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, February 27, 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 February 27)

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 (Government Code § 54957.6)
   - Agency Designated Representative: Assistant Superintendent of Human Resources and Student Services
   - Employee Organization: South San Francisco Classroom Teachers Association

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Martin Elementary School 2nd grade student Leah Basantes.

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. San Diego Learning Exchange

b. Brown Act Training

c. TBD

L. STUDENT TRUSTEE REPORTS

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

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/BoardMeeting02272025 beginning at 3:00 p.m. on Monday, February 24, until 3:00 p.m. on Thursday, February 27. 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.

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N. INFORMATION ONLY PRESENTATIONS

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

1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Martin Elementary School

Principal Jonathan Covacha will present the educational priorities and programs at Martin Elementary School.

b. Performance Management – Special Education and Pupil Personnel 1

Director Sabrina Yacoub will provide an overview of the services and support offered to Special Education students, with a focus on utilizing Performance Management as a tool for performance analysis and continuous improvement.

O. PRESENTATION WITH POTENTIAL ACTION - None

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

	PAGE
1. ADMINISTRATION	
a. Minutes of the January 23, 2025 Regular Board meeting.	2 – 55
2. EDUCATIONAL SERVICES	
a. Permission for staff to attend the CSHA annual conference in Anaheim, CA from April 27 - 29, 2025.	56 – 57
3. HUMAN RESOURCES	
a. Certificated Personnel Assignment Order	58
b. Classified Personnel Assignment Order	59
4. BUSINESS SERVICES	
a. Purchase Order Listing December 2024	60 – 64
b. Warrant Register December 2024	65 – 97
c. Cash receipts December 2024	98 – 109
d. Declaration of Surplus Items	110 – 123
e. Gifts to the District	124 – 125
f. Fundraising events for the 2024-25 school year	126 – 127
g. Professional services agreements under $25,000	128 – 129

INFORMATION/DISCUSSION

1. EDUCATIONAL SERVICES	
a. LCAP Mid-Year Update: Budget Overview for Parents	130 – 131

A representative from the Educational Services Department will share an update on the Budget Overview for Parents of the Local Control and Accountability Plan (LCAP).

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ACTION

1. ADMINISTRATION

a. Resolution No. 25-04 for Women's History Month 132

Staff recommends the adoption of Resolution #25-04: Honoring Women's History Month.

b. Resolution No. 25-05 for American Red Cross Month 133

Staff recommends the adoption of Resolution #25-05: In recognition of American Red Cross Month.

c. Resolution No. 25-06 for Trustee Compensation 134

The Board will discuss the adoption of Resolution #25-06: To allow stipend payment for Trustee Murray who was absent from the February 13, 2025 Board meeting.

d. 2025 CSBA Delegate Assembly Election 135 – 149

The Board will vote to select representatives for the 2025 California School Boards Association Delegate Assembly from Region 5-B, San Mateo County. There are three vacancies to be filled.

e. Approval of District's New and Updated Board Bylaws and Policies 150 – 172

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

1. BP 0410 – Nondiscrimination in District Program and Activities
2. BP 4033 – Lactation Accommodation
3. BP 5146 – Married/Pregnant/Parenting Students
4. BB 9223 – Filling Vacancies

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2. EDUCATIONAL SERVICES

a. Approval of Agreement with Imagine Learning TWIG Science Collaborative Research Study 173 – 183

Staff recommends the approval of the agreement with Imagine Learning for the Twig Science Research Study, covering the school years from 2021-2022 through 2024-2025.

b. Approval of Agreement with Stepping Stones 184 – 190

Staff recommends the approval of the agreement with Stepping Stones to provide an Occupational Therapist to support the fulfillment of Individualized Education Plan (IEP) service requirements during the interim period while vacant positions are being filled. Effective March 1, 2025 to June 30, 2025.

c. Approval of BeGlad Online Training Licenses for the 2024 – 2025 School Year 191 – 194

Staff recommends the approval of BeGlad licenses to provide access to the training module for the 2024-25 school year in the amount of $33,400.00.

3. HUMAN RESOURCES

a. Approval of the MOU with the Classified School Employees Association Chapter 197 for new Represented Classifications for the 2025-26 School Year 195 – 216

Staff recommends approval of the Memorandum of Understanding with the Classified School Employees Association (CSEA) Chapter 197 regarding the represented classifications of Personnel Analyst, Payroll and Benefits Specialist, and Data and Systems Specialist, effective for the 2025-2026 school year.

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b. Approval of the Expanded Learning Opportunities Program (ELOP) Coordinator Job Description for the 2025-26 School Year 217 – 225

Staff recommends the approval of the job description for the ELOP Coordinator, effective for the 2025-2026 school year.

c. Approval of the Assistant Superintendent of Student and Family Services Job Description for the 2025-26 School Year 226 – 235

Staff recommends the approval of the job description for the Assistant Superintendent of Student and Family Services, effective for the 2025-2026 school year.

d. Approval of the Director of Talent Strategy Job Description for the 2025-26 School Year 236 – 244

Staff recommends the approval of the job description for the Director of Talent Strategy, effective for the 2025-2026 school year.

4. BUSINESS SERVICES

a. Approval of Amendment #1 with Noll & Tam Architects for Part II Services at Sunshine Gardens ES 245 – 249

Staff recommends the approval of Amendment #1 to the professional services agreement with Noll & Tam Architects for additional services covering Schematic Design through Construction Closeout for the Sunshine Gardens Elementary School Modernization in the amount of $3,636,972.00.

b. Approval of Amendment #1 with Atlas Technical Consultants for Services at Westborough MS 250 – 257

Staff recommends the approval of Amendment #1 to the independent consultant agreement with Atlas Technical Consultants LLC for additional services for construction-phase geotechnical engineering and observation for the Westborough MS Field and Pavement Improvements Project in the amount of $14,505.00.

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c. Approval of Change Order #5 with E.F. Brett and Company for the HVAC Project Package A 258 – 274

Staff recommends the approval of Change Order #5 to the contract with E.F. Brett and Company for the HVAC Package A Project #15-23, in the amount of $9,273.00.

d. Approval of the Five-Year Contract with Astound Business Solutions for Internet Services 275 – 277

Staff recommends the approval of the 5-year contract with Astound Business Solutions to provide internet services in the amount of $79,392.00.

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

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

March 13, 2025

- Presentation teaching and learning – South San Francisco HS
- Presentation on Counseling
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report "positive certification"
- Approval of recommended dates for 2025-26 LCAP and budget hearings and adoptions

March 27, 2025

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

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
- Approval of EL Master Plan
- 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
- Presentation – Climate Literacy
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Approval of SPSAs
- 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
- Approval for 5th graders to attend SMCOE Outdoor Education
- Approval of Graduates and Certificates of Completion - Baden HS, ECHS, SSFHS, and Adult Education
- Resolution for Fund 11 and Fund 14 account balances
- Approval of All City agreement for crossing guards for 2025-26
- Approval of MOU with Legarza Sports for 2025-26

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
- Approval of the Children's Center Program annual self-evaluation reports
- Approval of SPSAs
- Approval for destruction of Disposable Class 3 records
- Approval of updated Board Governance Handbook
- Approval of the agreement with Remind for the 2025-26 school year
- Approval of the agreement with Newsela for the 2025-26 school year
- Approval of the agreement with BeGlad for the 2025-26 school year
- Approval of the agreement with SMCOE for Center for Learning Data Sharing
- Information on May revision of the Governor's 2025-26 budget
- Approval of Bill Saving Facilities Consulting agreement for 2025-26
- 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: Keith B. Irish, Assistant Superintendent, Educational Services and Categorical Programs

DATE: February 27, 2025

RE: Performance Management Presentation - Special Education and Pupil Personnel

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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:

Performance Management (PM) is a comprehensive, systematic framework that consists of three key components: strategic planning (LCAP), collaborative learning, and accountability. By utilizing data effectively and in a timely manner, PM enables a deep analysis of performance, focusing on identifying the root causes through a process of asking critical “why” questions. This allows us to pinpoint specific actions to enhance classroom practices and drive overall improvements across schools and departments. Following this, a structured plan is implemented to consistently track progress and assess whether meaningful growth is occurring.

The purpose of Performance Management is to evaluate overall performance and assess progress toward defined metrics and targets. In this Special Education presentation, we will provide data on the current number and percentage of students with disabilities in the South San Francisco Unified School District (SSFUSD). Additionally, we will present a detailed update on the performance of students with disabilities, based on key metrics as outlined by the California Dashboard and State performance indicators.

FISCAL IMPLICATIONS:

There are no fiscal implications at this time.

RECOMMENDATION:

For Information/Discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Meeting of January 23, 2025

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

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Conference with Labor Negotiators
   Agency Designated Representative: District Assistant Superintendent of HR/Student Services
   Employee Organization: SSFUSD
2. Superintendent evaluation.

RECONVENE INTO OPEN SESSION – 7:02 p.m.

B. ROLL CALL

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

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

C. PLEDGE OF ALLEGIANCE was led by Los Cerritos 5th grade student Amir Abu Gareeb. Principal Karen Hong introduced Amir Abu Gareeb highlighting his kindness, respect, and responsibility both in and outside the classroom. She shared how Amir frequently helps Mr. Tony with keeping the classroom clean and how he is a role model for his peers, consistently completing assignments on time

with a positive attitude. Amir is also known for sharing fun facts and trivia that brighten the day of his classmates and teachers.

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 – None

F. REVIEW OF AGENDA – Dr. Moore motioned they would discuss items during the Consent portion of the agenda.

G. PTA COUNCIL REMARKS

Lauren Kitchen began by introducing herself and mentioning that she would be dedicating her time to Marcela Alferez Martinez, the PTA president of Los Cerritos, along with Cubby, the school mascot.

Ms. Alferez Martinez introduced herself as the PTA president and introduced Cubby, the mascot. She shared that one of the biggest accomplishments of the PTA this year was the student showcase where students designed the school logo. The event had such a high demand that it was extended, and families bought items with the new logo. She thanked the Los Cerritos community for helping organize and distribute the clothing.

She then highlighted the strong communication with parents, mentioning the new benches and shading at the school, which parents have appreciated. Ms. Alferez Martinez also discussed how the PTA continues to build school spirit with the introduction of Cubby, the mascot. Cubby has participated in both outdoor activities and visited special needs classrooms, allowing students to engage in a positive and safe environment. She emphasized that mascots are symbols of school spirit, inclusivity, and community, and Cubby has helped foster these qualities at Los Cerritos.

Ms. Alferez Martinez shared about the critical role PTA-sponsored events play in helping students develop key skills like social collaboration, communication, creativity, and critical thinking. Events like art activities, the science fair, and community service projects encourage responsibility and intellectual growth. She also mentioned spirit events such as winter holiday dinners, which involve group activities that create a positive impact on the community. These events help

students bond with their peers and build a sense of belonging within the school community.

Additionally, Ms. Alferez Martinez highlighted the importance of events like heritage days, career days, and character days, which encourage students to embrace their identities, learn about history, and consider future possibilities. She stressed that these events help students develop the skills and dispositions necessary for success in life.

She concluded by talking about the PTA's goal to promote change, support students, and help teachers. She recognized that teachers are leaders in the classroom, and emphasized how the community comes together during challenging times to build a sense of belonging. Ms. Alferez Martinez expressed pride in the Los Cerritos community, noting that it is a place where parents, teachers, and students work together to create something better. She thanked everyone for the opportunity to speak.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – President Elizabeth Bales-Stutes, addressed the board, hoping the semester for everyone was off to a smooth start. She highlighted the hard work of Adult Education in serving adult learners, English as a Second Language (ESL), and computer classes.

Ms. Bales-Stutes shared that students have been anxious due to the new presidential administration, and in response, they have distributed cards with information students may need if approached by immigration authorities. She emphasized her commitment to supporting all students, regardless of their immigration status, and reiterated that it does not affect her teaching.

