ROBERT HALF	12/19/2024	995473	PO250688	01	0000	0	0000	2424	5899	090	735	64418475	3,728.56
ROBERT HALF Total													22,589.68
ROCKETT, JENNIFER	12/17/2024	994395	PV250546	01	6387	0	3800	1000	5210	090	394	5CTE RANCHOMIRAGE	334.28
ROCKETT, JENNIFER Total													334.28
RON TURLEY ASSOCIATES INC.	11/07/2024	984115	PO250393	01	8150	0	0000	8110	5813	090	741	67992	4,898.30
RON TURLEY ASSOCIATES INC. Total													4,898.30
ROSSI DE CAMPOS, LORAINE	11/14/2024	985734	PV250433	01	9010	0	1110	1000	4322	025	356	OCT24 SNACKS	120.91
ROSSI DE CAMPOS, LORAINE Total													120.91
ROYAL PIN DONUTS	11/07/2024	984138	PO250055	01	0000	0	0000	7400	4322	090	715	013810	159.60
ROYAL PIN DONUTS	11/12/2024	984799	PO250150	01	0000	0	0000	7150	4322	090	714	013707	69.15
ROYAL PIN DONUTS	11/12/2024	984809	PO250150	01	0000	0	0000	7150	4322	090	714	013812	201.95
ROYAL PIN DONUTS	11/12/2024	984799	PO250632	01	0000	0	1110	1000	4322	090	762	013708	1,344.55
ROYAL PIN DONUTS	11/19/2024	986558	PO250632	01	0000	0	1110	1000	4322	090	762	013813	104.05
ROYAL PIN DONUTS	11/26/2024	989273	PO250632	01	0000	0	1110	1000	4322	090	762	013815	135.40
ROYAL PIN DONUTS	12/03/2024	990122	PO250092	01	0000	0	1110	1000	4322	022	070	013814	579.60
ROYAL PIN DONUTS	12/03/2024	990167	PO250632	01	0000	0	1110	1000	4322	090	762	013816	107.70
ROYAL PIN DONUTS	12/19/2024	995507	PO250632	01	0000	0	1110	1000	4322	090	762	013921	75.75
ROYAL PIN DONUTS Total													2,777.75
RUSSELL SIGLER INC.	11/26/2024	989234	PO250578	01	8150	0	0000	8110	4320	090	741	INV-BRS24007291	180.93
RUSSELL SIGLER INC. Total													180.93
SAFETY TRAINING SEMINARS	11/26/2024	989235	PO251703	01	9010	0	0000	7400	5899	090	353	6806	2,570.00
SAFETY TRAINING SEMINARS Total													2,570.00
SAFETY-KLEEN SYSTEMS INC.	12/10/2024	991782	PO250525	01	0000	0	0000	8200	5860	090	760	95833869	541.70
SAFETY-KLEEN SYSTEMS INC. Total													541.70
SAMPAYAN, TERESA	11/26/2024	989252	PV250470	01	0000	0	1110	1000	4322	006	070	82STAFFMEETAUG24	363.90
SAMPAYAN, TERESA Total													363.90
SAN FRANCISCO OPERA GUILD	11/26/2024	989285	PO251749	01	6770	0	1110	1000	5899	014	186	24-1478	742.50
SAN FRANCISCO OPERA GUILD Total													742.50
SAN FRANCISCO UNIFIED	11/26/2024	989320	PO251723	01	6500	0	5760	1180	5870	090	230	USD_SPED-6500-2024-1	880.00
SAN FRANCISCO UNIFIED	11/12/2024	984827	PV250413	01	9010	0	5760	1180	5880	090	350	SSFUSD_SPED-6500-2024-1	65,493.50
SAN FRANCISCO UNIFIED	11/26/2024	989320	PO251723	01	6500	0	5760	1180	5880	090	230	USD_SPED-6500-2024-1	12,090.00
SAN FRANCISCO UNIFIED Total													78,463.50
SAN MATEO COUNTY	11/21/2024	987471	PO250996	01	6500	0	5760	3120	5870	090	245	SSFUSD0924	43,915.00
SAN MATEO COUNTY Total													43,915.00
SAN MATEO COUNTY HISTORICAL	11/12/2024	984810	PO251648	01	3010	0	1110	1000	5815	008	301	MARTIN ES JAN25	416.00
SAN MATEO COUNTY HISTORICAL Total													416.00
SAN MATEO COUNTY MOCK TRIAL	11/26/2024	989274	PO251693	01	0000	0	1110	1000	5899	090	762	SSFHS TRIAL FEE	300.00
SAN MATEO COUNTY MOCK TRIAL Total													300.00
SAN MATEO COUNTY OFFICE OF EDU	11/05/2024	983466	PO251582	01	9010	0	1110	1000	5899	014	356	19118	4,925.15

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SAN MATEO COUNTY OFFICE OF EDU	12/05/2024	990813	PO251789	01	0000	0	0000	7400	5899	090	715	19296R	11,000.00
SAN MATEO COUNTY OFFICE OF EDU Total													15,925.15
SAN MATEO UNION HIGH DISTRICT	11/07/2024	984130	PO251470	01	0000	0	1110	1000	5821	013	070	25029	1,071.00
SAN MATEO UNION HIGH DISTRICT Total													1,071.00
SARTOR - QUALITY SAW WORKS	11/26/2024	989258	PO250575	01	8150	0	0000	8110	5600	090	741	141050	194.00
SARTOR - QUALITY SAW WORKS	12/12/2024	992380	PO250575	01	8150	0	0000	8110	5600	090	741	141051	35.00
SARTOR - QUALITY SAW WORKS	12/12/2024	992380	PO250575	01	8150	0	0000	8110	5600	090	741	141304	20.40
SARTOR - QUALITY SAW WORKS Total													249.40
SCANTRON	12/19/2024	995474	PO251811	01	0000	0	1110	1000	4320	032	070	174044	370.91
SCANTRON Total													370.91
SCHECHTER, LISA	11/12/2024	984839	PV250424	01	6500	0	5760	1190	4320	090	245	SEP24 SUPPLIES	102.93
SCHECHTER, LISA Total													102.93
SCHOLASTIC INC	12/17/2024	994350	PO251606	01	0000	0	1110	2421	4200	014	451	65657969	85.28
SCHOLASTIC INC	11/07/2024	984131	PO251589	01	0805	0	1110	1000	4320	013	180	M7480087	1,542.67
SCHOLASTIC INC	11/07/2024	984131	PO251589	01	0805	0	1110	1000	4320	013	180	M 7480087 - 1	263.27
SCHOLASTIC INC	12/19/2024	995508	PO251872	01	0805	0	1110	1000	4320	031	180	M7524951 6	209.79
SCHOLASTIC INC	12/19/2024	995508	PO251872	01	0805	0	1110	1000	4320	031	180	M7524951 6-1	9.99
SCHOLASTIC INC Total													2,111.00
SCHOOL DATEBOOKS	11/07/2024	984132	PO250008	01	0805	0	1110	1000	4320	025	180	S24-0297277	183.59
SCHOOL DATEBOOKS Total													183.59
SCHOOL NURSE SUPPLY INC	12/10/2024	991783	PO251042	01	0000	0	0000	3140	4320	090	507	1019682-IN	100.50
SCHOOL NURSE SUPPLY INC Total													100.50
SCHOOL SAFETY SOLUTIONS LLC	11/26/2024	989270	PO250559	01	0000	0	0000	8200	5860	090	760	2986	6,575.00
SCHOOL SAFETY SOLUTIONS LLC	12/03/2024	990154	PO250559	01	0000	0	0000	8200	5860	090	760	2987	7,358.75
SCHOOL SAFETY SOLUTIONS LLC	12/17/2024	994338	PO250559	01	0000	0	0000	8200	5860	090	760	2988	4,177.50
SCHOOL SAFETY SOLUTIONS LLC	12/19/2024	995490	PO250559	01	0000	0	0000	8200	5860	090	760	2989	4,102.50
SCHOOL SAFETY SOLUTIONS LLC Total													22,213.75
SCHOOL SPECIALTY LLC	11/26/2024	989321	PO251010	01	0000	0	1110	1000	4320	010	070	308104638442	620.51
SCHOOL SPECIALTY LLC	12/19/2024	995518	PO251010	01	0000	0	1110	1000	4320	010	070	208135203383	593.37
SCHOOL SPECIALTY LLC Total													1,213.88
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88090	3,746.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88091	6,321.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88092	4,479.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88093	493.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88094	2,260.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88095	2,299.88
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88096	1,856.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88097	661.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	88098	2,260.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89096	3,123.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89097	5,424.00

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SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89099	3,780.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89100	2,671.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89098	1,890.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89101	822.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89102	863.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89103	5,383.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	89104	2,260.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	91022	10,520.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	91023	2,260.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90124	7,479.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90125	1,808.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90126	2,578.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90127	5,301.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90128	1,890.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	91429	2,260.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90129	1,356.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90130	411.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	90131	11,008.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	91631	344.00
SCOOT EDUCATION INC.	11/26/2024	989289	PO251076	01	0000	0	0000	7400	5899	090	720	91240	2,260.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	90132	2,671.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	90133	2,671.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	91147	3,780.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	91152	4,479.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92203	2,064.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92204	452.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92205	3,986.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92206	10,109.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92207	1,808.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92208	3,780.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92209	2,260.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92210	2,219.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92211	822.00
SCOOT EDUCATION INC.	12/03/2024	990182	PO251076	01	0000	0	0000	7400	5899	090	720	92212	344.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98364	4,150.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98431	3,746.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98473	2,260.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98576	11,358.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98628	2,536.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98674	1,890.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	98864	2,260.00

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SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	99009	1,720.00
SCOOT EDUCATION INC.	12/12/2024	992383	PO251076	01	0000	0	0000	7400	5899	090	720	99322	411.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99423	822.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99425	4,192.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99437	493.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99456	688.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99478	904.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99488	2,646.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99541	756.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99549	904.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99551	452.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99616	4,150.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99679	3,402.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99717	2,260.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99797	11,300.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99842	2,219.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99870	1,890.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	99972	4,520.00
SCOOT EDUCATION INC.	12/19/2024	995526	PO251076	01	0000	0	0000	7400	5899	090	720	100585	688.00
SCOOT EDUCATION INC. Total													214,128.88
SEAWOOD PHOTO INC.	12/19/2024	995475	PO251776	01	7339	0	3800	1000	4320	033	332	NOV24 SVCS.	1,092.50
SEAWOOD PHOTO INC. Total													1,092.50
SENECA FAMILY OF AGENCIES	11/26/2024	989267	PO250995	01	6500	0	5760	1180	5870	090	230	PINV01950	7,810.00
SENECA FAMILY OF AGENCIES	11/26/2024	989267	PO250995	01	6500	0	5760	1180	5880	090	230	PINV01950	4,884.00
SENECA FAMILY OF AGENCIES Total													12,694.00
SERVICE PRESS INC.	12/10/2024	991798	PO251603	01	0000	0	0000	3130	5810	090	503	65224	204.48
SERVICE PRESS INC.	12/10/2024	991798	PO251639	01	0000	0	1110	1000	5810	013	070	65178	272.27
SERVICE PRESS INC. Total													476.75
SHAW, COURTNEY	12/12/2024	992414	PV250542	01	0805	0	1110	1000	5210	025	180	JULY24MILEAGE7	117.39
SHAW, COURTNEY Total													117.39
SHIFFLER EQUIPMENT SALES INC	12/12/2024	992397	PO250528	01	8150	0	0000	8110	4320	090	741	10017685-00	246.55
SHIFFLER EQUIPMENT SALES INC	12/12/2024	992397	PO250528	01	8150	0	0000	8110	4320	090	741	10017685-01	63.90
SHIFFLER EQUIPMENT SALES INC	12/12/2024	992419	PO250528	01	8150	0	0000	8110	4320	090	741	10017685-02	63.99
SHIFFLER EQUIPMENT SALES INC	12/19/2024	995491	PO250528	01	8150	0	0000	8110	4320	090	741	10017685-03	138.77
SHIFFLER EQUIPMENT SALES INC Total													513.21
SHIM, JAMELLE	11/12/2024	984840	PV250425	01	0000	0	1110	1000	4320	021	070	NOV24 ACADEMIC SUPPLIES	177.83
SHIM, JAMELLE Total													177.83
SHUTTERFLY LIFETOUCH	12/17/2024	994398	PO251877	01	0805	0	1110	1000	5899	031	180	8539	510.94
SHUTTERFLY LIFETOUCH Total													510.94
SIEMENS INDUSTRY INC.	12/17/2024	994351	PO251632	01	0000	0	0000	8200	5899	090	760	5331706404	68,000.00
SIEMENS INDUSTRY INC. Total													68,000.00

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SIERRA SCHOOL EQUIPMENT CO.	11/14/2024	985732	PO251081	01	0000	0	1110	1000	4320	022	070	417039	4,328.10
SIERRA SCHOOL EQUIPMENT CO. Total													4,328.10
SILICON VALLEY	11/05/2024	983457	PO251583	01	0000	0	1203	1000	5814	033	322	VB-24167	987.00
SILICON VALLEY	11/05/2024	983457	PO251584	01	0000	0	1203	1000	5814	033	322	GFF-24139	564.00
SILICON VALLEY Total													1,551.00
SKAINES, MELISSA	12/12/2024	992407	PV250536	01	0805	0	1110	1000	4320	022	180	301BACKTOSCHOOL	85.32
SKAINES, MELISSA Total													85.32
SKILLSUSA CALIFORNIA	12/10/2024	991799	PO251824	01	3550	0	3800	1000	5300	090	333	8445	200.00
SKILLSUSA CALIFORNIA	12/10/2024	991799	PO251825	01	3550	0	3800	1000	5300	090	333	8660	280.00
SKILLSUSA CALIFORNIA	12/10/2024	991799	PO251824	01	3550	0	3800	1000	5899	090	333	8445	1,050.00
SKILLSUSA CALIFORNIA	12/10/2024	991799	PO251825	01	3550	0	3800	1000	5899	090	333	8660	1,800.00
SKILLSUSA CALIFORNIA Total													3,330.00
SLAKEY BROTHERS	11/14/2024	985738	PO250522	01	8150	0	0000	8110	4320	090	741	858902716	483.25
SLAKEY BROTHERS	11/26/2024	989271	PO250522	01	8150	0	0000	8110	4320	090	741	858915639	31.44
SLAKEY BROTHERS	12/12/2024	992398	PO250522	01	8150	0	0000	8110	4320	090	741	859030774	205.66
SLAKEY BROTHERS	12/12/2024	992398	PO250522	01	8150	0	0000	8110	4320	090	741	859021757	248.32
SLAKEY BROTHERS Total													968.67
SOFTCHOICE CORP.	11/26/2024	989275	PO251291	01	0000	0	0000	2424	5813	090	735	91478541	41,534.88
SOFTCHOICE CORP. Total													41,534.88
SONITROL/PACIFIC WEST SECURITY	11/26/2024	989221	PO250768	01	8150	0	0000	8300	5806	090	129	DEC24/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY	12/17/2024	994399	PO250768	01	8150	0	0000	8300	5806	090	129	JAN25/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY Total													21,532.00
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94011	17.31
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94027	45.05
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94028	34.93
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94048	36.23
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94054	107.29
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94060	35.38
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94113	162.33
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94157	67.41
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94172	35.25
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94294	100.06
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94465	16.58
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94466	13.71
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94492	17.57
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94496	673.76
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94546	206.17
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94551	26.95
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94646	31.41
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94648	117.06
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94773	100.27

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SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94810	22.78
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94875	34.12
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	94879	653.96
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	95079	37.12
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	95145	91.20
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	95320	39.61
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO250496	01	8150	0	0000	8110	4320	090	741	95339	112.75
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986542	PO250496	01	8150	0	0000	8110	4320	090	741	94153	65.91
SOUTH CITY LUMBER & SUPPLY	11/19/2024	986515	PO251105	01	6387	0	3800	1000	4320	033	394	94917	39.82
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95514	65.24
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95528	37.52
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95602	287.17
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95611	33.93
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95617	119.64
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95712	44.19
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95715	173.49
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95721	59.04
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95724	31.80
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95788	48.03
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95855	112.18
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	95928	20.56
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	96068	78.21
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	96090	9.00
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	96119	47.58
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	96242	45.85
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250496	01	8150	0	0000	8110	4320	090	741	96247	35.32
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991804	PO250872	01	6387	0	3800	1000	4320	090	394	95726	178.96
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991801	PO251105	01	6387	0	3800	1000	4320	033	394	95541	808.33
SOUTH CITY LUMBER & SUPPLY	12/10/2024	991801	PO251105	01	6387	0	3800	1000	4320	033	394	96728	381.46
SOUTH CITY LUMBER & SUPPLY Total													5,559.49
SOUTH SAN FRANCISCO ROTARY CLU	11/26/2024	989259	PO251731	01	0000	0	0000	7150	5300	090	714	847	250.00
SOUTH SAN FRANCISCO ROTARY CLU Total													250.00
SOUTH SAN FRANCISCO SCAVENGER	11/14/2024	985739	PO250527	01	0000	0	0000	8200	5540	090	760	1508127	6,475.28
SOUTH SAN FRANCISCO SCAVENGER	12/12/2024	992399	PO250527	01	0000	0	0000	8200	5540	090	760	1517740	8,046.11
SOUTH SAN FRANCISCO SCAVENGER Total													14,521.39
SOUTH SAN FRANCISCO TIRE	11/14/2024	985740	PO250494	01	8150	0	0000	8110	4320	090	741	108719	917.15
SOUTH SAN FRANCISCO TIRE Total													917.15
SOWN TO GROW INC.	12/19/2024	995509	PO251876	01	0805	0	1110	1000	5813	021	180	2024-25-0064	5,000.00
SOWN TO GROW INC. Total													5,000.00
SPEECH CORNER	11/05/2024	983458	PO251222	01	9010	0	5760	1190	4320	090	350	26866	187.94
SPEECH CORNER Total													187.94

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SSF USD/REVOLVING CASH FUND	11/21/2024	987454	PV250450	01	0000	0	0000	0000	9589	000		CHK#14452	4,595.19
SSF USD/REVOLVING CASH FUND	11/21/2024	987454	PV250451	01	0000	0	0000	0000	9589	000		CHK#14451	6,647.75
SSF USD/REVOLVING CASH FUND Total													11,242.94
SSFHS BAND GUILD	11/19/2024	986539	PV250449	01	0000	0	1227	1000	5600	033	070	OCT24 VAN RENTAL	390.91
SSFHS BAND GUILD Total													390.91
SSFUSD - DEDAP	11/14/2024	985712	PO251361	01	2600	0	0000	8200	5899	090	358	AUG24 SVC	7,820.00
SSFUSD - DEDAP	11/14/2024	985712	PO251361	01	2600	0	0000	8200	5899	090	358	SEP24 SVC.	8,740.00
SSFUSD - DEDAP	11/14/2024	985712	PO251361	01	2600	0	0000	8200	5899	090	358	OCT24 SVC.	10,120.00
SSFUSD - DEDAP	12/03/2024	990155	PO251361	01	2600	0	0000	8200	5899	090	358	NOV24 SVC	10,580.00
SSFUSD - DEDAP Total													37,260.00
STANDARD PLUMBING SUPPLY CO.	11/19/2024	986534	PO250535	01	8150	0	0000	8110	4320	090	741	XQY441	28.51
STANDARD PLUMBING SUPPLY CO.	12/10/2024	991819	PO250535	01	8150	0	0000	8110	4320	090	741	XRPN57	427.94
STANDARD PLUMBING SUPPLY CO.	12/10/2024	991819	PO250535	01	8150	0	0000	8110	4320	090	741	XTFK27	15.97
STANDARD PLUMBING SUPPLY CO.	12/10/2024	991819	PO250535	01	8150	0	0000	8110	4320	090	741	XTTC63	76.96
STANDARD PLUMBING SUPPLY CO.	12/10/2024	991819	PO250535	01	8150	0	0000	8110	4320	090	741	XTG238	221.70
STANDARD PLUMBING SUPPLY CO.	12/10/2024	991819	PO250535	01	8150	0	0000	8110	4320	090	741	XTWV37	291.03
STANDARD PLUMBING SUPPLY CO.	12/12/2024	992420	PO250535	01	8150	0	0000	8110	4320	090	741	XVLR82	62.41
STANDARD PLUMBING SUPPLY CO.	12/17/2024	994339	PO250535	01	8150	0	0000	8110	4320	090	741	XTFJ36	11.60
STANDARD PLUMBING SUPPLY CO.	12/17/2024	994339	PO250535	01	8150	0	0000	8110	4320	090	741	XTFK03	8.70
STANDARD PLUMBING SUPPLY CO. Total													1,144.82
STANDARD PLUMBING SUPPLY INC	12/10/2024	991795	PO250535	01	8150	0	0000	8110	4320	090	741	XRDG41	52.60
STANDARD PLUMBING SUPPLY INC	12/19/2024	995492	PO250535	01	8150	0	0000	8110	4320	090	741	XVW179	11.76
STANDARD PLUMBING SUPPLY INC Total													64.36
STAPLES ADVANTAGE	12/17/2024	994347	PO251707	01	6500	0	5760	1190	4320	090	245	6017724082	298.10
STAPLES ADVANTAGE Total													298.10
STATE OF CA DEPT OF JUSTICE	12/03/2024	990123	PV250478	01	0000	0	0000	7400	5840	090	715	773669	484.00
STATE OF CA DEPT OF JUSTICE	12/03/2024	990123	PV250478	01	0000	0	0000	7400	5841	090	715	773669	2,993.00
STATE OF CA DEPT OF JUSTICE Total													3,477.00
STEINBORN, MATT	12/05/2024	990822	PV250504	01	6500	0	5760	1190	4322	090	245	254PSYCHOLOGISTMEET	187.32
STEINBORN, MATT Total													187.32
STEPPING STONES GROUP LLC, THE	11/12/2024	984823	PO251069	01	3310	0	5760	1110	5899	090	201	M0219812	39,603.72
STEPPING STONES GROUP LLC, THE	12/12/2024	992381	PO251069	01	3310	0	5760	1110	5899	090	201	M0221270	13,715.00
STEPPING STONES GROUP LLC, THE	12/17/2024	994376	PO251069	01	3310	0	5760	1110	5899	090	201	M0223744	39,937.62
STEPPING STONES GROUP LLC, THE	12/19/2024	995495	PO251069	01	3310	0	5760	1110	5899	090	201	M0224913	39,958.82
STEPPING STONES GROUP LLC, THE Total													133,215.16
STEWART CHEVROLET	11/19/2024	986513	PO250524	01	8150	0	0000	8110	4320	090	741	56265	83.13
STEWART CHEVROLET	11/19/2024	986513	PO250524	01	8150	0	0000	8110	4320	090	741	55946	318.11
STEWART CHEVROLET Total													401.24
SULLIVAN, TIMOTHY	12/17/2024	994355	PV250531	01	9219	0	1208	1000	4320	032	356	298MUSICALCOSTUMES	103.50
SULLIVAN, TIMOTHY	12/17/2024	994355	PV250534	01	9219	0	1208	1000	4320	032	356	296MUSICALSUPPLY	826.52
SULLIVAN, TIMOTHY	12/17/2024	994396	PV250547	01	9219	0	1208	1000	4320	032	356	297MUSICALSUPPLY	496.76

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SULLIVAN, TIMOTHY	12/19/2024	995464	PV250566	01	6770	0	1110	1000	4320	032	186	295STAGECRAFTCLASS	646.62
SULLIVAN, TIMOTHY	12/17/2024	994396	PV250547	01	9219	0	1208	1000	5899	032	356	297MUSICALSUPPLY	155.00
SULLIVAN, TIMOTHY Total													2,228.40
SUPER DUPER PUBLICATIONS	11/26/2024	989277	PO250625	01	6500	0	5760	1190	4320	090	245	2925662	84.67
SUPER DUPER PUBLICATIONS	11/26/2024	989277	PO251248	01	9010	0	5760	1190	4320	090	350	2937077	187.78
SUPER DUPER PUBLICATIONS	11/26/2024	989277	PO251250	01	9010	0	5760	1190	4320	090	350	2937076	373.41
SUPER DUPER PUBLICATIONS Total													645.86
TAM, CINDY	11/14/2024	985708	PV250426	01	0805	0	4760	1000	4320	032	123	OCT24 ELD SNACKS	38.67
TAM, CINDY	11/26/2024	989299	PV250476	01	0805	0	4760	1000	4322	032	123	211ELACEAMENITIES	427.91
TAM, CINDY Total													466.58
TAM, HELEN	11/26/2024	989300	PV250480	01	0805	0	1110	1000	4320	022	180	240 WOODEN BOARD	112.26
TAM, HELEN	11/19/2024	986506	PV250439	01	9305	0	1110	1000	5210	090	391	OCT24 PBIS CONFERENCE	133.73
TAM, HELEN Total													245.99
THOMPSON, BRUCE	12/12/2024	992421	PO251204	01	0000	0	0000	7150	5801	090	714	1 SEP-DEC24	2,800.00
THOMPSON, BRUCE Total													2,800.00
TILLY THERAPY	11/12/2024	984824	PO251067	01	3310	0	5760	1110	5899	090	201	SEP24 SVC	121,897.90
TILLY THERAPY	12/19/2024	995459	PO251067	01	3310	0	5760	1110	5899	090	201	AUG24 SVC	70,153.15
TILLY THERAPY	12/19/2024	995459	PV250544	01	6500	0	5760	1190	5899	090	245	JUN24 SVCS	6,507.50
TILLY THERAPY Total													198,558.55
TIRAPELLE, LUCA	11/12/2024	984829	PV250416	01	9305	0	1110	1000	5210	090	503	OCT24 PBIS CONF.	270.25
TIRAPELLE, LUCA Total													270.25
T-MOBILE	11/21/2024	987469	PO250072	01	0000	0	0000	3130	5810	090	503	968332944-1 OCT24	61.90
T-MOBILE	12/10/2024	991785	PO250072	01	0000	0	0000	3130	5810	090	503	968332944-1 NOV24	61.90
T-MOBILE	11/21/2024	987469	PO250031	01	0000	0	0000	2700	5910	033	480	968332944-7 OCT24	61.90
T-MOBILE	11/21/2024	987469	PO250037	01	0000	0	0000	7200	5910	090	714	968332944-8 OCT24	72.00
T-MOBILE	11/21/2024	987469	PO250056	01	0000	0	0000	7200	5910	090	715	968332944-3 OCT24	25.90
T-MOBILE	11/21/2024	987469	PO250437	01	0000	0	0000	2700	5910	090	735	968332944 OCT24	2,196.17
T-MOBILE	11/21/2024	987469	PO250526	01	0000	0	0000	7200	5910	090	760	968332944-4 OCT24	180.00
T-MOBILE	11/21/2024	987469	PO250723	01	6500	0	5760	2700	5910	090	245	968332944-6 OCT24	36.00
T-MOBILE	12/10/2024	991785	PO250031	01	0000	0	0000	2700	5910	033	480	968332944-7 NOV24	61.90
T-MOBILE	12/10/2024	991785	PO250037	01	0000	0	0000	7200	5910	090	714	968332944-8 NOV24	72.00
T-MOBILE	12/10/2024	991785	PO250056	01	0000	0	0000	7200	5910	090	715	968332944-3 NOV24	25.90
T-MOBILE	12/10/2024	991785	PO250437	01	0000	0	0000	2700	5910	090	735	968332944 NOV24	2,197.57
T-MOBILE	12/10/2024	991785	PO250526	01	0000	0	0000	7200	5910	090	760	968332944-4 NOV24	180.00
T-MOBILE	12/10/2024	991785	PO250723	01	6500	0	5760	2700	5910	090	245	968332944-6 NOV24	36.00
T-MOBILE Total													5,269.14
TOBII DYNAVOX SYSTEMS LLC	11/05/2024	983459	PO250426	01	6500	0	5760	1190	4320	090	215	OMII-00080089	113.78
TOBII DYNAVOX SYSTEMS LLC Total													113.78
TOLENTINO, CHRISTINA	12/17/2024	994401	PV250556	01	0000	0	0000	7350	5220	090	717	DEC24MILEAGE100	19.30
TOLENTINO, CHRISTINA Total													19.30
TOM, MICHAEL	11/12/2024	984841	PV250427	01	0000	0	1110	1000	4320	021	070	OCT24 ACADMC SUPPLIES	237.09

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TOM, MICHAEL Total													237.09
TPX COMMUNICATIONS CO.	11/26/2024	989236	PO250620	01	0000	0	0000	2424	5899	090	735	182716881-0	4,788.79
TPX COMMUNICATIONS CO.	12/19/2024	995521	PO250620	01	0000	0	0000	2424	5899	090	735	183321924-0	4,855.02
TPX COMMUNICATIONS CO. Total													9,643.81
TSANG, VIVIEN WING YAN	11/05/2024	983467	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-05	884.07
TSANG, VIVIEN WING YAN	11/26/2024	989238	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-06	990.66
TSANG, VIVIEN WING YAN	11/26/2024	989322	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-07	1,050.85
TSANG, VIVIEN WING YAN	12/17/2024	994382	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-08	558.03
TSANG, VIVIEN WING YAN Total													3,483.61
TUFF SHED	11/26/2024	989292	PO251153	01	8150	0	0000	8110	4420	007	741	#2127538	4,313.16
TUFF SHED	11/26/2024	989292	PO251154	01	8150	0	0000	8110	4420	032	741	#2127543	3,547.34
TUFF SHED	11/26/2024	989292	PO251155	01	8150	0	0000	8110	4420	033	741	#2127542	3,547.34
TUFF SHED Total													11,407.84
TURNER, CHARMAINE L.	11/19/2024	986514	PO251679	01	9010	0	1110	1000	5899	014	430	114	450.00
TURNER, CHARMAINE L. Total													450.00
TURNITIN LLC	12/12/2024	992371	PO251771	01	0000	0	1110	1000	5813	090	305	IN-TII-52480	2,316.00
TURNITIN LLC Total													2,316.00
ULINE	11/07/2024	984133	PO251536	01	0000	0	1110	1000	4320	014	070	184756440	119.76
ULINE	11/07/2024	984133	PO251536	01	0000	0	1110	1000	4320	014	070	184756440-1	39.24
ULINE Total													159.00
UNITED COACH TOURS	11/14/2024	985686	PO251654	01	0805	0	1110	1000	5815	031	180	23019LF	1,135.00
UNITED COACH TOURS	11/05/2024	983468	PO251586	01	7339	0	3800	1000	5821	032	332	22939ST	1,250.00
UNITED COACH TOURS	11/07/2024	984140	PO251596	01	7339	0	3800	1000	5821	033	332	22980LF	1,260.00
UNITED COACH TOURS	11/07/2024	984140	PO251598	01	6387	0	3800	1000	5821	033	394	22948LF	1,540.00
UNITED COACH TOURS	11/12/2024	984846	PO250036	01	0000	0	1202	3900	5821	033	322	23038LF	1,200.00
UNITED COACH TOURS	11/19/2024	986518	PO250035	01	0000	0	1227	3900	5821	033	322	23077LF	2,532.00
UNITED COACH TOURS	12/05/2024	990814	PO251794	01	3550	0	3800	1000	5821	033	333	23114LF	2,780.00
UNITED COACH TOURS	12/05/2024	990814	PO251794	01	6387	0	3800	1000	5821	033	394	23103LF	1,070.00
UNITED COACH TOURS Total													12,767.00
UNITED RENTALS	11/12/2024	984800	PO250396	01	8150	0	0000	8110	5600	090	741	212607124-027	29.67
UNITED RENTALS	12/10/2024	991800	PO250396	01	8150	0	0000	8110	5600	090	741	212607124-028	29.67
UNITED RENTALS	12/10/2024	991800	PO250396	01	8150	0	0000	8110	5600	090	741	241338925-001	2,302.41
UNITED RENTALS Total													2,361.75
UNITED SITE SERVICES	11/05/2024	983460	PO250499	01	0000	0	0000	8200	5600	090	760	114-13956082	105.15
UNITED SITE SERVICES	11/19/2024	986535	PO250499	01	0000	0	0000	8200	5600	090	760	114-13968516	1,431.91
UNITED SITE SERVICES	11/26/2024	989222	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4935242	1,365.07
UNITED SITE SERVICES	11/26/2024	989239	PO250499	01	0000	0	0000	8200	5600	090	760	114-13971712	570.40
UNITED SITE SERVICES	11/26/2024	989286	PO250499	01	0000	0	0000	8200	5600	090	760	114-13973677	105.15
UNITED SITE SERVICES	12/03/2024	990156	PO250499	01	0000	0	0000	8200	5600	090	760	114-13972936	570.40
UNITED SITE SERVICES	12/03/2024	990189	PO250499	01	0000	0	0000	8200	5600	090	760	INV-4950162	1,615.44
UNITED SITE SERVICES Total													5,763.52

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UNITED SITE SERVICES OF CA INC	12/19/2024	995519	PO250499	01	0000	0	0000	8200	5600	090	760	INV-5000026	1,365.07
UNITED SITE SERVICES OF CA INC Total													1,365.07
UPS STORE	11/26/2024	989268	PO250051	01	0000	0	0000	7400	5840	090	715	OCT24 SVCS.	244.93
UPS STORE	11/26/2024	989268	PO250051	01	0000	0	0000	7490	5841	090	716	OCT24 SVCS.	2,134.39
UPS STORE Total													2,379.32
VALLEY AUTOMATIC GATE	12/17/2024	994383	PO251762	01	8150	0	0000	8110	5899	008	741	18736	1,955.00
VALLEY AUTOMATIC GATE Total													1,955.00
VEGA, ANDREYA	11/12/2024	984828	PV250414	01	6500	0	5760	1190	4320	041	212	OCT24 SUPPLIES	47.52
VEGA, ANDREYA	11/12/2024	984842	PV250428	01	6500	0	5760	1190	4320	041	212	SEP24 SUPPLIES	79.96
VEGA, ANDREYA Total													127.48
VEGA, LUCIA CORIA	12/17/2024	994402	PV250554	01	6500	0	5760	2490	5820	090	230	OCT24MILEAGE63	328.25
VEGA, LUCIA CORIA	12/17/2024	994402	PV250555	01	6500	0	5760	2490	5820	090	230	OCT24MILEAGE64B	170.69
VEGA, LUCIA CORIA Total													498.94
VERIZON	11/12/2024	984821	PO250650	01	8150	0	0000	8110	5899	090	741	629000062422	871.70
VERIZON	12/10/2024	991784	PO250650	01	8150	0	0000	8110	5899	090	741	340000063501	871.70
VERIZON Total													1,743.40
VIGIL, RAQUEL	11/26/2024	989313	PV250481	01	0803	0	1110	2495	4320	090	411	232PARENTSCAFEOCT24	77.56
VIGIL, RAQUEL	11/26/2024	989313	PV250481	01	0803	0	1110	2495	4322	090	411	232PARENTSCAFEOCT24	72.81
VIGIL, RAQUEL Total													150.37
VISTA HIGHER LEARNING INC.	11/19/2024	986519	PO251631	01	0801	0	4760	1000	4200	090	128	SI310436	2,300.18
VISTA HIGHER LEARNING INC. Total													2,300.18
VITALIE, JEFFREY	11/26/2024	989254	PV250464	01	0000	0	1110	1000	4320	022	070	249BALLPUMP	31.85
VITALIE, JEFFREY Total													31.85
VOYAGER SOPRIS LEARNING INC.	12/03/2024	990168	PO251672	01	0805	0	4760	1000	4320	013	123	8371311	520.26
VOYAGER SOPRIS LEARNING INC. Total													520.26
VRS CATERING CONNECTION	12/12/2024	992382	PO250060	01	0000	0	0000	2700	4322	090	762	23829	642.77
VRS CATERING CONNECTION	12/19/2024	995476	PO250060	01	0000	0	0000	2700	4322	090	762	23860	752.64
VRS CATERING CONNECTION Total													1,395.41
VWR INTERNATIONAL	11/07/2024	984116	PO250645	01	9010	0	1110	1000	4320	090	360	8817407288	108.12
VWR INTERNATIONAL Total													108.12
VWR INTERNATIONAL LLC	11/05/2024	983461	PO251160	01	6387	0	3800	1000	4320	032	394	8817208368	696.04
VWR INTERNATIONAL LLC Total													696.04
WALTON, DEANNA	11/26/2024	989314	PV250488	01	0805	0	1110	1000	4322	008	123	252ELACAMENITIES	75.45
WALTON, DEANNA Total													75.45
WARD'S SCIENCE	11/12/2024	984811	PO251162	01	6387	0	3800	1000	4320	032	394	8817464387	84.05
WARD'S SCIENCE Total													84.05
WEINGARTEN CHILDREN'S CENTER	11/19/2024	986561	PO250994	01	6500	0	5760	1180	5870	090	230	120144	1,872.00
WEINGARTEN CHILDREN'S CENTER	11/19/2024	986561	PO250994	01	6500	0	5760	1180	5880	090	230	120144	6,116.00
WEINGARTEN CHILDREN'S CENTER Total													7,988.00
WELLDOM INC	11/12/2024	984825	PO251068	01	3310	0	5760	1110	5899	090	201	1819	9,240.00
WELLDOM INC	11/19/2024	986562	PO251068	01	6500	0	5760	1110	5899	090	201	1798	21,750.00

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WELLDOM INC	11/19/2024	986562	PO251068	01	6500	0	5760	1110	5899	090	201	1799	9,072.00
WELLDOM INC	11/19/2024	986562	PO251068	01	6500	0	5760	1190	5899	090	245	1800	18,360.00
WELLDOM INC	11/21/2024	987472	PO251068	01	6500	0	5760	1110	5899	090	201	1828	23,925.00
WELLDOM INC	11/21/2024	987472	PO251068	01	6500	0	5760	1110	5899	090	201	1829	10,800.00
WELLDOM INC	11/26/2024	989287	PO251068	01	6500	0	5760	1190	5899	090	245	1833	17,280.00
WELLDOM INC	12/19/2024	995426	PO251068	01	3310	0	5760	1110	5899	090	201	1848	10,164.00
WELLDOM INC Total													120,591.00
WELLS FARGO	11/21/2024	987474	PV250452	01	8150	0	0000	8110	4320	090	741	556 3990 0861 2325 OCT24	73.11
WELLS FARGO	11/21/2024	987474	PV250452	01	8150	0	0000	8110	4320	090	741	556 3990 0861 2325 OCT24	477.94
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7150	4320	090	714	556 3990 0861 2325 OCT24	52.70
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7150	4320	090	714	556 3990 0861 2325 OCT24	60.74
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4320	090	762	556 3990 0861 2325 OCT24	142.78
WELLS FARGO	11/21/2024	987474	PV250452	01	6500	0	5760	1190	4320	090	245	556 3990 0861 2325 OCT24	219.66
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1219	1000	4320	033	070	556 3990 0861 2325 OCT24	267.70
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1219	1000	4320	032	070	556 3990 0861 2325 OCT24	482.33
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1219	1000	4320	033	070	556 3990 0861 2325 OCT24	309.29
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4320	090	762	556 3990 0861 2325 OCT24	36.89
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1219	1000	4320	032	070	556 3990 0861 2325 OCT24	339.89
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4320	090	762	556 3990 0861 2325 OCT24	1,020.43
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1219	1000	4320	033	070	556 3990 0861 2325 OCT24	348.94
WELLS FARGO	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325	453.73
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	4320	090	717	5569 3990 0861 2325	2,288.96
WELLS FARGO	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325	225.75
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	2424	4320	090	735	5569 3990 0861 2325	868.64
WELLS FARGO	12/19/2024	995487	PV250552	01	3550	0	3800	1000	4320	033	333	5569 3990 0861 2325	6,275.56
WELLS FARGO	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325	118.83
WELLS FARGO	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325	94.66
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325	212.46
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325	309.10
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325	281.02
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325	624.44
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325	347.61
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325	382.40
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	4322	090	713	556 3990 0861 2325 OCT24	155.96
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	762	556 3990 0861 2325 OCT24	104.70
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	177	556 3990 0861 2325 OCT24	103.94
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	762	556 3990 0861 2325 OCT24	31.35
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	177	556 3990 0861 2325 OCT24	193.49
WELLS FARGO	11/21/2024	987474	PV250452	01	9010	0	1110	1000	4322	090	360	556 3990 0861 2325 OCT24	140.07
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	177	556 3990 0861 2325 OCT24	198.53
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	177	556 3990 0861 2325 OCT24	156.24