Additionally, Ms. Bales-Stutes expressed solidarity with the members of the California Teachers Association (CTA) as they continue contract negotiations. She encouraged the district and board to consider the high cost of living for teachers and the uncertainty they face under the current administration when evaluating the CTA's proposals. She thanked everyone for their attention and wished them a good evening.

South San Francisco Classroom Teachers Association – President Shari Giusti addressed the board, thanking President Anthony, Trustee Murray, and Trustee Richardson for attending the School Board Brunch on January 11th, despite the short notice. She expressed gratitude for their efforts to learn more about the concerns of California educators, and she promised to give more notice for next year's event so more people can attend.

Ms. Giusti then spoke about communication, highlighting her visits to various

schools, including Sunshine Gardens Elementary, El Camino High School, Junipero Serra Elementary, and Parkway Heights Middle School. She mentioned that these visits, along with climate surveys and meetings with other sites, were aimed at understanding the backstories of educators and students.

She used the example of the musical *Wicked* to illustrate her point, emphasizing how understanding the backstory is crucial before making judgments. She explained that the greatest challenge for educators is not just teaching but understanding how to lift students up when they fall. She proposed that the district should also focus on supporting educators in the same way, as supporting teachers leads to better support for students.

Ms. Giusti acknowledged that the district is working to improve communication with parents and students, citing customer service training and positive responses to grievances filed by the South San Francisco Classroom Teachers Association (SSFCTA). However, she noted that there is still work to be done, especially with a new grievance regarding salary placement affecting 30 certificated staff members. She also expressed concern about some educators not receiving prep time and feeling unsupported or ignored by certain administrators.

As negotiations are set to open next week, Ms. Giusti urged everyone to listen to each other, learn each other's backstories, and work together to support educators. She concluded by quoting a song lyric from *Wicked*, saying, "Together we're unlimited, together we'll be the strongest team there's ever been," emphasizing the power of working in tandem to create a strong winning team.

California School Employees Association Chapter 197 – None

I. PERSONNEL COMMISSION – Assistant Superintendent Marwan Hannon reported that the next Personnel Commission meeting would take place on February 10, 2025 in the District Board Room.

J. ITEMS FROM THE BOARD – None

K. SUPERINTENDENT'S REPORT

a. **Recognition for outgoing student Trustee Jamie Wong –** Dr. Moore expressed appreciation for Jamie Wong, who was unable to attend the meeting. She shared that Ms. Wong had been instrumental in balancing multiple responsibilities, including holding a part-time job. Dr. Moore commended her for her professionalism, valuable insights, and excellent communication skills, which kept the board well informed about student life and events at El Camino High School.

Dr. Moore mentioned that Ms. Wong would continue to provide updates throughout the year and that the board looked forward to hearing about the ongoing work she and her peers would accomplish.

b. TBD – Dr. Moore shared some good news regarding the refunding bond savings for the community. In November 2024, the South San Francisco School District Board authorized the issuance of refunding bonds to generate taxpayer savings. She referenced that refunding bonds are similar to refinancing a mortgage, where interest rates on existing bonds are reset to lower levels, reducing overall debt service and payments.

She shared earlier that day, the district successfully priced the refunding bonds, resulting in approximately $7.2 million in gross savings over time for taxpayers. The savings are particularly high because the district will be able to shift principal repayment earlier, allowing bonds to be paid off faster than the original repayment schedule. This helps the district manage tax rates over the next few years and keeps them consistent.

Dr. Moore also mentioned a previous bond refunding in 2022 that saved taxpayers $3.6 million. Together, these two refunding's provide the community with a total of around $11 million in savings. Dr. Moore expressed gratitude for the consistent support of the bond program and was pleased to bring these savings to the community.

c. Other – Dr. Moore congratulated Vice President Murray for her appointment to the Board of Directors for the California School Boards Association. In this role, Vice President Murray will advocate for the best interests of students, represent the region's needs, and work with other directors to influence state-level educational policies. Dr. Moore expressed pride in Vice President Murray's achievement.

Dr. Moore also reminded the community that next Wednesday, January 29th, is Lunar New Year, and schools will be closed, resuming on Thursday, January 30th.

Lastly, Dr. Moore shared a letter of support for undocumented students and families, affirming the district's commitment to providing a safe and inclusive educational environment for all students, regardless of legal status, gender identity, ethnicity, or background. She emphasized the district's unwavering dedication to supporting families through challenging times and ensuring that all students feel valued, supported, and empowered to thrive.

President Anthony thanked Dr. Moore and expressed appreciation for the letter, particularly for including resources for families. She encouraged

anyone in need of resources to contact their school or visit the district's website. Dr. Moore confirmed that the resources are also available on the district's webpage.

L. STUDENT TRUSTEE REPORTS

1. Adriana Ferdiansyah, Senior class Vice President for ECHS, reported on behalf of Jamie Wong, Fall Student Trustee and ASB President of ECHS. Ms. Ferdiansyah started by greeting the Board, Cabinet, and audience. She shared that on January 11th, students enjoyed a fun event at Elegant Pinstripes in San Mateo with food, bowling, and a lively DJ. She announced that prom will be held at the California Academy of Sciences on March 22nd with the theme "Almost There, A Night of Dreams." Ticket sales began on January 13th, and prices increase every two weeks. Ms. Ferdiansyah updated the Board on the successful start of the quad games on January 17th and mentioned upcoming themes like "Safari Hunter Gear" and "Colt Pride." The lunch event on January 17th was also a success, where students exchanged tokens for food samples from clubs. She highlighted Lunar New Year celebrations with a special giveaway and shared excitement about the Year of the Snake. She encouraged participation in the Stanford Blood Drive on January 30th, as each donation can save up to three lives. Lastly, Ms. Ferdiansyah thanked everyone for their support in filling a trailer with donations for fire victims in Southern California and encouraged further contributions to the American Red Cross or Cal Fire Foundation. She ended her report by wishing everyone a safe and happy new year.

   President Anthony thanked Adriana and mentioned that she had seen on Instagram that the Key Club is organizing a menstrual supply drive. She encouraged everyone to participate if they have unused menstrual supplies to contribute.

2. Josephine Harsana, Spring Student Trustee and ASB President of SSFHS shared that ASB has kicked off the semester with events like Winter Ball, ticket sales, and fun dress-up days. The prom theme and date will be revealed at the next rally, and tickets go on sale in mid-February. She also mentioned Club Rush 2.0, where over 20 clubs were able to promote their activities. In sports, the boys' varsity basketball team, girls' varsity soccer team, and wrestling team have been performing well. She also invited the board to visit History Day from February 3 to 7, where students will present their research. Ms. Harsana encouraged donations for the Southern California wildfire relief and reminded everyone about the Red Cross blood drive at South City on February 5th. She ended her report with a wish for a happy Lunar New Year.

M. PUBLIC COMMENTS

Janet Shapiro, representing the Sunshine Gardens Park Coalition, expressed gratitude for the board's work and commitment to the community. She inquired about the utilization process for Measure T funds, specifically Proposition 2 approved funding. Ms. Shapiro noted that the Sunshine Gardens neighborhood lacks a park and hopes to partner with the school board and bond administrators to build a community park on the seven and a half acres behind Sunshine Gardens School. She asked how they could most effectively engage in the process to ensure the funds are used to benefit the community.

Megan Connery, a math teacher at El Camino High School, welcomed new trustee, Lam, and shared her experience with the monthly math pilot. On January 15th, a pullout day for the math pilot took place, where Ms. Connery participated in a lesson lab session. She taught an Algebra 2 honors class at South City High School, focusing on discriminants to determine the number of solutions in a quadratic function. The session aimed to explore effective strategies for deeper student engagement. Ms. Connery also mentioned a Zoom session with Kristi Hineman from Imagine Learning, where questions arose about missing California Common Core standards in Illustrative Mathematics (IM). Ms. Connery noted that several standards were not covered in Algebra 1, Geometry, and Algebra 2, such as logarithmic properties in exponential and logarithmic functions. She expressed concerns that IM does not adequately support STEM students, especially in preparation for precalculus. Ms. Connery compared this with the Carnegie Learning curriculum, which includes the missing standards, and urged the board not to adopt IM but instead revisit Carnegie Learning.

N. INFORMATION ONLY PRESENTATIONS

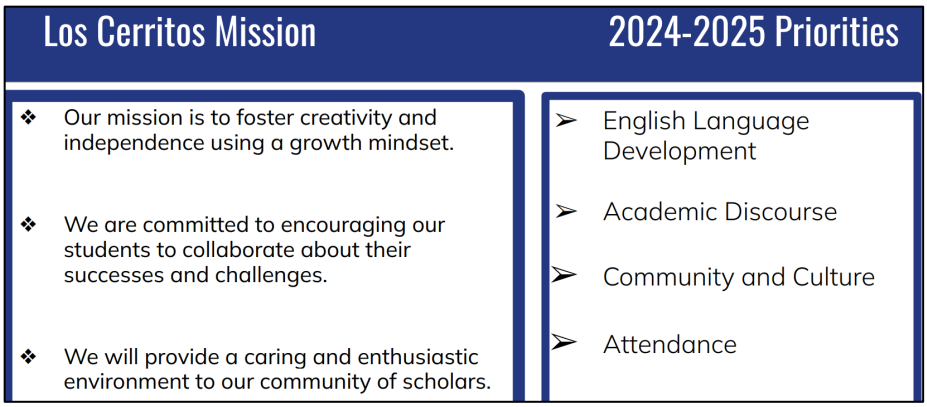
1. EDUCATIONAL SERVICES

a. Teaching and learning presentation: Los Cerritos Elementary School

Mission

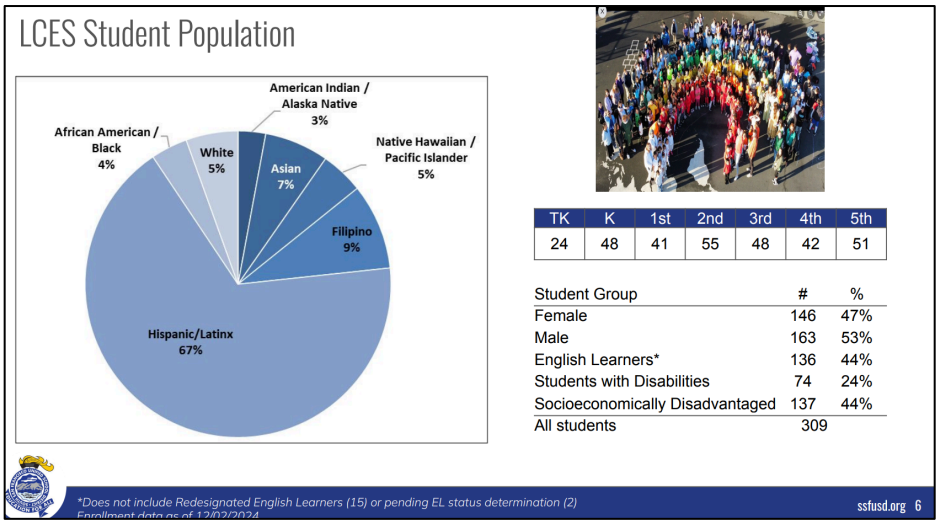
Principal Karen Hong addressed the board and community, sharing an overview of teaching and learning plans at Los Cerritos for the 2024-25 school year. She emphasized the school's focus on the district's Portrait of a Graduate, which guides students in developing essential skills for future success. She highlighted the district's work on Priority 1: exceptional instruction, and Priority 5: equity-centered systems. Principal Hong explained that Los Cerritos' mission is to promote creativity, independence, and a growth mindset,

while creating a supportive environment.



Student Population

Principal Hong shared that Los Cerritos currently has 309 students enrolled in TK through fifth grade, with smaller class sizes in first and fourth grades. She noted that 44% of students are English learners or socioeconomically disadvantaged, and 24% are students with disabilities.



Attendance

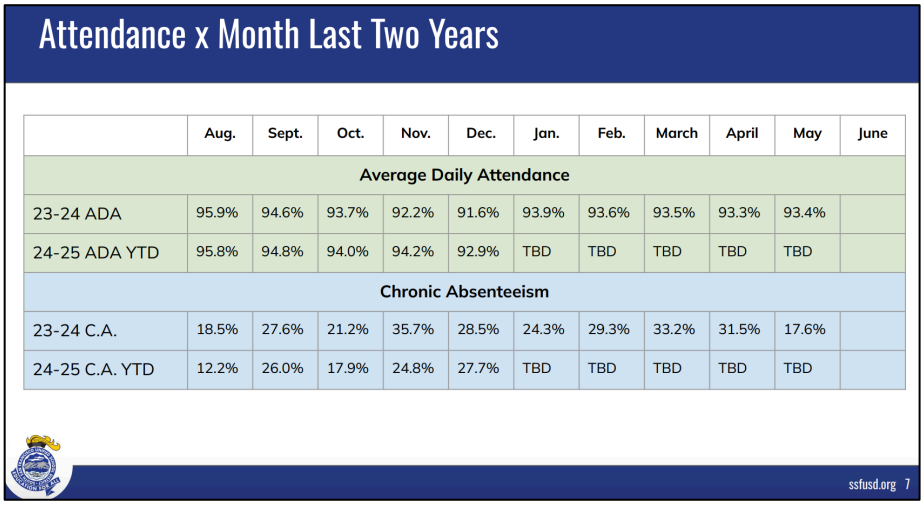
Principal Hong discussed Los Cerritos' attendance trends, noting a slight improvement in average daily attendance and chronic absenteeism compared to the previous year, though there is still room for growth. She emphasized that student success starts with being in school every day and on time.

To address attendance challenges, the school is focusing on building strong relationships with families and increasing

communication through tools like the Remind app, a family newsletter, Wednesday folders, and the school's Facebook page, managed by Administrative Assistant Ms. Elinore Grecia. The electronic marquee also keeps families informed of important dates and events.

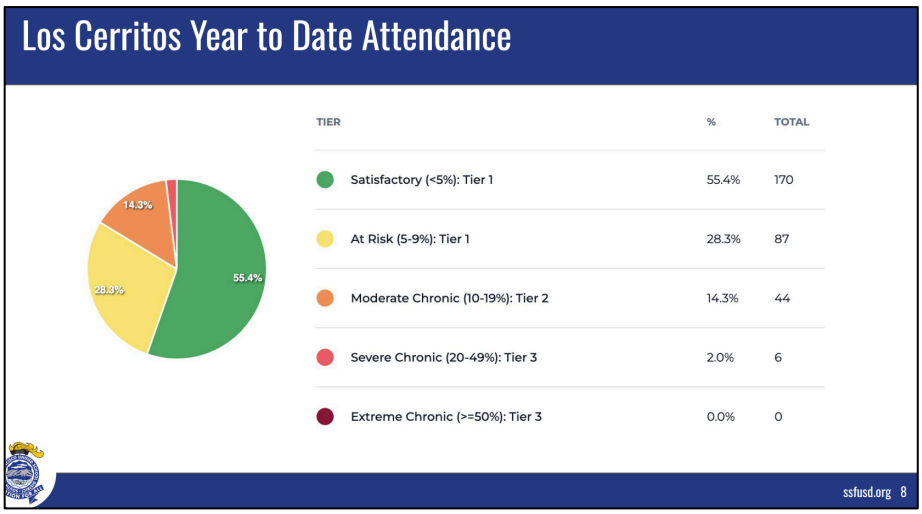
The school is holding individual attendance meetings to identify and support students facing barriers like transportation or mental health challenges. Plans are underway to expand the attendance team to better analyze data and support at-risk students.

Additionally, the school is using incentives like certificates and prizes to reward students with good or improved attendance. Collaboration with community partners, such as the non-profit StarVista and Community School Liaison Ms. Karen Palomino, is helping to connect families with free or low-cost support services.



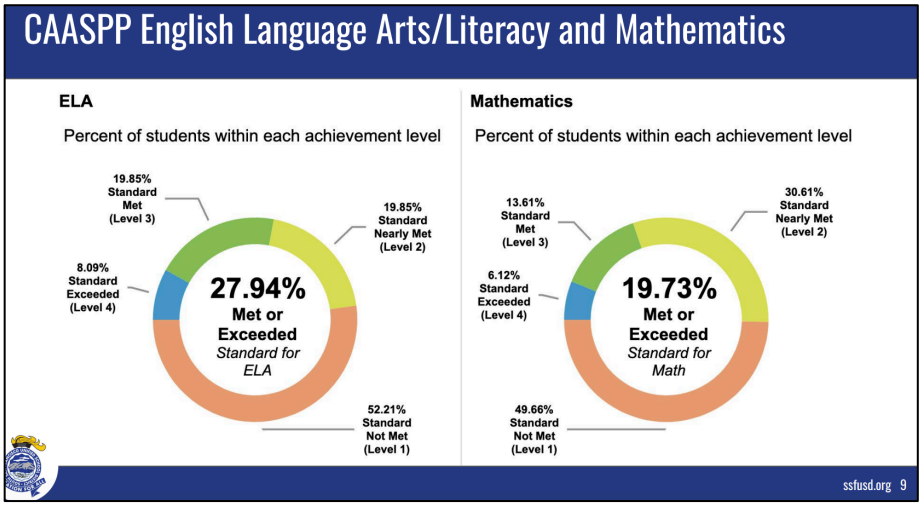
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Average Daily Attendance											
23-24 ADA	95.9%	94.6%	93.7%	92.2%	91.6%	93.9%	93.6%	93.5%	93.3%	93.4%	
24-25 ADA YTD	95.8%	94.8%	94.0%	94.2%	92.9%	TBD	TBD	TBD	TBD	TBD	
Chronic Absenteeism											
23-24 C.A.	18.5%	27.6%	21.2%	35.7%	28.5%	24.3%	29.3%	33.2%	31.5%	17.6%	
24-25 C.A. YTD	12.2%	26.0%	17.9%	24.8%	27.7%	TBD	TBD	TBD	TBD	TBD	

Principal Hong shared year-to-date attendance data showing that 55.4% of Los Cerritos students have satisfactory attendance, 28.3% are at risk, and 14.3% are moderately chronically absent. She emphasized that educating families on the impact of missing school is ongoing. So far, the school has used Back-to-School Night, conferences, and family newsletters to stress the importance of daily attendance. Principal Hong highlighted that a school-wide approach is key and expressed optimism about reducing absenteeism in the months ahead.

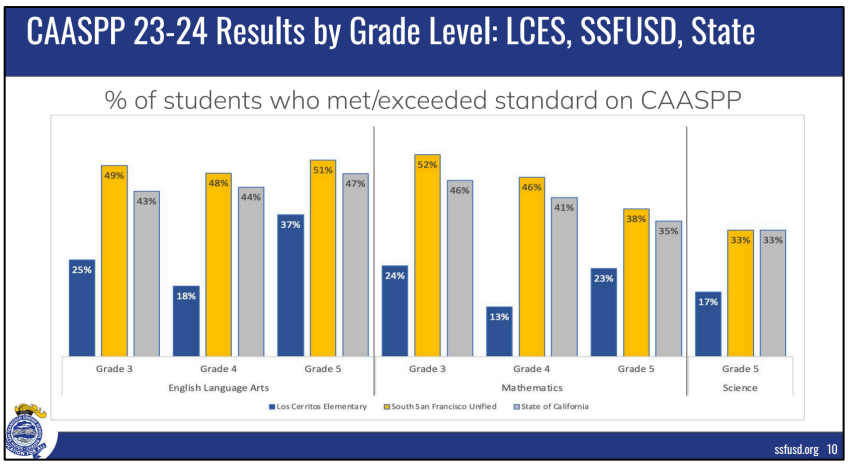


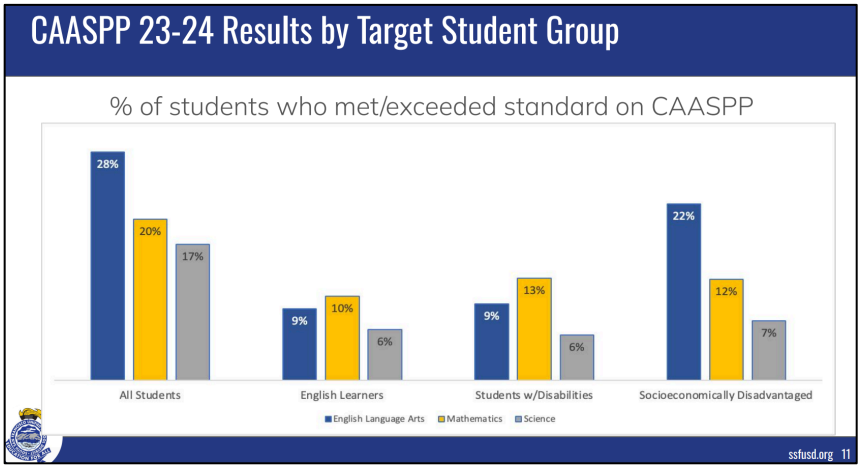
CAASPP

Principal Hong presented the latest CAASPP data for Los Cerritos, showing that in 2023-24, 27.9% of students met or exceeded standards in ELA, and 19.7% met or exceeded standards in math. She noted areas for growth, highlighting that 19.8% of students nearly met standards in ELA, and 30.6% nearly met standards in math.



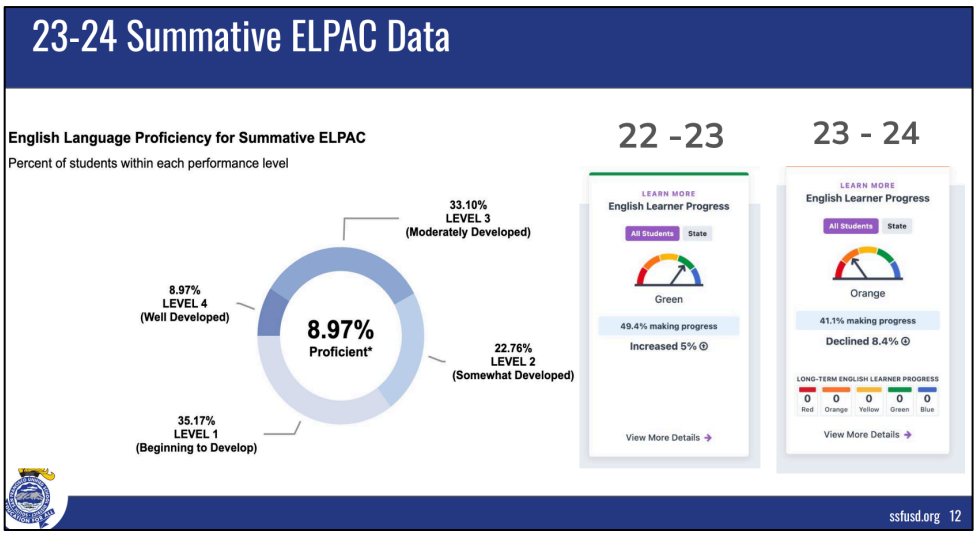
Principal Hong shared two graphs comparing Los Cerritos' third, fourth, and fifth-grade CAASPP results in ELA and math with district and state averages. The data also highlighted performance among target groups, including English learners, students with disabilities, and socioeconomically disadvantaged students.