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WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	3900	4322	090	340	556 3990 0861 2325 OCT24	141.87
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	762	556 3990 0861 2325 OCT24	17.58
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	4322	090	128	556 3990 0861 2325 OCT24	334.23
WELLS FARGO	11/21/2024	987474	PV250452	01	6500	0	5760	1190	4322	090	245	556 3990 0861 2325 OCT24	24.37
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325	158.07
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7150	4322	090	714	5569 3990 0861 2325	110.50
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	103.67
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	14.67
WELLS FARGO	12/19/2024	995487	PV250552	01	0803	0	1110	2495	4322	090	411	5569 3990 0861 2325	288.03
WELLS FARGO	12/19/2024	995487	PV250552	01	0803	0	1110	2495	4322	090	411	5569 3990 0861 2325	172.48
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	20.98
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	471.30
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	108.71
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325	62.44
WELLS FARGO	11/21/2024	987474	PV250452	01	8150	0	0000	8110	4420	090	741	556 3990 0861 2325 OCT24	2,027.86
WELLS FARGO	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4420	090	741	5569 3990 0861 2325	2,027.87
WELLS FARGO	11/21/2024	987474	CM250035	01	6387	0	3800	1000	5210	090	394	5569 3990 0861 2325-1 OCT24	(1,616.86)
WELLS FARGO	11/21/2024	987474	CM250035	01	6266	0	1110	1000	5210	090	341	5569 3990 0861 2325-1 OCT24	(450.52)
WELLS FARGO	11/21/2024	987474	PV250452	01	6387	0	3800	1000	5210	090	394	556 3990 0861 2325 OCT24	892.98
WELLS FARGO	11/21/2024	987474	PV250452	01	9305	0	1110	1000	5210	090	503	556 3990 0861 2325 OCT24	103.64
WELLS FARGO	11/21/2024	987474	PV250452	01	9305	0	1110	1000	5210	090	503	556 3990 0861 2325 OCT24	616.96
WELLS FARGO	11/21/2024	987474	PV250452	01	9305	0	1110	1000	5210	090	503	556 3990 0861 2325 OCT24	616.96
WELLS FARGO	11/21/2024	987474	PV250452	01	9305	0	1110	1000	5210	090	503	556 3990 0861 2325 OCT24	686.83
WELLS FARGO	11/21/2024	987474	PV250452	01	9305	0	1110	1000	5210	090	503	556 3990 0861 2325 OCT24	460.98
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	6266	0	1110	1000	5210	090	341	556 3990 0861 2325 OCT24	450.52
WELLS FARGO	11/21/2024	987474	PV250452	01	7339	0	3800	1000	5210	090	332	556 3990 0861 2325 OCT24	500.00
WELLS FARGO	11/21/2024	987474	PV250452	01	7339	0	3800	1000	5210	090	332	556 3990 0861 2325 OCT24	500.00
WELLS FARGO	11/21/2024	987474	PV250452	01	9010	0	5001	3900	5210	090	350	556 3990 0861 2325 OCT24	947.43
WELLS FARGO	11/21/2024	987474	PV250452	01	9010	0	1110	1000	5210	090	057	556 3990 0861 2325 OCT24	310.00
WELLS FARGO	11/21/2024	987474	PV250452	01	9010	0	1110	1000	5210	090	057	556 3990 0861 2325 OCT24	310.00
WELLS FARGO	11/21/2024	987474	PV250452	01	8150	0	0000	8110	5210	090	741	556 3990 0861 2325 OCT24	1,484.00
WELLS FARGO	11/21/2024	987474	PV250452	01	6387	0	3800	1000	5210	033	394	556 3990 0861 2325 OCT24	1,034.45
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5210	090	713	556 3990 0861 2325 OCT24	291.20
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5210	090	713	556 3990 0861 2325 OCT24	291.20
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7150	5210	090	714	556 3990 0861 2325 OCT24	266.21

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WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5210	090	713	556 3990 0861 2325 OCT24	376.20
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5210	090	713	556 3990 0861 2325 OCT24	140.00
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5210	090	713	556 3990 0861 2325 OCT24	158.10
WELLS FARGO	11/21/2024	987474	PV250452	01	6500	0	5760	1190	5210	090	245	556 3990 0861 2325 OCT24	900.00
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	5210	090	762	556 3990 0861 2325 OCT24	206.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	2424	5210	090	735	5569 3990 0861 2325	340.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	5210	090	717	5569 3990 0861 2325	5,670.00
WELLS FARGO	12/19/2024	995487	PV250552	01	6387	0	3800	1000	5210	033	394	5569 3990 0861 2325	1,395.00
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	090	057	5569 3990 0861 2325	876.36
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	090	057	5569 3990 0861 2325	911.37
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	9010	0	1110	1000	5210	002	356	5569 3990 0861 2325	7.17
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	5210	090	717	5569 3990 0861 2325	10.10
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	5210	090	717	5569 3990 0861 2325	1.79
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	406.19
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	85.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	55.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325	879.09
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	1,172.12
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	1,172.12
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	1,172.12
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325	1,386.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	5210	090	762	5569 3990 0861 2325	645.45
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	5810	022	070	556 3990 0861 2325 OCT24	737.50
WELLS FARGO	11/21/2024	987474	PV250452	01	9010	0	1110	1000	5810	022	356	556 3990 0861 2325 OCT24	737.50
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	2424	5813	090	735	556 3990 0861 2325 OCT24	120.00
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7300	5813	090	717	556 3990 0861 2325 OCT24	20.00
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	2424	5813	090	735	556 3990 0861 2325 OCT24	284.18
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	2424	5813	090	735	556 3990 0861 2325 OCT24	284.18
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7300	5813	090	717	556 3990 0861 2325 OCT24	20.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0805	0	1110	1000	5813	033	180	5569 3990 0861 2325	397.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	5813	090	717	5569 3990 0861 2325	20.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7300	5813	090	717	5569 3990 0861 2325	20.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	2424	5813	090	735	5569 3990 0861 2325	171.52
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	2424	5813	090	735	5569 3990 0861 2325	206.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0805	0	1110	1000	5813	033	180	5569 3990 0861 2325	149.99
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	1110	1000	5815	022	004	556 3990 0861 2325 OCT24	12,102.00

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WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	1110	1000	5815	033	070	5569 3990 0861 2325	363.65
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5899	090	713	556 3990 0861 2325 OCT24	60.00
WELLS FARGO	11/21/2024	987474	PV250452	01	0000	0	0000	7110	5899	090	713	556 3990 0861 2325 OCT24	81.88
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7340	5899	090	717	5569 3990 0861 2325	476.85
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	7340	5920	090	717	5569 3990 0861 2325	36.00
WELLS FARGO	12/19/2024	995487	PV250552	01	0000	0	0000	0000	9322	000		5569 3990 0861 2325	5,610.00
WELLS FARGO Total													73,782.85
WELLS FARGO VENDOR FIN SERV	11/07/2024	984151	PO251327	01	0000	0	1110	1000	5600	090	722	5031900114	2,084.32
WELLS FARGO VENDOR FIN SERV	12/10/2024	991796	PO251327	01	0000	0	1110	1000	5600	090	722	5032286435	2,084.93
WELLS FARGO VENDOR FIN SERV Total													4,169.25
WESTBOROUGH WATER DISTRICT	11/26/2024	989223	PO250552	01	0000	0	0000	8200	5530	090	760	SEP/OCT24 240-0470	3,987.43
WESTBOROUGH WATER DISTRICT	11/26/2024	989223	PO250552	01	0000	0	0000	8200	5530	090	760	SEP/OCT24 240-1250	1,181.83
WESTBOROUGH WATER DISTRICT Total													5,169.26
WINGS LEARNING CENTER	11/21/2024	987473	PO250993	01	6500	0	5760	1180	5870	090	230	8672	7,040.11
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5870	090	230	8699	4,363.61
WINGS LEARNING CENTER	11/21/2024	987473	PO250993	01	6500	0	5760	1180	5880	090	230	8672	7,100.00
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5880	090	230	8699	4,615.00
WINGS LEARNING CENTER	11/21/2024	987473	PO250993	01	6500	0	5760	1180	5899	090	230	8672	221.10
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5899	090	230	8699	170.85
WINGS LEARNING CENTER Total													23,510.67
XEROX FINANCIAL SERVICES	11/19/2024	986520	PO251449	01	0000	0	0000	7550	5600	090	718	6440000	485.81
XEROX FINANCIAL SERVICES	12/03/2024	990190	PO250693	01	0000	0	0000	7350	5600	090	717	6439999	21.62
XEROX FINANCIAL SERVICES	12/17/2024	994384	PO251449	01	0000	0	0000	7550	5600	090	718	6568582	485.81
XEROX FINANCIAL SERVICES Total													993.24
YACOUB, SABRINA	11/14/2024	985709	PV250429	01	6500	0	5760	1190	5810	090	245	SEP24 SUPPLIES	146.38
YACOUB, SABRINA Total													146.38
YAMAHA GOLF CARS OF CA INC	11/26/2024	989323	PO250651	01	8150	0	0000	8110	4320	090	741	A51916	302.93
YAMAHA GOLF CARS OF CA INC	12/03/2024	990169	PO250651	01	8150	0	0000	8110	4320	090	741	A51883	530.24
YAMAHA GOLF CARS OF CA INC Total													833.17
YOUNG, ZANIEL	12/10/2024	991806	PV250514	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#278642	221.64
YOUNG, ZANIEL Total													221.64
YOUTH SERVICES BUREAUS	12/17/2024	994400	PO251661	01	6762	0	1110	1000	5899	090	384	0905 - Q1	177,145.50
YOUTH SERVICES BUREAUS Total													177,145.50
			FUND 01							**SUBTOTAL**			**7,140,407.66**
AT&T	11/26/2024	989316	PO250248	11	0000	0	4110	2700	5910	041	480	34701763 OCT24	59.85
AT&T	12/19/2024	995428	PO250248	11	0000	0	4110	2700	5910	041	480	34701763 NOV24	59.75
AT&T Total													119.60
CALIFORNIA WATER SERVICE	12/03/2024	990185	PO250549	11	0000	0	0000	8200	5530	041	760	6907544444 NOV24	2,659.57
CALIFORNIA WATER SERVICE Total													2,659.57
CDW GOVERNMENT INC	12/05/2024	990816	PO251483	11	6391	0	4110	2490	4420	041	481	AB3XH5C	653.76
CDW GOVERNMENT INC	12/05/2024	990816	PO251483	11	6391	0	4110	2490	4420	041	481	AB3WZ7Y	2,279.31

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CDW GOVERNMENT INC Total													2,933.07
CENGAGE LEARNING	11/14/2024	985690	PO251528	11	6391	0	4145	1000	4100	041	145	85878685	1,155.00
CENGAGE LEARNING Total													1,155.00
DELL MARKETING L.P.	12/19/2024	995497	PO251775	11	6391	0	4110	2490	4320	041	481	10785409295	7,740.54
DELL MARKETING L.P. Total													7,740.54
HILLYARD	12/03/2024	990121	PO250594	11	0000	0	0000	8200	4320	041	760	605665156	1,008.66
HILLYARD Total													1,008.66
ODP BUSINESS SOLUTIONS LLC	11/05/2024	983462	PO251447	11	6391	0	4145	1000	4320	041	145	389525162001	195.47
ODP BUSINESS SOLUTIONS LLC Total													195.47
P G & E	12/03/2024	990187	PO250214	11	0000	0	0000	8200	5510	041	760	7314282172-4 NOV24	24.80
P G & E Total													24.80
PSI SERVICES LLC	11/12/2024	984797	PO250324	11	6391	0	4152	1000	5817	041	152	#04-22519329	176.00
PSI SERVICES LLC	12/10/2024	991817	PO250324	11	6391	0	4152	1000	5817	041	152	#04-22519735	105.00
PSI SERVICES LLC Total													281.00
WELLS FARGO	12/19/2024	995487	PV250552	11	6391	0	4110	2490	5813	041	481	5569 3990 0861 2325	199.00
WELLS FARGO Total													199.00
			FUND 11									**SUBTOTAL**	**16,316.71**
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251559	12	9010	0	8533	1000	4200	045	833	1TX3-VVLW-FYHD	33.89
AMAZON CAPITAL SERVICES	11/07/2024	984117	PO251328	12	9010	0	8533	1000	4320	045	833	1GPN-LJQK-FM3R	122.28
AMAZON CAPITAL SERVICES	11/07/2024	984117	PO251328	12	6105	0	8535	1000	4320	045	835	1GPN-LJQK-FM3R	122.28
AMAZON CAPITAL SERVICES	11/07/2024	984117	PO251328	12	6105	0	8510	1000	4320	045	830	1GPN-LJQK-FM3R	122.28
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251503	12	9010	0	8533	1000	4320	045	833	1VC9-DVM1-N3C1	55.14
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251503	12	6105	0	8535	1000	4320	045	835	1VC9-DVM1-N3C1	55.15
AMAZON CAPITAL SERVICES	11/07/2024	984118	PO251503	12	6105	0	8510	1000	4320	045	830	1VC9-DVM1-N3C1	55.15
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251510	12	9010	0	8530	1000	4320	002	832	1RJW-J1HF-MLFY	35.97
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251560	12	9010	0	8530	1000	4320	002	832	14QM-1Q1F-GTWK	29.24
AMAZON CAPITAL SERVICES	11/21/2024	987452	PO251560	12	9010	0	8530	1000	4320	012	832	14QM-1Q1F-GTWK	29.23
AMAZON CAPITAL SERVICES	11/26/2024	989279	PO251507	12	9010	0	8530	1000	4320	002	832	1DHM-TDMQ-FVVC	46.30
AMAZON CAPITAL SERVICES	11/26/2024	989279	PO251507	12	9010	0	8530	1000	4320	002	832	114L-NVYY-NTXD	15.02
AMAZON CAPITAL SERVICES	11/26/2024	989279	PO251617	12	9010	0	8533	1000	4320	045	833	191C-G7MD-GNT6	25.09
AMAZON CAPITAL SERVICES	11/26/2024	989279	PO251617	12	6105	0	8535	1000	4320	045	835	191C-G7MD-GNT6	25.09
AMAZON CAPITAL SERVICES	11/26/2024	989279	PO251617	12	6105	0	8510	1000	4320	045	830	191C-G7MD-GNT6	25.09
AMAZON CAPITAL SERVICES	12/17/2024	994359	PO251781	12	9010	0	8533	1000	4320	045	833	1RWW-DMQ4-CR3L	87.89
AMAZON CAPITAL SERVICES Total													885.09
APPLE INC	12/10/2024	991774	PO251752	12	9010	0	8533	1000	4320	045	833	MB37390951	454.89
APPLE INC	12/10/2024	991774	PO251752	12	6105	0	8535	1000	4320	045	835	MB37390951	454.88
APPLE INC	12/10/2024	991774	PO251752	12	6105	0	8510	1000	4320	045	830	MB37390951	454.88
APPLE INC Total													1,364.65
AT&T	11/26/2024	989316	PO250248	12	6105	0	8510	2700	5910	045	830	34701763 OCT24	59.96
AT&T	12/19/2024	995428	PO250248	12	6105	0	8510	2700	5910	045	830	34701763 NOV24	59.82
AT&T Total													119.78

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CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240475	12	6105	0	8535	0000	8590	045	835		(432,252.92)
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240476	12	6105	0	8510	0000	8590	045	855		(87,870.30)
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240477	12	6105	0	8510	0000	8590	045	856		(25,864.00)
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240478	12	6105	0	8510	0000	8590	045	857		(75,495.00)
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240475	12	6105	0	0000	0000	9650	000			432,252.92
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240476	12	6105	0	0000	0000	9650	000			87,870.30
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240477	12	6105	0	0000	0000	9650	000			25,864.00
CALIFORNIA DEPT OF EDUCATION	11/16/2024		CL240478	12	6105	0	0000	0000	9650	000			75,495.00
CALIFORNIA DEPT OF EDUCATION Total													-
CALIFORNIA WATER SERVICE	12/03/2024	990185	PO250549	12	6105	0	8535	8200	5530	045	835	6907544444 NOV24	148.54
CALIFORNIA WATER SERVICE	12/03/2024	990185	PO250549	12	6105	0	8510	8200	5530	045	830	6907544444 NOV24	107.99
CALIFORNIA WATER SERVICE	12/03/2024	990185	PO250549	12	9010	0	8533	8200	5530	045	833	6907544444 NOV24	148.54
CALIFORNIA WATER SERVICE Total													405.07
CDW GOVERNMENT INC	11/19/2024	986573	PO251627	12	9010	0	8533	1000	4420	045	833	AB4RC3L	609.81
CDW GOVERNMENT INC Total													609.81
CHARTER UP LLC	12/05/2024	990800	PO251299	12	9010	0	8533	1000	5821	045	833	1013864	1,396.29
CHARTER UP LLC Total													1,396.29
CHILDCARE CAREERS	11/14/2024	985691	PO250407	12	9010	0	8533	1000	5899	045	833	752328	966.95
CHILDCARE CAREERS	11/14/2024	985691	PO250407	12	9010	0	8533	1000	5899	045	833	754307	1,322.38
CHILDCARE CAREERS	11/14/2024	985691	PO250407	12	6105	0	8535	1000	5899	045	835	754307	1,322.39
CHILDCARE CAREERS	11/14/2024	985691	PO250407	12	9010	0	8533	1000	5899	045	833	752326	1,179.06
CHILDCARE CAREERS	11/14/2024	985691	PO250407	12	6105	0	8535	1000	5899	045	835	752326	1,179.06
CHILDCARE CAREERS	11/16/2024		CL240001	12	9010	0	8533	1000	5899	045	833		(0.01)
CHILDCARE CAREERS	11/16/2024		CL240001	12	6105	0	8535	1000	5899	045	835		(0.02)
CHILDCARE CAREERS	12/03/2024	990116	PO250407	12	9010	0	8533	1000	5899	045	833	756302	1,475.02
CHILDCARE CAREERS	12/03/2024	990116	PO250407	12	6105	0	8535	1000	5899	045	835	756302	1,475.03
CHILDCARE CAREERS	12/03/2024	990116	PO250407	12	9010	0	8533	1000	5899	045	833	756304	232.25
CHILDCARE CAREERS	12/05/2024	990802	PO250407	12	9010	0	8533	1000	5899	045	833	756303	694.25
CHILDCARE CAREERS	11/16/2024		CL240001	12	9010	0	0000	0000	9510	000			0.01
CHILDCARE CAREERS	11/16/2024		CL240001	12	6105	0	0000	0000	9510	000			0.02
CHILDCARE CAREERS Total													9,846.39
COUNTY SCHOOL SERVICE FUND	11/05/2024	983456	PO251571	12	9010	0	8533	1000	5210	045	833	19320	26.12
COUNTY SCHOOL SERVICE FUND	11/05/2024	983456	PO251571	12	6105	0	8535	1000	5210	045	835	19320	26.12
COUNTY SCHOOL SERVICE FUND Total													52.24
EDUCATION TEAM, THE	11/12/2024	984816	PO250832	12	9010	0	8530	1000	5899	045	832	752325	4,556.71
EDUCATION TEAM, THE	11/14/2024	985693	PO250832	12	9010	0	8530	1000	5899	045	832	754306	4,490.52
EDUCATION TEAM, THE	12/03/2024	990120	PO250832	12	9010	0	8530	1000	5899	045	832	756301	3,091.66
EDUCATION TEAM, THE	12/17/2024	994361	PO250832	12	9010	0	8530	1000	5899	045	832	763535	1,148.68
EDUCATION TEAM, THE Total													13,287.57
HILLYARD	12/12/2024	992376	PO250201	12	6105	0	8510	8200	4320	045	830	605620294	664.09
HILLYARD	12/12/2024	992376	PO250201	12	9010	0	8533	8200	4320	045	833	605620294	664.10

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HILLYARD	12/12/2024	992376	PO250201	12	6105	0	8535	8200	4320	045	835	605620294	664.10
HILLYARD Total													1,992.29
INTERSECTION FOR THE ARTS	11/14/2024	985683	PO251633	12	9010	0	8533	1000	5899	045	833	01-2425	2,546.25
INTERSECTION FOR THE ARTS	11/14/2024	985683	PO251633	12	6105	0	8535	1000	5899	045	835	01-2425	2,546.25
INTERSECTION FOR THE ARTS Total													5,092.50
KELLY SPICERS STORES	11/14/2024	985704	PO251614	12	9010	0	8533	1000	4320	045	833	11768859	231.28
KELLY SPICERS STORES	11/14/2024	985704	PO251614	12	6105	0	8535	1000	4320	045	835	11768859	231.29
KELLY SPICERS STORES	11/14/2024	985704	PO251614	12	6105	0	8510	1000	4320	045	830	11768859	231.29
KELLY SPICERS STORES Total													693.86
LAKESHORE LEARNING	12/12/2024	992369	PO251791	12	9010	0	8533	1000	4320	045	833	410052120224	764.04
LAKESHORE LEARNING Total													764.04
LEDEZMA, ALEJANDRA	11/12/2024	984803	PV250411	12	9010	0	8530	1000	5220	045	832	OCT24 MILEAGE	7.64
LEDEZMA, ALEJANDRA	12/12/2024	992412	PV250539	12	9010	0	8530	1000	5220	045	832	NOV24MILEAGE77	4.30
LEDEZMA, ALEJANDRA Total													11.94
LITTLE EXPLORERS	12/10/2024	991792	PO251818	12	9010	0	8533	1000	5899	045	833	12.20.24CCP	336.50
LITTLE EXPLORERS	12/10/2024	991792	PO251818	12	6105	0	8535	1000	5899	045	835	12.20.24CCP	336.50
LITTLE EXPLORERS Total													673.00
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251563	12	9010	0	8533	1000	4320	045	833	392952418001	15.33
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985741	PO251563	12	9010	0	8533	1000	4320	045	833	392950389001	65.96
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	9010	0	8533	1000	4320	045	833	389439355001	2.99
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8535	1000	4320	045	835	389439355001	2.99
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8510	1000	4320	045	830	389439355001	3.00
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	9010	0	8533	1000	4320	045	833	389439320001	9.99
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8535	1000	4320	045	835	389439320001	10.00
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8510	1000	4320	045	830	389439320001	9.99
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	9010	0	8533	1000	4320	045	833	389439305001	13.03
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8535	1000	4320	045	835	389439305001	13.03
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8510	1000	4320	045	830	389439305001	13.03
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	9010	0	8533	1000	4320	045	833	388071083001	292.82
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8535	1000	4320	045	835	388071083001	292.82
ODP BUSINESS SOLUTIONS LLC	11/26/2024	989278	PO251513	12	6105	0	8510	1000	4320	045	830	388071083001	292.82
ODP BUSINESS SOLUTIONS LLC Total													1,037.80
P G & E	12/03/2024	990187	PO250214	12	6105	0	8510	8200	5510	045	830	7314282172-4 NOV24	508.05
P G & E	12/03/2024	990187	PO250214	12	9010	0	8533	8200	5510	045	833	7314282172-4 NOV24	949.34
P G & E	12/03/2024	990187	PO250214	12	6105	0	8535	8200	5510	045	835	7314282172-4 NOV24	949.34
P G & E Total													2,406.73
SAN MATEO COUNTY OFFICE OF EDU	11/16/2024		CL240474	12	6127	0	8533	0000	8590	045	848		(22,656.00)
SAN MATEO COUNTY OFFICE OF EDU	11/16/2024		CL240474	12	6127	0	0000	0000	9650	000			22,656.00
SAN MATEO COUNTY OFFICE OF EDU Total													-
			FUND 12									**SUBTOTAL**	**40,639.05**
ADVANCED INTEGRATED PEST MGMT	11/19/2024	986527	PO250184	13	5310	0	0000	3700	5807	090	820	2321899	83.00

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ADVANCED INTEGRATED PEST MGMT	11/19/2024	986527	PO250184	13	5310	0	0000	3700	5807	090	820	2321900	83.00
ADVANCED INTEGRATED PEST MGMT	11/19/2024	986527	PO250184	13	5310	0	0000	3700	5807	090	820	2321901	83.00
ADVANCED INTEGRATED PEST MGMT	12/03/2024	990158	PO250184	13	5310	0	0000	3700	5807	090	820	2327413	83.00
ADVANCED INTEGRATED PEST MGMT	12/03/2024	990158	PO250184	13	5310	0	0000	3700	5807	090	820	2327414	83.00
ADVANCED INTEGRATED PEST MGMT	12/03/2024	990158	PO250184	13	5310	0	0000	3700	5807	090	820	2327415	83.00
ADVANCED INTEGRATED PEST MGMT	12/12/2024	992409	PO250184	13	5310	0	0000	3700	5807	090	820	2332681	83.00
ADVANCED INTEGRATED PEST MGMT	12/12/2024	992409	PO250184	13	5310	0	0000	3700	5807	090	820	2332682	83.00
ADVANCED INTEGRATED PEST MGMT	12/12/2024	992409	PO250184	13	5310	0	0000	3700	5807	090	820	2332683	83.00
ADVANCED INTEGRATED PEST MGMT	12/19/2024	995477	PO250184	13	5310	0	0000	3700	5807	090	820	2337102	83.00
ADVANCED INTEGRATED PEST MGMT	12/19/2024	995477	PO250184	13	5310	0	0000	3700	5807	090	820	2337103	83.00
ADVANCED INTEGRATED PEST MGMT	12/19/2024	995477	PO250184	13	5310	0	0000	3700	5807	090	820	2337104	83.00
ADVANCED INTEGRATED PEST MGMT Total													996.00
AMAZON CAPITAL SERVICES	12/19/2024	995478	PO251815	13	5310	0	0000	3700	4320	090	820	19CM-9MCR-9MTV	161.46
AMAZON CAPITAL SERVICES	11/19/2024	986528	PO251620	13	5310	0	0000	3700	4700	090	820	1PGM-K1H9-GWCT	89.98
AMAZON CAPITAL SERVICES Total													251.44
AT&T	11/26/2024	989316	PO250190	13	5310	0	0000	3700	5910	090	820	34701763-NS OCT24	49.76
AT&T	12/19/2024	995428	PO250190	13	5310	0	0000	3700	5910	090	820	34701763-NS NOV24	43.58
AT&T Total													93.34
BONAMI BAKING COMPANY, THE	12/19/2024	995479	PO250205	13	5310	0	0000	3700	4700	090	820	P891812	1,077.30
BONAMI BAKING COMPANY, THE Total													1,077.30
CHAN, ROBERT	12/17/2024	994385	PV250549	13	5310	0	0000	3700	5210	090	820	176CSNA A CONFERENCE	205.21
CHAN, ROBERT Total													205.21
DANIELSEN COMPANY	11/07/2024	984162	PO250244	13	5310	0	0000	3700	4700	090	820	340409	12,350.77
DANIELSEN COMPANY	11/19/2024	986530	PO250244	13	5310	0	0000	3700	4700	090	820	340991	10,922.18
DANIELSEN COMPANY	12/03/2024	990144	PO250244	13	5310	0	0000	3700	4700	090	820	341643	9,547.49
DANIELSEN COMPANY	12/03/2024	990144	PO250244	13	5310	0	0000	3700	4700	090	820	341726	5,455.92
DANIELSEN COMPANY	12/05/2024	990793	PO250244	13	5310	0	0000	3700	4700	090	820	342187	9,710.70
DANIELSEN COMPANY	12/17/2024	994342	PO250244	13	5310	0	0000	3700	4700	090	820	342758	17,771.39
DANIELSEN COMPANY	12/19/2024	995510	PO250244	13	5310	0	0000	3700	4700	090	820	343651	16,898.55
DANIELSEN COMPANY Total													82,657.00
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q46218	2,118.90
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q49217	112.65
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q50427	102.00
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q50428	1,413.50
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q51805	536.50
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q51808	662.24
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q51809	388.95
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q53148	153.30
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q53149	956.40
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q53150	670.25
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q54211	856.58

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DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q54452	1,518.90
DAYLIGHT FOODS INC	11/19/2024	986553	PO250245	13	5310	0	0000	3700	4700	090	820	Q55607	3,673.45
DAYLIGHT FOODS INC	11/26/2024	989309	PO250245	13	5310	0	0000	3700	4700	090	820	Q58327	1,804.93
DAYLIGHT FOODS INC	11/26/2024	989309	PO250245	13	5310	0	0000	3700	4700	090	820	Q59565	629.50
DAYLIGHT FOODS INC	11/26/2024	989309	PO250245	13	5310	0	0000	3700	4700	090	820	Q59566	3,740.30
DAYLIGHT FOODS INC	12/03/2024	990145	PO250245	13	5310	0	0000	3700	4700	090	820	Q57582	142.97
DAYLIGHT FOODS INC	12/03/2024	990159	PO250245	13	5310	0	0000	3700	4700	090	820	Q60920	246.76
DAYLIGHT FOODS INC	12/03/2024	990159	PO250245	13	5310	0	0000	3700	4700	090	820	Q61945	2,641.43
DAYLIGHT FOODS INC	12/05/2024	990794	PO250245	13	5310	0	0000	3700	4700	090	820	Q63337	2,064.93
DAYLIGHT FOODS INC Total													24,434.44
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	7735828	899.85
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	8000925	9,934.30
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	8010534	1,182.94
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	8010965	3,471.84
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	8020454	1,941.10
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	8037406	6,107.74
GOLD STAR FOODS	11/07/2024	984163	PO250237	13	5310	0	0000	3700	4700	090	820	7887357	899.85
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8006547	104.00
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8042246	656.46
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8042854	1,157.50
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8043320	4,129.89
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8077475	7,101.01
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8091912	1,509.42
GOLD STAR FOODS	11/19/2024	986555	PO250237	13	5310	0	0000	3700	4700	090	820	8092067	735.00
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	7964298	3,782.84
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	8105811	3,783.00
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	8111233	6,690.29
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	8112261	12,216.56
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	8116230	375.25
GOLD STAR FOODS	12/03/2024	990146	PO250237	13	5310	0	0000	3700	4700	090	820	8117673	960.30
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8180322	170.00
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	7929543	937.60
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8142421	17,735.41
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8143417	1,114.32
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8161695	3,602.40
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8097725	2,241.36
GOLD STAR FOODS	12/05/2024	990795	PO250237	13	5310	0	0000	3700	4700	090	820	8133888	2,097.36
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8112265	4,395.52
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8141876	899.85
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8163741	1,722.27
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8169681	1,957.50

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GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8179416	159.30
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8179469	179.37
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8180716	1,940.04
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8181091	625.40
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8170921	7,288.41
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8174600	1,403.62
GOLD STAR FOODS	12/17/2024	994343	PO250237	13	5310	0	0000	3700	4700	090	820	8178067	632.50
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	8141920	899.85
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	8193668	2,301.24
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	8207029	6,719.30
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	8207148	9,582.05
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	8211380	891.30
GOLD STAR FOODS	12/19/2024	995511	PO250237	13	5310	0	0000	3700	4700	090	820	1559625	(288.90)
GOLD STAR FOODS Total													136,846.21
IMPERIAL DADE	12/19/2024	995480	PO250291	13	5310	0	0000	3700	4340	090	820	36217694	462.90
IMPERIAL DADE	12/19/2024	995480	PO250291	13	5310	0	0000	3700	4340	090	820	36264169	57.57
IMPERIAL DADE	12/19/2024	995480	PO250291	13	5310	0	0000	3700	4340	090	820	36264167	866.34
IMPERIAL DADE Total													1,386.81
IMPERIAL DADE WEST COAST	12/03/2024	990147	PO250291	13	5310	0	0000	3700	4340	090	820	35973270	2,141.06
IMPERIAL DADE WEST COAST	12/03/2024	990160	PO250291	13	5310	0	0000	3700	4340	090	820	36063386	3,084.85
IMPERIAL DADE WEST COAST Total													5,225.91
INDIVIDUAL FOODSERVICE	12/03/2024	990148	PO250246	13	5310	0	0000	3700	4340	090	820	A85191-00	1,794.26
INDIVIDUAL FOODSERVICE	12/03/2024	990161	PO250246	13	5310	0	0000	3700	4340	090	820	A89714-00	7,375.52
INDIVIDUAL FOODSERVICE	12/12/2024	992411	PO250246	13	5310	0	0000	3700	4340	090	820	A98981-00	582.62
INDIVIDUAL FOODSERVICE	12/19/2024	995481	PO250246	13	5310	0	0000	3700	4340	090	820	B17301-00	319.80
INDIVIDUAL FOODSERVICE Total													10,072.20
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985726	PO250185	13	5310	0	0000	3700	4320	090	820	389252328001	433.60
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985726	PO250185	13	5310	0	0000	3700	4320	090	820	389311394001	21.63
ODP BUSINESS SOLUTIONS LLC	11/14/2024	985726	PO250185	13	5310	0	0000	3700	4320	090	820	389311436001	803.54
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991778	PO250185	13	5310	0	0000	3700	4320	090	820	389311573001	34.87
ODP BUSINESS SOLUTIONS LLC	12/17/2024	994324	PO250185	13	5310	0	0000	3700	4320	090	820	397248571001	59.84
ODP BUSINESS SOLUTIONS LLC	12/19/2024	995482	PO250185	13	5310	0	0000	3700	4320	090	820	397624319001	379.11
ODP BUSINESS SOLUTIONS LLC Total													1,732.59
PRODUCERS DAIRY FOODS INC.	11/07/2024	984137	PO250238	13	5310	0	0000	3700	4700	090	820	58937230	2,555.16
PRODUCERS DAIRY FOODS INC.	11/07/2024	984137	PO250238	13	5310	0	0000	3700	4700	090	820	58940121	455.09
PRODUCERS DAIRY FOODS INC.	11/07/2024	984158	PO250238	13	5310	0	0000	3700	4700	090	820	58940107	3,153.18
PRODUCERS DAIRY FOODS INC.	11/14/2024	985727	PO250238	13	5310	0	0000	3700	4700	090	820	58950186	2,827.92
PRODUCERS DAIRY FOODS INC.	11/14/2024	985727	PO250238	13	5310	0	0000	3700	4700	090	820	58954397	1,897.74
PRODUCERS DAIRY FOODS INC.	11/26/2024	989291	PO250238	13	5310	0	0000	3700	4700	090	820	59860713	1,977.77
PRODUCERS DAIRY FOODS INC.	11/26/2024	989291	PO250238	13	5310	0	0000	3700	4700	090	820	58964021	2,177.40
PRODUCERS DAIRY FOODS INC.	12/03/2024	990180	PO250238	13	5310	0	0000	3700	4700	090	820	58966660	3,441.64

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
PRODUCERS DAIRY FOODS INC.	12/03/2024	990180	PO250238	13	5310	0	0000	3700	4700	090	820	58973412	2,612.88
PRODUCERS DAIRY FOODS INC.	12/17/2024	994365	PO250238	13	5310	0	0000	3700	4700	090	820	58979333	3,932.46
PRODUCERS DAIRY FOODS INC.	12/17/2024	994365	PO250238	13	5310	0	0000	3700	4700	090	820	58987233	1,266.76
PRODUCERS DAIRY FOODS INC.	12/17/2024	994365	PO250238	13	5310	0	0000	3700	4700	090	820	58983260	3,824.94
PRODUCERS DAIRY FOODS INC.	12/17/2024	994365	PO250238	13	5310	0	0000	3700	4700	090	820	9522434113	127.80
PRODUCERS DAIRY FOODS INC.	12/19/2024	995483	PO250238	13	5310	0	0000	3700	4700	090	820	58992796	202.61
PRODUCERS DAIRY FOODS INC.	12/19/2024	995483	PO250238	13	5310	0	0000	3700	4700	090	820	58997496	2,103.41
PRODUCERS DAIRY FOODS INC.	12/19/2024	995512	PO250238	13	5310	0	0000	3700	4700	090	820	58997499	3,307.62
PRODUCERS DAIRY FOODS INC. Total													35,864.38
SEAL PACK	11/14/2024	985728	PO250204	13	5310	0	0000	3700	5600	090	820	1123	510.00
SEAL PACK	12/10/2024	991790	PO251814	13	5310	0	0000	3700	5600	090	820	1125	510.00
SEAL PACK Total													1,020.00
SERVICE PRESS INC.	11/26/2024	989237	PO250189	13	5310	0	0000	3700	5810	090	820	65225	381.05
SERVICE PRESS INC. Total													381.05
STOOKEY, MELISSA	11/26/2024	989253	PV250465	13	5310	0	0000	3700	4700	090	820	242MEATBALLS	503.72
STOOKEY, MELISSA	12/12/2024	992408	PV250535	13	5310	0	0000	3700	4700	090	820	311SMARTLASAGNA	340.25
STOOKEY, MELISSA Total													843.97
SYSCO FD SVCS OF SAN FRANCISCO	11/07/2024	984142	PO250247	13	5310	0	0000	3700	4700	090	820	650880070	5,185.92
SYSCO FD SVCS OF SAN FRANCISCO	11/14/2024	985735	PO250247	13	5310	0	0000	3700	4700	090	820	650945895	(126.22)
SYSCO FD SVCS OF SAN FRANCISCO	11/14/2024	985735	PO250247	13	5310	0	0000	3700	4700	090	820	650960144	1,586.95
SYSCO FD SVCS OF SAN FRANCISCO	11/19/2024	986545	PO250247	13	5310	0	0000	3700	4700	090	820	650945462	8,949.62
SYSCO FD SVCS OF SAN FRANCISCO	12/10/2024	991779	PO250247	13	5310	0	0000	3700	4700	090	820	650979114	2,677.70
SYSCO FD SVCS OF SAN FRANCISCO	12/10/2024	991791	PO250247	13	5310	0	0000	3700	4700	090	820	650992645	3,337.76
SYSCO FD SVCS OF SAN FRANCISCO	12/17/2024	994326	PO250247	13	5310	0	0000	3700	4700	090	820	750007563	2,280.52
SYSCO FD SVCS OF SAN FRANCISCO Total													23,892.25
T-MOBILE	11/19/2024	986576	PO250193	13	5310	0	0000	3700	5910	090	820	968332944-5 OCT24	61.90
T-MOBILE	12/10/2024	991785	PO250193	13	5310	0	0000	3700	5910	090	820	968332944-5 NOV24	61.90
T-MOBILE Total													123.80
WELLS FARGO	11/21/2024	987474	PV250452	13	5310	0	0000	3700	5210	090	820	556 3990 0861 2325 OCT24	365.00
WELLS FARGO	11/21/2024	987474	PV250452	13	5310	0	0000	3700	5210	090	820	556 3990 0861 2325 OCT24	215.00
WELLS FARGO	12/19/2024	995487	PV250552	13	5310	0	0000	3700	5210	090	820	5569 3990 0861 2325	563.24
WELLS FARGO	12/19/2024	995487	PV250552	13	5310	0	0000	3700	5210	090	820	5569 3990 0861 2325	281.62
WELLS FARGO Total													1,424.86
			FUND 13									**SUBTOTAL**	**328,528.76**
CIS INC.	11/12/2024	984847	PO250323	14	0000	0	0000	8500	6285	031	945	BADEN ROOFING-004	880.00
CIS INC.	11/12/2024	984847	PO250323	14	0000	0	0000	8500	6285	031	945	BADEN ROOFING-005	440.00
CIS INC. Total													1,320.00
E.F. BRETT AND COMPANY INC.	11/26/2024	989269	PO250128	14	0000	0	0000	8500	6270	031	945	PAY APP#5 - BADEN	31,980.64
E.F. BRETT AND COMPANY INC.	11/26/2024	989272	PO250476	14	0000	0	0000	8500	6270	005	945	PAY APP#15	16,963.05
E.F. BRETT AND COMPANY INC.	11/26/2024	989272	PO250476	14	0000	0	0000	8500	6270	008	945	PAY APP#15	22,539.05
E.F. BRETT AND COMPANY INC.	11/26/2024	989272	PO250476	14	0000	0	0000	8500	6270	013	945	PAY APP#15	17,556.06