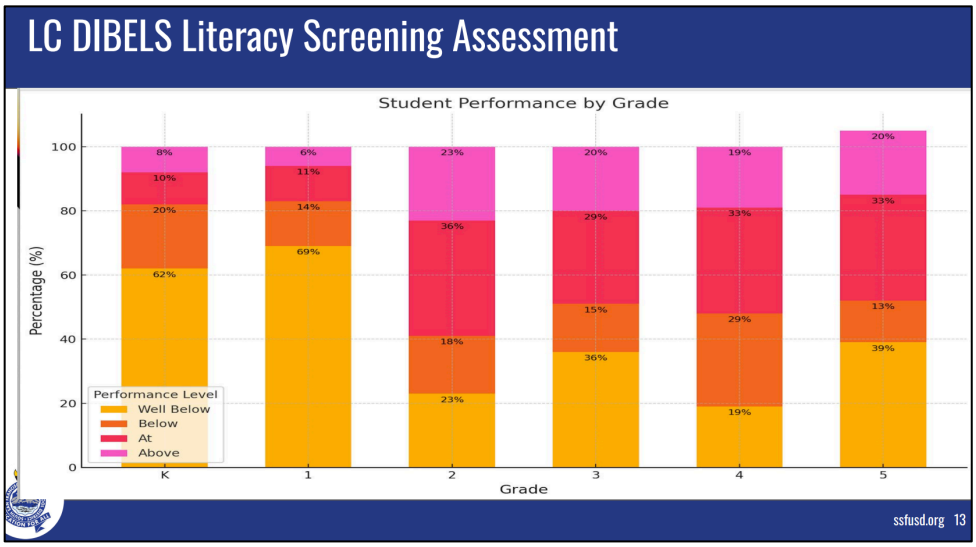
ELPAC Data

Principal Hong emphasized that 44% of Los Cerritos students are English learners, making their support a key focus. She noted that only 10% of English learners met or exceeded standards in ELA and math, highlighting the need for more strategic efforts. She expressed gratitude to the School Site Council for collaborating on ways to better support these students. Principal Hong also shared the school's Summative ELPAC results: 35.1% of English learners scored at Level 1, 22.76% at Level 2, 33.1% at Level 3, and 8.97% at Level 4, showing areas of growth.



<u>DIBELS Literacy</u>

Principal Hong shared DIBELS assessment data showing student performance at the start of the year across grades K through 5. Results indicated that most kindergarten and first-grade students fell into the well below category, emphasizing the need for targeted early interventions. In grades 3 to 5, over 50% of students performed at or above grade level, reflecting a positive trend in upper grades.



<u>Early Literacy Event</u>

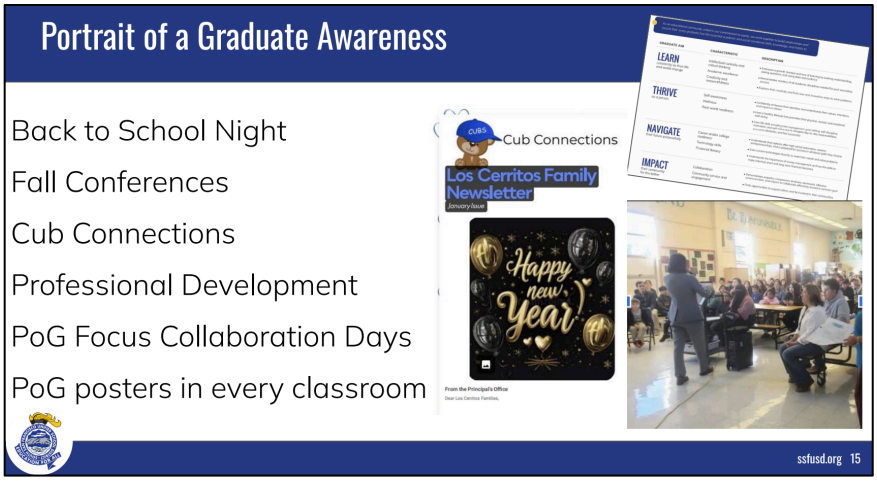
Principal Hong expressed gratitude for the support of two reading specialist teachers, Ms. Denise Steffey and Ms. Stacy Alvarez, who play crucial roles in tracking data, progress monitoring, and running intervention groups. Their work has been vital in identifying at-risk students. Both

teachers are also key members of the school study team, offering valuable insights into student progress. Additionally, the school held a successful early literacy event, where parents learned ways to further support their students' learning at home.



Portrait of a Graduate Awareness

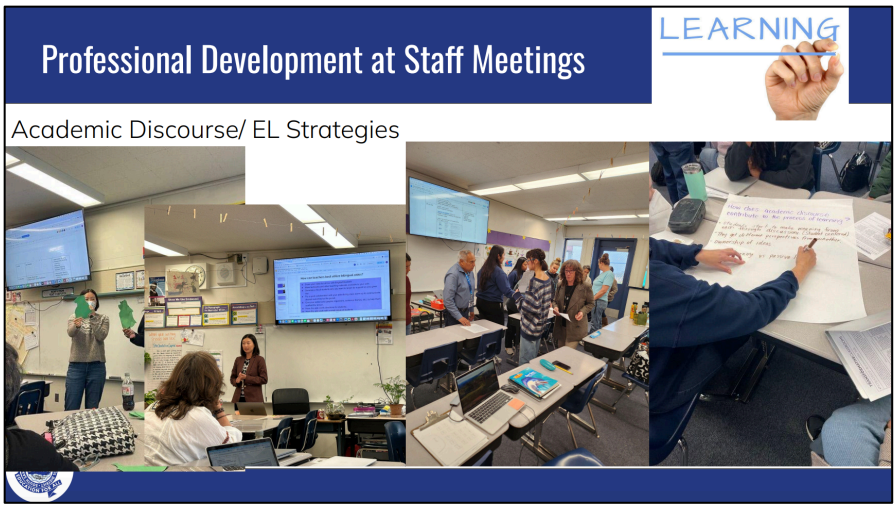
Principal Hong shared that there has been a gradual buildup of awareness around the Portrait of a Graduate (POG). Over 200 parents attended Back to School Night, where they learned about the Portrait of a Graduate and the district's goals. POG posters are now displayed in every classroom, serving as constant reminders of the roadmap for the year.



Professional Development

Principal Hong shared that ongoing professional development is a key part of the school's approach, with teachers regularly discussing EL strategies, best practices,

and reflecting on their teaching. She also expressed personal empathy for the students and families at Los Cerritos, as she herself was once an English learner. She shared how the South San Francisco Unified School District helped her learn to read, inspiring her to show students that they too can achieve anything they set their minds to.



Portrait of a Graduate to Life

Principal Hong shared her appreciation for the staff and educators at Los Cerritos, praising their dedication to bringing the Portrait of a Graduate to life. She highlighted how even kindergarten students are practicing academic discourse routines, with teachers like Ms. Ruiz modeling academic language and encouraging student engagement. Emphasizing the importance of social-emotional learning, she celebrated students being recognized for demonstrating positive behaviors through the PBIS initiative, including the "CUBB" behaviors, which stand for *Caught Using Brilliant Behaviors*. She also mentioned the community's strong support during events like Ruby Bridges Walk to School Day, honoring her legacy of courage. Looking forward, Principal Hong is excited about continuing to support students as they learn, grow, and thrive in the school community.



CARE Core Values

Principal Hong reflected on the CARE core values from the district's strategic plan. She emphasized that community is a true strength at Los Cerritos, and that authentic relationships are key to the school's success. She acknowledged the nine new teachers who have joined the school or switched grade levels, noting the challenges the community has faced, but reaffirming the resilience and equity that continue to propel the school forward. Principal Hong expressed her gratitude to everyone who has contributed to helping the school community grow and thrive



Recognition, Appreciation, and Gratitude

Principal Hong took a moment to express her deep appreciation for everyone who has contributed to the growth and success of the school community. She highlighted the invaluable support of the PTA and parent volunteers,

especially Ms. Alferez, the amazing PTA president. Principal Hong thanked them for their continuous partnership, acknowledging the small yet impactful gestures, like decorating the Christmas tree, adding festive ribbons around the school, organizing the Scholastic Book Fair, planning fun spirit days, hosting parent cafes, and all the behind-the-scenes work that makes these events possible. Their dedication and care make a huge difference, and Principal Hong is incredibly grateful for their ongoing support.



Principal Hong shared a selection of photos from various family engagement and community events held throughout the year. She emphasized the importance of fostering a sense of community, highlighting how these moments of connection have brought everyone together. She expressed her gratitude to the amazing parents, staff, and students who made these events possible, underscoring that the success of these initiatives could not have been achieved without their support and participation.



Principal Hong closed her presentation with a heartfelt quote by Zig Ziglar:

“Gratitude is the healthiest of all human emotions. The more you express gratitude for what you have, the more likely you will have even more to be grateful for.”

She expressed gratitude to various departments including Ed Services, the Technology Department, and Facilities for their support in preparing the staff for a successful year. She also highlighted the campus improvements, such as new blinds, a foam replacement in the play structure, new tables, and sun umbrellas for the patio, and thanked the community for their continued support.

Principal Hong extended her thanks to the Board of Trustees for their care for Los Cerritos, to the staff for their daily commitment to students, to the Bay Ed Fund for their generous grant, and to the hardworking students who show up ready to learn. She concluded by emphasizing the honor and humility she feels in leading such a caring and dedicated school community. She thanked everyone for their attention and offered to answer any questions or comments.



Trustee Richardson thanked Principal Hong for the presentation and acknowledged the progress made despite a challenging start. She expressed appreciation for her dedication to the students and recognized the effort put into serving a population where 67% of the students are English learners. She lightheartedly asked if the she had learned Spanish yet. Trustee Richardson emphasized the difficulty of the work but noted that with determination, success is possible. She was pleased to hear about the strong

attendance rates in the 90% range and shared her optimism that there is just a little more progress to be made. Lastly, she thanked Principal Hong for her commitment and noted she looked forward to visiting soon.

Principal Hong thanked Trustee Richardson for her comments adding “muchas gracias, por todo,” and shared that she is learning a new Spanish word every day.

Trustee Lam thanked Principal Hong for the presentation. She shared that, while she is relatively new to the community, having lived in the area for 17 years, her husband attended Los Cerritos Elementary School as a child 30 years ago. She noted this personal connection to the school and expressed her appreciation for the work being done. Trustee Lam said she looks forward to a future site visit and encouraged Principal Hong to continue her efforts. She also thanked the school’s mascot, Cubby, for being present.

Trustee Hsieh praised Principal Hong for an excellent presentation, expressing appreciation for her leadership and noting that her authenticity was evident throughout her speech. Trustee Hsieh thanked Principal Hong for her care and dedication to the school community.

Vice President Murray welcomed Principal Hong to her first Board meeting presentation and complimented her on a great report. She shared that, although she has no personal connection to Los Cerritos other than serving on the Board, she loves the school community. Vice President Murray noted that Principal Hong’s love for and commitment to the community was evident throughout her report and expressed her gratitude for her leadership.

President Anthony thanked Principal Hong for her presentation, expressing excitement about the decrease in chronic absenteeism and the efforts being made to build community with the PTA, teachers, staff, and students. She acknowledged the challenges of learning subjects while also learning English and expressed hope for continued development of strategies to support students with both language acquisition and literacy skills.

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

Assistant Superintendent Mr. Irish introduced Mr. Claybon, who oversees some of the after-care programs.

Introduction

Mr. Claybon began by greeting President Anthony, the Board of Trustees, Superintendent Moore, the Cabinet, community members, and families. He introduced himself as the Child Development Program Coordinator and expressed his honor in sharing information about the program.

He outlined that the presentation would include an overview of the program and data, goals, action plan, and time for any questions. Mr. Claybon explained that the Child Development Program is guided by the district's mission, the Portrait of a Graduate vision, core values, and strategic priorities, all of which align with the LCAP goals.