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
E.F. BRETT AND COMPANY INC.	11/26/2024	989272	PO250476	14	0000	0	0000	8500	6270	022	945	PAY APP#15	16,963.05
E.F. BRETT AND COMPANY INC. Total													106,001.85
NINYO & MOORE GEOTECHNICAL AND	11/14/2024	985713	PO250432	14	0000	0	0000	8500	6285	008	945	287663	1,620.50
NINYO & MOORE GEOTECHNICAL AND	11/14/2024	985713	PO250432	14	0000	0	0000	8500	6285	008	945	289367	2,906.75
NINYO & MOORE GEOTECHNICAL AND	11/14/2024	985713	PO250432	14	0000	0	0000	8500	6285	022	945	287662	936.75
NINYO & MOORE GEOTECHNICAL AND	11/14/2024	985713	PO250432	14	0000	0	0000	8500	6285	013	945	290316	2,012.00
NINYO & MOORE GEOTECHNICAL AND	12/05/2024	990812	PO250432	14	0000	0	0000	8500	6285	013	945	289368	7,489.00
NINYO & MOORE GEOTECHNICAL AND Total													14,965.00
			FUND 14							**SUBTOTAL**			**122,286.85**
BLUEBEAM INC.	11/07/2024	984134	PO251619	21	9010	0	0000	8500	5813	090	902	2101497	520.00
BLUEBEAM INC. Total													520.00
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	8500	6290	009	945		(134.92)
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	8500	6290	014	945		(88.47)
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	8500	6290	010	945		(187.96)
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	0000	9510	000			134.92
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	0000	9510	000			88.47
CAPITAL ENGINEERING	11/12/2024		CL240408	21	9010	0	0000	0000	9510	000			187.96
CAPITAL ENGINEERING Total													-
CAW ARCHITECTS INC	11/19/2024	986510	PO251152	21	9010	0	0000	8500	6210	033	743	24008-002	21,257.50
CAW ARCHITECTS INC	11/19/2024	986546	PO251152	21	9010	0	0000	8500	6210	033	743	24008-001	12,982.50
CAW ARCHITECTS INC	12/05/2024	990828	PO251152	21	9010	0	0000	8500	6210	033	743	24008-003	83,492.50
CAW ARCHITECTS INC Total													117,732.50
DANNIS WOLIVER KELLEY	12/03/2024	990151	PO250283	21	0000	0	0000	8200	5889	098	902	313264	12,631.21
DANNIS WOLIVER KELLEY Total													12,631.21
DEPARTMENT OF GENERAL SERVICES	11/05/2024	983464	PV250390	21	9010	0	0000	8500	6230	090	900	AP#01-104769	500.00
DEPARTMENT OF GENERAL SERVICES	11/14/2024	985733	PV250430	21	9010	0	0000	8500	6230	025	960	AP #01-122100	59,490.00
DEPARTMENT OF GENERAL SERVICES	12/10/2024	985733	PV250430	21	9010	0	0000	8500	6230	025	960	AP #01-122100	(59,490.00)
DEPARTMENT OF GENERAL SERVICES	12/12/2024	992415	PV250520	21	9010	0	0000	8500	6230	025	960	AP #01-122100 REISSUE	59,490.00
DEPARTMENT OF GENERAL SERVICES Total													59,990.00
KATHLEEN MOORE	11/12/2024	984812	PO250385	21	9010	0	0000	8500	5801	098	721	KMA 2024-241	19,850.00
KATHLEEN MOORE Total													19,850.00
KITCHELL CORPORATION	11/19/2024	986511	PO250384	21	9010	0	0000	8500	6205	098	900	123095	80,243.36
KITCHELL CORPORATION	12/17/2024	994378	PO250384	21	9010	0	0000	8500	6205	098	900	123560	103,599.36
KITCHELL CORPORATION Total													183,842.72
NOLL & TAM ARCHITECTS	12/17/2024	994379	PO250383	21	9010	0	0000	8500	6210	014	743	61106	7,696.67
NOLL & TAM ARCHITECTS Total													7,696.67
OFFICE DEPOT INC.	11/05/2024	983463	PO250249	21	9010	0	0000	8500	4320	098	902	393071293001	56.03
OFFICE DEPOT INC.	11/19/2024	986540	PO250249	21	9010	0	0000	8500	4320	098	902	394209060001	438.95
OFFICE DEPOT INC. Total													494.98
PROTECH CONSULTING &	11/26/2024	989325	PO251768	21	9010	0	0000	8500	6273	014	945	23400.3	1,050.00
PROTECH CONSULTING &	11/26/2024	989325	PO251768	21	9010	0	0000	8500	6273	009	945	23398.3	525.00

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
PROTECH CONSULTING &	12/03/2024	990170	PO251467	21	9010	0	0000	8500	6273	009	945	24221	4,965.00
PROTECH CONSULTING &	12/03/2024	990137	PO251768	21	9010	0	0000	8500	6273	010	945	23399.3	525.00
PROTECH CONSULTING &	12/03/2024	990137	PO251768	21	9010	0	0000	8500	6273	025	945	23401.3	2,275.00
PROTECH CONSULTING &	12/05/2024	990796	PO251461	21	9010	0	0000	8500	6273	010	945	24222	3,825.00
PROTECH CONSULTING & Total													13,165.00
ROZZI'S REPRODUCTION & SUPPLY	11/21/2024	987470	PV250457	21	9010	0	0000	8500	6260	033	743	156828	306.28
ROZZI'S REPRODUCTION & SUPPLY Total													306.28
T-MOBILE	11/19/2024	986576	PO250253	21	9010	0	0000	8200	5910	090	902	968332944-2 OCT24	51.80
T-MOBILE	12/10/2024	991785	PO250253	21	9010	0	0000	8200	5910	090	902	968332944-2 NOV24	51.80
T-MOBILE Total													103.60
VERDE DESIGN INC.	12/03/2024	990118	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-12-2320400	23,357.60
VERDE DESIGN INC.	12/03/2024	990118	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-13-2320400	27,960.00
VERDE DESIGN INC. Total													51,317.60
WELLS FARGO	11/21/2024	987474	PV250452	21	9010	0	0000	8500	5210	098	902	556 3990 0861 2325 OCT24	266.96
WELLS FARGO	11/21/2024	987474	PV250452	21	9010	0	0000	8500	5210	098	902	556 3990 0861 2325 OCT24	50.00
WELLS FARGO	11/21/2024	987474	PV250452	21	9010	0	0000	8500	5210	098	902	556 3990 0861 2325 OCT24	17.99
WELLS FARGO	11/21/2024	987474	PV250452	21	9010	0	0000	8500	5210	098	902	556 3990 0861 2325 OCT24	1,484.00
WELLS FARGO Total													1,818.95
WELLS FARGO VENDOR FIN SERV	11/12/2024		CL240473	21	9010	0	0000	8200	5600	098	902		(61.16)
WELLS FARGO VENDOR FIN SERV	12/03/2024	990191	PO250254	21	9010	0	0000	8200	5600	098	902	5032208029	122.32
WELLS FARGO VENDOR FIN SERV	11/12/2024		CL240473	21	9010	0	0000	0000	9510	000			61.16
WELLS FARGO VENDOR FIN SERV Total													122.32
			FUND 21									**SUBTOTAL**	**469,591.83**
ANGOTTI & REILLY INC.	11/21/2024	987458	PO250782	40	9010	0	0000	8500	6210	031	946	PAY APP #4	28,336.79
ANGOTTI & REILLY INC.	11/21/2024	987458	PO250782	40	9010	0	0000	8500	6210	031	946	RETENTION INV. OCT24	20,741.95
ANGOTTI & REILLY INC. Total													49,078.74
CAW ARCHITECTS INC	12/17/2024	994336	PO250744	40	9010	0	0000	8500	6210	090	940	1124.23009	8,150.00
CAW ARCHITECTS INC Total													8,150.00
CENTRAL ROOFING INC.	12/03/2024	990165	PO251798	40	9010	0	0000	8500	5899	033	946	1692	3,800.00
CENTRAL ROOFING INC. Total													3,800.00
CIS INC.	12/19/2024	995488	PO250618	40	9010	0	0000	8500	6285	022	938	PARKWY WALL REPAIR-003	440.00
CIS INC. Total													440.00
CUMMING CONSTRUCTION	11/19/2024	986557	PO250746	40	9010	0	0000	8500	6272	090	945	157178	11,715.00
CUMMING CONSTRUCTION Total													11,715.00
DEPARTMENT OF GENERAL SERVICES	12/19/2024	995460	PV250557	40	9010	0	0000	8500	6230	090	900	AP#01-113864	750.00
DEPARTMENT OF GENERAL SERVICES Total													750.00
KBI PAINTING INC.	12/05/2024	990811	PO251388	40	9010	0	0000	8500	6270	033	946	7531	17,202.92
KBI PAINTING INC. Total													17,202.92
NINO'S HARDWOOD FLOORS INC.	12/05/2024	990809	PO251715	40	9010	0	0000	8500	6270	033	946	SSFHS-STUDIO NOV24	13,800.00
NINO'S HARDWOOD FLOORS INC. Total													13,800.00
PLUM ARCHITECTS INC.	12/19/2024	995515	PO251728	40	9010	0	0000	8500	6270	032	946	2412-1	17,892.50

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Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
PLUM ARCHITECTS INC. Total													17,892.50
PROTECH	11/07/2024	984143	PO251570	40	9010	0	0000	8500	6285	032	946	24169.2	8,940.00
PROTECH Total													8,940.00
SAVIDGE, WILLIAM	11/19/2024	986509	PO251066	40	9010	0	0000	8500	6272	032	926	SEP/OCT24	2,123.33
SAVIDGE, WILLIAM	11/19/2024	986509	PO251066	40	9010	0	0000	8500	6272	090	945	SEP/OCT24	2,123.33
SAVIDGE, WILLIAM	11/19/2024	986509	PO251066	40	9010	0	0000	8500	6272	033	946	SEP/OCT24	2,123.34
SAVIDGE, WILLIAM	12/19/2024	995517	PO251066	40	9010	0	0000	8500	6272	032	926	NOV24 SVCS.	1,828.16
SAVIDGE, WILLIAM	12/19/2024	995517	PO251066	40	9010	0	0000	8500	6272	090	945	NOV24 SVCS.	1,828.17
SAVIDGE, WILLIAM	12/19/2024	995517	PO251066	40	9010	0	0000	8500	6272	033	946	NOV24 SVCS.	1,828.17
SAVIDGE, WILLIAM Total													11,854.50
STUDIO PEREZ	11/14/2024	985714	PO250745	40	9010	0	0000	8500	6210	090	932	06	9,047.00
STUDIO PEREZ Total													9,047.00
WELLS FARGO	12/19/2024	995487	PV250552	40	9010	0	0000	8110	5899	090	902	5569 3990 0861 2325	116.98
WELLS FARGO	12/19/2024	995487	PV250552	40	9010	0	0000	8110	5899	090	902	5569 3990 0861 2325	3,912.50
WELLS FARGO Total													4,029.48
ZONE 4 CONSTRUCTION INC.	11/07/2024	984141	PO250614	40	9010	0	0000	8500	6270	021	919	24061-01	71,693.41
ZONE 4 CONSTRUCTION INC.	11/14/2024	985715	PO250614	40	9010	0	0000	8500	6270	021	919	24061-02	106,950.99
ZONE 4 CONSTRUCTION INC.	12/10/2024	991787	PO250614	40	9010	0	0000	8500	6270	021	919	24061-03	7,090.64
ZONE 4 CONSTRUCTION INC.	12/10/2024	991787	PO250614	40	9010	0	0000	8500	6270	021	919	24061-04	20,180.45
ZONE 4 CONSTRUCTION INC.	12/17/2024	994340	PO250619	40	9010	0	0000	8500	6270	090	932	PAY APP#4 /24049-04	23,462.80
ZONE 4 CONSTRUCTION INC. Total													229,378.29
			FUND 40							**SUBTOTAL**			**386,078.43**
Grand Total													**8,503,849.29**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	7,140,407.66
11	ADULT EDUCATION FUND	16,316.71
12	CHILD DEVELOPMENT FUND	40,639.05
13	NUTRITION SERVICES FUND	328,528.76
14	DEFERRED MAINTENANCE	122,286.85
21	BUILIDING FUND (BOND)	469,591.83
25	CAPITAL FACILITES FUND	-
40	SPECIAL RESERVE FUND	386,078.43
73	FOUNDATION TRUST FUND	-
TOTAL WARRANT REGISTER		**8,503,849.29**

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: January 23, 2025

RE: Cash Receipts Summary – November 1 to November 30, 2024

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 November 1 to November 30, 2024. The report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of November 1 to November 30, 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: 11/1/2024 To: 11/30/2024)
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	1,241,950.00	-	2,114,676.00	0.4	0.6
8012	EPA ENTITLEMENT	1,512,088.00	(377,640.00)	378,022.00	-	1,134,066.00	0.3	0.8
8021	HOMEOWNERS' EXEMPTION	365,603.00	-	-	-	365,603.00	-	1.0
8029	OTHR SUBVENT/IN-LIEU TAX	5,665.95	-	-	-	5,665.95	-	1.0
8041	SECURED ROLLS TAX	98,302,754.00	4,885,097.51	4,885,097.51	-	93,417,656.49	0.0	1.0
8042	UNSECURED ROLL TAXES	896,683.00	-	887,116.41	-	9,566.59	1.0	0.0
8043	PRIOR YEARS' TAXES	463,207.57	-	463,207.57	-	-	1.0	-
8047	COMM REDEVLPMNT FUNDS	39,078,694.00	-	-	-	39,078,694.00	-	1.0
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	-	-	(2,342,944.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,362,020.23	(333,076.66)	355,807.79	-	6,006,212.44	0.1	0.9
8181	SP ED ENTITL PER UDC	1,895,984.65	-	-	-	1,895,984.65	-	1.0
8182	SP ED DISCRETNARY GRANTS	142,933.31	-	16.81	-	142,916.50	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	1,901,554.65	(53,940.00)	373,266.00	-	1,528,288.65	0.2	0.8
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	-	-	21,734.00	-	1.0
8550	MANDATED COST REIMBURSE	364,036.00	364,036.00	364,036.00	-	-	1.0	-
8560	STATE LOTTERY REVENUE	2,140,444.18	(498,689.69)	35,969.18	-	2,104,475.00	0.0	1.0
8590	ALL OTHER STATE REVENUES	13,381,720.13	733,574.00	3,148,500.56	-	10,233,219.57	0.2	0.8
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	-	-	-	3,521,924.00	-	1.0
8631	SALE OF EQUIP & SUPPLIES	4,375.00	9,100.00	11,600.00	-	(7,225.00)	2.7	(1.7)
8650	LEASES AND RENTALS	837,920.51	66,110.63	373,137.74	-	464,782.77	0.4	0.6
8660	INTEREST/FY21 INTEREST INCOME	1,544,075.60	-	648,174.94	-	895,900.66	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	654,632.28	-	(654,632.28)	-	-
8699	ALL OTHER LOCAL REVENUE	2,461,853.57	3,448,457.02	4,455,789.55	-	(1,993,935.98)	1.8	(0.8)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		176,248,678.35	8,545,124.81	18,276,324.37	-	157,972,353.98		
Total Fund 01 GENERAL FUND		176,248,678.35	8,545,124.81	18,276,324.37	-	157,972,353.98		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 11/1/2024 To: 11/30/2024)
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	156,191.00	(50,182.00)	-	-	156,191.00	-	1.0
8590	ALL OTHER STATE REVENUES	1,357,721.00	-	452,577.00	-	905,144.00	0.3	0.7
8631	SALE OF EQUIP & SUPPLIES	720.00	-	50.00	-	670.00	0.1	0.9
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	-	17,796.87	-	41,092.38	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	15,547.57	-	(15,547.57)	-	-
8671	ADULT EDUCATION FEES	31,917.00	-	9,471.00	-	22,446.00	0.3	0.7
Total Revenue		1,605,438.25	(50,182.00)	495,442.44	-	1,109,995.81		
Total Fund 11 ADULT EDUCATION FUND		1,605,438.25	(50,182.00)	495,442.44	-	1,109,995.81		

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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	344,206.76	45,943.62	188,011.53	-	156,195.23	0.5	0.5
8590	ALL OTHER STATE REVENUES	2,412,597.22	95,829.85	1,467,764.45	-	944,832.77	0.6	0.4
8660	INTEREST/FY21 INTEREST INCOME	39,450.00	-	15,377.82	-	24,072.18	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	13,518.32	-	(13,518.32)	-	-
8673	CHILDREN'S CENTERS FEES	829.90	-	956.06	-	(126.16)	1.2	(0.2)
8689	ALL OTHR FEES & CONTRACTS	558,050.00	-	83,650.50	-	474,399.50	0.1	0.9
8699	ALL OTHER LOCAL REVENUE	1,904,704.30	37,660.00	683,238.73	-	1,221,465.57	0.4	0.6
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	-	-	112,296.29	-	1.0
Total Revenue		5,372,134.47	179,433.47	2,452,517.41	-	2,919,617.06		
Total Fund 12 CHILD DEVELOPMENT FUND		5,372,134.47	179,433.47	2,452,517.41	-	2,919,617.06		

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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	209,789.43	354,490.67	-	1,445,509.33	0.2	0.8
8227	FED.REIMB.-CHILD CARE	43,576.00	-	15,314.13	-	28,261.87	0.4	0.6
8522	CHILD NUTRITION-STATE REIMB	2,993,256.00	314,458.62	512,039.98	-	2,481,216.02	0.2	0.8
8523	STATE REIMB.-CHILD CARE	14,000.00	-	10,428.24	-	3,571.76	0.7	0.3
8634	CHILD NUTRITION-DAILY SALES	81,667.00	12,856.95	12,603.45	-	69,063.55	0.2	0.8
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	13,150.46	27,010.46	-	132,989.54	0.2	0.8
8638	CHILD NUTRITION-ADULT CATERING	297.00	-	232.00	-	65.00	0.8	0.2
8660	INTEREST/FY21 INTEREST INCOME	40,000.00	0.06	18,356.12	-	21,643.88	0.5	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	-	17,101.77	-	(17,101.77)	-	-
Total Revenue		5,132,796.00	550,255.52	967,576.82	-	4,165,219.18		
Total Fund 13 CAFETERIA FUND		5,132,796.00	550,255.52	967,576.82	-	4,165,219.18		

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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	-	293,973.32	0.2	0.8
8662	GAINS/LOSSES ON INVSTMNTS	-	-	68,051.33	-	(68,051.33)	-	-
Total Revenue		2,717,944.00	-	149,078.01	-	2,568,865.99		
Total Fund 14 DEFERRED MAINTENANCE FUND		2,717,944.00	-	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	-	372,658.31	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	148,041.20	-	(148,041.20)	-	-
Total Revenue		540,000.00	-	315,382.89	-	224,617.11		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		540,000.00	-	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	-	2,773,692.83	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	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	-	2,965,986.17	-	1,384,013.83		
Total Fund 21 BUILDING FUND		4,350,000.00	-	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	-	192,840.60	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	77,016.12	-	(77,016.12)	-	-
8681	MITIGATION/DEVELOPER FEES	500,000.00	11,279.04	56,757.16	-	443,242.84	0.1	0.9
Total Revenue		780,000.00	11,279.04	220,932.68	-	559,067.32		
Total Fund 25 CAPITAL FACILITIES FUND		780,000.00	11,279.04	220,932.68	-	559,067.32		

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 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	10.00	-	0.33	-	9.67	0.0	1.0
8662	GAINS/LOSSES ON INVSTMNTS	-	-	0.29	-	(0.29)	-	-
Total Revenue		10.00	-	0.62	-	9.38		
Total Fund 35 CO SCHOOL FACILITIES FUND		10.00	-	0.62	-	9.38		

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 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	-	18,547.82	-	51,452.18	0.3	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	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	-	3,561,058.29		
Total Fund 40 SPECIAL RESERVE FUND CAP		3,591,924.00	-	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	-	9,420.45	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	5,473.01	-	(5,473.01)	-	-
Total Revenue		15,600.00	-	11,652.56	-	3,947.44		
Total Fund 73 FOUNDATION TRUST FUND		15,600.00	-	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: January 23, 2025

RE: Declaration of Surplus Items

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 two hundred twenty-two (222) 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 two hundred twenty-two (222) 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	Net Book Value	
20773	1/1/2018	1	CAMERA RECORDER SONY	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
30496	1/1/2018	1	DELL PRINTER	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
24318	1/1/2018	1	HP PRINTER	CNBK511823	SPRUCE E.S.	$ -	**Not found in F2K**
43441	1/1/2018	1	EPSON	VTFK6101132	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL DOCK	CN-0HD02648643-61G-0882	SPRUCE E.S.	$ -	**Not found in F2K**
28057	1/18/2012	1	LUMENES PROJECTOR	D19D05528	SPRUCE E.S.	$ -	
121820	1/1/2018	1	DELL MONITOR	CNK9061D5K	SPRUCE E.S.	$ -	**Not found in F2K**
24355	1/17/2008	1	DELL TOWER	3ZQ8DF1	SPRUCE E.S.	$ -	
28900	1/1/2018	1	HP PRINTER	MY28K1Q13N	SPRUCE E.S.	$ -	**Not found in F2K**
24324	1/1/2018	1	HP PRINTER	CNBK611865	SPRUCE E.S.	$ -	**Not found in F2K**
11471	1/1/2018	1	HP PRINTER	MY28K1Q13S	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	ASUS LAPTOP	940AAQ000931	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MSI LAPTOP	00190-487-769-877	SPRUCE E.S.	$ -	**Not found in F2K**
33602	6/30/2014	1	DELL LAPTOP	F2Q1S02	SPRUCE E.S.	$ -	
33597	6/30/2014	1	DELL LAPTOP	CJP1S02	SPRUCE E.S.	$ -	
N/A	1/1/2018	1	KEYBOARD	AA0896-1159	SPRUCE E.S.	$ -	
122545	1/1/2018	1	MONITOR	CNK9270QRP	SPRUCE E.S.	$ -	
N/A	1/1/2018	1	HP PRINTER	NNB3G36950	SPRUCE E.S.	$ -	
38677	1/1/2018	1	DELL TOWER	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
38678	1/1/2018	1	DELL TOWER	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
24356	1/17/2008	1	DELL TOWER	20R8DF1	SPRUCE E.S.	$ -	
27836	3/28/2011	1	DELL TOWER	4P54ZC1	SPRUCE E.S.	$ -	
N/A	1/1/2018	1	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	KEYBOARD	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	KEYBOARD	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	KEYBOARD	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MOUSE	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
122545	1/1/2018	0	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	LCD PROJECTOR	VTFK6101170	SPRUCE E.S.	$ -	**Not found in F2K**
122543	1/1/2018	1	MONITOR	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	MOUSE	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	KEYBOARD	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	HARD DRIVE	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
30491	1/1/2018	1	FUJITSU PRINTER	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
40440	1/1/2018	1	HP STREAM	5CD6330QXZ	SPRUCE E.S.	$ -	**Not found in F2K**
40441	1/1/2018	1	HP STREAM	5CD6330NYY	SPRUCE E.S.	$ -	**Not found in F2K**
24090	6/11/2004	1	DELL TOWER	CSGM2D1	SPRUCE E.S.	$ -	
23511	9/20/2007	1	DELL TOWER	F2XJ6D1	SPRUCE E.S.	$ -	

Declaration of Surplus Items							
Fixed Asset	Date in Service	Qty	Description	Serial Number	Location	Net Book Value	
38564	4/23/2015	1	DELL TOWER	F10WGB2	SPRUCE E.S.	$ -	
N/A	1/1/2018	1	LOGITECH SPEAKERS	1436CP942018	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	EPSON CONTROL	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	SHARP REMOTE CONTROL	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
N/A	1/1/2018	1	SAMSUNG REMOTE CONTROL	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
38571	4/23/2015	1	DELL OPTIPLEX MICRO FORM	F142HB2	SPRUCE E.S.	$ -	
38572	4/23/2015	1	DELL OPTIPLEX MICRO FORM FACTOR	F10ZGB2	SPRUCE E.S.	$ -	
N/A	1/1/2018	1	KEYBOARD	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
243419	1/1/2018	1	HP PRINTER	N/A	SPRUCE E.S.	$ -	**Not found in F2K**
41763	1/1/2018	1	APPLE IPAD 5TH GEN	F9FHTKRHLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41795	1/1/2018	1	APPLE IPAD 5TH GEN	F9FTHWBHLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41837	1/1/2018	1	APPLE IPAD 5TH GEN	F9FTF3E9HLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41764	1/1/2018	1	APPLE IPAD 5TH GEN	F9FTHGMDHLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41839	1/1/2018	1	APPLE IPAD 5TH GEN	F9GTHLFJHLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17290	1/1/2018	1	DELL CHROMEBOOK 3100	4935L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10517	1/1/2018	1	DELL CHROMEBOOK 3100	GMSNM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14241	1/1/2018	1	DELL CHROMEBOOK 3100	CQJZ943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12151	1/1/2018	1	DELL CHROMEBOOK 3100	8264B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13663	1/1/2018	1	DELL CHROMEBOOK 3100	49GR943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
40452	1/1/2018	1	HP STREAM	5CD6330R65	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
39542	7/19/2016	1	HP STREAM	5CD6330RB9	D.O. / TECHNOLOGY	$ -	
39462	7/19/2016	1	HP STREAM	5CD6330QY0	D.O. / TECHNOLOGY	$ -	
42584	1/1/2018	1	DELL OPTIPLEX 990	2986925	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20241	1/1/2018	1	CHROMEBOOK 3100	9Q54L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17403	1/1/2018	1	CHROMEBOOK 3100	IQ44L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13330	1/1/2018	1	CHROMEBOOK 3100	IP5Z943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16167	1/1/2018	1	CHROMEBOOK 3100	BMHWQF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11638	1/1/2018	1	CHROMEBOOK 3100	HIFIB43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
43292	4/18/2018	1	ACER 11 C731-C8VE	NXGM8AA0017510167D7600	D.O. / TECHNOLOGY	$ -	
N16934	1/1/2018	1	DELL CHROMEBOOK 3100	HBM8K63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21080	1/1/2018	1	DELL CHROMEBOOK 3100	4XT2L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16496	1/1/2018	1	DELL CHROMEBOOK 3100	3SF7RFK	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21009	1/1/2018	1	DELL CHROMEBOOK 3100	97XQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
24516	1/1/2018	1	EPSON MODEL ELPDC105	ELPD850190X	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20713	1/1/2018	1	DELL CHROMEBOOK 3100	2QKRK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10232	1/1/2018	1	DELL CHROMEBOOK 3100	9W2LM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14084	1/1/2018	1	DELL CHROMEBOOK 3100	4GG1233	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41699	1/1/2018	1	IPAD 5TH GEN	F9FTHGCMHLF9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
41840	1/1/2018	1	IPAD 5TH GEN	K9GTHNXXHLFG	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
39575	1/1/2018	1	MOBILE HOTSPOT	P/W SSFUSD01	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
39573	1/1/2018	1	MOBILE HOTSPOT	P/W SSFUSD02	D.O. / TECHNOLOGY	$ -	**Not found in F2K**

Declaration of Surplus Items							
Fixed Asset	Date in Service	Qty	Description	Serial Number	Location	Net Book Value	
39572	1/1/2018	1	MOBILE HOTSPOT	P/W SSFUSD03	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
39574	1/1/2018	1	MOBILE HOTSPOT	P/W SSFUSD04	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
39571	1/1/2018	1	MOBILE HOTSPOT	P/W SSFUSD05	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	T-MOBILE HOTSPOT	SSID: SSFUSDMiFi1720 P/W:SSFu$d4U	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	T-MOBILE HOTSPOT	SSID: SSFUSDMiFi1534 P/W:SSFu$d4U	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	UNITEK 10 PORT USB SMART CHARGING STATION	Y-2172B	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13284	1/1/2018	1	DELL CB 3100	C062B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
46511	1/1/2018	1	DELL CB 3100	5KV26Y2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13120	1/1/2018	1	DELL CB 3100	1VS0B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14290	1/1/2018	1	DELL CB 3100	3HKGY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14102	1/1/2018	1	DELL CB 3100	HPF1Z33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14100	1/1/2018	1	DELL CB 3100	C200Z33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20675	1/1/2018	1	DELL CB 3100	HN9TK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12805	1/1/2018	1	DELL CB 3100	GMG4B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20676	1/1/2018	1	DELL CB 3100	BFQ4773	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16863	1/1/2018	1	DELL CB 3100	ICKFK63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
29146	1/1/2018	1	DELL LATITUDE E6440	H8MVQ72	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
33980-1	1/1/2018	1	DELL LATITUDE E6440	FBN7GC2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
29153	1/1/2018	1	DELL LATITUDE E6440	74VVQ72	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
29155	1/1/2018	1	DELL LATITUDE E6440	85Y2R72	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
28558	1/1/2018	1	DELL LATITUDE E7250	FC56L32	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
40492	1/1/2018	1	HP STREAM 11	5CD6330R40	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
36316	1/1/2018	1	HP STREAM 11	5CD5078CY7	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
40503-1	1/1/2018	1	HP STREAM 11	5CD6330RFP	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
44638	10/3/2017	1	ACER C738T	NXG55AA010707021C77600	D.O. / TECHNOLOGY	$ -	
N13116	1/1/2018	1	DELL CHROMEBOOK 3100	2XSOB43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	59LTDN3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13355	1/1/2018	1	DELL CHROMEBOOK 3100	DV52B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
52012	1/1/2018	1	DELL CHROMEBOOK 3100	3KRCYM3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	98PHY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
51909	1/1/2018	1	DELL CHROMEBOOK 3100	GXQFYM3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12700	1/1/2018	1	DELL CHROMEBOOK 3100	91PGY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	0	DELL CHROMEBOOK 3100	3WJQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11690	1/1/2018	1	DELL CHROMEBOOK 3100	7FZYY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	JP34RF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	4282L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11994	1/1/2018	1	DELL CHROMEBOOK 3100	5FM1B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	F61Z943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13398	1/1/2018	1	DELL CHROMEBOOK 3100	4350B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**

Declaration of Surplus Items							
Fixed Asset	Date in Service	Qty	Description	Serial Number	Location	Net Book Value	
N21281	1/1/2018	1	DELL CHROMEBOOK 3100	HCJQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	HRPPM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12903	1/1/2018	1	DELL CHROMEBOOK 3100	7W2YY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21441	1/1/2018	1	DELL CHROMEBOOK 3100	3YP3L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13699	1/1/2018	1	DELL CHROMEBOOK 3100	B472943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N22694	1/1/2018	1	DELL CHROMEBOOK 3100	CDN8RF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
32499	1/1/2018	1	CISCO 3650	FD01803Q02N	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
32495	3/19/2014	1	CISCO 3650	FDO1748Q02E	D.O. / TECHNOLOGY	$ -	
24645	1/1/2018	1	CISCO 2821	FTX1203A3K7	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
33416	4/16/2014	1	CISCO 3560	FOC1342Z05E	D.O. / TECHNOLOGY	$ -	
24620	1/1/2018	1	CISCO 3560	FOC1202Y5K2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
25192	1/1/2018	1	CISCO 3560G	FOC1151Z3H5	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
25165	1/1/2018	1	CISCO 2960	FOC1152ZOPH	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
25159	1/1/2018	1	CISCO 3560	FOC1151Z4L4	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
25166	1/1/2018	1	CISCO 2960	FOC1151ZDG9	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	JUNIPER EX3300	GD0214130093	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
46356	1/1/2018	1	DELL CHROMEBOOK 3100	8SWP1XZ	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14342	1/1/2018	1	DELL CHROMEBOOK 3100	2190B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10591	1/1/2018	1	DELL CHROMEBOOK 3100	G37MM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
45380	1/1/2018	1	DELL CHROMEBOOK 3100	N/A	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20816	1/1/2018	1	DELL CHROMEBOOK 3100	9JC4L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12619	1/1/2018	1	DELL CHROMEBOOK 3100	8TQZB43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14076	1/1/2018	1	DELL CHROMEBOOK 3100	6NV0B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16075	1/1/2018	1	DELL CHROMEBOOK 3100	GZD5RF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16899	1/1/2018	1	DELL CHROMEBOOK 3100	1CB7K63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N22117	1/1/2018	1	DELL CHROMEBOOK 3100	3GRNXF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11632	1/1/2018	1	DELL CHROMEBOOK 3100	1SL1B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17127	1/1/2018	1	DELL CHROMEBOOK 3100	1ZQ3L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11589	1/1/2018	1	DELL CHROMEBOOK 3100	5RZZ943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12552	1/1/2018	1	DELL CHROMEBOOK 3100	J9ZZ943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	3H3TK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	0	DELL CHROMEBOOK 3100	2DG9K63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16932	1/1/2018	1	DELL CHROMEBOOK 3100	C87BK63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14223	1/1/2018	1	DELL CHROMEBOOK 3100	N/A	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N/A	1/1/2018	1	DELL CHROMEBOOK 3100	H1Z4B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20660	1/1/2018	1	DELL CHROMEBOOK 3100	CBK3L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16632	1/1/2018	1	USB DOC CAMERA	332037VAF12445	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
37489	1/1/2018	1	HP LASERJET M201DW	VNB3C18633	SSFHS	$ -	**Not found in F2K**
37488	1/1/2018	1	HP LASERJET M201DW	VNB3M57061	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3F09265	SSFHS	$ -	**Not found in F2K**
32811	1/1/2018	1	HP LASERJET P1606DN	VNB3N38576	SSFHS	$ -	**Not found in F2K**

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Fixed Asset	Date in Service	Qty	Description	Serial Number	Location	Net Book Value	
25407	1/1/2018	1	HP LASERJET P1505N	VND3C15122	SSFHS	$ -	**Not found in F2K**
37487	1/1/2018	1	HP LASERJET M201DW	VNB3F09262	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3F09273	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	TRIPP LITE BP36V15-24	31105Y0BS6DG100130	SSFHS	$ -	**Not found in F2K**
48996	1/1/2018	1	TRIPP LITE 1500RMXL24A	3104FY05M820500229	SSFHS	$ -	**Not found in F2K**
33556-1	9/2/2014	1	HP1606DN	VND3H06712	SSFHS	$ -	**Not found in F2K**
22796	1/1/2018	1	HP LASERJET 1022	VNB3C11340	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3C18640	SSFHS	$ -	**Not found in F2K**
37486	1/1/2018	1	HP LASERJET P1606DN	VNB3M57055	SSFHS	$ -	**Not found in F2K**
37484	1/1/2018	1	HP LASERJET M201DW	VNB3F09257	SSFHS	$ -	**Not found in F2K**
37490	1/1/2018	1	HP LASERJET M201DW	VNB3C18655	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3F09256	SSFHS	$ -	**Not found in F2K**
37493	1/1/2018	1	HP LASERJET M201DW	VNB3C18652	SSFHS	$ -	**Not found in F2K**
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3C18653	SSFHS	$ -	**Not found in F2K**
33517	3/20/2014	1	HP LASERJET P1606DN	VND3F53434	SSFHS	$ -	
N/A	1/1/2018	1	HP LASERJET M201DW	VNB3C18638	SSFHS	$ -	**Not found in F2K**
51993	1/1/2018	1	DELL CB 3100	32RTDN3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13719	1/1/2018	1	DELL CHROMEBOOK 3100	8J52B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10186	1/1/2018	1	DELL CHROMEBOOK 3100	59TLM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12251	1/1/2018	1	DELL CHROMEBOOK 3100	7WQZB43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
33890	1/1/2018	1	DELL LATITUDE 3450	24PNG22	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
36086	2/19/2015	1	DELL OPTIPLEX 3020	ST1R432	D.O. / TECHNOLOGY	$ -	
N11716	1/1/2018	1	DELL OPTIPLEX 3100	F3DGY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13443	1/1/2018	1	DELL OPTIPLEX 3100	8J64B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12608	1/1/2018	1	DELL OPTIPLEX 3100	281Z943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11406	1/1/2018	1	DELL OPTIPLEX 3100	J6ZLM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
47292	1/1/2018	1	DELL OPTIPLEX 3100	D5346Y2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14778	1/1/2018	1	DELL CHROMEBOOK 3100	3X93B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
48036	1/1/2018	1	DELL CHROMEBOOK 3100	FSJBC23	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N22394	1/1/2018	1	DELL CHROMEBOOK 3100	5QW9RF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14923	1/1/2018	1	DELL CHROMEBOOK 3100	JD50B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
46783	1/1/2018	1	DELL CHROMEBOOK 3100	3HT8122	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
44787	1/1/2018	1	HP M203DW	VND3B00093	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12319	1/1/2018	1	DELL CHROMEBOOK 3100	J4D1Z33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11141	1/1/2018	1	DELL CHROMEBOOK 3100	9N7HW33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20781	1/1/2018	1	DELL CHROMEBOOK 3100	34XQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N15019	1/1/2018	1	DELL CHROMEBOOK 3100	J7FMY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21449	1/1/2018	1	DELL CHROMEBOOK 3100	7FKRK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N13097	1/1/2018	1	DELL CHROMEBOOK 3100	1VMR943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12527	1/1/2018	1	DELL CHROMEBOOK 3100	98PHY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11608	1/1/2018	1	DELL CHROMEBOOK 3100	59K2B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**

Declaration of Surplus Items							
Fixed Asset	Date in Service	Qty	Description	Serial Number	Location	Net Book Value	
N13908	1/1/2018	1	DELL CHROMEBOOK 3100	JZHJY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21614	1/1/2018	1	DELL CHROMEBOOK 3100	G5MPXF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11509	1/1/2018	1	DELL CHROMEBOOK 3100	25TZ943	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10119	1/1/2018	1	DELL CHROMEBOOK 3100	DFKPM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N21470	1/1/2018	1	DELL CHROMEBOOK 3100	7GXQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
46683	1/1/2018	1	DELL CHROMEBOOK 3100	J49C6Y2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20362	1/1/2018	1	DELL CHROMEBOOK 3100	2K9SK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N11768	1/1/2018	1	DELL CHROMEBOOK 3100	BKXFY33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17361	1/1/2018	1	DELL CHROMEBOOK 3100	93XQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12415	1/1/2018	1	DELL CHROMEBOOK 3100	JWZ1B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N22432	1/1/2018	1	DELL CHROMEBOOK 3100	36N9RF3	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N10141	1/1/2018	1	DELL CHROMEBOOK 3100	6Q8PM33	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N16895	1/1/2018	1	DELL CHROMEBOOK 3100	2DG9K63	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17464	1/1/2018	1	DELL CHROMEBOOK 3100	8L22L73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
47356	1/1/2018	1	DELL CHROMEBOOK 3100	4CR1YY2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14279	1/1/2018	1	DELL CHROMEBOOK 3100	HQ80B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N12935	1/1/2018	1	DELL CHROMEBOOK 3100	40M5B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N17368	1/1/2018	1	DELL CHROMEBOOK 3100	6GKRK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
46877	1/1/2018	1	DELL CHROMEBOOK 3100	28R7YY2	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14930	1/1/2018	1	DELL CHROMEBOOK 3100	JKL4B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N14051	1/1/2018	1	DELL CHROMEBOOK 3100	5LV0B43	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
N20337	1/1/2018	1	DELL CHROMEBOOK 3100	3WJQK73	D.O. / TECHNOLOGY	$ -	**Not found in F2K**
	Total Items:	**222**					

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: January 23, 2025

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 December 2024.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees accepts the gifts on behalf of the District.

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

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

$150 – Three (3) $50 donations from PG&E via Blackbaud to Monte Verde Elementary School in support of student and staff needs, for use under the principal's discretion.

$300 from PG&E via Blackbaud to Monte Verde Elementary School in support of student and staff needs, for use under the principal's discretion.

$200 from Unitek College NCP, LLC to South San Francisco USD in support of student and staff needs.

$248.55 from Dorian Photography to Martin Elementary School in support of student and staff needs.

$1,000 from Zita Maliga Kline and Daniel S. Kline to Alta Loma Middle School in support of academic excellence.

$85 from PG&E via Blackbaud to Alta Loma Middle School in support of academic excellence.

$67.90 from Box Tops for Education General Mills to Ponderosa Elementary School in support of academic excellence.

$100 from Mr. Martin Tamayo to El Camino High School in support of student and staff needs, for use under the principal's discretion.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: January 23, 2025

RE: Acceptance of 2024-25 Fundraisers

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

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:

South San Francisco High School

ASB	Dippin' Dots Fundraiser – Selling ice cream in a variety of flavors. Commencing March 2025 through April 2025.
ASB	New Horizon's Bakery Fundraiser – Selling a variety of pastries in front of the parking lot. Commencing February 21, 2025.
ASB	Valentine's Day Grams – Offering a variety of treats for delivery to students on Valentine's Day. Commencing February 14, 2025.
Earth Club	Equal Exchange Fundraiser – Selling high quality coffee, chocolate bars, tea, and more. Commencing March 2025.

El Camino High School

Class of 2025	Prom Sale – Selling tickets for prom and concessions, starting on March 22, 2025, from 7:00 PM to 11:00 PM.

Alta Loma Middle School

All Grades	Read-a-Thon – Hosting a read-a-thon through the online fundraising platform Readathon.com, with proceeds benefiting the ELA and Drama programs. Commencing March 2025.