He shared that the Portrait of a Graduate represents the district's commitment to students and families, ensuring that every student has the opportunity to develop four key graduate aims: the ability to learn consistently as their life and world change, thrive as a person, navigate their future purposefully, and impact their communities for the better. He emphasized that the strategic plan outlines five priorities that will help achieve this vision: exceptional instruction, student engagement and self-directed learning, purposeful partnerships with families and the community, empowered educators, and equity-centered systems.

Communication

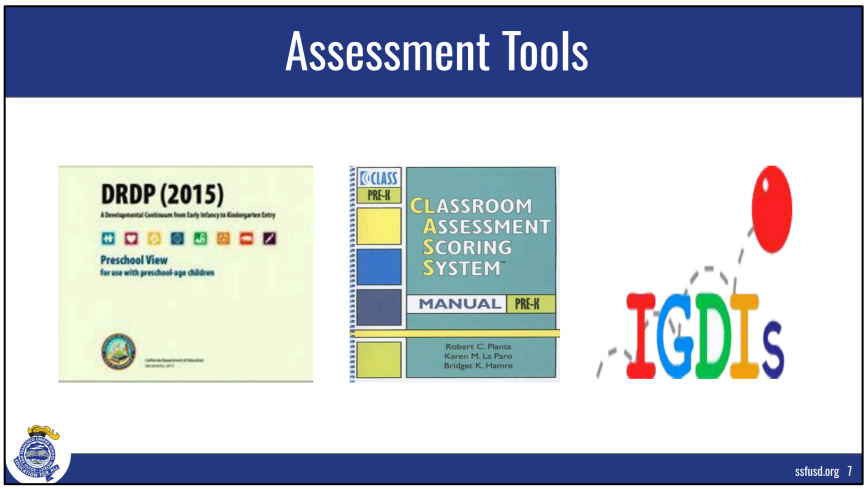
Mr. Claybon continued by highlighting the Child Development Program's commitment to maintaining consistent, honest, transparent, and professional communication with the parent community. He explained that the program utilizes several tools to share classroom and program information with families. These tools include Learning Genie, an app that allows families and schools to receive real-time messages and updates; Remind 101, which enables the program to send text messages to parents about upcoming events and provide information during emergencies, Zoom, which is

used to conduct various program meetings for both parents and staff.



Assessment Tools

Mr. Claybon explained that the Child Development Program uses several tools to assess academic and developmental progress in early education. The Desired Results Developmental Profile (DRDP) measures students' knowledge, skills, and developmental levels. The Classroom Assessment Scoring System (CLASS 2.0) evaluates the quality of teacher-child interactions in preschool classrooms. The Individual Growth and Development Indicator (IGDIs) is a newer literacy assessment tool that supports the growth of young learners. These assessments help guide instruction and provide an overall measure of program quality.



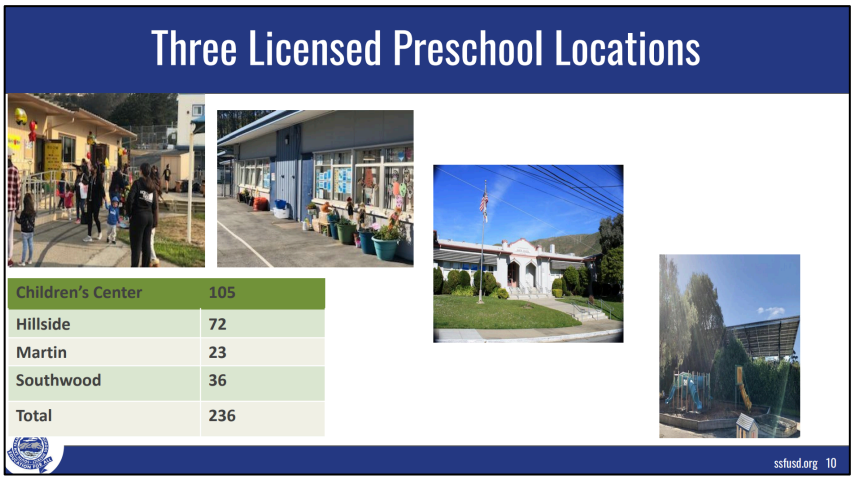
Relationships

Mr. Claybon shared that the Child Development Program has built many strong relationships over the years, and each of these professional partnerships is deeply appreciated and valued.



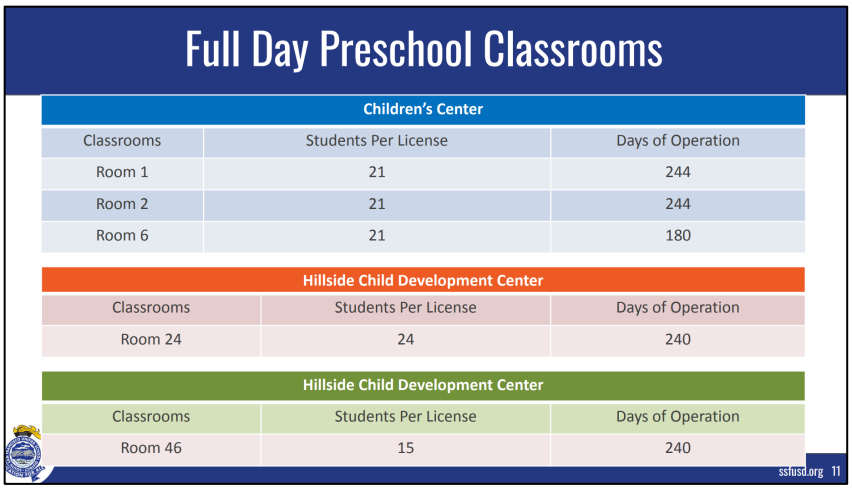
Program and Data Overview

Mr. Claybon provided a program and data overview, stating that the Child Development Program has been offering quality childcare to the South San Francisco community since 1943. Currently, the program operates five full-day preschool classrooms under state and county contracts. Three of these classrooms are located at the Children's Center, and the other two are at the Hillside and Southwood campuses.



Mr. Claybon added that the program also operates four part-day preschool classrooms under a county contract. Two of these classrooms are located at the Children's Center, and

the other two are at the Martin Elementary School campus.



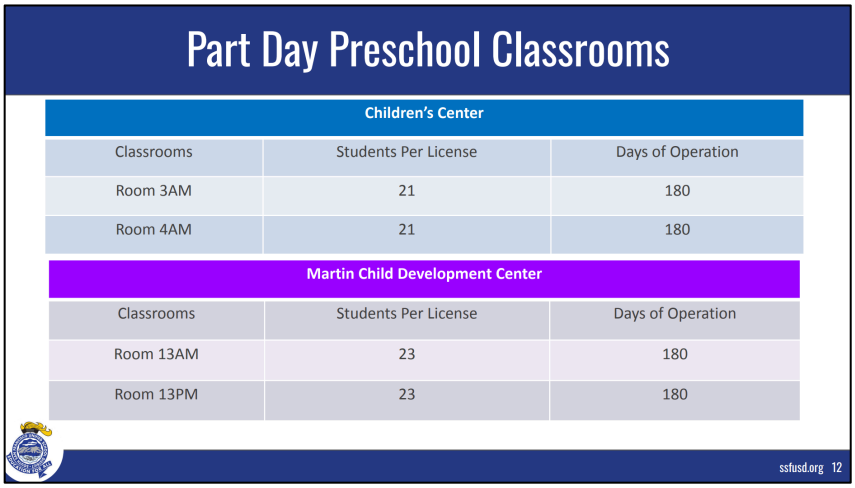
Full Day Preschool Classrooms

Children's Center		
Classrooms	Students Per License	Days of Operation
Room 1	21	244
Room 2	21	244
Room 6	21	180

Hillside Child Development Center		
Classrooms	Students Per License	Days of Operation
Room 24	24	240

Hillside Child Development Center		
Classrooms	Students Per License	Days of Operation
Room 46	15	240

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Part Day Preschool Classrooms

Children's Center		
Classrooms	Students Per License	Days of Operation
Room 3AM	21	180
Room 4AM	21	180

Martin Child Development Center		
Classrooms	Students Per License	Days of Operation
Room 13AM	23	180
Room 13PM	23	180

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<u>Demographics</u>

Mr. Claybon highlighted four key areas of preschool demographics. He explained that it included the ages of the students served and their respective percentages, the number and percentage of English language learners, the number of students with IEPs, and the number of students who continue within the district after completing preschool.

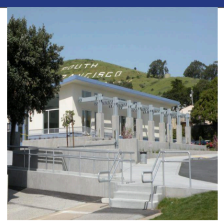
Preschool Demographics

Age Group	**4 Years-Old: 61 59.8%** **3 Years-Old: 40 39.2%** **5 Years-Old: 1 1.0%**
English Language Learners	ELD: 78 76.5% No ELD: 24 23.5%
IEP/IFSP	**No IEP's: 78 76.5%** **With IEP's: 16 15.7% (27 students)** **Undetermined: 8 7.8%**
Continuing SSF Students	Continuing: 78 76.5% Leave the District: 16 15.7%

School Locations

Mr. Claybon shared that the Child Development Program also operates two school-age programs, one subsidized, and the other fee-based. The subsidized program is located at the Children's Center and serves up to 70 students from Spruce Elementary. The fee-based program, known as the District Extended Daycare Activities Program (DEDAP), is offered at two elementary school sites, Buri Buri and Skyline.

3 Before and After School Locations



Spruce Elementary



Buri Buri Elementary



Skyline Elementary

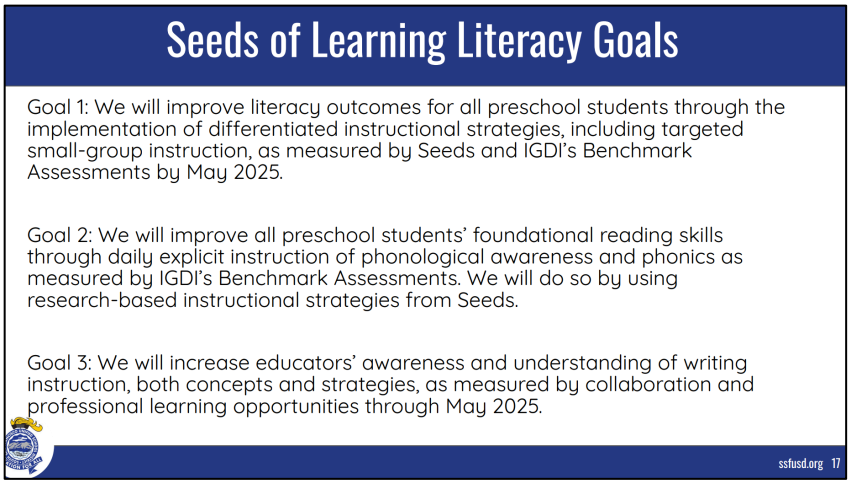
Children's Center	70
Buri Buri Elementary	84
Skyline	56
Total	210

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Seeds of Learning

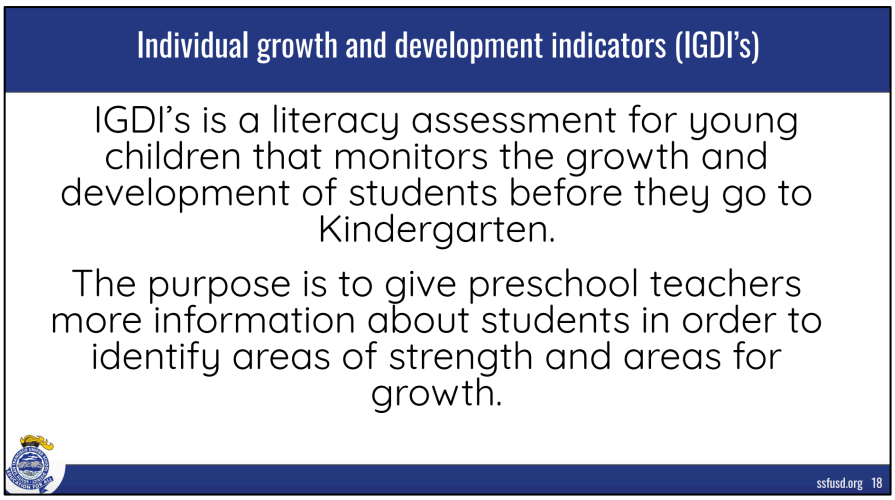
Mr. Claybon shared that the Child Development Program is implementing "SEEDS of Learning," a professional learning framework designed to prepare young children for

kindergarten by developing their oral language, emergent literacy, and social-emotional skills. The framework focuses on five key literacy predictors: oral language, phonological awareness, print concepts, alphabetic principles, and vocabulary. He outlined three literacy goals for the year. Goal 1 is to improve literacy outcomes for all preschool students by using differentiated instructional strategies. Goal 2 is to strengthen preschool students' foundational reading skills through daily explicit instruction. Goal 3 is to increase educators' awareness and understanding of effective writing instruction.