Westborough Middle School

7th Grade	Holiday Bazaar Booth Fundraiser – Rented a photo booth for the Holiday Bazaar in December 2024.
8th Grade	Candy Sale – Sold a variety of candy and chocolates to students and families to raise funds for the 8th-grade account back in November 2024.
Music Program	Burger Fundraiser – Sold burgers, chips, and drinks in December 2024 to raise funds for the music program.

Martin Elementary School

All Grades	Panda Express Fundraiser – A portion of online school-related sales will be allocated to Martin School to support student needs. Commencing January 16, 2025 and April 17, 2025.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District 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: January 23, 2025

RE: Professional Services Agreements Under $25,000

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 Professional Service Agreements are being submitted for approval:

District Office – Business Services

$22,000	Akshaya, Inc. – To coordinate, monitor, and provide specialized services for the management of devices (Chromebook, Windows, Apple), district networks (WAN/LAN), and ensure network security. Commencing January 2025 through July 2025.
$10,903	Cal West Acoustics – To supply labor, materials, and equipment for the removal of existing ceiling tiles, cleaning of the grid system, and installation of new 4’ x 4’ acoustic ceiling tiles for the Folklorico Dance Studio Project. Commencing December 2024.
Not to Exceed $25,000	Daylight/Fresh Produce – Additional produce purchases required due to increased student meal participation, beginning and continuing through the remainder of the 2024-25 school year.

$5,200	Arbortech – To provide emergency tree removal services at Ponderosa ES for a fallen tree, conducted from January 3, 2025, to January 6, 2025.
$4,905	Protech - Services to include limited indoor environmental consulting services to assess conditions associated with asbestos-containing materials (ACM) and lead-based paint (LBP). Consulting services have been requested to obtain regulatory compliance data prior to renovation of the project. Services will be conducted at the ECHS site. Commencing January 2025.

El Camino High School

$800	Gemma Bruno – Provided a photobooth for the ECHS Winter Ball on January 11, 2025.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: SSFUSD Initial Proposal to Reopen Negotiations 2025-2028

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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. At the last public meeting on December 12, 2024, the SSFCTA submitted its initial proposal to the Board of Trustees and the District to reopen negotiations for the successor agreement and SSFCTA representatives presented its initial proposal for information and discussion. Following the presentation, a public hearing was conducted to provide an opportunity for members of the public to comment on SSFCTA's initial proposal. At the next public meeting on January 23, 2025, 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.

Initial Proposal of the South San Francisco Unified School District to the South San Francisco Classroom Teachers Association for a Successor Agreement to Begin July 1, 2025

Pursuant to Government Code Section 3547, the South San Francisco Unified School District ("District") hereby submits its initial proposal to the South San Francisco Classroom Teachers Association ("SSFCTA") for successor contract negotiations.

Our District's approach to negotiations will be guided by our Board-adopted strategic plan, "Fulfilling Our Promise to Learners," i.e., our mission, vision, and core values, our "Portrait of a Graduate," and our five priorities: exceptional instruction, engaged students, purposeful partnerships, empowered educators, and equity-centered systems.

We will present proposals and/or counter proposals on all articles identified by SSFCTA in its December 12, 2024 Sunshine Statement including, but not limited to, all of the following:

Article 6 – Grievance

The District has an interest in reviewing and updating existing language to clarify the informal level grievance procedures for resolving disputes between labor and management prior to, or in lieu of, the formal level grievance procedures.

Article 7 – Compensation and Benefits

The District has an interest in negotiating fair and reasonable compensation and benefits consistent with the District's financial capacity to make a payment, combined with the District's projected future financial stability, and taking into account the reality of local, state, and federal economic conditions.

Article 8 – Teaching Hours

The District has an interest in reviewing and updating various features of the employee workday to provide adequate time for direct instruction, professional learning and development, preparation and collaboration, and other assigned duties.

Article 9 – Assignment and Reassignment

The District has an interest in reviewing and updating existing language to ensure that employee talent can best be allocated for improved student learning outcomes and the efficient operation of the District.

Article 10 – Job Sharing/Reduced Workload

The District has an interest in reviewing and updating existing language to clarify the job-share criteria for improved student learning outcomes and the efficient operation of the District.

Article 11 – Transfer

The District has an interest in reviewing and updating existing language to ensure that employee talent can best be allocated for improved student learning outcomes and the efficient operation of the District.

Article 13 – Evaluation

The District has an interest in reviewing and updating current contract language to reflect any and all changes in applicable law, including but not limited to, the revised California Standards for the Teaching Profession.

Article 14 – Leaves

The District has an interest in reviewing and updating current contract language to reflect any and all changes in applicable law.

Article 15 – Health Exams

The District has an interest in reviewing and updating current contract language to reflect any and all changes in applicable law.

Article 27 – Assistance Program

The District has an interest in reviewing and updating current contract language to enhance the features of the Peer Assistance and Review (PAR) Program for improved educator effectiveness and student outcomes.

Article 28 – Term and Reopeners

The District has an interest in a multi-year successor agreement with annual reopeners.

Any Appendices affected by contract modifications.

Specific modifications to current SSFCTA contract language will be developed during the negotiations process.

In addition, the District reserves its right to negotiate subjects and articles not specified above consistent with the applicable provisions of the Educational Employment Relations Act (Government Code section 3543 *et seq*.).

We look forward to collaborative, objective, and fact-based negotiations with SSFCTA.

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: January 23, 2025

RE: Quarterly Report on Williams Uniform Complaints (October 1, 2024 through December 31, 2024)

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 passage of legislation in the wake of the Williams Case Settlement (Education Code Section 35186) requires all school districts in California to prepare a report summarizing data on the nature and resolution of all Williams Uniform Complaints received by the district in the past three months. Districts must submit these reports even if there have been no complaints received during that time period. The information is to be reported publicly at a governing board meeting and submitted to the County Superintendent of Schools in April, July, October, and January. No complaints were filed during the second quarter (October 1, 2024 through December 31, 2024).

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

For Information only.

SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

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

District: South San Francisco Unified School District

Name & Title of Preparer: J. Marwan Hannon, Assistant Superintendent of HR/Student Service

Quarter Reported: (check one)

- ☐ 1st Quarter: July 2024 through September 2024 – Due October 2024
- ☑ 2nd Quarter: October 2024 through December 2024 – Due January 2025
- ☐ 3rd Quarter: January 2025 through March 2025 – Due April 2025
- ☐ 4th Quarter: April 2025 through June 2025 – Due July 2025

Date for information to be reported publicly at governing board meeting: 01/23/2025

Please check the box that applies:

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

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

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

Name & Signature of Superintendent

Date: _____

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: January 23, 2025

RE: Governor's 2025-26 Budget Update

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

Governor Newsom recently released his budget proposal and his preliminary assumptions for the 2025-26 State of California budget. The release of the Governor's State Budget proposal in January begins the process for legislative consideration of the State Budget. It also provides critical information for staff to update the district's 2nd Interim Financial Report and multi-year projection. Staff will provide a brief overview as well as any potential implications for SSFUSD.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-01

AFRICAN AMERICAN HISTORY MONTH
FEBRUARY 1 - FEBRUARY 28, 2025

*WHEREAS, "Negro History Week" was established in February 1926 and grew in popularity to eventually be designated as **African American History Month** by Presidential Proclamation in 1976; and*

*WHEREAS, this year's theme is: **"African Americans and the Arts"**; which celebrates how African Americans artists including poets, writers, visual artists, and dancers have historically served as change agents through their crafts; and*

WHEREAS, the month of February was chosen as it marks the birthday of abolitionist Frederick Douglass and President Abraham Lincoln, both of whom dramatically affected the lives of African Americans; and

WHEREAS, the purpose of African American History Month is to recognize the important role that African Americans have played in the history of our country and to acknowledge the injustices they have suffered and the challenges they continue to face and strive to overcome; and

WHEREAS, African Americans have contributed economically, culturally, and socially to the development of United States history, especially in the area of human rights; and

WHEREAS, African Americans have progressively served as elected and appointed officials at the local and national levels, including Patsy Jo Hilliard who was the first African American and woman to serve on the South San Francisco Unified School District's Board of Trustees from 1975-1980; and

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

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

REGULARLY PASSED AND ADOPTED this 23rd day of January 2025.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-02

WEEK OF THE SCHOOL COUNSELOR – FEBRUARY 3-7, 2025

*WHEREAS, the **Week of the School Counselor** focuses attention on the unique contributions of these highly-trained professionals who guide students in their educational journeys by providing educational, career, and personal/social development; and*

WHEREAS, they are a source of continuity for students amidst changes and challenges both within and outside of school, and

WHEREAS, in the K-12 education system, school counselors make sure students have the social and emotional skills to be successful now and in the future and provide opportunities for exploration to ensure those students forge their best path forward; and

WHEREAS, they provide a safe and comfortable space to meet students' needs whether in group settings or in one-on-one sessions, oftentimes before students even realize they are in need of this support; and

WHEREAS, school counselors provide constant advocacy and creatively remove barriers to learning and engaging with peers, always leading with putting students first; and

WHEREAS, in the last few years when everyone from students, teachers, and families have required more extensive support than usual, school counselors have faced new challenges, but were always there to lend a helping hand and find a way to turn anxiety, confusion, or fear into positive, supportive, and productive action; and

WHEREAS, through their work in helping to build a positive school climate, school counselors model effective conflict resolution and collaboration and their leadership has had a positive effect throughout the SSFUSD community;

NOW, THEREFORE, BE IT RESOLVED, that the South San Francisco Unified School District Board of Trustees hereby commends the school counselors for the contributions they make daily to advance the health, well-being, and academic achievement of students during the Week of the School Counselor.

REGULARLY PASSED AND ADOPTED this 23rd day of January 2025.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: January 23, 2025

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

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 0470 – COVID-19 Mitigation Plan
2. BP 3516 – Emergencies and Disaster Preparedness Plan
3. BP 4111 – Recruitment and Selection
4. BP 4211 – Recruitment and Selection
5. BP 4311 – Recruitment and Selection
6. BP 4118 – Dismissal/Suspension/Disciplinary Action
7. BP 4218 – Dismissal/Suspension/Disciplinary Action
8. BP 5141.21 – Administering Medication and Monitoring Health Conditions
9. BP 5144 – Discipline
10. BP 6141.2 – Recognition of Religious Beliefs and Customs
11. BP 6175 – Migrant Education Program
12. BB 9323.2 – Actions by the Board

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.

PROPOSED – DELETE POLICY

Policy 0470: COVID-19 Mitigation Plan

Status: ADOPTED

~~**Original Adopted Date:**~~~~06/01/2020~~ ~~**| Last Revised Date:**~~~~09/01/2021~~ ~~**| Last Reviewed Date:**~~ ~~09/01/2021~~

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

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

~~To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.~~

~~**COVID-19 Safety Plan**~~

~~The Superintendent or designee shall establish, implement, and maintain a COVID-19 safety plan that complies with any mandatory public health guidance of the California Department of Public Health (CDPH), the COVID-19 prevention program ("CPP") consistent with the regulations of the California Division of Occupational Safety and Health, any orders of state or local health authorities, and any other applicable law and/or health order(s). The Superintendent or designee shall ensure, at a minimum, that the COVID-19 safety plan complies with all mandatory guidance and gives priority to recommended practices that are identified as being particularly effective at COVID-19 mitigation. The Superintendent or designee shall regularly review public health guidance to ensure that the district's COVID-19 mitigation strategies are current with public health mandates or recommendations.~~

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

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

~~1. Level of community transmission of COVID-19~~

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

3. Any local COVID-19 outbreaks or increasing trends

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

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

Reporting to the Public Health Department

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

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

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

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

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

Statewide Instructional Mode Survey

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

Stakeholder Engagement and Community Relations

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee.

The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding community transmission levels, district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition,

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

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

Learning Recovery and Social-Emotional Support

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

1. Use of interim or diagnostic assessments

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

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

4. Review of prior year grades

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

The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)

Supplemental Instruction and Support

The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)

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

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

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

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

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

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

b. Access to school meal programs

c. Access to before and after school programs

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

e. Referrals for support for family or student needs

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

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

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

8. Other interventions identified by the Superintendent or designee

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

1. Accelerated learning strategies and effective techniques for closing learning gaps, including training in facilitating quality learning opportunities for all students
2. Strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs

Reengagement for Chronically Absent Students

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

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

2. Door-to-door campaigns

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

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

Student Absence and Attendance

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

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

Nondiscrimination

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

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

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

Policy 0470: COVID-19 Mitigation Plan **Status:** ADOPTED

Original Adopted Date: 10/02/2021 | **Last Revised Date:** 08/11/2022 | **Last Reviewed Date:** 08/11/2022

COVID-19 MITIGATION PLAN

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

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

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

To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.

COVID-19 Safety Plan

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

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

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

1. Level of community transmission of COVID-19

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

3. Any local COVID-19 outbreaks or increasing trends

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

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

Reporting to the Public Health Department

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

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

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

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

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

Statewide Instructional Mode Survey

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

Stakeholder Engagement and Community Relations

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee.

The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

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

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

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

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

Learning Recovery and Social-Emotional Support

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

1. Use of interim or diagnostic assessments

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

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

4. Review of prior year grades

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

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

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
(cf. 6184 - Continuation Education)

Note: Pursuant to Education Code 43522, as amended by AB 130, districts that receive Extended Learning Opportunities (ELO) grant funding are required to implement a learning recovery program that provides supplemental instruction, support for social-emotional well-being, and to the maximum extent permissible as specified in U.S. Department of Agriculture guidelines, meals and snacks, to students who are eligible for free or reduced-price meals, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020-21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)

Supplemental Instruction and Support

The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)

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

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

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

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

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

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

   b. Access to school meal programs

   c. Access to before and after school programs

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

e. Referrals for support for family or student needs

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

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

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

8. Other interventions identified by the Superintendent or designee

(cf. 6164.2 - Guidance/Counseling Services)

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

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

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

Reengagement for Chronically Absent Students

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

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

2. Door-to-door campaigns

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

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

Student Absence and Attendance

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

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

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

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

Nondiscrimination

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

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

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

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

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

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

Legal Reference:
EDUCATION CODE
32090-32095 COVID-19 reporting and public health requirements

43520-43525 In-person instruction and expanded learning opportunities grants
44978 Sick leave for certificated employees
45191 Leave of absence for illness and injury, classified employees
48205 Excused absences
48213 Prior parent notification of exclusion; exemption
48240 Supervisors of attendance
49451 Exemption from physical exam; exclusion from attendance

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

Management Resources:
CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures
The Resource Guide: Turning Crisis into Opportunity, Delegate Assembly Report, May 2021
Understanding and Addressing Disruptions to Learning During the COVID-19 Pandemic, May 2021
CALIFORNIA COLLABORATION FOR EDUCATIONAL EXCELLENCE PUBLICATIONS
Statewide Instructional Mode Survey Frequently Asked Questions (FAQs), September 14, 2021
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Safe Return to In-Person Instruction and Continuity of Services Plan Template
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, September 1, 2021
Requirement for Universal Masking Indoors at K-12 Schools, August 23, 2021
State Public Health Officer Order of August 11, 2021
State Public Health Officer Order of June 11, 2021
CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS
COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources
CALIFORNIANS TOGETHER PUBLICATIONS
Teaching and Learning During Uncertain Times: A Review of Learning Continuity Plans
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Guidance for COVID-19 Prevention in K-12 Schools, August 5, 2021
INSTITUTE OF EDUCATION SCIENCES PUBLICATIONS
Addressing Trauma in Educational Settings, Module 1: Impacts and Symptoms of Trauma and Relevant Strategies to Support Students, Webinar, November 2020
NATIONAL CENTER FOR LEARNING DISABILITIES PUBLICATIONS
Promising Practices to Accelerate Learning for Students with Disabilities During COVID-19 and Beyond
NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION PUBLICATIONS
Coronavirus Communications Crisis for Public Schools guide
OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
POLICY ANALYSIS FOR CALIFORNIA EDUCATION (PACE) PUBLICATIONS

Evidence-Based Practices for Assessing Students' Social and Emotional Well-Being, February 2021
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Confronting COVID-19-Related Harassment in Schools, August 2021
ED COVID-19 Handbook, Volume 1: Strategies for Safely Reopening Elementary and Secondary Schools, August 2021
ED COVID-19 Handbook, Volume 2: Roadmap to Reopening Safely and Meeting All Students' Needs, August 2021
Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
WEB SITES
CSBA: http://www.csba.org
California Collaborative for Educational Excellence: https://ccee-ca.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov
California Division of Occupational Safety and Health: https://www.dir.ca.gov/dosh
California Interscholastic Federation: https://cifstate.org/covid-19/index
Office of the Governor: https://www.gov.ca.gov
Office of Management and Budget: https://www.whitehouse.gov/omb
State of California Safe Schools for All Hub: https://schools.covid19.ca.gov
U.S. Department of Labor: https://www.dol.gov
World Health Organization: https://www.who.int

PROPOSED

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 11/01/2004 | **Last Revised Date:** ~~05~~03/01/~~2018~~2024 | **Last Reviewed Date:** ~~05~~03/01/~~2018~~2024

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act~~.~~, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, ~~he/she~~the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

CURRENT

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 09/25/2019

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

PROPOSED

Policy 4111: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2012 | **Last Revised Date:** 03/01/~~2018~~2024 | **Last Reviewed Date:** 03/01/~~2018~~2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

When posting an employment opportunity, the Superintendent or designee shall include~~,~~ the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate~~, as necessary~~ hiring procedures to identify the best possible candidates for a position.

In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential ~~in accordance with law.~~

~~No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws~~and consistent with law.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, ~~in regard to~~about an applicant's salary history information, including compensation and benefits. ~~He/she~~Additionally, the Superintendent or designee shall ~~also~~ not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)
For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4111: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 03/12/2015

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

(cf. 0100 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

(cf. 4113 - Assignment)

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

PROPOSED

Policy 4211: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2012 | **Last Revised Date:** 03/01/~~2018~~2024 | **Last Reviewed Date:** 03/01/~~2018~~2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible candidates for a position.

In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential consistent with law.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall ~~also~~ not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4211: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 03/12/2015

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

(cf. 0100 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

(cf. 4113 - Assignment)

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Policy 4311: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2012 | **Last Revised Date:** 03/01/~~2018~~2024 | **Last Reviewed Date:** 03/01/~~2018~~2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees. When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.
When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible candidates for a position.

In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential and consistent with law.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an

applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4311: Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 03/12/2015

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficiency of district operations.

(cf. 0100 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low-performing schools or in hard-to-fill positions.

(cf. 4113 - Assignment)

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

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

Original Adopted Date: 07/01/2000 | **Last Revised Date:** ~~09~~03/01/~~2022~~2024 | **Last Reviewed Date:** ~~09~~03/01/~~2022~~2024

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

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance.

The Superintendent or designee shall ensure that disciplinary actions are appropriately documented and taken in a consistent, nondiscriminatory manner. In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for engaging in protected activities, or for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, suspension or leave without pay, or dismissal.

Suspension/Dismissal Procedures

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

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

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

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

to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. - (Education Code 44938)

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

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

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

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

Compulsory Leave of Absence

Upon being informed that a certificated employee has been charged with a mandatory leave of absence offense, the Superintendent or designee shall immediately place the employee on a compulsory leave of absence. (Education Code 44940, 44940.5)

CURRENT

Policy 4118: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 11/18/2010 | **Last Revised Date:** 11/16/2023 | **Last Reviewed Date:** 11/16/2023

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

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

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

Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.
The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

Suspension/Dismissal Procedures

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

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

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

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

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

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

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

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

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

Policy 4218: Dismissal/Suspension/Disciplinary Action **Status:** ADOPTED

Original Adopted Date: 07/01/2019 | **Last Revised Date:** 03/01/~~2023~~2024 | **Last Reviewed Date:** 03/01/~~2023~~2024

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

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner. In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for engaging in protected activities, or for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension or leave without pay, reduction of wages, or dismissal.

A probationary classified employee may be dismissed without cause anytime before the probationary period expires.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Serious Disciplinary Proceedings

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly review process. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter. (Education Code 45113, 45116)

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board~~.~~ or by a third-party hearing officer, in accordance with law. (Education Code 45113, 45312)

A classified employee who timely requests a hearing may only be suspended, demoted, or dismissed pending the outcome of the hearing in accordance with Education Code 45113~~,~~ and as specified in the accompanying administrative regulation.

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session~~,~~ unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which ~~a~~ disciplinary action was ultimately sustained, and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

Except for an allegation of egregious misconduct in which a minor is involved, the Board may delegate the authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When a matter is heard by a third-party hearing officer, the Board shall review the determination and adopt or reject the recommended decision. (Education Code 45113)

When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

Compulsory Leave of Absence

Upon being informed that a classified employee has been charged with a mandatory leave of absence offense, the Superintendent or designee shall immediately place the employee on a compulsory leave of absence. (Education Code 44940, 44940.5, 45304)

Policy 5141.21: Administering Medication And Monitoring Health Conditions Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~12~~03/01/~~2019~~2024 | **Last Reviewed Date:** ~~12~~03/01/~~2019~~2024

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

In accordance with law, the Superintendent or designee may make naloxone hydrochloride or another opioid antagonist and stock albuterol inhalers available at each school for providing emergency medical aid to any person suffering or reasonably believed to be suffering from opioid overdose or respiratory distress. (Education Code 49414.3, 49414.7)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Policy 5141.21: Administering Medication And Monitoring Health Conditions

Status: ADOPTED

Original Adopted Date: 04/11/2019 | **Last Reviewed Date:** 04/11/2019

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make optional naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Policy 5144: Discipline **Status:** ADOPTED

Original Adopted Date: 04/01/2014 | **Last Revised Date:** ~~12~~03/01/~~2018~~2024 | **Last Reviewed Date:** ~~12~~03/01/~~2018~~2024

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and responding appropriately to student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for responding to student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The principal or designee at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and administrative regulations. The Board, at an open meeting, may review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff, providing interventions and supports to students, as well as the maintenance of an orderly school environment, shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate support and/or discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee may report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

CURRENT

Policy 5144: Discipline

Status: ADOPTED

Original Adopted Date: 06/25/2015

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

(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)

(cf. 6164.5 - Student Success Teams)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 35291.5, 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the cause of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies,

staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

PROPOSED

Policy 6141.2: Recognition Of Religious Beliefs And Customs **Status:** ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** 03/01/~~2004~~2024 | **Last Reviewed Date:** 03/01/~~2004~~2024

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world~~.~~ and be consistent with the adopted instructional materials and state standards, as applicable.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is ~~clearly~~ forbidden in ~~the~~ public schools. The Superintendent or designee shall ensure that instruction about religion does not promote or denigrate the beliefs or customs of any particular religion or sect, nor that a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces, and treat all religions and religious conviction, including nonbelief, with fairness and respect.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among

Staff shall not coerce students in prayer or other religious activities as part of their official duties. However, Staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing the student's religious belief so long as this does not disrupt the classroom~~.~~ or other school sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the district. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and ~~are~~ temporary in nature.

Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

CURRENT

Policy 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 11/18/2010

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world.

(cf. 6143 - Courses of Study)

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is clearly forbidden in the public schools. Instruction about religion shall not promote or denigrate the beliefs or customs of any particular religion or sect, nor should a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

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

(cf. 1330 - Use of School Facilities)

(cf. 1325 - Advertising and Promotion)

(cf. 5113 - Absences and Excuses)

(cf. 6145.5 - Student Organizations and Equal Access)

Staff shall not endorse, encourage or solicit religious or anti-religious expression or activities among students during class time. As part of their official duties, staff shall not lead students in prayer or other religious activities. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the classroom.

(cf. 5127 - Graduation Ceremony and Activities)

Students may express their beliefs about religion in their homework, artwork and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards.

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6154 - Homework/Make-up Work)

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the public schools. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and are temporary in nature.

PROPOSED

Policy 6175: Migrant Education Program

Status: ADOPTED

Original Adopted Date: 07/01/2003 | **Last Revised Date:** ~~12~~03/01/~~2018~~2024 | **Last Reviewed Date:** ~~12~~03/01/~~2018~~2024

The Governing Board desires to provide a comprehensive program for students who are migratory that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for students~~.~~ who are migratory.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible students who are migratory and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to ~~migrant~~ students who are migratory who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each student who is migratory is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

PROPOSED

Bylaw9323.2: Actions By The Board

Status: ADOPTED

Original Adopted Date: 03/01/2011 | **Last Revised Date:** 03/01/~~2019~~2024 | **Last Reviewed Date:** 03/01/~~2019~~2024

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164, 35165)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

Action on Non-Agenda Items

The Board may take action on a subject not appearing on the posted meeting agenda only after publicly identifying the item and if any one of the following conditions are met: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier
4. Until December 31, 2025, when a Board member requests to participate by teleconference due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda

Challenging Board Actions

Before seeking to file a civil action to stop or prevent a Brown Act violation or to invalidate a prior action taken by the Board, the district attorney's office or interested person shall first present a demand to "cure

and correct" the alleged violation to the district. If the district receives a proper demand from the district attorney's office or any interested person to "cure and correct" an alleged violation of the Brown Act, the Board shall consult with legal counsel on if and how to respond as provided by law. (Government Code 54960~~,~~ -54960.~~2~~)

Bylaw 9323.2: Actions By The Board

Status: ADOPTED

Original Adopted Date: 05/08/2014

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members

2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision

3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5

2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted

3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)

2. Agenda posting (Government Code 54954.2)

3. Closed session item descriptions (Government Code 54954.5)

4. New or increased tax assessments (Government Code 54954.6)

5. Special meetings (Government Code 54956)

6. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.

3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.

2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

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

Seemaa Prasad, Baden Principal

DATE: January 23, 2025

RE: Approval of the Agreement with the Bay Area Writing Project in Berkeley for the 2024/25 school year.

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 Bay Area Writing Project (BAWP) will partner with Baden High School (BHS) during the 2024-2025 school year to offer a seven-session professional development series to support staff's year-long inquiry process into what it takes to motivate and advance student writing across disciplines and meet graduation requirements.

Teachers will establish "smart goals" toward addressing SSFUSD's priority instructional focus on student collaborative learning and development of academic vocabulary. Toward meeting these goals, teachers will develop individual inquiries to assess impact of new approaches on student performance and refine inquiries from term to term, as appropriate.

FISCAL IMPLICATIONS:

The total cost of the professional learning sessions is $26,050.00.

The site CSI grant funds will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with the Bay Area Writing Project in Berkeley for the 2024/25 school year.

SERVICES AGREEMENT
Between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
And
Baden High School, South San Francisco Unified School District

This Services Agreement ("**Agreement**"), effective **September 17, 2024**, is by and between The Regents of the University of California, a California public corporation ("**University**"), on behalf of its Bay Area Writing Project at its Berkeley campus, and Baden High School, South San Francisco Unified School District ("**Baden High School**"), a public high school having a principal place of business at 825 Southwood Drive, South San Francisco, CA 94080. "**Party**" hereinafter refers to each Party individually, or collectively as "**Parties**."

BACKGROUND

A. University has the experience and capabilities necessary to perform the services contemplated by this Agreement and the performance of such services is consistent with its educational, research, and public service activities ("**University Mission**"); and

B. Baden High School would like University to provide the services as set forth in this Agreement.

In consideration of the mutual covenants, terms and conditions in this Agreement, the Parties agree to the following:

AGREEMENT

1. Scope of Work

University will perform the services ("**Services**") and, if applicable, provide the deliverables ("**Deliverables**") set forth in the attached Exhibit A, incorporated by reference and made a part of this Agreement.

2. Fees

The fees or rates for the Services to be rendered by University are set forth in Exhibit A. Baden High School will pay University within 45 days from the date of University's invoices. Past due payments will accrue a 1% service charge per month. University will submit all invoices to Baden High School's representative listed in Section **15 (Notice)**. All payments from Baden High School to University will be made by check payable to "The Regents of the University of California" to an address specified in the invoice or by wire transfer to an account specified in the invoice.

3. Term and Termination

3.1 This Agreement commences on the Effective Date and will expire on **June 30, 2025,** ("**Term**"), unless earlier terminated in accordance with the terms of this Agreement.

3.2 This Agreement may be terminated, by either Party in the event the other Party is in breach of any material term of this Agreement and has failed to cure such breach within 30 days after

notice thereof. Baden High School's failure to pay any undisputed payment when due under this Agreement will constitute a material breach of this Agreement for the purposes of this provision.

3.3 University may terminate this Agreement with or without cause upon 30 days' written notice to Baden High School. In addition, University reserves the right to terminate this Agreement if University is no longer reasonably able to perform the Services or any other obligations under this Agreement.

3.4 In the event University terminates this Agreement pursuant to Section 3.3, Baden High School will pay University for all Services rendered, expenses incurred and non-cancellable obligations as of the date the notice of termination was sent. University will refund to Baden High School any prepaid amounts (a) not earned by University prior to the date of such termination, (b) not applicable to expenses incurred by University prior to the date of such termination and/or (c) not applicable to non-cancellable obligations of University made prior to the date of such termination. In the case of termination by University pursuant to Section 3.3, University's liability will be limited to the amount of any such refund.

3.5 All provisions which, by their nature, extend beyond the Term will survive termination of this Agreement, including but not limited to, Sections **4 (Copyright), 5 (University Name, Trademarks and Logos)**, **6 (Disclaimer of Warranty)**, **7 (Limitations of Liability)**, **8 (Indemnification)**, **9 (Insurance)**, **10 (Confidentiality), 12 (Materials Provided by Baden High School), and 13 (Data Security and Privacy)**.

4. Copyright

As between University and Baden High School, University owns all right(s), title, and interest in and to materials and information, including but not limited to course materials, images, text, data, illustrations, photos, audio, video, codes, logos, marketing plans, digital text, research, technical information, know-how, trade secrets, processes, algorithms, code, software, the derivatives thereof, and the selection, coordination and arrangement of such materials that is or was conceived, created, or developed prior to, or independent of the Services and Deliverables defined in Section 1 (collectively "**University Intellectual Property**") whether they are protected by copyrights, trademarks, service marks, patents, or other proprietary rights, either owned by University or licensed to University by other parties who own such intellectual property. This is not a work made-for-hire agreement under U.S. copyright law, and any and all intellectual property rights to any materials or information created in the performance of this Agreement, including the Deliverables ("**Works**") shall vest with University. To the extent that University is not the owner of such Works, Baden High School hereby irrevocably assigns to University all right, title, and interest (including copyright rights) to and in such Works. University grants to Baden High School a non-transferable, non-sublicensable, royalty-free, non-exclusive license to use the Works solely for internal business purposes. Baden High School will not use the Works for any other purpose without the prior written consent of University.

5. University Name, Trademarks and Logos

Baden High School will not use the name of the University of California ("**UC**"), any abbreviation thereof, any name of which "University of California" is a part, or any trademarks or logos of University ("**University Marks**"), in any commercial context (including, without limitation, on products, in media (including websites), and in advertisements), or in cases when such use may imply an endorsement or sponsorship of Baden High School, its products or services.

All such uses of University's name and trademarks must receive prior written consent from The Regents of the University of California through the Office of Business Contracts and Brand Protection, who can be reached at BCBP@berkeley.edu. At all times, Baden High School agrees to comply with California Education Code Section 92000.

University Marks are and will remain exclusively the property of University. Baden High School will not, either directly or indirectly, obtain or attempt to obtain during the Term hereof or at any time thereafter, any right, title or interest in or to University Marks, and Baden High School hereby expressly waives any right which it may have in University Marks. Baden High School recognizes University's exclusive ownership of University Marks.

6. Disclaimer of Warranty

Except as expressly set forth otherwise in this Agreement, University makes no warranties, either express or implied, as to the Services, the Deliverables, or the results provided under this Agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement. Baden High School acknowledges that the Services, the Deliverables, and the results are provided on an "as is" basis and without warranties of any kind. Baden High School further acknowledges that it uses such Services, Deliverables, and results at its own risk. University will bear no responsibility for the success or failure of the Services, Deliverables, or results.

7. Limitations of Liability

Neither Party shall be liable for any indirect, consequential, incidental, special, punitive, or exemplary damages of any kind arising out of or in any way related to this agreement, whether in warranty, tort, contract, or otherwise, including, without limitation, loss of profits or loss of good will, whether or not the other Party has been advised of the possibility of such damages and whether or not such damages were foreseeable.

8. Indemnification

Each Party will defend, indemnify, and hold the other Party, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement (collectively, "**Claim**") but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officers, agents, or employees. The Party seeking indemnification agrees to provide the other Party with prompt notice of any such Claim and to permit the indemnifying Party to defend any Claim or action, and to cooperate fully in such defense. The indemnifying Party will not settle or consent to the entry of any judgment in any Claim without the consent of the other Party, and such consent will not be unreasonably withheld, conditioned, or delayed.

9. Insurance

9.1 The Parties will keep in full force and effect during the Term, at each Party's own cost, expense, insurance or in the case of University, self-insurance with coverages as follows ("**Insurance**"):

A. Commercial Form General Liability Insurance with minimum limits as follows:

i. Each Occurrence $1,000,000

ii. Products/Completed Operations Aggregate	$2,000,000
iii. Personal and Advertising Injury	$1,000,000
iv. General Aggregate	$2,000,000

B. Workers Compensation as required by applicable law.

C. If a representative of Baden High School will be driving on campus, Business Automobile Insurance with insurance coverage amount of $1,000,000 per occurrence will be required.

9.2 If the Insurance is written on a claims-made form, it will continue for three (3) years following termination of this Agreement.

9.3 Upon execution of this Agreement, each Party will furnish the other Party with a Certificate of Insurance (**"Certificate of Insurance"**) evidencing compliance with the insurance provisions of this Agreement. Baden High School's Certificate of Insurance will be delivered to University's representative specified in the Section **15** (**Notice**). Each Party is required to give thirty (30) days' advance written notice to such other Party of any modification, change, or cancellation with respect to the Insurance

9.4 The insurance requirements set forth in this Section will not limit a Party's liability.

10. Confidentiality

Pursuant to the performance of this Agreement, the Parties do not anticipate exchanging or disclosing any "**Confidential Information**," defined as non-public information that a Party considers confidential or proprietary. However, if there will be any disclosure of Confidential Information, the information needs to be marked "Confidential" or "Proprietary at the time of disclosure," and if a Party discloses Confidential Information orally, the disclosing Party will indicate its confidentiality at the time of disclosure and will confirm such in writing within ten (10) days of the disclosure. Unless otherwise required by law (including a subpoena or California Public Records Act request) or court order or as otherwise authorized in writing by the other Party prior to the disclosure, each Party will not disclose the other Party's Confidential Information to any third party, and each Party will only use the other Party's Confidential Information to the extent necessary to perform this Agreement. Confidential Information will not include information that: (i) was legally in its possession or known to the receiving Party without any obligation of confidentiality prior to receiving it from the disclosing Party; (ii) is, or subsequently becomes legally and publicly available without breach of this Agreement by the receiving Party; (iii) is legally obtained by the receiving Party from a third party without any obligation or confidentiality; (iv) is independently developed by or for the receiving Party without use of the Confidential Information as demonstrated by competent evidence; or (v) is disclosed under the California Public Records Act or legal process. The receiving Party's confidentiality and use obligations will extend for a period of one (1) year from the date of receipt of the disclosing Party's Confidential Information.

11. Export Control and Biohazardous Materials

Baden High School WILL NOT provide to University any materials and/or information that are export-controlled under the International Traffic in Arms Regulations (22 CFR 120-130), the United States Munitions List (22 CFR 121.1), or Export Administration Regulations (15 CFR 730-774) 500 or 600 series; controlled on a military strategic goods list; Select Agent(s) under 42

CFR Part 73, et seq.; or subject to regulations governing access to such Export Materials ("**Export Materials**"). If Baden High School desires to provide any Export Materials to University, Baden High School must provide written notification that identifies such Export Materials, including their export classification to University contact in Section 15 (Notice) and receive confirmation and approval from University, prior to disclosure.

12. Materials Provided by Baden High School

In the event University is producing Deliverables or providing Services that require Baden High School to furnish or supply University with parts, goods, data, specifications, components, programs, practices, methods, Export Materials (if approved by University pursuant to Section 11 above), or other property under this Agreement (collectively, "**Baden High School Materials**"), such Baden High School Materials shall be identified in Exhibit A, and provided by Baden High School in a timely and secure manner so as to allow University to perform the Services. Baden High School warrants that Baden High School Materials will: (1) conform to the requirements of this Agreement, including all descriptions, specifications, and attachments made a part hereof, and (2) will not infringe any third-party rights. University's acceptance of Baden High School Materials will not relieve Baden High School from its obligations under this warranty.

If Baden High School is providing any materials to University in the performance of this Agreement, Baden High School will indemnify, defend, and hold harmless University, its officers, agents, and employees against all losses, damages, liabilities, costs, and expenses (including but not limited to attorneys' fees) resulting from any judgment or proceeding in which it is determined, or any settlement agreement arising out of the allegation, that Baden High School Materials or University's use of Baden High School Materials constitutes an infringement of any patent, copyright, trademark, trade name, trade secret, or other proprietary or contractual right of any third party. University retains the right to participate in the defense against any such suit or action, and Baden High School will not settle any such suit or action without University's consent.

13. Data Security and Privacy

13.1. Definition of Data Protection Law. For the purpose of this Agreement, "**Data Protection Law**" means applicable laws relating to privacy and data protection, including in the case of University, the Family Educational Rights and Privacy Act ("**FERPA**"), and other applicable U.S. federal and California state laws on privacy and data protection; and in the case of Baden High School, Baden High School's applicable national and local laws on privacy and data protection. In the event Baden High School collects data subject to international privacy laws, such as the General Data Protection Regulation (GDPR) and/or the Personal Information Protection Law (PIPL), if applicable, Baden High School agrees to comply with all applicable privacy requirements of such laws, including, but not limited to, notice, consent, access and data protection requirements. In the event any Protected Information is revealed, shared, or exchanged between the Parties, each Party agrees to comply with its obligations under all applicable Data Protection Law, and as required under this Agreement. To the extent that any laws or regulations of the home country or region of a Party has extra-territorial application such as to impose legal obligations on the other Party or its conduct outside such home country or region, the other Party upon request will provide reasonable assistance to such other Party in satisfying such obligation as necessary to implement this Agreement. Such reasonable assistance shall not include legal advice or opinion.

13.2. Protected Information. The Parties do not anticipate providing or exchanging any personally identifiable information or data identifiable to an individual ("**Protected Information**") in the performance of this Agreement. In the event that any Protected Information is revealed, shared, or exchanged, Baden High School agrees to protect the privacy and security of Protected Information. Baden High School shall implement, maintain and use internationally recognized commercial data security standards regarding administrative, technical and physical security measures that meet or exceed these requirements, including information access and computer system security measures, to preserve the confidentiality, integrity and availability of the Protected Information. Baden High School shall not access, use or disclose Protected Information other than for the sole purpose granted by University as necessary to carry out the Services, or as required by applicable U.S. law, or as otherwise authorized in writing by University. Baden High School shall inform University of any confirmed or suspected unauthorized access or disclosure of Protected Information immediately upon discovery, both orally and in writing, and fully cooperate with University in investigating and remedying the effects of such breach.

13.3. Non-Disclosure. Neither Party shall use or disclose Protected Information for any purposes except as contemplated by this Agreement or as required by applicable U.S. law (such as pursuant to a subpoena or, for University, the California Public Records Act), or as otherwise authorized in writing by the other Party. In the event of expiration or termination of this Agreement, the requirements of this Section shall continue to apply to any Protected Information which continues to be stored, processed, or used by either Party following termination of this Agreement.

14. Miscellaneous

14.1 Governing Law and Venue. This Agreement will be governed by and interpreted according to the laws of the State of California, without regard to its conflict of laws provisions. Parties agree and consent to the exclusive jurisdiction and venue of the courts of the State of California of competent jurisdiction for all purposes regarding this Agreement and further agrees and consents that venue of any action brought will be exclusively situated in the County of Alameda, California.

14.2 Relationship of the Parties. The relationship of the Parties under this Agreement is that of independent contractors. Nothing in this Agreement will create, or be construed to be, a joint venture, association, partnership, franchise or other form of business relationship. At no time will the employees, agents or assigns of one Party be considered the employees of the other Party for any purpose, including but not limited to workers' compensation purposes.