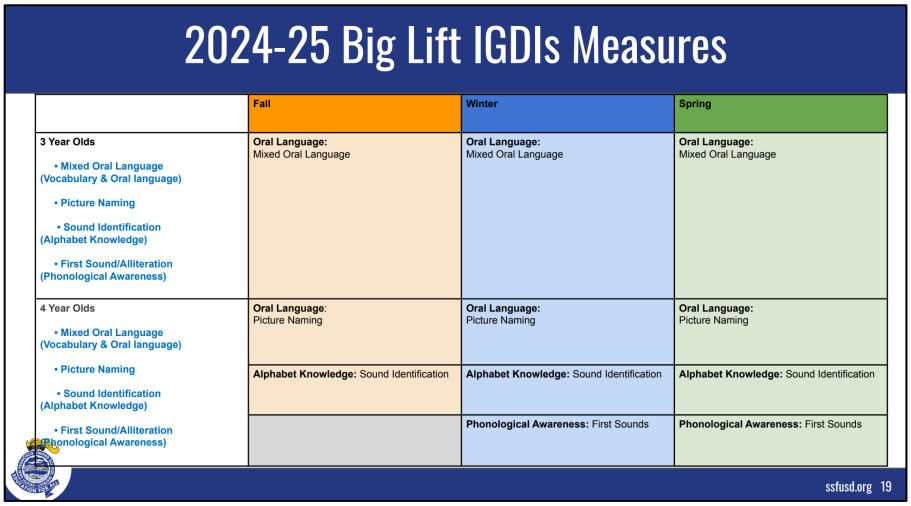


<u>Individual Growth and Development Indicator (IGDI)</u>

Mr. Claybon explained that the Individual Growth and Development Indicators, or IGDIs, is a literacy assessment tool used for young children to monitor their growth and development before they enter kindergarten. The purpose of IGDIs is to provide preschool teachers with more detailed information about each student, helping identify both their strengths and areas where they need additional support.



Mr. Claybon shared that the IGDIs assessment will measure specific literacy skills for preschool students this year, including both three- and four-year-olds. The areas of focus will be Mixed Oral Language, Picture Naming, Sound Identification, and Alliteration.



Trustee Richardson thanked Mr. Claybon for his work. She asked for clarification about the age group for Transitional Kindergarten (TK), wondering if it referred to three- or four-year-olds. Mr. Claybon explained that TK is primarily for four-year-olds. Assistant Superintendent Mr. Irish added that the state of California has been gradually expanding TK eligibility by moving the birthdate cutoff, and next year all four-year-olds will qualify for TK. He also noted that this change could affect the age distribution in the Child Development Program (CDP) in the future.

Trustee Richardson asked what three-year-olds are referred to as. Mr. Claybon and Mr. Irish responded that they are called “preschool scholars”. Trustee Richardson shared her appreciation for the district’s focus on early learning and noted that she had heard during the Capital Advisors meeting that funding for TK is expected to continue beyond the initial pilot phase. She asked about space availability for the growing TK program. Mr. Irish explained that there are currently six TK classes in the district, and the Cabinet team is exploring potential additional spaces to accommodate more four-year-olds in future years.

Trustee Richardson also inquired about the class at the Southwood site. President Anthony clarified that those are preschool classrooms, not TK, even if the children are the same age. Trustee Richardson shared that she enjoys visiting the program and complimented the recent mural at the school, saying it brightened up the campus. She thanked Mr. Claybon and the team for their work.

Trustee Lam thanked Mr. Claybon for the presentation and shared, as a parent, that child care is a critical need in the community, emphasizing how vital it is for families trying to make a living. She asked about the average waitlist numbers and the typical wait time for both preschool and after-care programs. Mr. Claybon responded that the Children’s Center currently has a waitlist of five families for its full-day preschool classrooms and eight families for its part-day program. At the Hillside, Martin, and Southwood sites, there is no waitlist. For the DEDAP after-school program, there is a waitlist of 16 families. Trustee Lam then asked how long families typically wait to get a spot. Mr. Claybon explained that when a spot opens, the enrollment team contacts families right away to begin the enrollment process, which generally takes about three weeks. However, the overall wait time varies depending on when spots become available and how quickly families are able to submit the required documentation. Trustee Lam thanked him for the information.

Trustee Hsieh thanked Mr. Claybon for his excellent presentation, noting that she enjoys it every year. She appreciated how his presentations are always precise, short, and to the point.

Vice President Murray asked what types of IEPs the 27

students in the Child Development Program have. Mr. Claybon explained that it varies, but the majority are related to speech. Vice President Murray asked if students start being identified for services at that age, and Mr. Claybon confirmed that is typically the case. Mr. Irish added that the Children's Center works closely with the Special Education Department to conduct assessments and provide early intervention services, with most IEPs being speech-related. Vice President Murray shared that two of her children received speech services at age three. She also asked if assessments are consistent across all campuses, and Mr. Claybon confirmed that they are.

President Anthony thanked Mr. Claybon and expressed her excitement about the Child Development Program. She shared her personal hope that more children from the program will transition into South San Francisco schools. She also emphasized the importance of children having ample opportunities for play-time.

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

2. BUSINESS SERVICES

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

Andrew Park, a representative from EideBailly, reviewed the District's annual audit report for the fiscal year ended June 30, 2024. He explained that his primary role is to work for the board as their agent to audit the district's financial statements. He mentioned that all official audit documents are addressed to the board, and his main responsibility is to audit the financial statements that were previously presented as unaudited actuals back in September. His job is to review that information and provide a final audit.

Mr. Park explained that the audit is not just a financial review but also includes a compliance check focusing on federal and state requirements. He acknowledged that audit reports can seem intimidating, and he directed the board to page 94, the "Summary of Auditor Results," as the quickest way to understand the audit's outcome.

South San Francisco Unified School District
Summary of Auditor's Results
Year Ended June 30, 2024

Financial Statements	
Type of auditor's report issued	Unmodified
Internal control over financial reporting	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No
Federal Awards	
Internal control over major program	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)	Yes
Identification of major programs	
Name of Federal Program or Cluster	Federal Financial Assistance Listing
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	84.425U
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U
COVID-19 ESSER III State Reserve Emergency Needs	84.425U
COVID-19 ESSER III State Reserve Learning Loss	84.425U
COVID-19 American Rescue Plan – Homeless Children and Youth II (ARP HCY II)	84.425W
Title I, Part A, Basic Grants Low Income and Neglected	84.010
School Improvement Funding for LEAs	84.010
Child Nutrition Cluster	10.553, 10.555
Dollar threshold used to distinguish between type A and type B programs	$750,000
Auditee qualified as low-risk auditee?	No
State Compliance	
Internal control over state compliance program	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Other matters reported	Yes
Type of auditor's report issued on compliance for programs	Unmodified

94

Mr. Park walked through the key sections of the page, which are divided into three parts: financial statements, federal awards, and state compliance. Before discussing the results, he explained the technical terms used in auditing. He compared auditors to the IRS, stating that just like the IRS does not send letters saying someone did a good job on their taxes, auditors also only point out issues rather than give praise.

He introduced the levels of audit opinions. The highest level is an "unmodified opinion," which is a clean opinion. It means the financial statements are presented fairly. The next level

down is a “qualified opinion,” and the lowest levels are a “disclaimer” or an “adverse opinion,” which indicate more serious issues. He emphasized that an unmodified opinion is the best outcome and is what they aim for when reviewing the district’s financials.

Mr. Park stated that for the financial statements covering July 1, 2023, through June 30, 2024, the District received an unmodified opinion, meaning the unaudited actuals were accurate. He explained internal controls as the checks and balances that ensure accurate financial reporting. Auditors check for deficiencies, with the most serious called material weaknesses, and a lower level called significant deficiencies. There were no deficiencies identified, meaning the District had proper controls in place.

He then discussed federal compliance. Any district spending over $750,000 in federal funds annually is subject to a compliance audit. South San Francisco Unified spent $8.6 million in federal funds in 2023-2024, with details available on pages 71 and 72. Audited programs included COVID-19 funding, Child Nutrition, and Title I. The District received an unmodified opinion, but an exception was noted, with details in the findings section.

South San Francisco Unified School District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Education			
Passed through California Department of Education (CDE)			
Adult Basic Education & ELA	84.002A	14508	$ 151,568
Adult Secondary Education	84.002	13978	33,474
Subtotal			185,042
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	84.425U	10155	1,241,539
COVID-19 Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U	15559	63,013
COVID-19 ESSER III State Reserve Emergency Needs	84.425U	15620	510,018
COVID-19 Expanded Learning Opportunities (ELO) Grant ESSER III State Reserve, Learning Loss	84.425U	15621	630,076
COVID-19 American Rescue Plan - Homeless Children and Youth II (ARP HYC II)	84.425W	15566	12,236
Subtotal			2,456,882
Title I, Part A, Basic Grants Low Income and Neglected	84.010	14329	812,426
School Improvement Funding for LEAs	84.010	15438	121,675
Subtotal			934,101
Title III, English Learner Student Program	84.365	14346	244,714
Title III, Immigrant Education Program	84.365	15146	55,084
Subtotal			299,798
Strengthening Career and Technical Education for the 21st Century (Perkins V): Secondary, Section 131	84.048	14894	60,372
Title I, Part C, Migrant Ed (Regular and Summer Program)	84.011	14326	13,119
Title II, Part A, Supporting Effective Instruction	84.367	14341	178,109
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	64,432
Passed through San Mateo County Office of Education			
Special Education (IDEA) Cluster			
Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	1,713,127
Local Assistance, Part B, Sec 611, Private School ISPs	84.027	10115	44,734
Mental Health Allocation Plan, Part B, Sec 611	84.027A	15197	96,987
Subtotal			1,854,848
Preschool Grants, Part B, Sec 619	84.173	13430	85,878
Preschool Staff Development, Part B, Sec 619	84.173A	13431	713
Subtotal			86,591
Subtotal Special Education (IDEA) Cluster			1,941,439
Passed through California Department of Rehabilitation			
Workability II, Transition Partnership	84.126	10006	119,015
Total U.S. Department of Education			6,252,309

See Notes to Supplementary Information

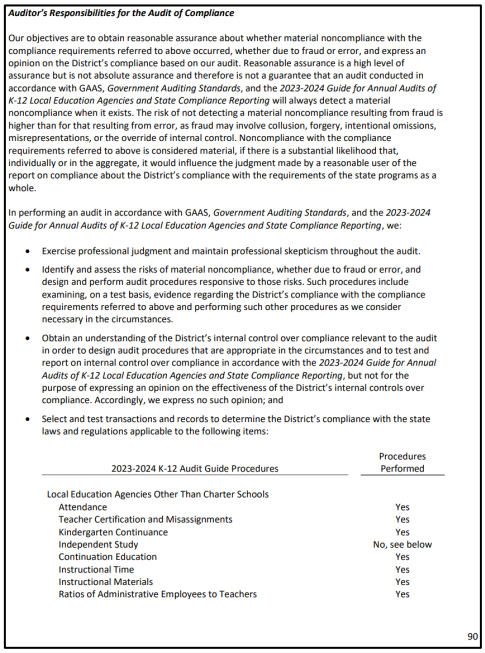
South San Francisco Unified School District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Health and Human Services			
Passed through CDE			
Child Care and Development Fund Cluster			
Child Care and Development Programs Administered by CA Department of Social Services (Federal Funds)	93.575	10163	$ 487
Early Education: Federal Child Care, Center-based			47,134
COVID-19 ARP California State Preschool Program - Rate Supplements	93.575 93.575	15136 15641	41,988
Subtotal			89,609
Federal Child Care, Center-based	93.596	13609	109,981
Subtotal Child Care and Development Fund Cluster			199,590
Total U.S. Department of Health and Human Services			199,590
U.S. Department of Interior			
Payments in Lieu of Taxes	15.226	[1]	958
Total U.S. Department of Interior			958
U.S Department of Agriculture			
Passed through CDE			
Child Nutrition Cluster			
School Programs (NSL Sec 4)	10.555	13523	340,804
School Programs (NSL Sec 11)	10.555	13524	1,162,109
Commodities	10.555	13524	322,543
Subtotal			1,825,456
School Programs (School Breakfast Basic)	10.553	13525	103,426
School Programs (School Breakfast Needy)	10.553	13526	215,318
Subtotal			318,744
Subtotal Child Nutrition Cluster			2,144,200
Pandemic EBT Local Administrative Grant	10.649	15644	3,063
Passed Through California Department of Social Services			
CACFP Claims - Centers and Family Day Care Homes	10.558	13529	78,330
CACFP Cash in Lieu of Commodities	10.558	13534	3,994
Subtotal			82,324
Total U.S. Department of Agriculture			2,229,587
Total Federal Financial Assistance			$ 8,682,444

[1] Direct award

See Notes to Supplementary Information

For state compliance, he explained that the California Department of Education dictates which programs must be audited, listed on pages 90 and 91. Programs marked “yes” were audited, and “NA” meant they were not applicable. The District received an unmodified opinion, but there was an exception related to instructional materials compliance, detailed in the findings section.



Auditor's Responsibilities for the Audit of Compliance

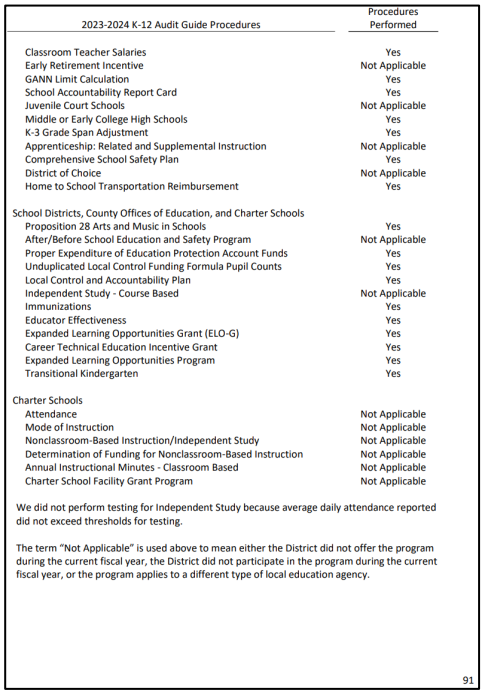
Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the District's internal controls over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

2023-2024 K-12 Audit Guide Procedures	Procedures Performed
Local Education Agencies Other Than Charter Schools	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes

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2023-2024 K-12 Audit Guide Procedures	Procedures Performed
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
GANN Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Yes
K-3 Grade Span Adjustment	Yes
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
Home to School Transportation Reimbursement	Yes
School Districts, County Offices of Education, and Charter Schools	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable
Immunizations	Yes
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Yes
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools	
Attendance	Not Applicable
Mode of Instruction	Not Applicable
Nonclassroom-Based Instruction/Independent Study	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

We did not perform testing for Independent Study because average daily attendance reported did not exceed thresholds for testing.

The term "Not Applicable" is used above to mean either the District did not offer the program during the current fiscal year, the District did not participate in the program during the current fiscal year, or the program applies to a different type of local education agency.

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Mr. Park concluded that the District received unmodified (clean) opinions for financial statements, federal compliance, and state compliance, with slight exceptions noted in the federal and state sections.

Trustee Richardson thanked Mr. Park for the presentation and expressed appreciation for the consistent clean audit results each year, describing it as a “clean bill of health” for the District’s fiscal health. She acknowledged the challenging nature of school budgeting, noting that it is not as straightforward as conventional accounting. She commended Mr. O for his work, stating that he makes the District look good.

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

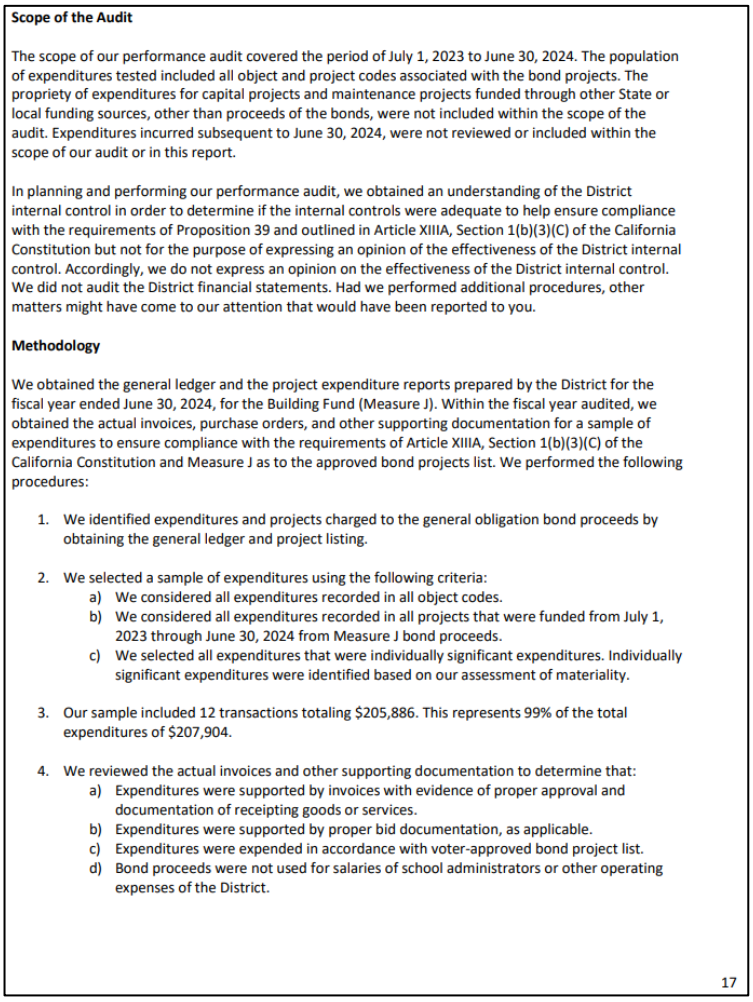
Mr. Park from EideBailly, CPAs presented the audit report for Measure J Bond for the fiscal year ending June 30, 2024. He explained that bond audits consist of two parts: the financial statement audit and the performance audit, also referred to as the compliance audit.

Mr. Park began by discussing the financial statement audit. He explained that this audit is a scaled-down version compared to the district-wide audit because it involves smaller dollar amounts. The audit assessed whether the financial statements related to Measure J were fairly stated as of June 30, 2024. Based on the audit procedures, the financial statements were found to be fairly stated in all material respects, and the audit resulted in an unmodified, or clean, opinion. There was no internal control deficiencies identified, and there were no issues to report to the Board.

Mr. Park then continued on to the performance audit, which is often of greater interest to the community. He explained that the performance audit evaluates whether the district spent Measure J bond proceeds in accordance with what voters approved. This is a yes-or-no determination with no room for interpretation.

He directed the Board to page 17 of the report, noting that during the 2023-2024 fiscal year, the district spent approximately $208,000 from Measure J funds. The audit tested $206,000 of that amount, representing roughly 99% of

the total expenditures. Based on the testing, the auditors concluded that the district had spent the bond proceeds in accordance with voter approval. There were no findings to report, and he emphasized that, as with IRS audits, no news is good news.



Scope of the Audit

The scope of our performance audit covered the period of July 1, 2023 to June 30, 2024. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District internal control in order to determine if the internal controls were adequate to help ensure compliance with the requirements of Proposition 39 and outlined in Article XIIIA, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District internal control. Accordingly, we do not express an opinion on the effectiveness of the District internal control. We did not audit the District financial statements. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Methodology

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the Building Fund (Measure J). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIIIA, Section 1(b)(3)(C) of the California Constitution and Measure J as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.

2. We selected a sample of expenditures using the following criteria:
   a) We considered all expenditures recorded in all object codes.
   b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure J bond proceeds.
   c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.

3. Our sample included 12 transactions totaling $205,886. This represents 99% of the total expenditures of $207,904.

4. We reviewed the actual invoices and other supporting documentation to determine that:
   a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
   b) Expenditures were supported by proper bid documentation, as applicable.
   c) Expenditures were expended in accordance with voter-approved bond project list.
   d) Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.

17

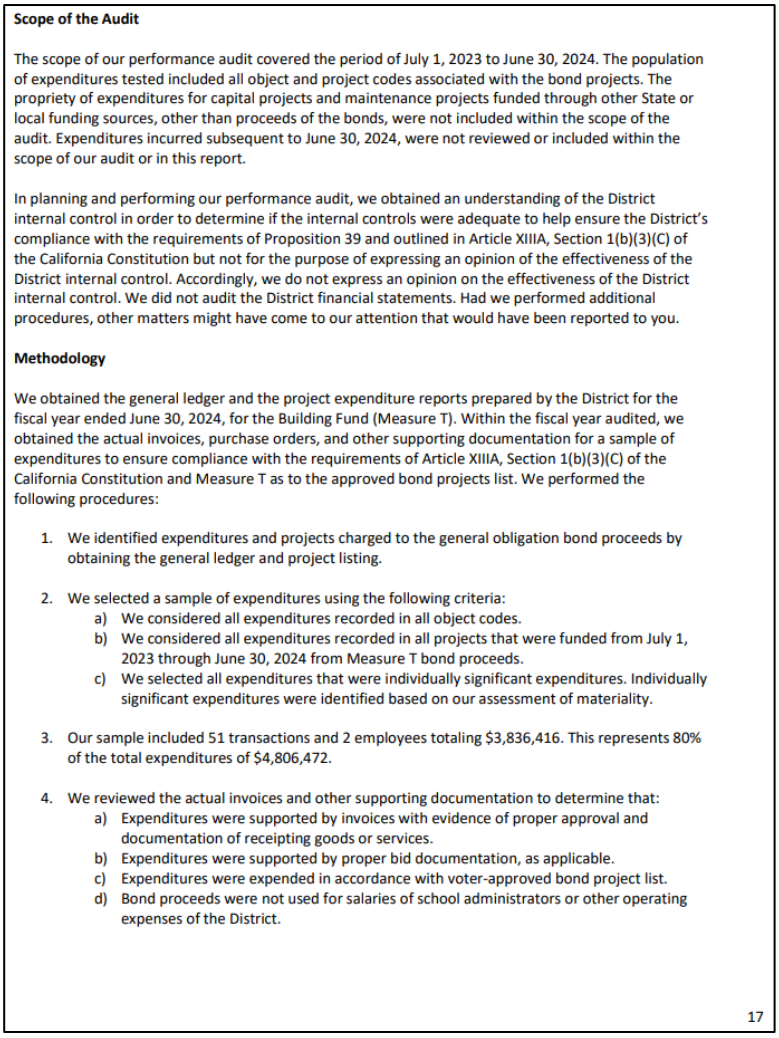
c. Measure T/Bond Audit for the Fiscal Year Ended June 30, 2024

Mr. Park from EideBailly, CPAs presented the audit report for Measure T Bond for the fiscal year ending June 30, 2024. He noted that the process was essentially the same as the Measure J audit, with two parts: the financial statement audit and the performance audit.