14.3 Force Majeure. Neither Party shall be deemed to be in default of or to have breached any provision of this Agreement (other than payment obligations) due to a delay, failure in performance or interruption of service, if such performance or service are impossible to execute, illegal or commercially impracticable, because of the following "force majeure" occurrences: acts of God, acts of civil or military authorities, civil disturbances, wars, strikes or other labor disputes, transportation contingencies, freight embargoes, acts or orders of any government or agency or official thereof, earthquakes, fires, floods, unusually severe weather, epidemics, pandemics, quarantine restrictions and other catastrophes, or any other similar occurrences beyond such party's reasonable control. In every case, the delay or failure in performance or interruption of service must be without the fault or negligence of the Party claiming excusable delay and the Party

claiming excusable delay must promptly notify the other Party of such delay. Performance time under this Agreement shall be considered extended for a period of time equivalent to the time lost because of the force majeure occurrence; provided, however, that if any such delay continues for a period of more than thirty (30) days, University shall have the option of terminating this Agreement upon written notice to Baden High School.

14.4 Assignment. Neither Party may assign this Agreement without the written consent of the other Party. In case such consent is given, the assignee will be subject to all of the terms of the Agreement.

14.5 Modification. This Agreement may only be amended in a writing, signed by the authorized representatives of the Parties.

14.6 Severability. If a provision of the Agreement becomes, or is determined to be, illegal, invalid, unenforceable or void by a court of competent jurisdiction, that will not affect the legality, validity or enforceability of any other provision of the Agreement or of any portion of the invalidated provision that remains legal, valid, or enforceable.

14.7 Integration. This Agreement, including any exhibits and addenda, constitutes the entire understanding and agreement between the Parties as to all matters contained herein, and supersedes all prior agreements, representations and understandings of the Parties. The Parties may utilize their standard forms of purchase orders, invoices, quotations and other such forms in administering this Agreement, but any of the terms and conditions printed or otherwise appearing on such forms will not be applicable and will be void.

14.8 Waiver. No waiver of any provision of this Agreement will be effective unless made in writing and signed by the waiving Party. The failure of any Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, will not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

14.9 Counterparts. This Agreement may be executed in two or more counterparts, which may be transmitted via facsimile or electronically, each of which will be deemed an original and all of which together will constitute one instrument.

14.10 Headings. Article and Section headings used in this Agreement are for convenience of reference only, are not part of this Agreement and shall not affect the construction of, or be taken into consideration in interpreting, this Agreement.

14.11 No Third-Party Rights. Except as expressly provided in this Agreement, this Agreement is intended solely for the benefit of the Parties and is not intended to confer any benefits upon, or create any rights in favor of, any person other than the Parties.

15. Notice

All notices under this Agreement must be in writing, and must be mailed or emailed or delivered by hand or recognized overnight delivery service to the Party to whom such notice is being given. Any such notice will be considered to have been given upon receipt or refusal of delivery. Additionally, notices by email will be considered legal notice only: (i) if such communications include the following text in the subject field: FORMAL LEGAL NOTICE; and

(ii) upon written acknowledgement by the recipient, such acknowledgement not to include automatically generated responses.

University's representative for all purposes will be:
Name: Tara Kaiser
Address: 2121 Berkeley Way, Berkeley, CA 94720-1670
Phone: (510) 642-0971
Email: tarakaiser@berkeley.edu

Baden High School's representative for all purposes will be:
Name: Seemaa Prasad
Address: Baden High School, 825 Southwood Dr., South San Francisco, CA 94080
Phone: (650) 827-8455
Email: sprasad@ssfusd.org

16. Representation on Authority of Parties/Signatories

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute this Agreement. Each Party represents and warrants to the other that the execution of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

[signature page follows]

IN WITNESS WHEREOF, the duly authorized Parties have executed this Agreement as of the Effective Date.

Baden High School, South San Francisco Unified School District

Signature: _____

Name: _____

Title: _____

Date: _____

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Signature: DocuSigned by: Vanessa Ringgold 555AB35378284C6...

Name: Vanessa Ringgold

Title: Senior Business Contracts Officer

Date: October 2, 2024

EXHIBIT A

I. STATEMENT OF WORK

A. Services: Please see full scope of work below.

II. FEES AND PAYMENT SCHEDULE

A. Fees (i.e., Rates/Cost): $26,050
B. Payment Schedule: Payment due in lump sum upon completion of work

Baden High School address to which Invoices should be sent:

Ted O, Assistant Superintendent of Business Services
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080-4423
tedo@ssfusd.org

Form of Payment: Check made payable to "UC Regents"

The Bay Area Writing Project &
Baden High School, South San Francisco USD
Continuing Series: *Inquiry into Writing in the Disciplines*
Scope of Work: 2024-2025

Project Description: The Bay Area Writing Project (BAWP) will partner with Baden High School (BHS) during the 2024-2025 school year to offer a seven-session professional development series to support staff's year-long inquiry process into what it takes to motivate and advance student writing across disciplines and meet graduation requirements.

Teachers will establish "smart goals" toward addressing SSFUSD's priority instructional focus on student collaborative learning and development of academic vocabulary. Toward meeting these goals, teachers will develop individual inquiries to assess impact of new approaches on student performance and refine inquiries from term to term, as appropriate.

Additionally, BAWP will add a coaching component so teachers can receive immediate feedback following live lesson observations.

Series goals include:

- **A Partnership Reset.** Conducting an informal needs assessment so that BAWP teacher leaders re-connect with staff and engage them in discussion around early goal-setting in order to set the flow of the professional development for the year.
- **Establishment of Teacher-Inquiries and Follow-Through.** Supporting teachers toward establishing inquiries that align with their smart goals and demonstrating ways of monitoring progress.
- **Workshops.** Demonstrating lessons that foster student engagement and address expectations of the California's Writing Standards in order to meet high school graduation requirements and which focus particularly on student collaboration in the learning environment and the development of academic vocabulary.
- **Classroom Observations and Coaching.** BAWP teacher-leaders will conduct two classroom observations, one during Term 2 & one during Term 4. BAWP leaders will host pre-visit virtual conferences to run-through what lessons will include, provide suggestions for fine-tuning as appropriate, and establish "look-fors" in partnership with teachers being observed. BAWP leaders will also conduct follow-up debriefs on-site to discuss noticings and support teachers' assessment of on-going inquiries.
- **Data collection.** Participants will collect student writing from term-to-term for on-going analysis. During workshops, staff will share work samples that represent levels of student achievement in light of smart goals and on-going inquiries.

- **Cultivating a culture of reflective practice.** Continuing the site goal of meeting periodically outside the workshop setting to review the impact of instruction on student achievement.

Series Schedule 2024-2025:

- **Needs Assessment, 1-hour (virtual)**
- **Workshops, 2-hours: 1:30pm - 3:30pm**
- **Site Coaching, 5 hours on-site.**

Term 1: Needs Assessment:	September 18, 2024
Term 2: Workshop #1:	October TBD
Term 2: Coaching Session #1:	October/Early November, 2024 TBD
Term 3: Workshop #2:	December (3, 10, or 12)
Term 4: Coaching Session #2:	January/February, 2025
Term 5: Workshop #3:	March (4 or 6)
Term 6: Workshop #4:	May (13 or 15)

Series Location:

- Baden High School
  825 Southwood Dr.
  South San Francisco, CA 94080

Total cost: $26,050

Cost includes:

- Provisions for two BAWP teacher presenters to co-lead and deliver workshops and provide on-site coaching.
- Substitute reimbursements.
- Travel costs: r/t mileage + tolls from UC Berkeley to Baden High School..
- BAWP administrative costs.
- UC Berkeley administrative costs.

Indirect costs:

- (1) Photocopying. We ask Baden High School to photocopy presenter handouts in time for workshops by a deadline BHS determines (master copies sent electronically). If BAWP's presenters miss the deadline, they are responsible for running off materials. In this day and age, however, many handouts can be accessed electronically on laptops during the workshops; (2) Other materials. We ask that BHS provides chart paper, sticky-notes, highlighters, etc., if requested by presenters for workshop delivery.

Professional development is provided by experienced BAWP teacher leaders who have research-based and classroom-proven practices in the teaching and uses of writing for learning.

Emergency Events:
Should a force majeure event occur (e.g., natural disasters, power outages, pandemic, etc.), BAWP will make good faith efforts to complete all agreed upon services. BAWP will also try to mitigate the effects of disrupted delivery of services once an event has

occurred, and/or to resume services as soon as possible or practicable thereafter within the school year or years specified in the contract.

Cost includes administrative fees. In addition, BAWP asks that 826 Valencia provide chart paper, sticky-notes, and highlighters for all sessions. Also, if presenters need photocopying, we ask that presenters be permitted to arrive early to use the Center's copy machine. BAWP will give advanced notice to 826 if this will be the case for particular workshops.

Professional development is provided by experienced BAWP teacher leaders who have research-based and classroom-proven practices in the teaching and uses of writing for learning.

Emergency Events:
Should a force majeure event occur (e.g., natural disasters, power outages, pandemic, etc.), BAWP will make good faith efforts to complete all agreed upon services. BAWP will also try to mitigate the effects of disrupted delivery of services once an event has occurred, and/or to resume services as soon as possible or practicable thereafter within the school year or years specified in the contract.

Changing Dates:
BAWP understands the tentative nature of calendaring professional development and will make best efforts to accommodate requests to change dates. Should modification of dates become necessary, BAWP requires six weeks notice to ensure presenter availability to customize content and maintain coherence from session to session.

Amendment to Costs:
In the event of any contract changes that will result in a price increase, (e.g., design, additional sessions, etc.) an amendment to the contract will need to be executed prior to delivery.

BAWP Contact Persons

Rebekah Caplan, Associate Director for Professional Development
Bay Area Writing Project, School of Education
University of California, Berkeley
2121 Berkeley Way, #4418
Berkeley, CA 94720
rebekah22@me.com
Ph: (510) 642-0971

Tara Kaiser, Program Manager
Bay Area Writing Project, School of Education
University of California, Berkeley
2121 Berkeley Way, #4418
Berkeley, CA 94720
tarakaiser@berkeley.edu
Ph: (510) 642-0971

Hillary Walker, Director
Bay Area Writing Project, School of Education
University of California, Berkeley
2121 Berkeley Way, #4418

Berkeley, CA 94720
hillaryewalker@berkeley.edu
Ph: (510) 642-0971

Baden High School Contact Person:

Seemaa Prasad, Principal
Baden High School
825 Southwood Dr.
South San Francisco, CA 94080
(650) 877-8769
sprasad@ssfusd.org

Person Responsible for Contract Sign-Off:

Ted O, Assistant Superintendent of Business Services
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080-4423
(650) 866-4719
tedo@ssfusd.org

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Approval of Participation in the 2025 Math Adoption Workshop Series and Independent Contractor Agreement with UnboundEd Learning, Inc.

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 California Curriculum Collaborative (CalCurriculum) is a partnership between EdReports and UnboundEd. CalCurriculum supports districts in adopting and implementing high-quality instructional materials by providing independent reviews, content-specific resources, and guidance tailored to California's educational context.

SSFUSD has been invited to join a team of 29 districts and educational organizations across the state to participate in CalCurriculum's 2025 Math Adoption Workshop Series. This series is designed to prepare districts for math materials adoption using the 2023 California Math Framework as a foundation.

- *EdReports* is a non-profit organization that empowers educators and administrators to identify and implement high-quality instructional materials. EdReports focuses on advancing student learning through inclusive and affirming classroom resources.
- *UnboundEd* partners with educators and leaders to ensure equitable access to grade-level, engaging, and meaningful instruction through its GLEAM™ framework.

Currently, SSFUSD teachers in grades 3 through Algebra 2 are piloting math curricula. Kindergarten through second-grade teachers will begin piloting new materials during the

2025–2026 school year. To prepare for this process, Educational Services (EDS) will assemble a K–2 math adoption team to pilot and evaluate new curricula. Participation in the 2025 Math Adoption Workshop Series will support EDS and the K–2 pilot team by providing:

- Insights into the expectations for instructional materials outlined in the 2023 California Math Framework.
- A deeper understanding of the characteristics of high-quality instructional materials, with a focus on supporting multilingual learners. Knowledge of the impact of instructional materials on student learning outcomes.
- Guidance on planning and establishing structures for a successful future math materials adoption.

The workshop series includes one in-person session at UC Berkeley and four after-school virtual sessions:

- **January 29, 2025 (3:30–5:00 pm):** Virtual Kick-Off Session
- **February 5, 2025 (9:00 am–4:00 pm):** In-Person Workshop at UC Berkeley
- **March 12, 2025 (3:30–5:00 pm):** Virtual Community of Practice 1
- **April 9, 2025 (3:30–5:00 pm):** Virtual Community of Practice 2
- **May 7, 2025 (3:30–5:00 pm):** Virtual Community of Practice 3

If approved, the SSFUSD team will include 5 – 8 participants, including up to three classroom teachers, Jason Brockmeyer, and Sathya Seigel (Elementary Math TOSA).

FISCAL IMPLICATIONS:

Participation in the workshop series is cost-free. Additionally, the District will receive a $3,000 stipend from CalCurriculum to offset the costs of substitutes and teacher participation. Teachers attending the virtual Community of Practice sessions will be compensated at the professional development rate, with the $3,000 stipend expected to cover these expenses.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve SSFUSD's participation in the 2025 Math Adoption Workshop Series and the attached Independent Contractor Agreement between UnboundEd Learning, Inc., a New York non-profit corporation from January 9, 2025 - May 7, 2025.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement is made as of January 9th, 2025, by and between UnboundEd Learning, Inc., a New York non-profit corporation (the "Company"), and South San Francisco Unified School District, whose principal residence is 398 B Street South San Francisco, CA 94080 (the "Independent Contractor").

WHEREAS, the Company desires to retain the services of the Independent Contractor and the Independent Contractor desires to provide such services to the Company.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Services and Deliverables. The Independent Contractor agrees to perform such services to and for the Company as may be reasonably requested from time to time by the Company including performing the services and providing the deliverables specified on a Statement of Work ("SOW") for which a form is attached hereto(the "Services"). The parties may execute multiple SOWs under this Agreement. Each SOW, when executed by both parties, will constitute a separate agreement. Each SOW will incorporate the provisions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those of a SOW, the terms and conditions of the SOW will prevail. The Independent Contractor will keep the Company informed on the state of progress of any work undertaken and report on the Services as the Company may request and the Independent Contractor will immediately inform the Company of any extraordinary event or circumstance in connection with the Services.

2. Term. This Agreement shall commence on January 9th, 2025 (the "Effective Date") and continue until terminated in accordance with the terms hereof (the "Consulting Period").

3. Compensation and Expenses.

(a) Fees. (a) During the Consulting Period, the Company shall pay to the Independent Contractor an hourly consulting fee set forth on an executed SOW (the "Consulting Fee"). The Independent Contractor shall submit to the Company monthly statements, in a form satisfactory to the Company, showing the amount of hourly Services actually performed for the Company in the previous month. The Company shall pay to the Independent Contractor all undisputed invoices within 30 days after receipt of a monthly statement.

(b) Reimbursement of Expenses. The Company shall reimburse the Independent Contractor for all reasonable expenses incurred or paid by the Independent Contractor in connection with, or related to, the performance of the Services provided that all such expenses have been pre-approved in writing by the Company and provided that the Independent Contractor submits to the Company itemized monthly statements, in a form satisfactory to the company, of such expenses incurred. The Company shall pay to the Independent Contractor amounts shown on each such statement within 30 days after receipt thereof.

(c) Exclusion of Benefits. The Independent Contractor shall not be entitled to any Company-provided benefits, coverages or privileges, including without limitation, social security, unemployment, medical or pension payments, made available to employees of the Company.

4. Confidentiality.

(a) Independent Contractor will hold in strict confidence and will not use or disclose, except as set forth herein, any confidential or proprietary information of the Company or any customer of the Company ("Confidential Information"). Confidential Information also includes any and all information or data, regardless of whether it is in tangible form, disclosed (orally or in writing) by the Company to the Independent Contractor as confidential or proprietary and such information which is reasonably understood by a reasonable person to be confidential or proprietary information of the Company. Confidential Information shall not include any information which becomes generally known or available to the public other than as a result of a disclosure by the Independent Contractor.

(b) Independent Contractor shall not, without the prior written consent of the Company, use the Company's name in any advertising or promotional literature or publish any articles relating to the Company, this Agreement, or the Services and shall not otherwise refer to the retention of Independent Contractor to render services hereunder.

5. Work Product and Inventions.

(a) The Independent Contractor acknowledges that all deliverables, drawings, designs, graphics, discoveries, concepts, ideas, inventions, innovations, improvements, developments, methods, analyses, reports, intellectual property (including trademark, copyright and patent) applications, copyrightable work and mask work (whether or not including any confidential information) and all related registrations or applications, all other proprietary information and all similar or related information (whether or not patentable), created under this contract and subsequent extensions (collectively, "Work Product"), belong exclusively to the Company as works-made-for hire within the meaning of the Copyright Act of 1976, as amended. The Independent Contractor shall provide all such Work Product to the Company and, at the Company's expense, perform all actions reasonably requested by the Company (whether during or after the Independent Contractor's engagement with the Company) to establish and confirm the Company's ownership (including, without limitation, assignments, consents, powers of attorney and other instruments). The Independent Contractor further represents and warrants that (a) all Work Product shall be original to the Independent Contractor and not copies or substantial copies of any other artwork, sketches, drawings, designs, graphics, imagery, color studies, photographs, mechanicals, signage, text, typography or related materials, and (b) no Work Product shall infringe the Intellectual Property or other rights of any third party. Independent Contractor shall not include any previously owned intellectual property in any Work Product without the express permission of the Company. Notwithstanding the foregoing, Independent Contractor shall retain ownership in all materials and related intellectual property which is (i) developed prior to the execution of this Statement of Work or (ii) developed during the course of this Statement of Work but which are developed either at Independent Contractor's sole cost or which are not applicable to the particular services being provided to the Company ("Contractor Materials"). Company acknowledges and agrees that Independent Contractor retains all right, title and interest in the Contractor Materials. Independent Contractor hereby grants to Company a non-exclusive, non-transferable, royalty-free, license to use, copy, operate, process and modify the Contractor Materials solely for use in connection with the Work Product in its business.

(b) While not contemplated by this Agreement, any Invention (as hereinafter defined) will be the sole property of the Company and, to the extent permitted by law, shall be considered works-made-for-hire. Without further compensation, Independent Contractor agrees promptly to disclose to the Company, and assigns and agrees to assign to the Company or its designee, its entire right, title, and interest in and to all Inventions (as hereinafter defined) which Independent Contractor may solely or jointly develop or reduce to practice during the Consulting Period and for two years thereafter which pertain to any line of business activity of the Company, (b) which are aided by the use of time, material or facilities of the Company, whether or not during working hours, or (c) which relate to any of Independent Contractor's work during the Consulting Period. During or after the Consulting Period, upon the Company's request and at the Company's expense, Independent Contractor will execute all papers in a timely manner and do all acts necessary to apply for, secure, maintain or enforce patents, copyrights and any other legal rights in the United States and foreign countries in Inventions assigned to the Company under this Agreement, and Independent Contractor will execute all papers and do any and all acts necessary to assign and transfer to the Company, his/her entire right, title and interest in and to such Inventions. This obligation shall survive the termination of the Consulting Period. Independent Contractor irrevocably designates and appoints the Company and its duly authorized officers and agents as his/her agents and attorneys-in-fact to act for and on his/her behalf only for the purpose of executing and filing any such document and doing all other lawfully permitted acts to accomplish the foregoing purposes with the same legal force and effect as if executed by Independent Contractor. "Inventions" means all discoveries, developments, designs, improvements, inventions, products, processes, procedures, techniques, formulae, computer programs, information and/or works of authorship, whether or not patentable, copyrightable or otherwise legally protectable as a trade secret or otherwise. This includes, but is not limited to, any new machine, article of manufacture, biological material, method, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon.

6. Non-Solicitation. During the term of this Agreement and for a period of one (1) year after this Agreement is terminated for any reason, Independent Contractor will not, without the Company's prior written approval, directly or indirectly

(a) solicit or hire, attempt to solicit or hire, assist another in the solicitation or hiring, or offer consulting or other non-employee arrangements to, any employee of the Company either for its own business or for any other person or entity; or.

(b) solicit any Company customer or partner to provide the same or substantially similar services as the Services; or

(c) use any materials in the format provided by the Company and provided to Independent Contractor by the Company to provide the Services to (i) provide similar services as the Services to any organization or firm that provides similar services as the Company (e.g., large educational professional development services like Standards Institutes), or (ii) create or help create an organization or firm that will provide similar services as the Company.

(d) If any restriction set forth in this Section 6 is found by any court of competent jurisdiction to be unenforceable because it extends for too long a period of time or over too great a range of activities or in too broad a geographic area, it shall be interpreted to extend only over the maximum period of time, range of activities or geographic areas to which it may be enforceable.

(e) The restrictions contained in this Section 6 are necessary for the protection of the business and goodwill of the Company and are considered by me to be reasonable for this purpose. The Independent Contractor agrees that any breach of this Section 6 will cause the Company substantial and irrevocable damage and, therefore, in the event of any such breach, in addition to such other remedies which may be available, the Company will have the right to seek specific performance and injunctive relief.

7. Survival of Obligations. The obligations of the Independent Contractor under Sections 4, 5, 6, 11, 12 and 17 shall survive the termination of this Agreement.

8. Termination.

(a) This Agreement shall automatically terminate in the event of:

(i.) the death of the Independent Contractor;
(ii) fraud, dishonesty, willful malfeasance, gross negligence or misconduct on the part of the Independent Contractor in connection with his/her performance of the Services;
(iii) the conviction of the Independent Contractor of, or the entry of a pleading of guilty by the Independent Contractor to, any crime involving moral turpitude or any felony;
(iv) the unavailability of the Independent Contractor which renders the Independent Contractor unable to perform the Services and which continues for a period of 5 business days, whether or not consecutive, during a one year period; or
and effective upon receipt of written notice to the Independent Contractor, in the event the Independent Contractor breaches or threatens to breach Sections 4, 5, or 6 hereof.

(b) The Company may, without prejudice to any right or remedy it may have under this Agreement, terminate this Agreement upon 10 days prior written notice to the Independent Contractor without cause or immediately for cause.

(c) In the event of termination of this Agreement for any reason other than the Independent Contractor's failure to perform the Services in a manner acceptable to the Company, the Independent Contractor shall be entitled to payment for Services performed and expenses paid or incurred prior to the effective date of termination. Such payments shall constitute full settlement of any and all claims of the Independent Contractor of every description against the Company.

9. Cooperation. The Independent Contractor shall diligently perform his/her obligations under this Agreement. The Company shall provide such access to its information and property

as may be reasonably required in order to permit the Independent Contractor to perform his/her obligations hereunder. The Independent Contractor shall cooperate with the Company's personnel, shall not interfere with the conduct of the Company's business and shall observe all rules, regulations and security requirements of the Company.

10. Taxes. The Company shall not be responsible for the withholding or payment of taxes, including, but not limited to, income taxes or other taxes applicable under Independent Contractor's foreign national or local jurisdiction payable by reason of Services rendered by the Independent Contractor to the Company. The aggregate amount paid to the Independent Contractor during each calendar year of the Consulting Period will be reported by the Company on a United States Form 1099. If any United States or foreign sales, use, excise, import or other taxes are imposed on the Services rendered by the Independent Contractor hereunder, then the Independent Contractor shall be responsible for all such taxes and shall fully reimburse the Company for all such taxes paid by the Company.

11. Indemnification. Independent Contractor shall indemnify, hold harmless and defend the Company and its, directors, officers, agents, servants, employees and any additional entities requested to be so indemnified by the Company from and against any and all claims, damages, losses, liabilities and expenses, including reasonable attorney's fees, arising from (a) any act, omission or negligence of the Independent Contractor from and after the date hereof and (b) arising out of Independent Contractor's breach of any of its covenants, representations or warranties included herein, including without limitation the failure to comply with any applicable laws, regulations and ordinances.

12. Return of Company Property. Independent Contractor understands his/her obligation to, and agrees that, s/he will, return all Company Confidential Information and all other Company property and equipment in his/her possession or control on the date the Consulting Period expires or is terminated, or as soon thereafter as is practicable.

13. Representations and Warranties.

(a) Independent Contractor represents and warrants to the Company that the Company's engagement of Independent Contractor does not violate any code of conduct, conflict of interest, cooling off or other policy of his/her primary employer.

(b) Independent Contractor warrants that the Services will be performed in accordance with all applicable laws and in a professional and workmanlike manner and that Independent Contractor has the required skills and experience to perform the Services. Independent Contractor further warrants that all Services (including deliverables) will be original, clear, and presentable in accordance with generally applicable standards in the industry and will not contain libelous, injurious, or unlawful material and will not violate or in any way infringe upon the personal or proprietary rights of third parties, including property, contractual, employment, trade secrets, proprietary information, and non-disclosure rights, or any trademark, copyright, or patent, nor will they contain any format, instruction, or information that is inaccurate or injurious to any person, computer system, or machine.

14. No Conflicting Agreements. Independent Contractor represents and warrants that as of the Effective Date of this Agreement, Independent Contractor has no conflicting third party agreements and Independent Contractor will not enter into any third party agreements that would prevent or interfere with Independent Contractor's performance of his/her obligations hereunder.

15. Independent Contractor Status. The Independent Contractor shall perform all Services as an "independent contractor" and not as an employee or agent of the Company. The Independent Contractor is not authorized to assume or create any obligation or responsibility, express or implied, on behalf of, or in the name of, the Company or to bind the Company in any manner. The Independent Contractor will maintain all appropriate insurances and the maintaining of such insurances will not in any way affect the liability or obligations of the Company or the Independent Contractor under this Agreement. In particular, the Independent Contractor shall be entirely and solely responsible for effecting and making the income taxes, social security contributions and professional and non-professional accident insurance on his/her own behalf and understands that the Company will not withhold any monies from the

Consulting Fee including without limitation any employee payroll taxes such as income and social security. The parties agree that the Company will not:

a. Require the Independent Contractor to work exclusively for the Company;

b. Establish a quality standard for the Services, or oversee the actual work or instruct the Independent Contractor as to how the Services are to be performed, except the parties agree as stated herein that the Services will be consistent with the warranties set forth above;

c. Pay the Independent Contractor a salary, but rather will pay only the Consulting Fee;

d. Provide more than minimal training (if any) for the Contractor;

e. Provide tools or benefits to the Independent Contractor; or

f. Dictate the time of performance of the Services other than a completion schedule and/or a range of mutually agreeable delivery dates.

16. Notices. Independent Contractor must notify Company promptly of any administrative leaves, investigations, arrests and convictions of any serious offense including any offense involving a minor, and any other action that, in Company's sole discretion, would preclude Independent Contractor's participation at Standards Institute. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered personally or sent by federal express, registered or certified mail, postage prepaid, or if sent by facsimile transmission or electronic mail, receipt confirmed, addressed as follows or to such other address of which the parties may have given notice:

to the Company:
UnboundEd Learning, Inc
228 Park Ave South, ECM #90834
New York, NY 10003
Attention: Nolan Highbaugh,
General Counsel
email: nolan.highbaugh@unbounded.org

to the Independent Contractor:
To the address set forth in the first paragraph of this Agreement.
email: sseigel@ssfusd.org

Unless otherwise specified herein, such notices or other communications shall be deemed received (a) on the date actually delivered, if delivered personally or by overnight courier, (b) seven (7) business days after being sent, if sent by registered or certified mail, or (c) when transmitted if sent by facsimile or email with receipt confirmation.

17. Miscellaneous.

(a) Modification. This Agreement constitutes the entire agreement between the parties hereto with regard to the subject matter hereof, superseding all prior understandings and agreements, whether written or oral. This Agreement may not be amended or revised except in writing executed by both the Independent Contractor and the Company.

(b) Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of both parties and their respective successors and assigns, including any corporation with which or into which the Company may be merged or which may succeed to its assets or business, provided, however, that the obligations of the Independent Contractor are personal and may not be assigned by him/her.

(c) Captions. Captions have been inserted herein solely for convenience of reference, and in no way define, limit or affect the scope or substance of any provision of this Agreement.

(d) Severability. The provisions of this Agreement are severable, and the invalidity of any provision hereof shall not affect the validity of any other provision. In the event that any court of competent jurisdiction determines that any provision of this Agreement or the application thereof is unenforceable because of the duration or scope thereof, the parties hereto agree that said court in making such determination shall have the power to reduce the duration and scope of such provision to the extent necessary to make it enforceable, and that the Agreement in its reduced form shall be valid and enforceable to the full extent permitted by law.

(e) Governing Law. This Agreement shall be construed under and governed by the laws of the State of New York, without giving effect to principles of conflicts of law rules that may direct the application of the law of another jurisdiction.

(f) Disputes. Each party agrees to use good faith efforts to resolve any disputes between the parties arising out of this Agreement amicably and promptly. If a dispute cannot be resolved within thirty (30) days, either party may make a written demand for mediation. Within thirty (30) days after such written notification, the parties shall meet for one day with an impartial mediator. The costs and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, the dispute shall be settled by binding arbitration conducted in accordance with the JAMS procedures pursuant to its Streamlined Arbitration Rules and Procedure, by a single arbitrator, in New York, NY. The arbitrator shall be selected as provided in the Streamlined Arbitration Rules and Procedure. Unless provided otherwise herein, the arbitrator may not award non-monetary or equitable relief of any sort. The arbitrator shall have no power to award damages inconsistent with this Agreement. No discovery shall be permitted in connection with the arbitration unless it is expressly authorized by the arbitrator upon a showing of substantial need by the party seeking discovery. All aspects of the arbitration shall be treated as confidential. Neither the parties nor the arbitrator may disclose the existence, content or results of the arbitration, except as necessary to comply with legal or regulatory requirements. Before making any such disclosure, a party shall give written notice to all other parties and shall afford such parties a reasonable opportunity to protect their interests. The result of the arbitration shall bind the parties, and judgment on the arbitrator's award may be entered in any court having jurisdiction. Each party shall bear its own costs of the arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

UNBOUNDED LEARNING, INC.

By: _____
Taknauth Khilawan, Sr. Vice President,
Finance Operations

INDEPENDENT CONTRACTOR

By: _____
Sathya Seigel, Teacher on Special Assignment Curriculum & Instruction

Specialist: Elementary Math

STATEMENT OF WORK

This Statement of Work ("SOW") is entered into as of this 9th of January, 2025 (the "Effective Date") by UnboundEd Learning, Inc. (the "Company") and South San Francisco Unified School District ("Independent Contractor") and is deemed to be incorporated into that certain Independent Contractor Agreement dated as of January 9th, 2025 by and between the Company the Independent Contractor (the "Agreement"). Any terms used herein but not defined shall have the meaning ascribed to such term in the Agreement. The Independent Contractor shall perform the services set forth in this SOW (the "Services") as requested by the Company.

UnboundEd Manager:

Morgan Sheppard

Project Name (if applicable):
CalCurriculum Workshop

Term of Scope of Work:

Start Date: January 29th, 2025
End Date: May 7th, 2025

Description/Scope of Work:

In service of the workshop series South San Francisco Unified School District will commit to the following:

Attend our CalCurriculum Math Workshop series, including **four virtual Zoom session**s on:

- Wednesday, January 29, 2025, from 3:30-5:00 pm PT (District team leads must attend; the whole District team is highly encouraged to attend.)
- Wednesday, March 12, 2025, from 3:30-5:00 pm PT (Team leads must attend; rest of team optional.)
- Wednesday, April 9,2025, from 3:30-5:00 pm PT (Team leads must attend; rest of team optional.)
- Wednesday, May 7, 2025, from 3:30-5:00 pm PT (Team leads must attend; rest of team optional.)

And **one in-person workshop**:

- Wednesday, February 5, 2025, from 9:00 am - 4:00 pm, in the San Francisco/Bay Area California Hotel information TBA (Whole team **must** attend).

South San Francisco Unified School District will demonstrate commitment by the following:

1. Team leads will attend all five (5) meetings, both in-person and virtual.
2. The South San Francisco Unified School District will bring a team of educators to the in-person workshop and, when possible, the virtual sessions.
   a. The team should include a diverse representation of roles, in agreement with the CalCurriculum Team Lead, and may include District Leadership, School Leadership, and Classroom Leadership.
3. Team leads will engage their team with any relevant pre-work or work between sessions.
4. Team leads will respond to CalCurriculum correspondence in a timely manner.

Timeline:
The estimated timeline for key deliverables will take place between January 29–May 7, 2025

Compensation:
Upon successful completion, The Company shall pay to the Independent Contractor a consulting fee of $3,000for the Services (the "Consulting Fee"). The total amount of this contract, including reimbursement of expenses, shall not exceed $3,000.

Payment Schedule:

Installment 1 (payable after February 5, 2025): $1,500

Installment 2 (payable upon completion of the workshop series May 7, 2025): $1,500

Non-Reimbursable Expenses
UnboundEd ***WILL NOT*** reimburse the following expenses:

1. Excess luggage (we reimburse for one checked luggage)
2. First Class tickets
3. Leg room upgrades
4. Airline entertainment (movies, magazines)
5. No-show cancellation fees
6. Airline, hotel or rental car membership fees, upgrades and airline club visits
7. Annual fees for personal credit cards
8. Valet Parking
9. Political donations
10. Gifts for vendors, schools, districts, principals or foundations
11. Change fees for travel that are unnecessary
12. Gas for personal vehicles in addition to the mileage reimbursements
13. Parking and traffic tickets received while traveling for UnboundEd
14. Short term airport parking
15. Car rentals and any expenses related to car rentals
16. Car seats for children traveling with you
17. Personal Enterprise Carshare use and commuting expenses
18. Personal car maintenance (even if you use your car for business travel)
19. Personal accident or property insurance.
20. Dry cleaning/laundry service or work-related clothing
21. Tobacco products
22. Alcohol for non-work events
23. Personal care items (such as shampoo, deodorant, toothpaste, etc.)
24. Technology accessories or software for use on personal devices (phones, computers, etc)

IN WITNESS WHEREOF, the parties have executed this SOW as of the date and year first above written.

UNBOUNDED LEARNING, INC.

By: _____

Taknauth Khilawan, Sr. Vice President, Finance Operation

INDEPENDENT CONTRACTOR

By: _____
Sathya Seigel, Teacher on Special Assignment
Eementary Math

Curriculum & Instruction Specialist:

v032022

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

Sabrina Yacoub, Director of Special Education

DATE: January 23, 2025

RE: Approval to continue contracts with following Non-Public Agencies (NPA) to fill Special Education staffing needs and vacant positions for the 24-25 school year

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **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:

Due to programmatic needs, we recently received approval to hire a third Occupational Therapist (OT). At the same time, we have a vacancy of the two current positions. This equates to two total vacancies for Occupational Therapists for SSFUSD for the remaining year through ESY. We have identified two candidates for this role through Welldom NPA, one of which is available to begin full-time starting at the end of January 2025. We have also identified someone who can help in the interim starting in December 2024 to help conduct evaluations while we await the OT who can work full time conducting the full scope of an OT's work.

This board memo seeks approval to hire two interim Occupational Therapists to ensure we have the essential personnel needed to maintain uninterrupted IEP services and provide consistent support for special education programs and classrooms.

Organization	Service(s) Provided	Description	Contract Amount
Welldom	Related providers	This agreement is set up to continue contracting for the following related providers through this agency to fill a continuing vacant position district wide. **Roles & Rates** ● 2 Occupational Therapists, full time starting Monday, February 3, 2025 at $142 per hour	Up to $200,000

FISCAL IMPLICATIONS:

- Total estimated cost of special education staffing budget up to $200,000.
- The special education funds (MGMT 245) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve this contract in order to fulfill Individualized Education Plan (IEP) service agreements by allowing the Assistant Superintendent of Business Services to sign all Professional Service Agreements (PSA) and the Director of Special Education to sign off all Individual Service Agreements (ISA) to finalize these agreements.

PROFESSIONAL SERVICES AGREEMENT

2024-2025

This Agreement is entered into between Welldom (CONTRACTOR) and South San Francisco Unified School District (District). DISTRICT is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services**: CONTRACTOR shall provide the services ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.

2. **Terms**: The term of this agreement shall be December 1, 2024 or the day immediately following approval by the Board of Education to June 30, 2025.

3. **Compensation**: DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed **as stipulated in Exhibit A**. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

   If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to DISTRICT.

   DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows:

   Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

   The granting of any payment by DISTRICT, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by DISTRICT and in that case must be replaced by CONTRACTOR without delay.

4. **Equipment and Materials**: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* [NONE"], which shall not exceed a total cost of _____.

5. **CONTRACTOR Qualifications / Performance of Services**:

   CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and,/or regulations, as they may apply.

   Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of DISTRICT. CONTRACTOR'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.

6. **Invoicing**: Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to DISTRICT. All amounts paid by DISTRICT shall be subject to audit by DISTRICT. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

7. **Notices**: All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

DISTRICT Representative:	**CONTRACTOR:**
Name: Sabrina Yacoub	Name: _____
Site /Dept.:Special Education	Title: .:_____
Address: 398 B Street, SSF, CA 94080	Address: _____
Phone: _(650) – 877-8700	Phone: _____
Email: syacoub@ssfusd.org	Email: _____

Notice shall be effective when received if personally served or, if mailed, three (3) calendar days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor**: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees, agents, volunteers, consultants and subcontractors shall not be considered officers, employees, agents, partners, or joint ventures 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. CONTRACTOR 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 CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, DISTRICT being interested only in the results obtained.

9. **Insurance**:

   a. CONTRACTOR shall procure the following insurance:

      i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars ($1,000,000) per accident or disease.

      Check one of the boxes below:

      ☐ CONTRACTOR is 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 will comply with such provisions before commencing the performance of the Work of this Contract.

      ☐ CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

      ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage, with limits of at least Two Million Dollars ($2,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. The coverage shall be primary as to DISTRICT and shall name DISTRICT as an additional insured. Evidence of insurance must be attached. Endorsement of DISTRICT as an additional insured shall not affect DISTRICT's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and DISTRICT in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

      iii. If CONTRACTOR is offering DISTRICT professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars ($1,000,000) per claim and Two Million Dollars ($2,000,000) in aggregate..

10. **Licenses and Permits**: CONTRACTOR, its employees, consultants and agents shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement. DISTRICT has no obligation to pay for any hours of service during which any required credentials, licenses or permits are expired, lapsed, or otherwise not in effect.

11. **Assignment**: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of DISTRICT.

12. **Non-Discrimination**: It is the policy of DISTRICT that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR 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, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, sexual orientation, or other legally protected class.

13. **Drug-Free / Smoke Free Policy**: No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on DISTRICT property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.

14. **Indemnification:** CONTRACTOR shall indemnify and hold DISTRICT and its respective Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("DISTRICT Indemnitees") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding DISTRICT Indemnitees). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR.

DISTRICT also shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, consultants, attorneys, and subcontractors ("CONTRACTOR Indemnitees") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of DISTRICT, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnitees). This provision survives termination of this Agreement.

15. **Compliance with Laws, Statutes, Regulations**: CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable District policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with District policies and shall indemnify District under the provisions of Section 14 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of the failure of CONTRACTOR, its employees, consultants or agents to comply with applicable DISTRICT policies (e.g., those policies relating to the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that DISTRICT may report to the California Department of Education ("CDE") any violations of the provisions of this Professional Services Agreement and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification, pursuant to California Education Code section 56366.4(a).

16. **Copyright/Trademark/Patent/Ownership**: CONTRACTOR 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. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of DISTRICT.

17. **Waiver**: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.

18. **Termination**: DISTRICT may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. DISTRICT shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, DISTRICT may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, DISTRICT may secure the required services from another contractor. If the cost to DISTRICT exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.

19. **Conduct of CONTRACTOR**: By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide DISTRICT with evidence of staff qualifications, which include:

    a. **Tuberculosis Screening**: CONTRACTOR is required to screen employees who will be working at DISTRICT sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB risk assessment testing on file consistent with Education Code section 49406.

    b. **Fingerprinting of Employees and Agents**. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by DISTRICT, or acting as independent contractors of CONTRACTOR, 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 that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. CONTRACTOR further certifies that it has received and reviewed fingerprint results for each of its Employees and CONTRACTOR has requested and reviews subsequent arrest records for all Employees who may come into contact with DISTRICT pupils in providing services to the DISTRICT under this Agreement."

    In the event that DISTRICT, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR-related persons, employee, representative or agent from an DISTRICT school site and/or property, CONTRACTOR shall immediately, upon receiving notice from DISTRICT of such desire, cause the removal of such person or persons.

20. **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.

21. **DISTRICT's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors**. DISTRICT may evaluate CONTRACTOR's work in any way that DISTRICT is entitled to do so pursuant to applicable law. The DISTRICT's evaluation may include, without limitation:

    a. Requesting that DISTRICT employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.

    b. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

22. **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.

23. **Non-Solicitation of CONTRACTOR Employees**: DISTRICT agrees not to solicit for hire any employee of CONTRACTOR placed in DISTRICT schools and/or programs pursuant to this Agreement ("Consultant") for a period of twelve (12) calendar months following the last date of that Consultant's paid services to the DISTRICT. Notwithstanding the foregoing, after a Consultant completes one (1) full billable school year with the DISTRICT pursuant to this Agreement, the DISTRICT may hire the Consultant as an employee of the DISTRICT subject to payment of a referral fee to CONTRACTOR. This fee shall be agreed upon in writing between the DISTRICT and the CONTRACTOR.

24. **Confidentiality**: CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR 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. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing DISTRICT's Confidentiality Agreement Regarding Student Data.

25. **Conflict of Interest**: CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of DISTRICT to perform any service by this Agreement without the prior approval of DISTRICT Human Resources.

    CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of

change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to DISTRICT's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify DISTRICT in writing.

26. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).

27. **Litigation**: This Agreement shall be performed in South San Francisco, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The San Mateo County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Agreement.

28. **Incorporation of Recitals and Exhibits**: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.

29. **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.

30. **Counterparts**: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

31. **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 given the proper authority and empowered to enter into this Agreement.

32. **Contract Contingent on Governing Board Approval**: DISTRICT shall not be bound by the terms of this Agreement until it has been formally approved by DISTRICT's Governing Board, and no payment shall be owed or made to CONTRACTOR absent that formal approval. This Agreement shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

33. **W-9 Form**: If CONTRACTOR is doing business with DISTRICT for the first time, complete and return with the signed Contract the W-9 form.

34. **Contract Publicly Posted**: This Agreement, its contents, and all incorporated documents are public documents and will be made available by DISTRICT to the public online via the Internet.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT	**CONTRACTOR**
_____	_____
Signature	Signature
Ted O	_____
Printed Name	Printed Name
Assistant Superintendent of Business Services	_____
Title	Title
_____	_____
Date	Date

Draft

EXHIBIT "A" SCOPE OF WORK

[**IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL**.]

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers. All related providers work 7 hour days, including lunch, on school days plus times after regular contracted hours for IEP meetings, site or department meetings, as well as trainings. All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator. Para Educators work a 6.5 hour day, including lunch.

Contractor agrees to provide {the following} (quantity) (role).

- starting December 2024 through end of school year as needed - 1 Occupational Therapist at rate of $142 per hour, to conduct evaluations as needed
- Starting February 3, 2025- 1 Occupational Therapist at rate of $142 per hour to work full time conducting the full continuum of work as an occupational therapist per district job description.

Draft

Welldom

Rate Sheet 2024-25

Discipline	Per Day Rates ($) 7-8 hours/day	Per hour Rates ($)
PT	1095	190
PTA ****	885	138
SLP	**1053**	**154**
SLP-Bilingual	**1176**	**172**
SLPA ****	756	108
SLPA Bilingual	826	118
OT	981	142
COTA ****	756	108
AAC / AT	1176	172
APE	938	140
APEA ****	756	108

*** SLPA, COTA, PTA, and APEA will need supervision from respective field providers. If the district does not have a supervising provider on staff, 2 hours/week of supervisor per hour rates will be applied.

Confidential

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: January 23, 2025

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

---

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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: January 23, 2025

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

---

ALIGNMENT WITH STRATEGIC PLAN:

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

DATE: January 23, 2025

RE: Merit District Classification and Compensation Study

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 published a Request for Proposals (RFP) seeking qualified consulting firms to conduct a Classification and Compensation Study. The main goal of the study is to develop an equitable, reliable, and competitive classification and compensation system that supports the District's mission; promotes equity by accurately aligning classifications, assignments, and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

The most recent districtwide employee Classification and Compensation Study was conducted approximately seven years ago, which did not include the Classified Unrepresented Employees. Many of the positions evaluated at the time of the prior study have been reviewed and updated when necessary; furthermore, new positions have been added while other positions have been eliminated. As part of our District's strategic plan priorities focused on workforce sustainability and equitable resource allocations, the District is seeking a consultant to conduct a robust districtwide Classification and Compensation Study that includes all Classified Represented and Classified Unrepresented Employees. Enclosed is a copy of the original RFP, which may also be accessed on our District website at the following address:

https://www.ssfusd.org/apps/pages/rfpclasscompstudy

The District received four (4) RFP proposals by or before the application deadline; three (3) of the four (4) RFP proposals met all minimum eligibility requirements. After a thorough vetting and evaluation process, which also included a positive recommendation from the California School Personnel Commissioners Association and the San Mateo County Office of Education, it is the South San Francisco Unified School District's intent to award the service contract to Gallagher/Koff & Associates upon approval by the South San Francisco Unified School District Board of Trustees.

FISCAL IMPLICATIONS:

The grand total cost of the Classification and Compensation Study equals two hundred eighty-five thousand six-hundred dollars ($285,600). Enclosed is a copy of the original proposal submitted by Gallagher/Koff & Associates, which includes a detailed cost breakdown and description of services rendered.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Gallagher/Koff & Associates proposal to conduct a Classification and Compensation Study for the South San Francisco Unified School District through June 30, 2026.

South San Francisco Unified School District

CLASSIFICATION AND COMPENSATION STUDY PROPOSAL

December 2, 2024

Gallagher, formerly known as Koff & Associates

GEORG S. KRAMMER
Managing Director, Compensation and Rewards Consulting

2121 N. California Boulevard, Suite 350
Walnut Creek, CA 94596

georg_krammer@ajg.com
Tel: 510.658.5633
Fax: 510.652.5633

December 2, 2024

Dr. Shawnterra Moore
Superintendent
398 B Street
South San Francisco, CA 94080

Dear Dr. Moore:

Thank you for the opportunity to respond to your Request for Proposals for a Classification and Compensation Study for the South San Francisco Unified School District ("District"). We are most interested in assisting the District with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other school districts, other educational institutions, cities, counties, special districts, joint-powers associations, and other public agencies.

Gallagher, formerly known as Koff & Associates, ("Gallagher/K&A") is an experienced Human Resources and Recruitment Services firm providing human resources services to cities, counties, special districts, courts, educational institutions, and other public agencies for over 40 years. Our team has achieved a reputation for working successfully with management, employees, employee representation, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. Our team's extra effort has resulted in close to *100% acceptance* of all our classification and compensation studies.

Gallagher/K&A ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As a Managing Director of Gallagher/K&A, I would assume the role of Project Director and be responsible for the successful completion of project. I can be reached at our Berkeley address and the phone number listed on the cover page. My email is georg_krammer@ajg.com.

This proposal will remain valid for at least 90 days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the South San Francisco Unified School District.

Sincerely,



Georg S. Krammer
Managing Director, Compensation and Rewards Consulting

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Agents and Address

Services for the District's study will be provided from our Walnut Creek office located at 2121 N. California Boulevard, Suite 350, Walnut Creek, CA 94596. The main phone number is (510)658-5633.

All members of our team have worked on multiple comprehensive compensation studies and are well acquainted with the wide array of public sector organizational structures, compensation structures, classification plans, as well as the challenges and issues that arise when conducting studies such as this one for the District.

KEY PERSONNEL

Our project team will be led by Co-Project Directors Georg Krammer (Managing Director) and Debbie Owen (Senior Project Manager). They will coordinate all of Gallagher/K&A's efforts, attend all meetings with the City, and be responsible for all work products and deliverables.

CONSULTANTS

Alyssa Thompson (Senior Consultant), Monica Garrison-Reusch (Consultant), Arlene Gibbs (Associate Consultant), Sarah Nunes (Consultant), Ariele Rodriguez (Associate Consultant), Janna Dinkelspiel (Consultant), Ed Hsi (Associate Consultant), Nicole Wynia-Eide (Consultant), Lauren Grant (Associate Consultant), Kelly Barns (Consultant), Suzy Parker (Associate Consultant), Cindy Harary (Consultant) and Renate Tiner (Consultant) will conduct classification analysis and interviews with employees and management, compensation data collection and analysis, internal job analysis, and develop recommendations and implementation strategies.

WORKLOAD

We currently have a team of 25 HR consultants and five administrative support staff – resources that we are able to pool based on each project's needs, to execute projects and to meet clients' needs and expectations. Each time we are selected as the successful bidder on a project, we strategize to determine project timelines, deliverable deadlines, and the resources that are required to produce the deliverables as promised. We are poised to accommodate the District's classification and compensation study and plan to devote the necessary resources for the successful execution of the project.

Biographies of the specific staff who will be assigned to this study can be found in the Appendix.

FIRM QUALIFICATIONS

Gallagher, formerly known as Koff & Associates, ("Gallagher/K&A") is a full-spectrum, public-sector human resources and recruitment services firm; Gallagher/K&A has been assisting cities, counties, special districts, joint powers associations, courts, educational institutions, and other public agencies with their human resources needs for over 40 years and we have offices all throughout California, the Western Region, as well as across the nation.

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive

experience working in both union and non-union environments, working with City Councils, County Commissions, Boards of Directors, Boards of Supervisors, Boards of Trustees, Boards of Education, Merit Boards, and Joint Power Authorities.

The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); executive search and staff recruitments; and organizational development/assessment studies.

Without exception, all our classification and compensation studies have successfully met all our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients (please see https://koffassociates.com/our-clients/) is indicative of our firm's reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. Gallagher/K&A has a reputation for being "hands on" with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

Gallagher/K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that in working with hundreds of public agency clients and completing hundreds of classification and/or compensation and other types of studies, we have only had a handful of formal appeals in our entire history.

Especially when it comes to compensation, we know we are dealing with people's livelihoods and we take that very seriously. We are human resources professionals by trade and at heart and always keep the human aspect at the forefront of our problem solving methodologies. Our guiding principle of assisting public agencies for the greater good of their people and the communities they serve has been the backbone of our culture of integrity and ethics. Our values of being public-spirited, resourceful, curious, and courageous help us succeed in being very client- centric, fully invested in our work and finding the best solutions for our clients, and in applying a synergistic approach to all of our projects.

About the Larger Gallagher

Value Proposition: The ability to deliver comprehensively structured human capital solutions to clients is Gallagher's signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities and delve deeply into all the details that matter when balancing human capital needs with financial sustainability. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History: Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still "growing strong" because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago's largest insurance brokerage, Gallagher is now one of the world's largest human capital, insurance brokerage and risk management services firms. Headquartered in Rolling Meadows, IL, we have

operations in 33 countries, and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants.

Since 1961, we've been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.

Company Culture and Philosophy: The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA.

Gallagher's approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients.

Gallagher's interactions with you will be straightforward and candid. By earning the trust of our clients, we've sustained a reputation for ethics and a commitment to transparency that continue to contribute to our growth. In fact, Gallagher was the first insurance broker named to the Ethisphere® Institute's annual list of the World's Most Ethical Companies in 2012 — and has earned this recognition for twelve consecutive years, through 2023. This is a tremendous achievement: annually, less than 150 companies based in 24 countries and representing 57 industry categories received this honor. Gallagher is the only insurance broker to have ever been recognized (World's Most Ethical Release).

The high standards of conduct we've set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice, and honest business practices to minimize risk and help fuel your success.

Human Resource and Compensation Consulting Practice

Gallagher's Human Resources & Compensation Consulting practice, of which the former K&A team is now a part, empowers clients to attract talent, manage staff, develop leaders, and reward success—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and fiscal sustainability.

Our practice is a combination of some of the most respected names in human resources and compensation consulting. Bringing together experts from compensation, performance, search, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of 205 consultants located in 14 offices across the United States and Canada, our services include:

- Classification and Compensation
- Employee Engagement
- Executive Compensation
- Organizational Development
- HR Management
- Search and Interim Placement
- Custom Salary and Benefit Surveys
- Governance Consulting

Statement of Methods and Procedures

The District desires human resources assistance to conduct a comprehensive classification and total compensation study for Districtwide employees. The District has approximately 763 full-time employees and 258 part-time employees. Per information provided during the RFP's Q&A process, the study will include approximately 101 classifications and 601 employees. We understand the goal of the study is to address changes in the District operations and staffing over the last 10 years. The goal of the study is to attract and retained qualified employees, ensure positions performing similar work are classified together, provide salaries commensurate with assigned duties, clearly outline promotional opportunities and provide recognizable compensation growth, provide justifiable pay differential between classes, maintain competitive position with comparable districts with the same geographical areas and to ensure the total compensation and benefits package is competitive.

All work related to the study will be performed with the regular involvement of the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Services. Department Heads and other key personnel, as well as the Classified School Employees Association ("CSEA"), will be involved as necessary.

The study's first level of effort is to initially develop an updated and well-structured classification system and classification descriptions for all study positions that are legally compliant (including Fair Labor Standards Act ("FLSA") and Americans with Disabilities Act ("ADA") requirements), internally aligned, reflective of contemporary standards, and accurately descriptive of current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, union representation, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; interviews with at least a representative sample of employees in each study classification; and interviews with supervisors and management to address any classification issues. All participating employees will be allocated to an appropriate classification; draft classification descriptions will be developed, and sent back to the District and incumbents for additional feedback and concurrence.

A second level of effort will be to review the District's compensation structure for the studied classifications and to conduct a compensation market survey (salaries plus benefits) using a set of appropriate comparator agencies. The identification of comparator agencies, benchmark classifications, and benefits to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into the District's compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding a salary structure that takes the District's compensation preferences into consideration as well as the appropriate placement of each classification on the District's salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, District leadership, employees, union representation, and the District's Board of Trustees, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach resulting in greater buy-in for study recommendations. This interactive approach has resulted in almost 100% implementation success of Gallagher/K&A's studies.

The majority of our clients are unionized and our larger clients typically have multiple unions. Due to the multitude of stakeholder groups who are affected by any classification and compensation study Gallagher/K&A conducts, our team understands the importance of accurate and validated data that withstands any scrutiny, effective and ongoing communication throughout each effort, and collaboration with the various stakeholder groups to ensure organizational buy-in to our findings and recommendations. We have developed a unique methodology of stakeholder "touchpoints" and collaboration that has made us highly successful and effective and has earned our team respect, agreement, and understanding from all stakeholders. In addition, we adjust and customize our methodology based on each individual client's unique needs and circumstances.

We also recognize that both the District and union representatives have obligations to employees and members to ensure that any study is conducted in a fair and equitable manner. Our project work plans are designed for transparency and we strongly encourage dialog with all stakeholders on study deliverables so they in turn can express their concerns; we all have a shared goal of ensuring the process followed is fair and equitable.

This intense and comprehensive stakeholder engagement and our transparent study processes are also a mechanism of quality control. The fact that our information, data, and recommendations have to be able to withstand utmost scrutiny by diverse stakeholders requires an in-depth multi-step quality control process for deliverables. This involves Gallagher/K&A team member validation of classification analyses and compensation data, Gallagher/K&A Project Manager review of all classification and compensation analyses, recommendations and deliverables, and finally Gallagher/K&A Principal (Project Director) review of deliverables before submittal to the client.

STUDY OBJECTIVES

Classification Objectives:

- To analyze and update the District's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time,

as well as to provide adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the typical job functions, and minimum required qualifications such as education, prior work experience, knowledge, skills, abilities, licenses, certifications, and physical demands and working conditions;
- To provide a classification structure that ensures regulatory compliance, including appropriate FLSA designation as well as meeting ADA and EEO regulations; and
- To ensure sufficient documentation throughout the study, on methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, classification concepts and distinguishing characteristics, as well as the delivery of final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation Objectives:

- To make recommendations regarding a list of appropriate, logical and defensible comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;
- To collect accurate salary and benefit data from the approved group of comparators and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, employees, unions, and the Board;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes, according to generally accepted compensation practices;
- To review the District's compensation structure and practices and develop compensation recommendations, including appropriate internal salary relationships, that will assist the District in recruiting, motivating, and retaining competent staff;
- To develop solutions that address pay equity issues and create a market adjustment implementation strategy supporting the District's goals, objectives, and budget constraints;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure; and
- To ensure sufficient documentation throughout the study, on methods used to determine appropriate salary ranges, methods for logical progression within the salary scale for each classification, and other practices, so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives:

- To review and understand all current documentation, rules, regulations, policies, budgets, procedures, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct project start-up meetings with study stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct orientation sessions with management, union leadership, and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

Management Synopsis

Following are the typical steps we undergo in order to conduct a comprehensive assessment of a classification and compensation system, including reviewing/analyzing classifications, updating class descriptions as needed, ensuring FLSA, ADA, EEO compliance, conducting a market compensation survey, developing a compensation plan, etc.

Phase I – Classification Study	
Milestone A	Project Kickoff Meetings, Orientations, and Initial Documentation Review
Milestone B	Collection and Review of PDQs and Employee/Supervisor/Manager Interviews
Milestone C	Classification Concept, Preliminary Allocation, and Draft Class Description Development
Milestone D	Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report
Phase II – Total Compensation Study	
Milestone A	Determination of Survey Elements and Delivery of Market Survey
Milestone B	Draft Compensation Findings/Stakeholder Review and Feedback
Milestone C	Development of Recommendations, Final Reports, and Presentations

Further detail regarding step-by-step process and methodology has been provided in the next section (Structure and Content of Work Product).

EXPECTATIONS OF DISTRICT SUPPORT:

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:

- Timely provision of written documentation, such as current class specifications, union contracts, organizational charts, budget documents, salary schedules, past studies, etc.;
- Assistance in the notification and scheduling of initial kickoff and other meetings and the provision of adequate interview tools and resources;
- Assistance in the compilation of current descriptions with the PDQ; collecting and forwarding questionnaires; and in ensuring that materials are completed and returned in a timely manner; and
- Meeting agreed-upon timelines.

In terms of time commitment for District staff, we understand that the District hires an outside consultant to conduct and coordinate the entire effort. Therefore, it is our goal to reduce the time commitment of District staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling meetings, disseminating information, and in general, being a channel of communication between our firm and employees.

COMMUNICATION WITH THE DISTRICT:

Our typical communication model includes at least weekly or biweekly written status updates, or virtual meetings, to keep the District informed on where we are during each phase of the project.

In addition, the study includes a significant number of meetings with the Study Project Team, human resources, management, employees, employee representation, and the Board, as desired. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and foster a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of Gallagher/K&A's studies.

POST-STUDY CONSULTATION AND SUPPORT:

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study completion is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional meetings and/or training after completion of the study and/or other specific, identifiable work efforts, such as single-position compensation reviews or conducting annual surveys, we would honor our composite hourly rate for actual hours worked. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our project fee for this project.

STAKEHOLDER ENGAGEMENT:

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in to the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, employee representation, and other stakeholders, as appropriate:

- Initial study kick-off meetings and orientation with study stakeholders;
- Employee completion PDQs and interviews with employees, supervisors, and managers;
- Stakeholder review of classification allocation recommendations and updated classification descriptions;
- Stakeholder input regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected;
- District stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

Structure and Content of Work Product

PHASE I – CLASSIFICATION STUDY:

Milestone A: Project Kickoff Meetings, Orientations, and Initial Documentation Review

- Identify client project team, contract administrator, and reporting relationships.
- Orientation and briefing sessions with the study project team, HR, District leadership, union representations, employees, and other study stakeholders to explain methodology.
- Gather all pertinent documentation, including class descriptions, organizational charts, personnel policies, memoranda of understanding, budgets, position control information, previous classification and compensation studies, salary schedules, etc.
- Review and agree to a class description format, comparator agencies, benchmark classifications, and benefits to be collected.
- Design and discuss position description questionnaire ("PDQ") with the project team in order to customize it to meet study objectives.
- Facilitate orientation meetings for all study participants and managers, and distribute the PDQ, begin the educational process that continues throughout the study, discuss the importance of employees' involvement; cover elements that are not a part of the study.

Milestone B. Collection and Review of PDQs and Employee/Supervisor/Manager Interviews

- At least a representative sample of employees in each of the classifications to be studied shall complete a PDQ; for multi-incumbent classifications we will accept group PDQs as well as individual PDQs, if employees so choose.
- Employees complete PDQs and their supervisor/manager will review, comment, and sign off on it. For any vacant positions, we ask that a supervisor complete a PDQ, assuming that the District will continue utilizing the classification.
- Gallagher/K&A will review and analyze PDQs in detail along with other documentation.
- Interviews will be scheduled with at least a representative sample of employees per classification, either individually if in a single-incumbent class, as a group if a multi-incumbent class, or individually if requested by the employee.
- Interviews will then be held with supervisory and management staff who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff and/or provide additional clarifying information.
- The purpose of the interviews is to clarify and supplement PDQ data and to respond to potential perception differences regarding roles, scope, and supervisory responsibilities.

Milestone C. Classification Concept, Preliminary Allocation, and Draft Class Description Development

- Gallagher/K&A's job evaluation will result in classification allocation recommendations that will be submitted to project team for review and approval, including identifying Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees.
- Utilize the "whole position" classification methodology, including education, experience, problem solving/ingenuity, attention/stress, independence of action/responsibility, contacts with others, supervision exercised, consequence of action/decisions, etc.
- Submit a document listing broad class concepts and highlight where significant changes may be recommended, such as expanding or collapsing class series and/or separating or combining classifications assigned to different functional areas; number of classifications

and classification levels, and career ladders; and updating established titling guidelines for the studied classifications for appropriate and consistent titling.
- Incumbent-specific allocation recommendation for each studied position will be prepared, specifying current and proposed classification title and impact of our recommendations (reclassification, title change, or no change).
- Meet with the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Services, other management staff, and other stakeholders to review proposed recommendations.
- Develops new and/or updated class descriptions for each proposed classification, updating purpose, position definitions, distinguishing characteristics, supervision received and exercised, typical job functions, knowledge, abilities, minimum qualifications, education & experience, and special requirements, including licensing and certifications.
- Determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the Fair Labor Standards Act ("FLSA") and ensure compliance with the Americans with Disabilities Act ("ADA").

Milestone D. Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report

- Submit new/updated classification descriptions to Project Team for review to ensure that no factual information is overlooked and that recommendations are fair and consistent.
- Submit draft copies of classification allocation recommendations and new/updated class descriptions to other study stakeholders to receive comments and concerns regarding the recommendations and any suggested modifications.
- Allocation and/or class description changes will be made as required/appropriate and th class specifications will be finalized and submitted for approval.
- Develop Final Report of the Classification Study for final review and comment.
- The Report will contain classification methodology, process, and findings, analysis, and resulting recommendations for each studied position; recommended allocation list, classification title changes, job family and career ladder/growth issues, reporting relationships, and other factors; and easily understood maintenance system.
- Once we have received the District's comments regarding the Final Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II – TOTAL COMPENSATION STUDY:

Milestone A. Determination of Survey Elements and Delivery of Market Survey

- Identify appropriate comparator agencies based on a number of evaluation criteria (such as type of organization, size of organization, number of employees, size of budgets, student enrollment, geographic proximity, cost of living, etc.).
- Identify classifications to be studied based on an internal relationship analysis of all classifications; we typically survey up to 65% of all classifications in the study.
- Confirm benefits to be collected.
- Conduct all the data collection and analysis to ensure validity of data and quality control.
- Collect job descriptions, organization charts, and other information from comparator agencies via website, in person, or by telephone.
- Compare job description to job description, not just job titles; ensure true matches of at least 70% using whole position analysis approach, including factors such as education, experience, problem solving, supervision exercised, etc.
- Schedule appointments with knowledgeable individuals at each comparator to answer specific questions.

- Ensure a very high validity rate and produce data that is substantiated before management, employee representation, as well as governing bodies.
- Enter data into spreadsheet format designed for ease of interpretation and use; identify the comparator positions used for each class comparison, top market pay, value of the benefits, and total compensation numbers.
- Calculate information based upon average and median figures, allowing the District to make informed compensation decisions.
- Collect and display benefit data in an easy-to-read format.
- Submit three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data.

Milestone B. Draft Compensation Findings/Stakeholder Review and Feedback

- Distribute draft findings to the District.
- After the District's preliminary review, meet with the project team and various stakeholders to clarify data, receive requests for reanalysis of certain comparators; and answer questions and address concerns.
- Provide an opportunity for the project team and other stakeholders to review and question any of our recommended benchmark comparator matches.
- If questions arise, conduct follow-up analysis to reconfirm original analysis and/or make corrections.

Milestone C. Development of Recommendations, Final Reports, and Presentations

- Determine internal equity and internal position hierarchy for both market-driven and non-benchmarked positions, based on the whole position analysis methodology.
- Make recommendations regarding vertical and horizontal salary relationships and differentials across the organization, addressing any pay inequities or compaction issues.
- Review and make recommendations regarding salary structure within which classifications are allocated, based upon the District's preferred compensation plan.
- Discuss draft recommendations with District leadership prior to developing report and implementation plan; work with District Finance regarding costing implementation options.
- Complete Draft Report and submit to the District for review, comment, and recommendations, including detailed compensation findings and recommendations; proposed salary ranges, and implementation issues; and methodology for continued implementation and maintenance of recommendations, including guidelines to assist District staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to staff, and market competitiveness.
- After the District's questions/concerns are addressed, create Final Compensation Report.
- Our proposal includes one initial overview (to approve any changes to the District's list of comparator agencies), one interim study session (to discuss the initial findings of the market salary study), and one final presentation to the Board, as needed.

Work Schedule

Our professional experience is that compensation studies of this scope and for this size organization take approximately eight to ten months to complete, allowing for adequate PDQ completion, employee and supervisor interviews, classification concept and allocation development, class description development, compensation data collection and analysis, review steps by the SSFUSD, the development of final reports, any appeals, and presentations.

We understand that the District desires to complete the study by June 30, 2026, which is more than sufficient timing. In fact, we will discuss with the District how to best time the compensation phase of the project to ensure the District has the most current/relevant market data to meet its needs.

The following is a suggested timeline (which can be modified based on the SSFUSD's needs):

MILESTONES	PHASE I: CLASSIFICATION STUDY	COMPLETION BY
A.	Project Kickoff Meetings, Orientations, and Initial Documentation Review	Weeks 1-3
B.	Collection and Review of PDQs and Employee/Supervisor/Manager Interviews	Weeks 8-12
C.	Classification Concept, Preliminary Allocation, and Draft Class Description Development	Weeks 13-24
D.	Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report	Weeks 25-30

MILESTONES	PHASE II: BASE COMPENSATION STUDY	COMPLETION BY
A.	Determination of Survey Elements and Market Survey Delivery	Weeks 20-30
B.	Draft Compensation Findings/Stakeholder Review and Feedback	Weeks 31-34
C.	Development of Recommendations, Final Reports, and Presentations	Weeks 35-40

MILESTONES	PHASE II: TOTAL COMPENSATION STUDY	COMPLETION BY
A.	Determination of Survey Elements and Market Survey Delivery	Weeks 20-32
B.	Draft Compensation Findings/Stakeholder Review and Feedback	Weeks 33-36
C.	Development of Recommendations, Final Reports, and Presentations	Weeks 37-42

References

AGENCY & PROJECT	CONTACT
Los Angeles Unified School District Total Compensation Study, completed 2023. Best Practices Study, completed 2023. Compensation Philosophy Study, completed 2023.	**Kristen Murphy, ED.D.** Chief of Staff Officer of the Superintendent (213)241-7000 333 South Beaudry Avenue Los Angeles, CA 90017 kristen.murphy@lausd.net
Excelsior Charter Schools Class Study, completed 2019.	**Ms. Jamie Lowe** Assistant Superintendent of School Administrative Services (760)245-4262 ext. 262 15505 Civic Dr. Victorville, CA 92392 jamiel@excelsior.com
Riverside Community College District Classification and Compensation Study, completed 2019.	**Mr. David Williams** Principal Human Resources Analyst 3801 Market Street Riverside, CA 92501 (951) 222-8622 david.williams@rccd.edu
Southwestern Community College District We were retained in 2022 to conduct classification and compensation work for the District on an ongoing basis. Classification and Compensation Study, completed 2018.	**Ms. Shelley Carbajal** Acting Director of Human Resources, (619) 421-6700 ext. 5174 | 900 Otay Lakes Road Chula Vista, CA 91910 scarbajal@swccd.edu
Victor Valley Community College District Classification and Compensation Study, 2021.	**Monica Martinez,** Vice President of Human Resources (760) 245-4271 Ext. 2455 18422 Bear Valley Road Victorville, CA 92395 Office: Bldg. 10 Rm.105 Monica.Martinez@vvc.edu

Cost of Services

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, employee representation, management, and the governing body. The time we commit to working with employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, etc.) results in significantly greater buy-in throughout the process.

In fact, our firm has only had a handful of formal appeals to any of our studies in over 40 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Our goal is to conduct each study the right way the first time. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body. Our clients always provide feedback that our process is professional, comprehensive, understandable, timely, and inclusive.

Due to a shift in our industry to conducting studies virtually and our own efforts to be as green a business as possible (which our public agency clients always appreciate), our cost proposal assumes that the majority of meetings and presentations will be conducted virtually/remotely and limited onsite travel to District offices will occur. We understand that the District desires some meeting to occur onsite, which we will be able to accommodate.

The cost proposal below includes two options depending on scope of work to provide the SSFUSD with a cost comparison based on a base compensation study vs. a total compensation study. We hope to negotiate a scope of work and cost option that best serves the SSFUSD's needs.

MILE-STONES	PHASE I: CLASSIFICATION STUDY	AMOUNT	BILLING STRUCTURE – INCLUDING TOTAL COMP STUDY	BILLING STRUCTURE – INCLUDING BASE SALARY STUDY ONLY
Ongoing Project Status Meetings throughout the Study		$8,400	Invoice #1: One Seventh of Project Fee upon Contract Execution - $40,800	Invoice #1: One Seventh of Project Fee upon Contract Execution - $36,900
A.	Project Kickoff Meetings, Orientations, and Initial Documentation Review	$8,400	Invoice #2 - $40,800	Invoice #2 - $36,900
B.	Collection and Review of PDQs and Employee/Supervisor/Manager Interviews (this assumes no more than 300 PDQs and interviews)	$69,300		

C.	Classification Concept, Preliminary Allocation, and Draft Class Description Development (this assumes classification allocation recommendations for up to 601 employees and that up to 101 classifications will be developed)	$91,350	Upon Completion of Developing 50% of Draft Class Descriptions: Invoice #3 - $40,800 Upon Completion of Developing 100% of Draft Class Descriptions: Invoice #4 - $40,800	Upon Completion of Developing 50% of Draft Class Descriptions: Invoice #3 - $36,900 Upon Completion of Developing 100% of Draft Class Descriptions: Invoice #4 - $36,900
D.	Facilitation of Draft Class Description Review, Finalization of Classification Plan, and Draft of Interim Report and Final Report (this assumes that draft class descriptions will be reviewed by management and union leadership only, not by individual employees since there are approximately 600 employees, which would require a much greater project budget)	$26,250	N/A	N/A
Total Fee for Phase I - Classification Study		**$203,700**		

Total Compensation Study:

MILESTONES	PHASE II: COMPENSATION STUDY	AMOUNT	BILLING STRUCTURE
A.	Determination of Survey Elements and Market Survey Delivery (this assumes up to 12 comparators, up to 65 benchmark classifications, and total compensation, including benefits)	$57,750	Upon Completion of 50% of Market Survey: Invoice #5 - $40,800 Upon Completion of 100% of Market Survey: Invoice #6 - $40,800
B.	Draft Compensation Findings/Stakeholder Review and Feedback	$13,650	N/A
C.	Development of Recommendations, Final Reports, and Presentations	$10,500	Remaining Project Fee: Invoice #7 - $40,800
Total Fee for Phase II: Compensation Study		**$81,900**	
Expenses are **included** in the project fee		N/A	N/A
Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage			
TOTAL PROJECT COST FOR CLASSIFICATION AND TOTAL COMPENSATION STUDY		**$285,600**	**$285,600**

Base Compensation Study:

MILESTONES	PHASE II: COMPENSATION STUDY	AMOUNT	BILLING STRUCTURE
A.	Determination of Survey Elements and Market Survey Delivery (this assumes up to 10 comparators, up to 65 benchmark classifications, and base salaries only, no benefits)	$35,700	Upon Completion of 50% of Market Survey: Invoice #5 - 36,900 Upon Completion of 100% of Market Survey: Invoice #6 - 36,900
B.	Draft Compensation Findings/Stakeholder Review and Feedback	$8,400	
C.	Development of Recommendations, Final Reports, and Presentations	$10,500	Remaining Project Fee: Invoice #7 - 36,900
Total Fee for Phase II: Compensation Study		**$54,600**	
Expenses are **included** in the project fee		N/A	N/A
Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage			
TOTAL PROJECT COST FOR CLASSIFICATION AND BASE SALARY ONLY STUDY		**$258,300**	**$258,300**

Our cost proposal does not include time to support the SSFUSD during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.

Final Product

If selected for this study we agree to deliver at least one original electronic copy of the final report to the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Services. We further will provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium; and will appear at a scheduled Board meeting to discuss the recommendations and final report.

Contractual Considerations

We will be pleased to sign the District's professional services agreement for a Compensation Study. We respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

The following are terms we would like to review with the District if we are fortunate to be selected for this project:

- Gallagher is pleased to submit this proposal to client. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.
- Gallagher is not a federal contractor or subcontractor. Therefore, Gallagher cannot agree to federal contracting provisions contained within the RFP.

It is our practice to provide the coverage below in lieu of the District contract insurance language. We therefore propose to replace the insurance language in the RFP's sample agreement with coverage language provided by Gallagher as follows (we attach our Memorandum of Insurance for your review as well):

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than $2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than $1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of $1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than $10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than $5,000,000 per claim, or $10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than $2,000,000 per claim and in the aggregate, inclusive of defense cost; and

- Crime insurance covering third-party crime and employee dishonesty with limits of no less than $1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

ARTHUR J. GALLAGHER & CO.
MEMORANDUM OF INSURANCE

This Memorandum of Insurance ("Memorandum") is produced as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of the Memorandum. This Memorandum does not amend, extend or alter the coverage described below. Copyright 2005, Arthur J. Gallagher Risk Management Services, Inc. ("Gallagher"). Gallagher grants permission to you to view, copy, print and distribute the information found on the Memorandum website ("Site") provided that the above copyright notice appears on all copies, that use is internal to you or for personal noncommercial informational purposes only, and that no modification is made to any materials. Any modification, use, reproduction or distribution of this Memorandum, the Site or its contents must be first approved by Gallagher in writing. You will not suffer or permit any unauthorized use of any Gallagher trademark, service mark or logo. This Memorandum, the Site and its contents, including but not limited to text, graphics, images, software, copyrights, trademarks, service marks, logos, and brand names ("Content"), are protected under both United States and foreign laws, and Gallagher or its affiliated entities retain all right, title and interest in and to the Content, all copies thereof, and all copyrights and other proprietary rights therein. The information contained herein is as the date referred to above. Gallagher shall be under no obligation to update such information.

DATE: 5/1/2024

INSURED:
Arthur J. Gallagher & Co. and its subsidiaries
2850 West Golf Road
Rolling Meadows, IL 60008

Insurance Companies
A: ARCH INSURANCE COMPANY
B: THE CONTINENTAL INSURANCE COMPANY
C: XL INSURANCE AMERICA, INC
D: FEDERAL INSURANCE COMPANY
E: LEXINGTON INSURANCE COMPANY
F: XL SPECIALTY INS. COMPANY
G. UNDERWRITERS AT LLOYD'S LONDON
H. INDIAN HARBOR INSURANCE COMPANY

The policies of insurance listed below have been issued to the "INSURED" named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Memorandum may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS (In USD unless otherwise indicated)	
A	**Commercial General Liability** Occurrence Per location Aggregate	41GPP4938416	10/01/23	10/01/24	General Aggregate	4,000,000
					Products - Comp/Op Agg	4,000,000
					Personal and ADV Injury	2,000,000
					Each Occurrence	2,000,000
					Damage to Rented Premises (Each occurrence)	1,000,000
A	**Automobile Liability** Any Auto	41CAB4939016-MA 41CAB4938316-A/O	10/01/23	10/01/24	Combined Single Limit	5,000,000
					Bodily Injury (per person)	
					Bodily Injury (per accident)	
B	**Excess/Umbrella Liability** Retention: $10,000	7034611269	10/01/23	10/01/24	Each Occurrence	25,000,000
					Aggregate	25,000,000
A	**Workers Compensation and Employers Liability**	41WCI4938116-A/O 44WCI0501916-FL	10/01/23	10/01/24	Workers Comp Limits	Statutory
					EL Each Accident	1,000,000
					EL Disease - Each Employee	1,000,000
					EL Disease – Policy Limit	1,000,000
C	**Property**	US00112916PR22A	10/01/23	10/01/24	Blanket Bldg. & PP	10,000,000
D	**Crime/Fidelity Bond** (Employee Dishonesty)	J06039418	09/01/23	09/29/24	Single Loss Limit	15,000,000
E	**Errors & Omissions** (Primary Policy)	014629885	10/01/23	10/01/24	Per Claim and Aggregate	12,000,000
F	**Errors & Omissions** (Excess Policy)	ELU192671-23	10/01/23	10/01/24	Per Claim and Aggregate	10,000,000
G	**Errors & Omissions** (Excess Policy)	FI0121923	10/01/23	10/01/24	Per Claim and Aggregate	15,000,000
H	**Cyber Liability**	MTP904630501	05/01/24	05/01/25	Limit of Liability	10,000,000

Description of Operations / Other Information: See ADDITIONAL INFORMATION on the following page.

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.

ARTHUR J. GALLAGHER & CO.
MEMORANDUM OF INSURANCE

ADDITIONAL INFORMATION

GENERAL LIABILITY POLICY

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES *
Endorsement Form # CG 20 11 04 13 modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE
1. Designation of Premises (Part Leased to You): ANY PREMISES OR PART THEREOF LEASED TO YOU.
2. Name of Person or Organization (Additional Insured): ANY AND ALL PERSONS OR ORGANIZATIONS CONTRACTUALLY REQUIRING ADDITIONAL INSURED STATUS AS THE MANAGER OR LESSOR OF PREMISES TO YOU.
3. Additional Premium: INCLUDED

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:
1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - WORKERS COMENPENSATION, GENERAL LIABILITY AND AUTOMOBILE LIABILITY
We waive any right of recovery we may have against the person or organization where required by written contract because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only where required by written contract as specified and approved per contract.

PROPERTY
This policy insures against “All Risks” of physical loss or damage, except as excluded, to covered property while on Described Premises, provided such physical loss or damage occurs during the term of this policy. Coverage is subject to policy deductibles, terms, conditions and exclusions. Loss Payable clause included for whom Insured has agreed to per written contract.

IMPORTANT NOTICE

***All other Additional Insureds requests requires Legal approval and issuance of a Certificate of Insurance.**

***For special requests, such as a *WET SIGNATURE*, please contact the appropriate team: P&C – Doreen Morris or Renata Grzeskowiak; E&O – Frederick Arkin or Mari Maceri; Cyber – Jeremy Gillespie or Ariel Magrini.**

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.

Signature Page

Gallagher, formerly known as Koff & Associates, intends to adhere to all of the provisions described above.

This proposal is valid for 90 days.

Respectfully submitted,

By: GALLAGHER, FORMERLY KNOWN AS KOFF & ASSOCIATES,
State of California



Georg S. Krammer **December 2, 2024**

Managing Director, Compensation and Rewards Consulting

Appendix

Project Team Biographies

Georg S. Krammer, M.B.A., S.P.H.R.
Managing Director

Georg brings over 25 years of management-level human resources experience to Gallagher, formerly Koff & Associates (K&A), with an emphasis in classification and compensation design; market salary studies; organizational development; executive recruitment; performance management; and employee relations, in the public sector and in large corporations as well as small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. He spent five years in the private sector where he served as an HR Manager, and Administrative Officer, and then HR Director before entering the public sector in his current consulting role. With his wide-ranging and deep experience as a well-rounded classification and compensation expert, his education in business and teaching, his depth and breadth of experience with public sector HR needs, programs, and functions, Georg's contributions to Gallagher's variety of projects greatly complements our Human Resources and Recruitment Services team.

Georg has spearheaded several hundreds of classification, compensation, organizational, strategic planning, etc., studies for hundreds of cities, towns, counties, and special districts throughout the State of California, and the Western Region, and has contributed to more than quadrupling the size of Koff & Associates as a result of the success of his projects and the subsequent expansion of the business through referrals from satisfied clients. Georg joined K&A in 2003, served as its Chief Executive Officer from 2005 to 2021, was instrumental in K&A's joining Gallagher in 2021, and has been serving as Managing Director since then.

In the last few years, Georg has been the Project Director/Key Personnel for classification and/or compensation studies, organizational assessments, and other HR projects, at the following agencies:

- **Cities/Towns:** Alameda, American Canyon, Anaheim, Arroyo Grande, Bellflower, Campbell, Citrus Heights, Coachella, Concord, Cotati, Gilroy, La Cañada Flintridge, Lomita, Los Altos, Los Altos Hills, Menifee, Menlo Park, Morro Bay, Murrieta, National City, Newport Beach, Oakland, Oxnard, Palm Desert, Perris, Pleasant Hill, Port Hueneme, Redlands, Redwood City, Sacramento, San Diego, San Jose, San Marino, Santa Ana, Santa Barbara, Santa Clara, Saratoga, Sausalito, Seal Beach, Spokane (Washington), Vallejo, West Sacramento, Westminster, Yucca Valley, Yreka
- **Counties**: Bernalillo (New Mexico), Fresno, Monterey, Orange, Placer, San Joaquin, Sonoma, and Trinity.
- **Courts**: Habeas Corpus Resource Center, Superior Court of Kern County, Superior Court of Orange County, Superior Court of Santa Barbara.
- **Education**: College of the Sequoias, Excelsior Charter Schools, First 5 Alameda, Foothill-De Anza Community College District, Riverside Community College District, West Valley Mission Community College District.
- **Special Districts**:

- Air Quality: Monterey Bay Air Resources District, South Coast Air Quality Management District
- Community Services District: Cosumnes CSD, Desert Recreation District, Hayward Area Recreation and Park District, Helendale Community Services District, Heritage Ranch Community Services District, Incline Village General Improvement District, Phelan-Pinon Hills Community Services District, Town of Discovery Bay CSD, Truckee Donner Recreation & Park District, Tualatin Hills Park & Recreation District
- Fire and Police Protection: East Contra Costa Fire Protection District, Orange County Fire Authority, Sacramento Metropolitan Fire District
- Housing/Economic Development: Alameda Housing Authority, Housing Authority of the City of San Buenaventura, Housing Authority of the County of Alameda, Housing Authority of County of Santa Barbara, Housing Authority of County of San Luis Obispo, Oakland Housing Authority, Santa Clara County Housing Authority, San Bernardino County Housing Authority
- Open Space: Local Agency Formation Commission (LAFCO) of Santa Clara County
- Public Utilities: East Bay Municipal Utility District, Inland Empire Utilities Agency, North Tahoe Public Utility District, Southern California Public Power Authority
- Transportation: Alameda County Transportation Commission, El Dorado County Transit Authority, Golden Gate Bridge Highway and Transportation District, Livermore Amador Valley Transit Authority, Long Beach Transit, Marin Transit District, Metropolitan Transportation Commission, Ontario International Airport, Orange County Transportation Authority, Port of Hueneme, Port of Long Beach, Port of Oakland, Riverside County Transportation Commission, Sacramento Area Council of Governments, Sacramento Regional Transit District, San Bernardino County Transportation Authority, San Bernardino International Airport, San Francisco Bay Area Water Emergency Transportation Authority, Santa Barbara County Association of Governments, Santa Clara Valley Transportation Authority, Sonoma-Marin Area Rail Transit, Transportation Corridor Agencies, Western Riverside Council of Governments
- Wastewater: California Association of Sanitation Agencies, Central Marin Sanitation Agency, Encina Wastewater Authority, Leucadia Wastewater District, Napa Sanitation District, Ojai Valley Sanitary District, Orange County Sanitation District, Oro Loma Sanitary District, Truckee Sanitary District, Union Sanitary District, Vallejo Flood and Wastewater District
- Water: Bay Area Water Supply & Conservation Agency, Beaumont Cherry Valley Water District, Central Coast Water Authority, Cucamonga Valley Water District, Eastern Municipal Water District, Joshua Basin Water District, Marina Coast Water District, Metropolitan Water District of Southern California, Min-Peninsula Water District, Mojave Water Agency, Monte Vista Water District, Mt. View Sanitary District, Oakwood Lake Water District, Paradise Irrigation District, Rancho California Water District, San Bernardino Valley Water Conservation District, Santa Clarita Valley Water Agency, Sonoma County Water Agency, South Coast Water District, State Water Contractors, Sweetwater Authority, Trabuco Canyon Water District, Vallecitos Water District, Valley County Water District, West Basin Municipal Water District, Western Municipal Water District, Zone 7 Water Agency
- Other: Cooperative Agricultural Support Services Authority, Los Angeles County Employees Retirement Agency, Orange County Mosquito & Vector Control District

Georg will be key personnel and serve as the Co-Project Director for this project; he will coordinate all of Gallagher's efforts, will attend all meetings, and will be responsible for all work products and deliverables.

Debbie Owen, CCP
Project Manager

Debbie has over 28 years of experience providing classification and compensation services to public sector clients spanning local government sectors including cities, counties, special districts, and transit agencies. Prior to beginning her public sector career, Debbie worked as a Compensation and Benefits Specialist in the private sector for five years.

In 1992, Debbie obtained her certification as a Certified Compensation Professional ("CCP") from the American Compensation Association (now *WorldatWork*); to ensure current knowledge of compensation and benefits program trends and best practices, she maintains active membership in the *WorldatWork* organization.

Debbie's practitioner and project management experience has been primarily focused on the design and development of classification and compensation programs for a diverse range of public sector clients with varying project needs. For the last 20 years, Debbie has served in a project management capacity, working with clients to evaluate their classification and compensation systems and needs; she directs and reviews the work of project teams to provide clients with high quality deliverables consistent with best practices; and she prepares/delivers presentations designed to inform clients on study processes, activities, methodologies and outcomes.

Since joining K&A, Debbie has worked on classification and/or compensation studies, organizational assessments, and other HR projects for the following agencies, either as Co-Project Director or as a Project Manager:

- **Cities/Towns:** Bakersfield, Campbell, Coachella, Davis, El Monte, Gardena, Hemet, Long Beach, Murrieta, National City, Newman, Palm Desert, San José, Redwood City, Santa Clara, Seattle (WA), Spokane (WA), West Sacramento, Yreka.
- **Counties:** Contra Costa, El Dorado, Fresno, Humboldt, Mendocino, Sonoma, Trinity.
- **Education:** Los Angeles Unified School District, Riverside Community College District Victor Valley Community College District, Yuba Community College District.
- **Special Districts:**
    - Community Services Districts: El Dorado Hills Community Services District, Livermore Area Recreation and Parks District.
    - Housing/Economic Development: Housing Authority of the County of San Bernardino, Housing Authority of Santa Clara County, Los Angeles County Development Agency (LACDA), San Diego Housing Commission.
    - Public Utilities: Sacramento Municipal Utility District.
    - Transportation: AC Transit, El Dorado County Transit Authority, Port of Oakland, San Francisco Bay Area Water Emergency Transportation Authority, Bay Area Rapid Transit (BART), Orange County Transportation Authority (OCTA), San Mateo County Transit District.
    - Wastewater/Water: Beaumont-Cherry Valley Water District, Coachella Valley Water District, Cucamonga Valley Water District, Eastern Municipal Water District, Inland Empire Utility District, Leucadia Wastewater District, Napa Sanitation District, Sammamish Plateau

Water District (WA), Sonoma County Water Agency, State Water Contractors, Sweetwater Authority, Trabuco Canyon Water District, Truckee Sanitary District, Western Municipal Water District.

- **Other:** California State Auditor's Office, Contra Costa County Employee Retirement Association, Orange County Mosquito and Vector Control District, Tri-City Mental Health Authority.

Debbie will serve as the Co-Project Director for this study; together with Georg, she will coordinate all of Gallagher's efforts, will attend all meetings with the District, and will be responsible for all work products and deliverables.

Alyssa Thompson, Ph. D.
Senior Consultant

Alyssa has over 22 years of human resources experience in classification and compensation analysis and development, performance management, affirmative action program development, and recruitment.

Alyssa also has experience in designing and conducting quantitative and qualitative research studies.
Since joining K&A in 2007, Alyssa has led and worked on well over 300 classification, compensation, organizational assessment, and recruitment projects for cities, counties, and special districts.

She earned a Bachelor's degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis, and a Ph.D. in Organizational Psychology from Alliant International University. Alyssa will provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Monica Garrison-Reusch, B.A., M.B.A.
Consultant

Monica has over 15 years of human resource program experience, all of which have been spent serving as either a team consultant or project manager on projects working with public sector agencies. Monica's primary professional focus over the last several years has been on classification and compensation practices.

Prior to joining K&A in 2016, Monica performed classification and compensation consulting services as either a team member or project manager on varied projects including large scale studies done for the Counties of Madera, Sacramento, Bernalillo (in New Mexico), and the California State Department of Personnel Administration. Monica also developed and served as a Co-Trainer for a two-day course on Classification and Compensation.

Monica's depth of experience allows her to provide a broad range of human resources services to public agencies. She specializes in compensation projects focusing on both base salary and total compensation analysis studies. Monica has also worked on project teams conducting classification studies and organizational analysis, including performing the full

range of classification analysis and conducting in-depth survey and analysis of organizational structures and past organizational practices.

She earned an MBA with an emphasis in Marketing at Golden Gate University and a Bachelor of Science in Business Administration from the University of Southern California. Monica will provide Senior H.R. Associate support for this project, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Arlene Marks Gibbs, BS, MPA, SPHR, IPMA-CP
Associate Consultant

Arlene Gibbs possesses over thirty years of Human Resources management experience including spending over twenty years in the public sector working for both large and small education, municipal and special district organizations in California.

Her public sector experience includes serving as the Chief Human Resources Officer for San Diego State University which is the largest California State University campus with over 6,700 faculty and staff. While at San Diego State, Arlene led the HR Directors Committee for the 23 campus system of HR service delivery. Her experience also includes senior and executive HR management roles with several small and large public agencies including the City of San Jose, the City of Tustin as well as air and water/wastewater special districts.

Arlene's experience includes all facets of Human Resources, Employee & Labor Relations. She is an experienced labor contract negotiator having negotiated many public sector labor agreements while serving as the Chief Spokesperson/Labor Negotiator. In addition, her experience includes managing recruitment and selection processes for all types of public sector positions, handling employee benefits functions, responding to labor and employee relations issues, coordinating classification and compensation studies, complying with labor laws, conducting personnel investigations, and managing a wide variety of general human resources functions.

Arlene holds a Masters' Degree in Public Administration from California State University Northridge and a Bachelor of Science Degree in Business Administration with an emphasis in Labor Relations from California State University Long Beach. She also is certified as an IPMA-CP and as a Senior Professional in Human Resources (SPHR).

Arlene has also led and participated in local, regional as well as statewide efforts in small and large agencies with the League of California Cities, IPMA as well as serving as a resource for City, County, State and Local Boards, Councils, Committees and Commissions. Arlene will provide Senior H.R. Associate support throughout each effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Sarah Nunes, M.A.
Consultant

Sarah's professional qualifications include over 19 years of public sector experience with the Human Resources Department of the City of San José. Starting at the analyst level and

eventually rising to Division Manager, she gained experience in recruitment and selection, classification and compensation, and general human resources administration. Sarah joined Koff & Associates in 2017, and has worked on many Classification and Compensation studies.

Sarah earned her B.A. degree in Anthropology from Beloit College, in Wisconsin, and was awarded her M.A. in Anthropology from California State University, in Chico.
Sarah will provide H.R. Associate support for this project, including classification analysis, interviews with employees and management, comparator analysis, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Ariele Rodriguez, M.A.
Associate Consultant

Ariele has eighteen years of public and private-sector human resources and management work experience including seven years as a project consultant performing base and total compensation studies for CPS HR Consulting. Her work experience includes compensation, classification, employee relations, labor relations, performance management, management training, adult education/college instruction, and conducting workplace investigations. Ariele joined K&A in August 2020 and has worked on many

Prior to joining K&A, Ariele performed full cycle recruiting for a large state-funded social services agency for six years. In this time, she screened, interviewed, hired, and performed onboarding duties for over 200 employees at all levels from clerical to executive. Additionally, she performed employee relations and labor relations work, conducted internal investigations, created and presented management training, wrote and delivered adverse employment actions, and served as liaison to the local SEIU chapter. Ariele earned her B.A. degree in Interpersonal and Small Group Communication Studies and M.A. degree in Organizational and Instructional Communication Studies from California State University, Sacramento. She holds the HR professional certification SHRM-CP and is certified in Basic Mediation Skills.

Janna Dinkelspiel
Consultant

Janna Dinkelspiel came to Koff & Associates in August 2022 with over 15 years' experience in private and public sector human resources. Most recently Janna was a Senior Employee Relations Analyst in a municipality where she gained well rounded experience in recruitment and retention, employee relations, labor relations, policy development, performance management, training and development and classification and compensation. Janna was the City's subject matter expert for classification and compensation while conducting and implementing three large-scale compensation studies for the City, as well as assisting the executive team with creation of a compensation policy. Janna has a degree in Business Administration from the University of Washington and holds a Senior Professional Human Resources Certificate from HRCI.

Edward Hsi
Associate Consultant

Edward Hsi has over 5 years of public-sector human resources experience with over 4 years in classification and compensation. His experience includes public sector work for California

Public Utilities Commission and Glendale Community College. Edward joined Koff and Associates in November 2022.

Prior to joining Koff and Associates in 2022 he worked as a Classification and Compensation Analyst for Glendale Community College including taking part in managing, coordinating and participating in its District-wide classification study.

Edward earned his B.A. degree in Psychology at the University of California, Riverside and his M.S. degree in Industrial/Organizational Psychology at San Jose State University.

Kelly Barns
Consultant

Kelly Barns brings over 19 years of experience in a variety of leadership and technical public-sector human resources and risk management roles, from Analyst to, Risk Manager to, Assistant Director and Director of Human Resources in municipal government. While a well-rounded practitioner, with broad and deep knowledge and experience in talent acquisition, labor relations, classification and compensation, policy and contract development, performance management, employee engagement, Leaves and ADA administration and management, training and development, legal compliance, business strategy and change management, workplace investigations, health and safety, workers' compensation, employee benefits, liability administration and management, and universal Human Resources and Risk Management administration. Kelly joined Koff & Associates in March 2022 and has had the privilege to work with and support special projects and studies for several cities, counties, and various municipalities and special district clients.

Kelly has a degree in Business Administration and Management, is a Human Resources Certified Professional through International Public Management Association of Human Resources (IPMA-CP) and has a Senior Professional Human Resources Certificate (SPHR). Kelly has had the opportunity to serve on committees and boards, focused on a variety of human resources, risk management, and business strategy affairs and goals.

Kelly provides Human Resources Associate support throughout each project role, primarily consisting of project and technical support in, classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, and development of recommendations. Kelly has a passion for engaging, collaborating with, and supporting clients, strengthening employee relations and community partnerships. Kelly has been dedicated to helping organizations and leaders navigate through change and define and implement their Human Resources strategies; in addition to promoting a culture of continuous opportunity and helping people to be inspired to innovate and make an impact on an organization's most valuable asset, it's people.

Cindy Harary, B.A.
Consultant

Cindy's professional qualifications include over 37 years of experience in the Human Resources field, primarily in classification and compensation. She spent the first 11 years in the public sector working for the City of Whittier, California, where she started out in their Public Works Department before moving to the Human Resources Department. She gained

experience in classification and compensation, recruitment and selection, employee training and development, labor relations, and general human resources administration.

For the next 16 years, Cindy worked as a Human Resources Consultant for a consulting firm where she specialized in conducting classification and compensation studies for multiple public sector agencies including cities, counties, and special districts as well as several private sector clients. Some of the Orange County Cities she worked on in partnership with other consultants at that firm were: Cities of Brea, Laguna Beach, Lake Forest, La Palma, Los Alamitos, Placentia, San Clemente, Stanton and Tustin. In Los Angeles County, her work includes the Cities of Corona, Downey, El Monte, Manhattan Beach, and Upland. Finally, in San Bernardino County she has worked on the City of Rancho Cucamonga.

Cindy joined Gallagher (formerly Koff and Associates) in 2015, working on Classification and/or Compensation studies. Cindy earned her B.A. degree in Broadcast Journalism at California State University, Long Beach.

Cindy will provide Human Resources Consultant support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Renate Tiner, B.Sc.
Consultant

Renate's professional qualifications include five years of both non-profit and private sector Human Resources experience before joining Gallagher. Starting in Human Resources administration and rising into Human Resources management, she gained experience in full-cycle recruitment, orientation and on-boarding, Health and Safety, Worker's Compensation, licensing and accreditation, policy development, and general Human Resources administration. Renate has a total of 12 years' experience.

Renate joined Koff & Associates in 2017, working on classification and compensation studies.

Renate earned her B.Sc. degree in Psychology from the University of Northern British Columbia, in Prince George BC, Canada. She was a Canadian Human Resource Professional (CHRP) Candidate before moving to the United States.

She will provide H.R. Consultant support throughout this effort, including analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Nicolle Wynia-Eide
Consultant

Nicolle Wynia-Eide has over 25 years of experience in the Human Resources profession including work in Classification and Compensation, Total Rewards, Benefits, and general human resources administration, the majority of which was in public sector. She has experience in designing and conducting small and large scall classification and compensation studies, pay equity evaluations, and organizational development.

Prior to joining Koff & Associates in 2023 she was a Senior Classification and Compensation Consultant for a large nonprofit health care agency. Her public sector roles have included Human Resources Analyst for the City of Beaverton (Oregon) and 13 years working with and then supervising the Classification and Compensation team for the City of Portland.

Nicolle has a degree in Biology from Lewis and Clark College and a Human Resources Certification for Portland State University. She earned her Certified Compensation Professional in 2007 and her Senior Professional Human Resources Certificate (SPHR) in 2012. She is also a member of World at Work.

Lauren Grant
Associate Consultant

Lauren's professional qualifications include over seven (7) years of experience in public sector classification, compensation, talent acquisition, and talent management. She has led classification and compensation activities for Oregon's largest post-secondary institution and was responsible for recruitment, selection, classification, and compensation for Oregon's largest housing authority and affordable housing provider. Lauren joined Koff & Associates in April 2023.

Prior to public service, Lauren worked as an HR generalist in the hospitality industry and provided HR support to local nonprofit organizations. She also brings experience in HR analytics and organizational development, as well as labor and employee relations, communications, and engagement.

Lauren earned her B.S. degree with majors in Human Resources Management, Management & Leadership, and Psychology from Portland State University, where she graduated summa cum laude. She holds certifications in strategic workforce planning, people analytics for HR, and competency modeling, in addition to her SHRM professional certification.

Suzy Parker
Associate Consultant

Suzy Parker is an Associate Consultant with the Human Resources and Compensation Consulting practice. She has over 5 years of experiences in a variety of public sector agency roles from Programmatic Case Management to Human Resource Analyst, to serving as the Classification & Compensation Manager for the Oregon Department of Human Services. Well versed in classification and compensation, labor management, policy and contract development, position management, performance management, employee engagement, management, and training and development. Suzy has a passion for engaging with and supporting clients, as well as building partnerships within communities and fostering collaboration.

Suzy received a master's degree in business administration. Suzy joined Gallagher, formerly Koff and Associates, in September 2023.

Request for Proposals: Classification and Compensation Study

ISSUE DATE: November 14, 2024
DEADLINE: December 2, 2024 at 12:00 p.m.

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

Request for Proposals – Classification and Compensation Study

Introduction

The South San Francisco Unified School District, ("District") is seeking proposals from qualified consulting firms to conduct a Districtwide Employee Classification and Compensation Study as described herein.

Background Information

The District is located in the northern part of San Mateo County, which is one of the counties that comprise the metropolitan San Francisco Bay Area. The District's territory encompasses nearly all of the City of South San Francisco and portions of the City of Daly City, the Town of Colma, and the City of San Bruno and unincorporated areas of the County. The District currently operates nine (9) elementary schools, three (3) middle schools, two (2) comprehensive high schools, one (1) continuation high school, one (1) adult education school, four (4) day-care schools, and one (1) centrally located Children's Center, which offers subsidized preschool programs and before and after school programs.

Total enrollment in District operated schools is approximately 7,653 students in fiscal year 2024-25. Overall, the District has approximately 763 full-time employees and 258 part-time employees. The District provides a range of employee benefit programs, including medical, dental, vision, life, paid leave, retirement, and longevity.

The most recentClassified Employee Classification study for the District was conducted approximately a decade ago and did not include the Classified Unrepresented Employees. Many of the positions evaluated at the time of the prior study have since been reviewed and updated when necessary. Since then, numerous new positions have been added while some positions have been eliminated. The District would like a new Classification and Compensation Study conducted that includes all classified employees, including Classified Unrepresented Employees.

Goals and Objectives
The purpose of the Classification and Compensation Study is to address changes in District operations and staffing over the past decade, which may have affected the type, scope, and level of work being performed.

The District's objectives are to:

1. Attract and retain qualified employees;
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
3. Provide salaries commensurate with assigned duties;
4. Clearly outline promotional opportunities and provide recognizable compensation growth;
5. Provide a justifiable pay differential between individual classes;
6. Maintain a competitive position with other comparable district entities within the same geographic areas;
7. Ensure the total compensation and benefits package is competitive.

All work will be done with the regular involvement of the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Services. Department Heads and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Completion of the study is expected no later than June 30, 2026. A presentation to the Board of Trustees upon completion of the project is also expected.

The study shall evaluate the current salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

A. Scope of Services

1. Provide for a comprehensive evaluation of every Classified job within the District to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.
2. Review all current job classifications; confirm, and recommend changes to hierarchical order of jobs using consultant's evaluation system.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable school districts as required.

4. Identify potential pay compression issues and provide potential solutions.
5. Analyze and recommend changes to the current compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.
6. Compare and analyze the District's current operational needs to industry standards and best practices of other school districts of similar size.
7. Recommend effective recruitment strategies for hard to fill, high turnover positions. Recommendations should include criteria for designating positions as hard-to-fill/critical (e.g., not being able to fill after repeated advertising, competent talent not applying, gaps in talent as compared to position needs, internal talent not available). Additionally, recommend potential opportunities for pay for performance or bonus structure.
8. Assist with development of Personnel Policy and provide recommendations for additions, changes, and deletions. When necessary, create language that is appropriate and applicable.
9. Provide a brief review of payroll processes and identify potential best practices.

B. Classification Study

1. Consultant to review current classification grade methodology and propose recommended strategies for the District.
2. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
3. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (mental abilities, physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
4. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
5. Consultant to present proposed recommendations to the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Services for review prior to making any final classification determinations.

6. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. Consultant to identify career ladders/promotional opportunities as deemed appropriate.
8. Consultant to submit recommendations for appropriate implementation measures that staff will need to take.
9. Consultant to provide a straightforward, easily understood, maintenance system that staff will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process to be used in the review of the classification of individual jobs, as needed.

C. Compensation Study

1. Consultant to review current compensation plan (salary grade levels, steps and available benefits) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the District can strive to maintain.
3. Consultant to recommend comparable labor markets, including public sector employers for compensation survey.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey.
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to develop guidelines to assist District staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
7. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
8. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
9. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices based on market

demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.

10. Consultant to conduct a compression analysis to include any recommendations for implementation.

District Resources

The District will provide copies of all pay ranges, job classifications, and any other available in-house information requested by the selected consultant that may be required to complete the study.

Proposal Format and Requirements

The consultant shall submit one (1) electronic version of their written proposal that presents their qualifications and understanding of the work to be performed. Include all information requested, organized in sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories, may be provided as a separate appendix to the proposal. The following information/documents shall be included in the proposal package to be considered responsive to the Request for Proposals:

A. **Agents and Address**
   Identify who will be the project manager and key staff assigned if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study; any resume(s) included should not exceed 1 single-sided page each. Include specific information on the staff's experience with public sector compensation. Describe successful outcomes. List the address, e-mail address, and telephone number of the office from which the services are to be provided. Promotional literature and other public relations documents should NOT be included.

B. **Statement of Methods and Procedures (maximum 2 single-sided pages)**
   Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide, via an Appendix A, a sample of reports and/or other correspondence.

C. **Management Synopsis (maximum 2 single-sided pages)**
   Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.

D. Structure and Content of Work Product (maximum 2 single-sided pages)
Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Firms may elect to include in the section any innovative methods or concepts that might be beneficial to the South San Francisco Unified School District as long as the minimum requirements set out in this RFP are met.

E. Work Schedule (maximum 1 single-sided page)
Provide a timeline indicating tasks required and the start and completion dates for each. Completion of the study is expected no later than June 30, 2026; a presentation to the Board of Trustees upon completion of the project is also expected. It is expected that the work will commence as soon as possible after the contract is awarded.

F. References
Include the name, address, telephone number, and e-mail address for contact persons at three (3) other public entities for which comparable services have recently been rendered.

G. Cost of Services
Provide a total cost estimate, including travel expenses, and "not to exceed" amount for the work described in scope of work; a rate schedule for computing any extra work not specified in the contracted scope of work; and an amount to be deducted from total cost estimate because Consultant is conducting (or has conducted in the past six (6) months) salary surveys of comparable jurisdictions, the data from which can be shared rather than independently gathered.

H. Final Product
Provide a statement that the Consultant agrees to:

a. Deliver at least one (1) original electronic copy of the final report to the Assistant Superintendent of Human Resources.
b. Provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium; and
c. Appear at a scheduled Board meeting to discuss the recommendations and final report.

I. **Additional Services (Optional)**
Provide any other related and recommended products or services not specified in the RFP which may be considered essential or benefitted by the firm. These services should be priced separately from "G" above and shown here.

Cost Proposal
This request for information does not, under any circumstance, commit the District to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.

General Information
The District's website is www.ssfusd.org.

Questions
Questions pertaining to this document should be submitted via e-mail with "RFP Questions - Classification and Compensation Study" in the subject line, no later than Thursday, November 21, 2024 at 9:00am local time to J. Marwan Hannon, Assistant Superintendent of Human Resources at jhannon@ssfusd.org and Jennifer Smith, Director of Human Resources at jsmith@ssfusd.org. The District's responses to submitted questions will be posted at https://www.ssfusd.org/apps/pages/rfpclasscompstudy by Monday November 25 at 5:00pm.

Criteria and Selection
After district staff have reviewed the proposals, final selection will be determined. The successful contractor will be required to enter into an agreement for professional services with the South San Francisco Unified School District. Proposals will be evaluated based upon the following factors, but may not be limited to just these factors:

- Presentation, completeness, clarity, organization, and conformance to the RFP content and format requirements.
- Qualifications of the firm and the experts assigned, including education, experience, and professional expertise in this type of work.
- Record of experience in conducting successful similar studies.
- Client experience on similar studies.
- Reasonableness of cost for services.

Submittals
All proposals must be delivered to the South San Francisco Unified School District no later than 12:00 noon local time on Monday, December 2, 2024. Proposals must be submitted electronically via email to South San Francisco Unified School District, Attn: J. Marwan

Hannon, Assistant Superintendent of Human Resources (jhannon@ssfusd.org) and Jennifer Smith, Director of Human Resources (jsmith@ssfusd.org). Proposers will be responsible for delivery of their proposals to the District before the deadline. Any proposal received after the deadline will not be considered. Consultant submitting proposals assumes the risk of their selected method of delivery.

The South San Francisco Unified School District reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. The evaluation of proposals will be done by District personnel. Fee proposals, which are to be submitted with the qualification proposal will also be taken into consideration. The duration of this consultant agreement has not been determined. The South San Francisco Unified School District does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status.

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: January 23, 2025

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Elementary Science Site Lead Teacher (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 12, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to elementary science site lead teachers, i.e., facilitating and advancing the implementation of the Next Generation Science Standards ("NGSS") and Twig Science curriculum at each elementary school site.

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) distributed in two installments of one thousand dollars ($1,000) per one semester of additional duties performed. Genentech NGSS Implementation Grant Funds (Account Code: 01-9044-0-1110-1000-1130-062) 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 Elementary Science Site Lead Teacher 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
ELEMENTARY SCIENCE SITE LEAD TEACHER 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 12, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to elementary science site lead teachers, i.e., facilitating and advancing the implementation of the Next Generation Science Standards ("NGSS") and Twig Science curriculum at each elementary school site.

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 completed professional development and training in Twig Science curriculum and currently provides students access to science instruction by utilizing the Twig Science curriculum.
- 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 roles and responsibilities of the Elementary Science Lead Teacher.

The District and the Association tiebreaker criteria shall be defined as follows:

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- There shall be equal representation of Association members from each elementary school site and grade level.
- If more than one person per one school site applies for the role of Elementary Science Site Lead Teacher, then the Educational Services Department Science Team shall conduct interviews with each candidate to determine the single most eligible, qualified candidate or the two most eligible, qualified candidates who may equally share the role.

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 4.5 (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:

- Implement at least two modules of the Twig Science curriculum in Kindergarten, and at least three modules in Grades 1 through 5 during the 2024-2025 school year;
- Attend and participate in all scheduled Elementary Science Teacher Leadership Team ("TLT") meetings and any other meetings related to elementary science education;
- Support with materials management at each school site in order to ensure teachers are provided Twig Science curriculum materials and grade levels are provided supplemental resources necessary to implement Twig Science;
- Communicate regularly with the District Science TOSA regarding Twig Science implementation at each school site;
- Support school site staff with the implementation of NGSS and Twig Science by serving as a consultant, collaborator, and other significant contributor to the professional learning and development of colleagues as it relates to science instruction;
- Report on the outcomes of Elementary Science TLT meetings any other meetings related to elementary science education to both school site staff and administration;
- Coordinate with District Science TOSA to provide training and coaching in the NGSS and Twig Science curriculum and instructional practices;
- Stay informed about current research and best practices in science education through participating in a variety of professional learning experiences in order to deepen knowledge, skills, and abilities related to the NGSS and Twig Science curriculum and instructional practices.

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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:

- Each payment installment shall be distributed to each eligible participating employee in their February 2025 and May 2025 paychecks.
- Eligible participating employees shall be paid from the Genentech NGSS Implementation Grant account code: 01-9044-0-1110-1000-1130-062. Enclosed is a list of all the eligible participating employees.
- In addition to the one-time, off salary schedule payment ("stipend") equal to two thousand dollars ($2,000), eligible participating employees shall timecard their attendance and participation at each scheduled Elementary Science Teacher Leadership Team ("TLT") meetings and any other meetings related to elementary science education.

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
A05BC7E1AEEA47F...

1/12/2025

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
9BE9E0D45FBA4EA...

1/10/2025

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
ELEMENTARY SCIENCE SITE LEAD TEACHER 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 12, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to elementary science site lead teachers, i.e., facilitating and advancing the implementation of the Next Generation Science Standards ("NGSS") and Twig Science curriculum at each elementary school site.

Please select [✔] only one of the following options:

☐ I do hereby agree to the terms and conditions of the enclosed MOU between the and the Association regarding the Elementary Science Site Lead Teacher for the 2024-2025 school year.

☐ I do not agree to participate in the Elementary Science Site Lead Teacher for the 2024-2025 school year, effective the signature date below. I understand that I will be compensated for the time I have served as the elementary science site lead teacher up until this date, and that once I opt out, I will not be able to opt in at a later date.

By signing below, I hereby acknowledge that I have completely read and fully understand the terms and conditions of the enclosed MOU between the District and the Association regarding the Elementary Science Site Lead Teacher for the 2024-2025 school year.

_____

Print Employee Name

_____ _____

Employee Signature Date

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ELEMENTARY SCIENCE LEAD TEACHER
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

School Sites	Teacher Names
Buri Buri	Nina Camozzi
Junipero Serra	Shared: Cindy Bell & Gladys Fernandez
Los Cerritos	Vacant
Martin	Charlotte Gonzales
Ponderosa	Cassie Zvarich
Monte Verde	Mike Stewart
Skyline	Kate Bastelleros
Spruce	Kathleen Phillips
Sunshine Gardens	Heather Hefner

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: January 23, 2025

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Special Education (Education Specialist) Sign-On Bonus (2025-2026)

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

As part of our continued recruitment and retention efforts aligned to Priority #4 Empowered Educators in our District's Strategic Plan “Fulfilling Our Promise to Learners,” and building upon the 2023-2024 and 2024-2025 school years’ sign-on bonus strategy, the South San Francisco Unified School District (“District”) and the South San Francisco Classroom Teachers Association (“Association”) agree to enter into a Memorandum of Understanding (“MOU”), effective the 2025-2026 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2025-2026 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

FISCAL IMPLICATIONS:

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment (“sign-on bonus”) equal to fifteen thousand dollars ($15,000) distributed over a three-year period in annual installment payments of five

thousand dollars ($5,000) per one year of completed full-time service. Enclosed is a copy of the signed MOU that outlines the terms and conditions of the agreement.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the enclosed Memorandum of Understanding between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association regarding the Special Education (Education Specialist) Sign-On Bonus for 2025-2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
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Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
THE SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION

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 the 2025-2026 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2025-2026 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment ("sign-on bonus") equal to fifteen thousand dollars ($15,000) distributed over a three-year period in annual installment payments of five thousand dollars ($5,000) per one year of completed full-time service:

- Each annual installment payment shall be distributed to each eligible participating employee in their paycheck as follows: November 2025, November 2026, and November 2027.
- If the eligible participating employee vacates their position and leaves the District subsequent to completing one year of full-time service, and prior to completing any

additional remaining year(s) of full-time service, then the District shall not owe the remaining balance of the sign-on bonus to the employee.

- If the eligible participating employee vacates their position and leaves the District prior to completing one year of full-time service, then the employee shall owe the entire balance of the sign-on bonus ($5,000) for the given year to the District, which shall be reimbursed to the District through a jointly established repayment plan and/or wage deductions.

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.

_____ _____

Shari Giusti Date
President, South San Francisco Classroom Teachers Association

_____ _____

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 23, 2025

RE: Approval of Contract with Sunbelt Staffing, LLC for January 1, 2025 through June 30, 2027

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 has a continued need for substitutes to fill certificated and classified vacancies on a daily basis. To meet the staffing needs of our district, the Human Resources Department seeks to enter a two and half year agreement contract with Sunbelt Staffing, LLC. Sunbelt Staffing provides substitute staffing for a wide variety of essential certificated and classified positions, primarily positions that fall under the Special Education Department.

Sunbelt Staffing provides comprehensive pre-employment screening of their substitutes to ensure that they are qualified and meet applicable professional standards. Sunbelt Staffing will be responsible to pay their substitutes directly and bill us for substitutes we use only. We anticipate using Sunbelt Staffing for district and site vacancies as well as daily substitutes.

FISCAL IMPLICATIONS:

The current estimated cost is not to exceed $150,000.00. Personnel Services (715) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the contract with Sunbelt to support the South San Francisco Unified School District with our need for certificated and classified substitutes for the remainder of the 2024-2025 school year and for the 2025-2026 and 2026-2027 school years.

Sunbelt Staffing, LLC (hereafter referred to as "Sunbelt" or the "Company") and **South San Francisco Unified School District** whose location is 398 B Street, South San Francisco, CA 94080 (hereafter referred to as "Client") enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate assignment confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.
Sunbelt, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Sunbelt will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Sunbelt will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.
The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor that each Consultant shall be an employee of Sunbelt and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Sunbelt agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Sunbelt does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Sunbelt will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. Telepractice Services.
Sunbelt, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D –VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. Insurance.
Sunbelt will maintain at least the following minimum amounts of insurance:

General Liability - $2,000,000 per occurrence and $4,000,000 aggregate.
Workers Compensation - in accordance with state regulations.
Employer's Liability - $1,000,000.
Excess Liability over General Liability and Employer's Liability - $5,000,000 per occurrence and $5,000,000 aggregate.
Professional Liability of $1,000,000 per occurrence and $3,000,000 aggregate.
Sexual Abuse and Molestation - $4,000,000 per occurrence and $4,000,000 aggregate.

5. Competency and Licensing.
Sunbelt will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Sunbelt will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Sunbelt will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Sunbelt will make available to Client all appropriate Consultant records that Sunbelt may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify Sunbelt in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify Sunbelt of such matters may result in the termination of the contractual relationship. Sunbelt will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.
Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Sunbelt is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Sunbelt is not responsible for the Consultant's on-site performance given that Sunbelt does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Sunbelt's Consultant should be reported in writing and directly to Sunbelt immediately so that Sunbelt may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Recruitment Services.
Should Client desire to elect a permanent, direct hire Applicant in lieu of a contracted temporary Consultant, Client Agrees that direct hire fees are on a contingency basis and are payable only if Client employs a direct hire Applicant that has been, directly or indirectly, referred through Sunbelt's recruitment efforts. Fees for direct hire Applicants of the discipline and quantity identified below (hereafter "Direct Hire Applicant"), in Client's employ is as indicated below.

Discipline	Number of Direct Hire Placements	Direct Hire Fee
Special Education Teacher	1 -3	$ 22,500
	4-6	$ 18,500
	7 or more	$ 12,500
Other Disciplines	Contact your Account Representative for details	

Sunbelt will source a replacement candidate in the event the Direct Hire Applicant sourced by Sunbelt terminates or is terminated for just cause from their position of employment with Client, within thirty (30) days from the date the Direct Hire Applicant commenced said employment, provided that the Client notifies Sunbelt in writing of all the facts relating to the termination of said employment within five (5) business days after said termination. This guarantee is not applicable in the event that the employment is terminated because Client has insufficient work for the Direct Hire Applicant. This guarantee is to allow sufficient time to evaluate the Direct Hire Applicant's experience and qualifications. This guarantee shall be Client's sole remedy and acceptance of referrals shall be conclusive evidence of Client's acceptance of Sunbelt's schedule of charges stated above unless a written modification has been signed by both parties.

8. Equal Opportunity.
It is the policy of Sunbelt to provide equal opportunity to all Consultants for employment. Sunbelt and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Professional Fees.
Client will pay Sunbelt based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. Sunbelt pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. Sunbelt will bill Client at one and one-half times the regular bill rate for all hours Sunbelt is required to pay the Consultant(s) overtime. It is Client's responsibility to notify Sunbelt if pre-approval is required for any or all overtime hours prior to any such hours being worked.

10. Payment Terms.
Client will be billed on a weekly basis for all services provided during the previous week. Payment is due within fifteen (15) days of receipt of invoices. Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Sunbelt reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

11. Timekeeping and Invoicing.
Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of Sunbelt's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Sunbelt will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify Sunbelt of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within thirty (30) days of the date of invoice shall not be disputed and invoices will be due in full.

12. Administrative Responsibilities.
Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Sunbelt in writing within three (3) business days of alleged failure. Failure to notify Sunbelt before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Sunbelt of time sheet and work performed discrepancies.

13. Limitation of Liability.
NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

14. Incident and Error Tracking.
Client will report to Sunbelt any performance issues, incidents, errors and other events related to the care and services provided by Sunbelt employees. Sunbelt will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

15. Reporting of Work-Related Injuries.
Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which Sunbelt's Consultant has been assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Sunbelt within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Sunbelt concurrently with Client for the purpose of reporting such event to Sunbelt's worker's compensation carrier. If Sunbelt's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Sunbelt and Sunbelt's Consultant.

16. Termination of Contracted Assignment with Cause.
Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered averse to the overall operation of Client. Client may request that Sunbelt facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Sunbelt has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Sunbelt's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and

subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Sunbelt's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Sunbelt in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Sunbelt shall have five (5) business days to refill the position in the event of termination with cause. Should Sunbelt identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant's assignment.

17. Termination of Contracted Assignment without Cause.
Client may cancel an assignment with sixty (60) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 60-day period of notice. In the event Client is unable to provide sixty (60) days' notice of termination, Client will be billed for sixty (60) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Sunbelt as a result of such cancellation.

18. Guaranteed Minimum Hours.
Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

19. Unscheduled Facility Closure Policy.
Sunbelt will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Sunbelt. Sunbelt and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of 75% of the regular hourly bill rate for the total hours normally scheduled for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

20. Multiple Locations.
If client requires Consultant to travel to and perform services at more than one location, Client will compensate Sunbelt for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. Issue Resolution.
In the event Client encounters an issue that is not satisfactorily resolved by its Sunbelt representative, Client should escalate the issue to the appropriate Sunbelt manager by calling 800-659-1522 or emailing info@sunbeltstaffing.com.

22. Indemnification.
To the extent permitted by law, each party will be responsible for damages associated with third party claims to the extent of their respective negligence, willful misconduct or breach of this agreement.

23. Confidentiality.
Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement**. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.

Confidential Information of Sunbelt shall include, but is not limited to, any and all unpublished information owned or controlled by Sunbelt and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Sunbelt and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. Family Education Rights and Privacy Act.
Sunbelt shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Sunbelt and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. State Retirement System Notice.
Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultants and fulfilling all associated administrative duties. Client shall immediately notify Sunbelt if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Sunbelt of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Sunbelt by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Sunbelt. The Client and Sunbelt expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

26. Conflicts of Interest.
The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

27. Notices.
All notices required to be given in writing will be sent to the names/addresses listed below.

Sunbelt Staffing LLC	***To Client***
Contract Department 501 Brooker Creek Blvd Suite A-400 Oldsmar, FL 34677 contractnotices@sunbeltstaffing.com	Client: South San Francisco Unified School District Address: 398 B Street, South San Francisco, CA 94080

28. Survival.
The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

29. Governing Law.
This Agreement shall be governed by the laws of the state of California.

30. Term.
This Agreement shall remain in effect from January 1, 2025, through June 30, 2027, unless otherwise terminated in accordance with the terms herein.

31. Modification of Agreement.
This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

32. Entire Agreement.
This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***.

20665 - South San Francisco Unified School District

_____
Client Representative Signature Date

_____
Print Name

_____
Title

Sunbelt Staffing, LLC

Alicia Ruggiero

Alicia Ruggiero
Division Director
January 13, 2025 21:02 UTC
IP: 97.78.138.42

Sunbelt Staffing

California Rate Sheet

2024 – 2025 School Year

Discipline	Hourly Bill Rate Range
Speech Language Pathologist	$90 – 130
Physical and/or Occupational Therapist	$90 – 130
SLPA, PTA and/or COTA	$70 – 80
SLP - CFY	$80 - 90
School Nurses – LPN/RN/CSN	$65 - 110
Psychologist	$95 - 130
Behavior Specialist	$70 - 95
Guidance Counselor	$70 - 90
Social Worker	$85 - 105
Special Education Teacher	Call for Rate
Life Skills Teacher	Call for Rate
Sign Language Interpreter	$65 - 80
Teacher of the Visually Impaired	$80 – 105
Adaptive Physical Education Teacher	$80 – 105
Orientation Mobility Specialist	$80 - 100
BCBA	$90 - 130
Instructional Assistant / ParaEducator / ABA Therapist / RBT	$55 - 78
Bilingual / Teletherapy SLP, OT, TVI, TDHH, etc.	Add $5 – 15

Point of Contact

Therapy Services
Senior Account Executive
Brittany Riefler
Sunbelt Staffing
Office: (813) 792-3458
Fax: (877) 831-8513
Brittany.Riefler@SunbeltStaffing.com

Pupil Services – Behavior, Health, Instruction
Senior Account Executive
Cassandra Lukins
Sunbelt Staffing
Office: (813) 261-2257
Fax: (877) 831-8513
Cassandra.Lukins@SunbeltStaffing.com

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: January 23, 2025

RE: Robert Half Recruiters & Employment Agency Professional Services Agreement 2024-2025

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 regularly contracted with Robert Half Recruiters & Employment Agency to secure qualified, temporary staff to assist departments with special projects, backlogs, and other related needs due to understaffing or vacant positions. The Human Resources Department will require additional staff capacity for the upcoming hiring cycle during the 2025 spring semester, especially with the anticipated staffing changes as part of the Strategic Staffing Initiative.

FISCAL IMPLICATIONS:

The hourly rate of pay for the temporary staff equals fifty-five dollars and fifteen cents per one hour ($55.15/1 hour) of services rendered. Enclosed is a copy of the original job order.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the enclosed service agreement between the South San Francisco Unified School District and Robert Half Recruiters & Employment Agency for 2024-2025.

Robert Half®

January 13, 2025

Personal & Confidential
TRISHA CATIG
SOUTH SAN FRANCISCO UNIFIED SCHOOL DIST.
398 B STREET
SOUTH SAN FRANCISCO, CA 94080

Job Order Number: 00430-0013141061

Dear Trisha,

Thank you for selecting Robert Half to meet your talent solutions needs. Jamie Torres is scheduled to start with South San Francisco Unified School Dist. as a Data Entry Clerk on 01-13-2025. As agreed, we will invoice your firm at the rate of $55.15 per hour. Overtime will be billed at 1.50 times such rate. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the enclosed General Conditions of Assignment and Terms of Payment.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Robert Half
919 E Hillsdale Blvd
Ste 275
Foster City, CA 94404
(800) 804-8367

© Robert Half Inc. 2024. All rights reserved.

An Equal Opportunity Employer M/F/Disability/Veterans.

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Robert Half*. The following General Conditions of Assignment and the enclosed Terms of Payment apply to this assignment.

Scope of Assignment	Our professional is only authorized to perform work within the scope of the assignment. It is your responsibility to provide appropriate direction, guidance or oversight to our professional for satisfactory performance on your assignment. You will not permit our professional to use computers or other electronic devices, software, services, tools, e-mail accounts or network equipment owned or licensed by our professional. It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of *Robert Half*.
Client's Responsibility	**It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require *Robert Half* to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings for you only if they are described in a signed, written amendment to these General Conditions of Assignment.** ***Cash Handling and Other Financial Transactions and Activities:*** If you permit or allow our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables, or conduct financial transactions or other related activities, you accept sole responsibility for all claims, demands and liability that may arise from permitting these activities. You represent and warrant that to the extent you permit or allow our professional to engage in the activities described in this paragraph, you will not permit or allow our professional to handle more than (i) $1,000 per day if you are a non-profit entity, or (ii) $25,000 per day if you are a for-profit entity. ***Workplace Safety:*** It is understood that you have full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to your business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, our professional working on your premises. To ensure the safety of potentially vulnerable individuals on your premises, you agree not to permit our professional to have unsupervised or unmonitored contact with (1) minors and (2) adults who are under your care, custody or supervision because of mental health impairments. ***Government Contracts:*** If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional. ***Operation of Vehicles and Equipment:*** It is understood that we will not authorize our professional to operate machinery (other than office machines) or vehicles. If you wish to permit our professional to drive for business purposes, you accept sole responsibility for all liability, damages, injuries or other claims that may arise or be incurred as a result of driving. If you require our professional to drive a vehicle owned by you or an employee of your company, you agree to maintain such vehicle in good working condition and maintain all necessary and appropriate insurance for the operation of such vehicle. Under no circumstances will you permit our professional to: make bank deposits; carry cash in excess of $100, negotiable instruments or other valuables while driving; or have passengers in the vehicle. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing. ***Claims:*** It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will *Robert Half* be responsible for any claim related to the assignment, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.
Remote Work	You may request that our professional provide services to you remotely (i.e., from a location other than your or your customer's premises) using a laptop and/or other computer or telecommunications equipment provided by you or *Robert Half* (collectively, the "Equipment"). In such case, you acknowledge and agree that *Robert Half* shall have no control over, and you shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by our professional, and (ii) the security, integrity and backing up, of the data and other information stored therein or transmitted thereby. Moreover, you must not permit our professional to save or store any of your files or other data on the Computer Systems provided by us (including, but not limited to, any virtual desktop infrastructure solution). You agree that we shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.

Confidentiality	Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature. You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
Limitation on Liability	We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).
Insurance	In addition to workers' compensation insurance for our professional, we also maintain commercial liability insurance.
No Contrary Agreements	These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

Job Order: 00430-0013141061 Date: 01-13-2025

TERMS OF PAYMENT

Thank you for your confidence in *Robert Half.* Our professional for this assignment of Data Entry Clerk is Jamie Torres. The assignment will start on 01-13-2025. As agreed or otherwise communicated, we will invoice your firm at the rate of $55.15 per hour. Should you wish to use our professional for other assignments, please let us know. The hourly billing rate may then change to reflect the experience necessary for the assignment. Call *Robert Half* for any changes in the assignment. We request a minimum thirty (30) days' notice prior to ending any assignment.

The following Terms of Payment apply to this assignment:

Guarantee	*Robert Half* guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with our professional, *Robert Half* will not charge for the first eight hours of work by the professional, provided that *Robert Half* is allowed to replace the professional. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional is satisfactory.
Time Report	Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our professional is on a weekly basis, and you will be billed weekly for the total hours of work by the professional, including time spent completing, revising, and/or resubmitting a time report during business hours, and we ask that you respect those guidelines. Because *Robert Half* invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	Overtime will be billed at 1.50 times the normal billing rate. Overtime applies when hours of work by the professional exceed 40 hours per week (and in California exceed more than 8 hours in a day and as other state laws may require). If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	After you evaluate the performance and potential of our professional, you may wish to employ this person directly. Our professionals represent our pool of skilled professionals and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer. The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses. The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.
Employment Taxes and Withholdings	*Robert Half* will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.
General Conditions	*Robert Half* may charge you a technology fee for the provision of equipment or technology, if you request that our professional use equipment or technology provided by us. *Robert Half* may also increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the technology fees and/or increase in our rates. Any increase in our rates will be prospective, starting as of the effective date *Robert Half* specifies. A copy of the General Conditions of Assignment has been provided to you. We reserve the right to replace our professional.

Job Order: 00430-0013141061 Date: 01-13-2025

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: January 23, 2025

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Guided Language Acquisition Design (GLAD) Cohort (2024-2025)

ALIGNMENT WITH STRATEGIC PLAN:

☒ **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 ("LCAP") Goal 4.7 (Professional Learning) and State Priority 4 (Pupil Achievement/Pupil Outcomes), 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 12, 2024 and expiring May 31, 2025, for the purpose of authorizing additional duties and compensation to eligible participating employees related to professional learning activities as part of the Guided Language Acquisition Design ("GLAD") cohort.

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 one-thousand two-hundred dollars ($1,200) for elementary teachers and one-thousand four-hundred forty dollars ($1,440) for secondary teachers distributed in two equal installments for additional duties performed. Local Control Accountability Plan (LCAP) Arts, Music & Instructional Materials Block Grant Funds (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 Guided Language Acquisition Design (GLAD) Cohort for the 2024-2025 school year.

Docusign Envelope ID: F08071D1-A623-43F0-8E45-CBFE232E0F1D

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
GUIDED LANGUAGE ACQUISITION DESIGN (GLAD) COHORT 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 additional duties and compensation to eligible participating employees related to professional learning activities as part of the Guided Language Acquisition Design ("GLAD") cohort.

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 emergent multilingual learners.
- The Association member confirms their interest and availability after contract hours to attend and participate in all required events and activities related to the GLAD cohort.
- 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 four (4) in-person collaboration meetings. (1 hour per 1 meeting = 4 hours total)

Docusign Envelope ID: F08071D1-A623-43F0-8E45-CBFE232E0F1D

    - Elementary: 12/04/2024; 02/05/2025; 03/05/2025; 04/09/2025
    - Secondary: 12/04/2024; 02/26/2025; 03/26/2025; 04/09/2025
    - Note: Dates may be subject to change.
- Complete any and all required online coursework for the GLAD cohort.
    - Elementary: 16 hours total
    - Secondary: 20 hours total (additional coursework modules)

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 one-thousand two-hundred dollars ($1,200) for elementary teachers and one-thousand four-hundred forty dollars ($1,440) for secondary teachers distributed in two equal installments for additional duties performed:

- Each payment installment shall be distributed to each eligible participating employee in their February 2025 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 twenty (20) hours of work for elementary teachers and/or twenty-four (24) hours of work for secondary teachers 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 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
A05BC7F1AEEA47F... 1/20/2025

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
9BE9E0D45FBA4EA... 1/15/2025

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources and Student Services

Docusign Envelope ID: F08071D1-A623-43F0-8E45-CBFE232E0F1D

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
REGARDING
GUIDED LANGUAGE ACQUISITION DESIGN (GLAD) COHORT 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 additional duties and compensation to eligible participating employees related to professional learning activities as part of the Guided Language Acquisition Design ("GLAD") cohort.

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 Guided Language Acquisition Design ("GLAD") cohort for the 2024-2025 school year.

☐ I do not agree to participate in the Guided Language Acquisition Design ("GLAD") cohort 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: F08071D1-A623-43F0-8E45-CBFE232E0F1D

GUIDED LANGUAGE ACQUISITION DESIGN (GLAD) COHORT 2024-2025
CERTIFICATED UNIT MEMBER PARTICIPANT ROSTER
2024-2025

Grade Span	Teacher First Name	Teacher Last Name
Elementary	Jenny	Arcilla-Gonzalez
Elementary	Christina	Bonite
Elementary	Lucie	Bradshaw
Elementary	Jane	Chang
Elementary	Paloma	Cordova
Elementary	Anna	Delis
Elementary	Jennifer	Diep
Elementary	Gladys	Fernandez
Elementary	Eunice	Figueroa Zambrano
Elementary	Shari	Giusti
Elementary	Heather	Howitz
Elementary	Mindy	Johnson
Elementary	Amanda	Lee
Elementary	Tiffany	Lei
Elementary	Savanna	Luchsinger
Elementary	Michelle	Lynch

Docusign Envelope ID: F08071D1-A623-43F0-8E45-CBFE232E0F1D

Elementary	Maureen	McWard
Elementary	Maggie	Philpott
Elementary	Grecia	Ruiz
Elementary	Kristen	Searles
Elementary	Julie	Ulmer
Elementary	Vicki	Wan
Elementary	Zena	Zawaideh
Secondary	Almaricar	Acero
Secondary	Eric	Allen
Secondary	Laura	Caprio
Secondary	Ellen	Colvig
Secondary	Malik	Evangelatos
Secondary	Janelle	Jajeh
Secondary	Joseph	Knudsen
Secondary	Theresa	Nealon
Secondary	Ahmad	Rafah
Secondary	Aleah	Valenzuela
Secondary	Crystal	Wright

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Wazi Chowdhury, Director of Facilities and Safety
William Savidge - Facilities Management Consultant

DATE: January 23, 2025

RE: Accept the HVAC Replacement & Reroofing at Baden High School, Project #04-24 as complete and ratify staff's action filing the Notice of Completion.

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

After a public bid process, the Board awarded a contract for the Room 28 Building HVAC Replacement and Reroofing at Baden High School to E.F. Brett and Company on May 23, 2024. The work included the replacement of two heating ventilating and air conditioning units with all new interior duct work and distribution. In addition, the work included the removal and replacement of the Room 28 Building roof, with new roof insulation added. The project is complete and in use by the District. The Contractor has completed all of the Punchlist items, forwarded as-builts, warranties, and maintenance manuals. It is appropriate at this time to file the Notice of Completion with the County of San Mateo. The Notice of Completion is attached.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees accept the **HVAC Replacement & Reroofing at Baden High School Project #04-24** as complete, and ratify staff's action to file the Notice of Completion.

RECORDING REQUESTED BY

Mr. Ted O
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

AND WHEN RECORDED MAIL TO:

Mr. Ted O
South San Francisco Unified School
District 398 B Street
South San Francisco, CA 94080

R & S Code 6103

SPACE ABOVE THIS LINE FOR
RECORDER'S USE

Notice of Completion*

Notice is hereby given that Ted O, the undersigned, agent of the owner of the certain lots, pieces, and or parcels of land:

Baden Continuation High School South 825 Southwood Dr. San Francisco, CA 94080, all situated in San Mateo County, State of California.

That the South San Francisco Unified School District as owner of said lands, did, on the twenty-third (23rd) day of May 2024, approve a contract with the original contractor whose name is **EF Brett, Inc.** for the work done and the materials furnished under that contract as follows:

HVAC Replacement and Reroofing at Room 28 Building Project #04-24 at the site listed above.

On the fifteenth (15th) day of December 2024, the above-reference contract or work of improvement, as a whole, was completed by E.F Brett, Inc. for the South San Francisco Unified School District.

The names and addresses and interests of all the owners of said property are as follows:

Name and Address	Nature of Interest or Estate
South San Francisco Unified School District 398 B Street South San Francisco,CA 94080	Owner

By _____
Ted O
Authorized Agent for SSFUSD

VERIFICATION

I am Ted O, the agent of the owner of the property described in the foregoing notice. I have read the foregoing notice and know the contents thereof and the same of my own knowledge. I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated:_____at South San Francisco,California

_____
Ted O

*This document is to be recorded in the office of the County Recorder in which the site is located within 10 days after completion.

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

DATE: January 23, 2025

RE: Approval of Professional Services Agreement with HY Architects, Inc. for Architectural and Engineering Services for the HVAC Replacement Project at Skyline Elementary School

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 HVAC system at the older buildings of Skyline Elementary School is beyond their useful lives. The units are rusted out and need to be replaced as soon as possible. The school may face a situation where it will lose both heating and cooling for all the classrooms, Admin. wing and Multi-Purpose Room at any time if the units fail.

HY Architects has provided a proposal to design a replacement for the existing HVAC units without changing the footprint of the spaces.

FISCAL IMPLICATIONS:

The cost of services is $124,000. 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 HY Architects for architectural and engineering services for the Skyline ES HVAC Replacement Project in the amount of $124,000.

HIBSER YAMAUCHI Architects, Inc.

December 23, 2024
Revised January 9, 2025

Wazi Chowdhury
Director of Facilities and Safety
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Re: Skyline ES HVAC Replacement Project
Fee Proposal Revision 1

Dear Wazi:

Thank you for considering our consulting services for your project. We appreciate all opportunities to work with the South San Francisco Unified School District. Per your recent request and our site walk on Monday December 16th, we are submitting this proposal for Architectural and Engineering Services. Our understanding is that you will be replacing the HVAC system throughout Skyline Elementary School. It was discussed that we will try to carry this project forward as a DSA exempt project; as such, this proposal is for full-service design and construction administration services with DSA exempt concurrence coordination as described below.

PROJECT DETAILS

Project Location:

The project is located at Skyline Elementary School, 55 Christen Ave, Daly City, CA 94015.

Scope of Work:

1. Replacement of furnaces in existing furnace closets at twelve classrooms. The furnaces will be in-kind replacement with gas fired furnaces. Additionally, the existing furnace room closet doors will be removed and replaced with larger doors for better maintenance access to the closet.
2. The existing classroom ductwork, which is above the suspended ceiling, will be examined and noted for repair or replacement if corrosion as occurred or noted for cleaning. The existing louvers will be examined and noted for replacement in-kind with new stainless steel or protective coated louver and screens.
3. Replacement of furnaces at two kindergarten building classrooms. The existing exposed ductwork at the kindergarten classroom will remain with upgrades and cleaning noted as required. The existing louvers will be examined and noted for replacement in-kind with new stainless steel or protective coated louver and screens.
4. Replacement of one furnace in the Administration building. The existing above ceiling ductwork at the administration building will be examined and noted for replacement or upgrade.

5. Replacement of three furnaces at the Multipurpose building. Replacement of the louvers in kind with new stainless steel or protective coated lovers and screens.
6. Replacement eighteen condensing unit on roof in-kind with similar rooftop units. Upgrade and/or replace roof curbs and roofing patch / penetration.
7. The existing controls will be examined and noted for replacement and/or adjusted as required. The District has an existing BMS system that will remain.

Budget:
The Construction Cost Budget is currently unknown at this time. This proposal assumes that the structural, electrical and finish work (all non-HVAC scope costs) will be below the 2024 threshold per CAC ($288,769 per CAC Section 4-308).

Schedule and Phasing:

The below milestones are based on an escalated schedule in order to attempt successful bidding with start summer 2025 construction. The design and construction will be completed in one phase.

In summary, the preliminary schedule is as follows:

- Schematic Design 2 weeks
- Construction Documents 4 weeks
- Cost Estimate (for Exempt Concurrence) 2 weeks
- DSA Exempt Concurrence 3 weeks (estimated)
- Bidding 6 week
- Construction Administration 8 weeks (anticipated)

Special Conditions:

- The school, located in Daly City, experiences significant corrosion of metals due to coastal proximity.
- This proposal is based on the understanding that the work required for Skyline ES HVAC replacement will be exempt from DSA review. If DSA requires review of this project then additional services will be required for the DSA review and approval process.

Construction Delivery Method:
It is assumed at this time that the project will be delivered using the design-bid-build method for bidding and construction.

SCOPE OF SERVICES

As we understand it, the following services are necessary to complete the project. These are further detailed in our current Master Agreement with you. This proposal is currently limited to those services and consultants identified below. Should services beyond what is listed below be necessary, we may adjust this proposal to account for that effort. If you would propose to utilize a different agreement than attached, that agreement will apply to this proposal.

1. Architect's Basic Services

a. Schematic Design
   1) Provide conceptual design plans and equipment / product cutsheets in order to confirm scope items with SSFUSD Maintenance and Operations.
   2) Develop BIM background model for use in Construction Documents.
   3) Deliverables will include Architectural, Mechanical and Electrical scope items schematically shown on the existing drawing plans (project specific backgrounds will be in process).
   4) One meeting with Maintenance and Operations is anticipated during Schematic Design.
   5) One site visit is anticipated for Schematic Design.

b. Construction Documents
   1) Provide Architectural, Mechanical, Plumbing and electrical demolition and new plans with notations and detailing.
   2) It is anticipated that the drawing package will require:
      1. Site plan
      2. Demolition and Remodel floor plans
      3. Demolition and Remodel roof plans
      4. Demolition and Remodel reflected ceiling plans
      5. Interior and exterior details.
   3) One meeting with Maintenance and Operations is anticipated during Construction Documents
   4) One site visit is anticipated for Construction Documents.

c. Agency Exempt Concurrence
   1) The Design Team will submit a request to DSA with associated documents to DSA for their exemption request review. The Design Team will modify the drawings as required to meet DSA requirements for exempt concurrence.

d. Bidding
   1) Provide bidding support including answering bid RFIs and issuing technical addendum. (we assume six bid RFIs and two addendum)
   2) One pre-bid conference and one bid opening is anticipated.

e. Construction Administration
   1) Regular Meetings 1 per week (total of 8)
   2) Respond to RFIs and Issue Change Documents (we assume twenty RFIs and two change documents)
   3) Punchlist 1

4) Back-punch/Final Walk 1

f. Closeout phase to include contract closeout. Agency closeout is not included in this proposal.

2. Consultant Basic Services

a. **Structural Engineering**

1) Schematic Design
   1. Review available as-built drawings for the existing buildings.
   2. Prepare structural sketches for new framing at replacement HVAC equipment.
   3. Prepare Basis of Design Document as required.
2) Construction Documents
   1. Provide structural drawings and specifications as as noted in the Architectural Basic Services.
3) Construction Administration
   1. Provide design team support for RFIs and submittals as listed in Architectural Basic Services
   2. Provide one construction job site visit with construction observation report.
   3. Punch list as listed in Architectural Basic Services

b. **Mechanical / Plumbing Engineering**

1) Schematic Design
   1. Conduct one site observation for the purpose of verifying the mechanical HVAC equipment and associated components.
   2. Submit catalog cut sheets of the HVAC equipment including sizes, weights and electrical requirements to the district for review and approval
   3. Provide schematic design drawings as noted in Architectural Basic Services to demonstrate equipment schedules and locations.
2) Construction Documents
   1. Provide mechanical and plumbing drawings and specifications as noted in the Architectural Basic Services
   2. Attend one meeting with Maintenance and Operations and incorporate District review comments.
   3. Prepare Title-24 energy compliance documentation
3) Construction Administration
   1. Provide design team support for RFIs and submittals as listed in Architectural Basic Services
   2. Provide one construction job site visit with construction observation report.
   3. Punch list as listed in Architectural Basic Services

c. **Electrical Engineering**

1) Construction Documents
   1. Conduct one site observation of the existing site electrical power system.
   2. Provide electrical drawings and specifications as noted in the Architectural Basic Services.

3. Incorporate District review comments.

2) Construction Administration
   1. Provide design team support for RFIs and submittals as listed in Architectural Basic Services
   2. Provide one construction job site visit with construction observation report.
   3. Punch list as listed in Architectural Basic Services

d. **Cost Estimator**

1) Construction Documents
   1. Provide cost estimate in CSI format of construction documents.
   2. Incorporate district comments into cost estimate.

3. Architect's Extra Services

a. DSA Review and Approval if the project is deemed to require submittal and review by DSA.

4. Deliverables

a. Schematic Design: PDF files of conceptual design plans and product data.
b. Construction Documents: PDF files of 30x42 drawings and PDF files of technical specifications.
c. Agency: DSA exempt concurrence correspondence.
d. Bidding: Addendum issued in PDF format
e. Construction: Change Documents issued in PDF format
f. Closeout: Review and return contractor closeout materials.

CLARIFICATIONS AND ASSUMPTIONS

1. This project will be done in 1 phase.
2. This project will require 1 package for construction.
3. This project will be a DSA exempt concurrence project. If submittal and review is required by DSA, then additional services for agency review will be provided.
4. This project will be produced in Revit. The BIM model will be developed to Level 200 for CD.
5. The existing infrastructure is sufficient to accommodate these renovations. This includes electrical power and low voltage systems.
6. Design-phase meeting minutes will be completed by HY Architects.
7. Construction-phase meeting minutes will be completed by the District's Construction Manager.
8. This project will not require site work, accessibility upgrades including site path of travel work or accessible restroom verification and upgrades.
9. The school has an existing BMS and the new equipment will be incorporated into the existing BMS.

EXCLUSIONS

1. Accessible verifications or upgrades design.
2. Signal Systems design: Data, telephone, intercom, paging
3. Security Alarm
4. Fire Alarm system design
5. DSA Submittal and Review
6. Building upgrades to bring into fire code compliance.
7. Building Commissioning
8. Bid Alternates
9. 3D Renderings
10. Plan check and/or permit fees

BASIS OF PROPOSAL

1. Email W. Chowdhury on 12/6 and 12/18.
2. Site visit on 12/16.

PROJECT TEAM

1.	Architect:	Hibser Yamauchi Architects	
		Principal:	Craig Durand
		Project Manager:	Martine Diaz
2.	Structural Engineer:	BASE Design	
		e-mail:	katy@BASEdesigninc.com
		Contact:	Katy Briggs, Principal
3.	Mechanical Engineer:	Optimum Energy Design	
		e-mail:	abanerjee@oed-inc.com
		Contact:	Abby Banerjee, Principal
4.	Electrical Engineer:	WKM Electrical Consultants	
		e-mail:	tiffany@wkm-electrical.com
		Contact:	Tiffany Kane, Principal
5.	Cost Estimator :	Silva Cost Consulting	
		e-mail:	jsilva@silvacostconsulting.com
		Contact:	Javier Silva, Principal

Wazi Chowdhury
SSFUSD – Skyline ES HVAC Replacement Project
December 23, 2024 **Revised January 9,2025**

PROPOSED FEE

For the above work we herein propose a Fixed Fee of $124,000. This fee is broken down as follows:

Basic Services:

Architectural	$58,420
Structural	$7,000
Mechanical / Plumbing	$41,580
Electrical	$12,000
Cost Estimator	$5,000
Total Basic Services	**$124,000**

Extra Services:

Not Applicable for this proposal

Total Proposed Fee: **$124,000**

Our project schedule and fee is based on the scope of work as described above. For any additional scope of work beyond what is described above we may submit a contract modification prior to commencement of the additional scope of work.

I hope that this proposal meets your expectations. If you have any additional questions, please do not hesitate to call. This proposal is valid for the next 60 days. We are available to begin work immediately upon receipt of your written approval. I look forward to working with you.

Very Truly Yours,

Craig Durand, Principal

/Enclosures: Current Billing Rates

HIBSER YAMAUCHI Architects, Inc.

Standard Billing Rates
2024 - 2025

Architectural

Principal	$280 per hour
Associate	$240 per hour
Senior Project Manager	$230 per hour
Project Manager	$210 per hour
Project Architect	$190 per hour
Job Captain	$175 per hour
Senior Draftsperson	$155 per hour
Draftsperson	$145 per hour
Junior Draftsperson	$130 per hour
Project Coordinator	$115 per hour
CASp Access Specialist	$200 per hour

Interiors

Lead Interior Designer	$210 per hour
Senior Interior Designer	$175 per hour
Interior Designer	$145 per hour
Staff Designer	$130 per hour

Administrative Staff $100 per hour

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

DATE: January 23, 2025

RE: Approval of Professional Services Agreement with DSK Architects for the Spruce Elementary School Security Gate Project

---

ALIGNMENT WITH STRATEGIC PLAN:

☐ **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:

Spruce Elementary School does not have a robust security system at the main entrance. While it has vehicular arm gates to prevent automobiles from entering the site, anyone can walk into the campus unimpeded. Additionally, there have been incidents of students managing to sneak out of the campus undetected.

To ensure the safety of students and staff at the site, DSK Architects will design the installation of a sliding/motorized gate where no one will be able to get into or out of the campus without the staff in the Main Office knowing. For both vehicles and pedestrians including delivery people, Audio-Visual communication systems will be provided to communicate with the Main Office, which will have the ability to remotely control the gates to ensure site safety.

FISCAL IMPLICATIONS:

The cost of services is $59,000. 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 DSK Architects for architectural services for the Spruce Elementary School Security Gate project in the of amount of $59,000.

December 13, 2024

South San Francisco Unified School District

Facilities/Safety

398 B Street | South San Francisco | CA-
94080

Attention: Wazi Chowdhury, Director of Facilities/Safety

Regards: Security Gate Update at Spruce Elementary School's Main Entrance

Dear Wazi:

Per the site visits on October 9, 2024, we are pleased to present our proposal for the Architectural and Electrical Services required to address the security issues and gates automation related to the two main pedestrian and vehicular entrance at Spruce ES campus.

Scope of work:
Review existing drawing sets along with the assessment of existing electrical system at the school main office and entrance to propose effective design solutions resolving security issues of existing open pedestrian and vehicular gates at the campus's northern parking on Spruce Avenue.

Scope of Services:
Our proposal outlines the following key components:

1- **Initial Assessment**: Review existing accessibility, fire & life safety, architectural, and electrical systems via a site visit and existing as-built drawings provided by to identify the best solution for securing the two gates.

- **Partial gate Modeling**: based on the provided as-built and existing drawings, a simplified model will be created to analyze existing fire and accessibility codes and regulations and construction documents.

- **Design and Planning**: Based on the assessment, we will develop a tailored architectural and electrical system to be integrated with the electrical existing system, including electrical consultancy, aimed at resolving the security issues effectively. The architectural and electrical services will include the following:

    a) Identify demolition plan for modifying existing landscape, hardscape, and adjacent parking spots
    b) Design two metal sliding/swing gates with new posts to replace existing chain-link pedestrian and vehicular gates assuming a maximum gate height of 8 feet
    c) Design a concrete pad for the sliding gate operator and a track for its roller wheels
    d) Electrify both gates and propose associated hardware to be controlled by the main office
    e) Design two Aiphone systems and the associate conduit paths to the MDF/IDF rooms and main office, one for the vehicular and one for pedestrian gate
    f) Design an accessible bollard post, with 20' clearance for fire lane, used for the vehicular gate intercom video device

g) Include Integration design of the existing arm barrier gate operator to the new intercom video system
h) Prepare specifications
i) Provide administration and correspondences for DSA exception and attend one pre-application meeting
j) Communicate and collaborate with the client

- **Construction Document**
- **DSA submission, comment incorporation, permit for "Access Only," and close-out**
- **Fire Department permit**
- **Bidding assistance**
- **Construction Administration**

Exclusions:

- Provide as-built drawings as it will be client responsibility
- Gather and collect drawings or information related to the previous DSA-approved documents
- Prepare site survey
- Investigate Hazardous material

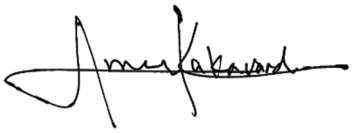
Schedule:
The schedule for the whole project will be 16 weeks from receiving all the existing as-built documents and site survey from the client as follows:
Design - 4 weeks, Bidding - 2 weeks after CD completed, Construction - 10 weeks

Compensation:

Architectural Services:	$49,000
Electrical Allowance:	$10,000 (enclosed)
Total:	$59,000

Compensation shall be a lump sum of fifty-nine thousand dollars.
All reimbursable costs are included in this fee.

Sincerely,



Amir Kakavand, AIA, LEED AP
dsk LLP
t: 415-244-6953
email amir@dskarch.com

BWF Consulting Engineers
220 S. Spruce Ave Suite 203
South San Francisco, CA 94080
(650) 871-0220

October 16, 2024 BWF Job Number: P2447

Payman Sadeghi
DSK Architects
926 Natoma Street, Suite 200
San Francisco, CA 94103

Subject: SSFUSD Spruce Elementary School
AiPhone and Gate power and control
501 Spruce Ave
South San Francisco, CA 94080

Dear Payman;

The following is our electrical engineering fee proposal for providing the electrical plans for new Aiphone system for entry gates and power and control for new pedestrian and vehicle gate.

SCOPE OF SERVICES

1. Site visit to review existing electrical panels and locations for AiPhone equipment
2. Provide power vehicle gates
3. Provide control wiring for pedestrian and vehicle gate from AiPhone System
4. Electrical plans for Bidding and construction
5. Specifications (book or on drawings)
6. Submittal review
7. One final site visit to review contractors work

ASSUMPTIONS

1. Backgrounds and Gate power and control requirements will be provided by DSK
2. We have assumed DSA review and approval is not required for this project
3. Existing electrical plans are available

EXCLUDED SERVICES

Excluded services include, but are not necessarily limited to, the following:

1. Architectural, Structural, Mechanical, Plumbing, Fire Protection and Civil Engineering
2. Additive or deductive alternates to the plans and specifications
3. Revisions to the Consultant's design or drawings because of changes in scope, arrangements, or structure after the final design calculations and/or drawings have been completed
4. Commissioning
5. Construction cost estimates
6. Re-design due to the construction costs exceeding project budget
7. Additional meetings or site visits

COMPENSATION

Our proposed fee is $ 10,000 broken down as follows:

Site and existing drawing review	$	1,500
Construction Documents		6,500
Construction Administration	$	2,000
Total	$	10,000

Our billing schedule will be monthly on an hourly, not-to-exceed basis for programming and scope; and monthly, based on percentage complete for construction documents through close out.

No reimbursable expenses anticipated

Additional services requested by you will be on an hourly basis at our standard hourly billing rates in effect at the time of the request, or quoted on a not-to-exceed basis depending on the scope.

Sincerely,

Michael Voigtlander

Digitally signed by Michael Voigtlander
DN: C=US, E=mvoigtlander@bwfce.com, O=BWF Consulting Engineers, OU=BWF Consulting Engineers, CN=Michael Voigtlander
Date: 2024.10.16 06:36:00-07'00'

Michael J. Voigtlander

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: January 23, 2025

RE: Approval of Professional Services Agreement with PLUM Architects, Inc. for Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space Project under the Measure T Bond Program

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **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 engaging the services of PLUM Architects, Inc. to deliver architectural and engineering design services for the temporary Central Kitchen Meal Program support space needed as adjunct to the third-party meal provider program during the modernization of the Central Kitchen located at El Camino High School.

As part of their scope of work, PLUM Architects, Inc. will conduct a feasibility study to evaluate the construction of a temporary sheltered space located in the District warehouse yard. Following the approval of the feasibility study, PLUM Architects, Inc will complete a comprehensive design, provide construction administration services, and ensure the successful implementation of the temporary support space.

PLUM Architects, Inc. was selected from the Architectural Firm Pool, which was approved on September 21, 2023. Among the firms in the pool, PLUM Architects, Inc. is suited for this project due to their current capacity and proven expertise in managing smaller-scale projects with efficiency. Their track record demonstrates the ability to meet expedited timelines while maintaining high-quality design and execution standards, aligning perfectly with the needs of this project. This is a small project with an aggressive timeline that is essential to maintaining the District's ability to support meal distribution efficiently and effectively within its challenging schedule beginning

summer 2025. Selecting a firm with the capability to deliver within the required timeframe ensures that this vital operational function remains uninterrupted.

FISCAL IMPLICATIONS:

The cost of services is $70,500.00. 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 PLUM Architects, Inc. for Architectural and Engineering Services for the Temporary Central Kitchen Meal Program Support Space project in the amount of $70,500.00.

PLUM

architects

December 16, 2024

Lori Shelton, Director of Bond Program
South San Francisco Unified School District
Measure T Bond Program
398 B Street
South San Francisco, CA 94080

NOT TO EXCEED:
$70,500.00

RE: South San Francisco Unified School District
Temporary Meal Program Support Space - Architectural Services Proposal

Dear Ms. Shelton,

We thank you for giving us the opportunity to propose architectural services for the Temporary Meal Program Support Space Alterations. We understand the scope of work to be as follows;

1) Conduct a Feasibility Study to identify the scope required for a temporary support space for the District meal program.
2) Creation of a staging area consisting enclosure of an existing shed at the Warehouse which will contain a hand sink, hot water heater, unit heating, and lighting. The asphalt will be patched sufficiently for food carts to easily roll on it.

We've broken the project into three phases as follows:

Phase 1 – Feasibility Study - Duration 4 weeks - $15,000

1) Meetings – kickoff, weekly and with Nutrition Services & Facilities.
2) Evaluate whether any local or state agency involvements are required for this project and provide recommendations to the BMT.
3) Advise on the feasibility of temporarily converting the existing walk-in freezer into a walk-in refrigerator to support nutrition services' needs and assess if sufficiently sized.
4) Conduct a feasibility study and develop a plan/design for the necessary meal separation and distribution area to accommodate three staff members, providing approximately 3' x 7' of table surface. Determine the maximum number of 26" x 26" dollies and Cambros required by Nutrition Services within the support space. Position the support space adjacent to the walkin freezer-to-refrigerator unit or a temporary walk-in refrigeration Conex box. Incorporate heating to ensure staff comfort, with additional temporary power as an optional enhancement for the Nutrition Services team. Identify suitable locations for the support space and evaluate outdoor enclosed tent options that prioritize cost efficiency and expedited implementation.
5) Assist in determining if additional Conex refrigeration isrequired to supplement the converted walk-in freezer-to-refrigerator unit.
6) Evaluate the feasibility of creating a temporary rain-sheltered pathway between the interior milk refrigerator and the temporary support space or propose an alternative solution to ensure efficient milk and fruit handling and distribution.

7) Incorporate a design that allows the nutrition service team to load at least two trucks simultaneously, ensuring minimal disruption to current operations, which currently accommodate loading three trucks at once.
8) Ensure compliance with all applicable code requirements in the design of the temporary support space, including but not limited to sufficient pedestrian access clearance, restrooms, lockers, handwashing stations, and other essential facilities.
9) Identify hazardous material concerns.
10) Prepare a preliminary cost estimate during the feasibility study.

Phase 2 – Design – Duration 4 weeks - $20,000

We have combined Schematic Design/Design Development/Construction Documentation. We will produce all plans, details and material specifications required for bidding and for construction.

Phase 3 – Bidding & Construction Administration – Duration 3 months - $6,000

During the bidding phase we will answer contractor questions and conduct a pre-bid walkthrough and conference.

We anticipate a construction duration of two months. We will provide Construction Administration Services throughout this period which will include reviewing product submittals, answering contractor questions, providing supplemental information, and performing one punchlist walk.

Allowance #1 – Increase Power to Maintenance Yard & District Office – Duration 9-12 months - $23,000

Allowance #2 – Construction Cost Estimate – Duration 9-12 months - $6,000

Fee

The fee for this Temporary Meal Program Support Space Alterations work will be provided for the lump sum of $41,500 inclusive of reimbursables plus an Allowance #1 of $23,000 for power upgrade plus an Allowance #2 of $6,000 for a construction cost estimate for a total of $70,500.

Pending a signed agreement of this we can begin work on this project immediately.

Direct costs up to $500 are included in the lump sum fee and consist of; mail/courier, printing, computer services and output.

PLUM Architects will invoice at the completion of each of the three phases. Payment to be made by check, made out to PLUM Architects and mailed to the above listed address and receivable within 30 days of invoice date.

Assumptions & Exclusions

1) The District will provide us with electronic format topographic & utility survey prior to our start of work.
2) The District will provide us with the completed front end Division 0 & Division 1.
3) This project is exempt from DSA review per IR-22 as follows;

1.2.1 Structures or items not considered a school building per California Administrative Code (CAC), Section 4-314.
Should the district desire restroom upgrades, access review will be required. An allowance has been added to this proposal for DSA review.

4) The scope in this proposal does not include certification of any building or project not certified on this campus.
5) This proposal includes one pre-bid conference and a punch walk along with three construction site meetings. Should there be a critical site issue, we are happy to come to the site to resolve in the interim.
6) Electrical, Mechanical & Plumbing Engineering is included in this proposal. All other engineering services are explicitly excluded from this proposal.
7) This proposal includes one bid.
8) A feasibility cost estimate is included in this proposal. A construction cost estimate is not included.

We thank you for giving us the opportunity to provide this architectural design services proposal.

Sincerely,

Roberta Wahl

Plum Architects, Architect/Principal