For the financial statement audit, he stated that the district received an unmodified, or clean, opinion, meaning the

financial statements for Measure T were fairly stated as of June 30, 2024. There was no internal control deficiencies identified, and there were no issues to report to the Board.

He then discussed the performance audit, which evaluates whether the district spent Measure T bond proceeds in line with what voters approved. He directed the Board to page 17 of the report, noting that during the 2023-2024 fiscal year, the district spent approximately $4.8 million in Measure T funds.



Scope of the Audit

The scope of our performance audit covered the period of July 1, 2023 to June 30, 2024. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIIIA, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District internal control. Accordingly, we do not express an opinion on the effectiveness of the District internal control. We did not audit the District financial statements. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Methodology

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the Building Fund (Measure T). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIIIA, Section 1(b)(3)(C) of the California Constitution and Measure T as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.

2. We selected a sample of expenditures using the following criteria:
   a) We considered all expenditures recorded in all object codes.
   b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure T bond proceeds.
   c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.

3. Our sample included 51 transactions and 2 employees totaling $3,836,416. This represents 80% of the total expenditures of $4,806,472.

4. We reviewed the actual invoices and other supporting documentation to determine that:
   a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
   b) Expenditures were supported by proper bid documentation, as applicable.
   c) Expenditures were expended in accordance with voter-approved bond project list.
   d) Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.

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The audit tested $3.8 million, representing roughly 80% of the total expenditures. Based on the testing, the auditors concluded that the district spent the funds in accordance with voter approval. There were no findings or exceptions to report.

Trustee Richardson asked a question regarding the timeline for spending the first tranche of bond funds. She inquired about how long the district has to spend or pull the remaining funds from the next phase of the bond, noting that the district had not taken out the full bond amount. She asked if there was a specific timeline for using the bond money. President Anthony clarified that this question was better suited for Mr. O, who was not present due to illness. It was noted that the auditor, Mr. Park, would likely not have an answer as it was not within his scope. Mr. Park confirmed that he was not the appropriate person to answer that question. The Board agreed to save the question for Mr. O's return.

Trustee Hsieh thanked Mr. Park for his work on the three audit reports, noting that his presentation helped highlight the district's strong fiscal management and commitment. She acknowledged that there were no significant findings, which was an excellent outcome. She also referenced the few findings mentioned earlier, confirming with Mr. Park that they were not significant. Mr. Park agreed, and Trustee Hsieh expressed her appreciation again.

President Anthony thanked Mr. Park for his time and review of the reports.

d. Energy Program Projects and Savings

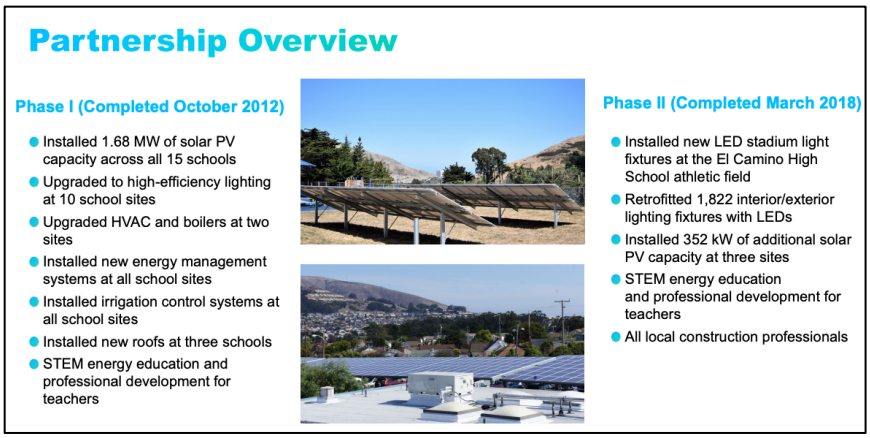
Dr. Moore introduced David Baldwin and Kayleen Willits, from Engie who would provide an update on the energy upgrade projects in the District.

Overview

Mr. Baldwin addressed the board, thanking President Anthony, trustees, and Superintendent Moore for the opportunity to present an update on the energy program savings. He provided a summary of the two phases of the program. Phase one, which began in October 2012, involved the installation of solar PV across 15 schools, upgrades to lighting at 10 schools, and HVAC and boiler upgrades at two sites. Additionally, a new energy management system was installed at all sites, along with new irrigation control systems at all schools. Three schools also received new roofs, and a successful STEM education program was implemented.

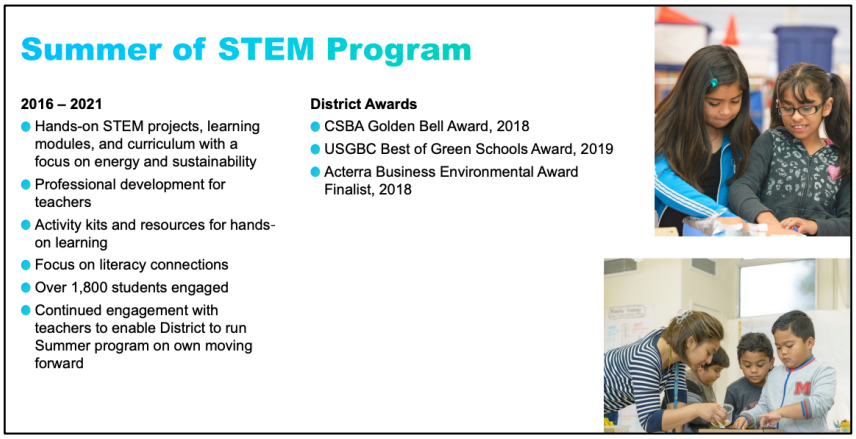
Phase two, which began in March 2018, focused on the

installation of LED sports stadium lighting at El Camino High School. This phase also included the installation of 1,800 LED interior and exterior lights at other schools, as well as 352 kW of additional solar power, mainly at the district office. The STEM education program continued into this phase as well.



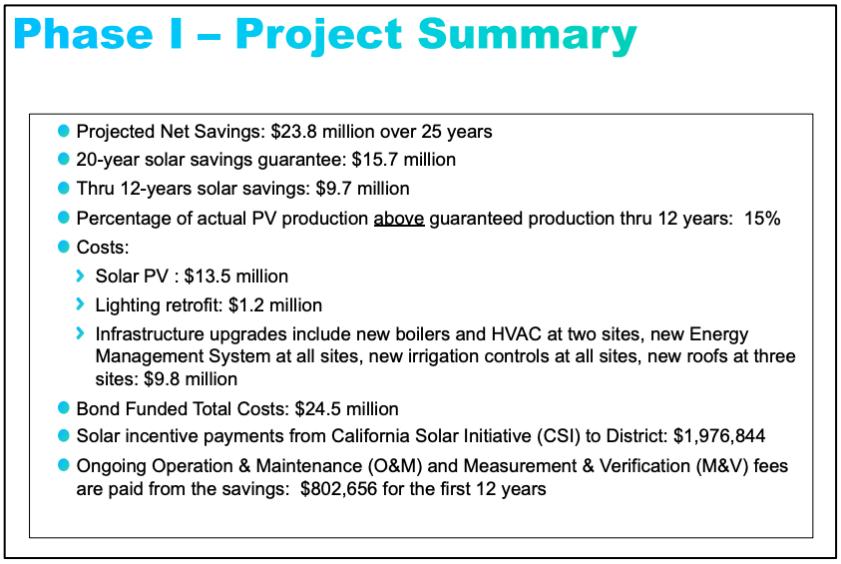
STEM

Mr. Baldwin highlighted the STEM education program included in the energy initiative, which led to numerous district awards. He mentioned that the program, particularly between 2016 and 2021, involved significant hands-on work and provided professional development for teachers. Over 1,800 students participated, and activity kits were distributed. Mr. Baldwin emphasized that the STEM summer program was very successful and continues to be a vital part of the district's efforts.



Phase I

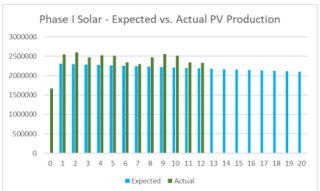
Mr. Baldwin provided an overview of the Phase 1 energy project, which has resulted in net savings of approximately $23 million over 25 years. He noted that the solar savings guarantee was $15.7 million, and as of the 12th year, the district is 15% above the guaranteed estimate of solar production, with over $9 million in savings so far. The total cost of Phase 1 was $24.5 million, with $13.5 million allocated for solar, $1.2 million for lighting across 10 sites, and nearly $10 million for infrastructure upgrades, including new roofs, irrigation controls, energy management systems, boilers, and HVAC. Additionally, the district received almost $2 million in solar rebates. Ongoing operation and maintenance services, along with measurement and verification, have cost $800,000, leaving net savings of about $9 million, which has contributed significantly to general fund savings and supports classrooms.

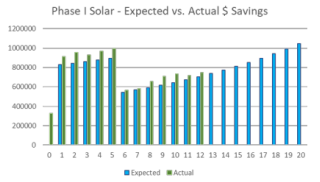


Mr. Baldwin shared savings from year zero (during construction) through year 20. The first five years show higher savings due to PG&E rebates per kilowatt hour, after which the rate drops to 24 cents. The guaranteed savings are calculated by multiplying the solar production by the contracted rate. Each year, the solar energy production is measured, and the results are reported to district staff annually. The report compares actual energy production to the contracted figures to determine whether the district is over or under the projected savings.

Solar PV Performance To Date

Phase 1 Solar						
Year	Guaranteed Production (kWh)	Avoided Rate ($/kWh)	Guaranteed Savings ($/yr)	Actual Energy Production (kWh)	Actual Savings ($/yr)	Percent of Guaranteed PV Production
	In Contract	In Contract	In Contract	As Measured	As Measured	
0		$0.195		1,668,180	$325,296	
1	2,315,381	$0.358	$827,909	2,543,494	$910,571	110%
2	2,303,804	$0.366	$843,329	2,607,380	$954,301	113%
3	2,292,285	$0.375	$859,640	2,472,282	$927,106	108%
4	2,280,824	$0.384	$876,948	2,525,420	$969,761	111%
5	2,269,420	$0.395	$895,337	2,521,007	$995,798	111%
6	2,258,072	$0.241	$544,967	2,339,620	$563,848	104%
7	2,246,782	$0.253	$567,648	2,301,531	$582,287	102%
8	2,235,548	$0.265	$591,679	2,475,568	$656,026	111%
9	2,224,370	$0.277	$617,185	2,557,528	$708,435	115%
10	2,213,249	$0.291	$644,367	2,515,908	$732,129	114%
11	2,202,182	$0.306	$673,236	2,343,295	$717,048	106%
12	2,191,171	$0.321	$703,995	2,329,664	$747,822	106%
13	2,180,216	$0.338	$736,829			
14	2,169,314	$0.356	$772,023			
15	2,158,468	$0.375	$809,629			
16	2,147,676	$0.396	$849,935			
17	2,136,937	$0.418	$893,220			
18	2,126,253	$0.442	$939,894			
19	2,115,621	$0.468	$990,081			
20	2,105,043	$0.496	$1,044,195			
	44,172,616		$15,682,047	31,200,877	$9,790,428	115%





Expected 25-year lifetime production: 57,411,578 kWh
Production year starts Nov. 1 each year

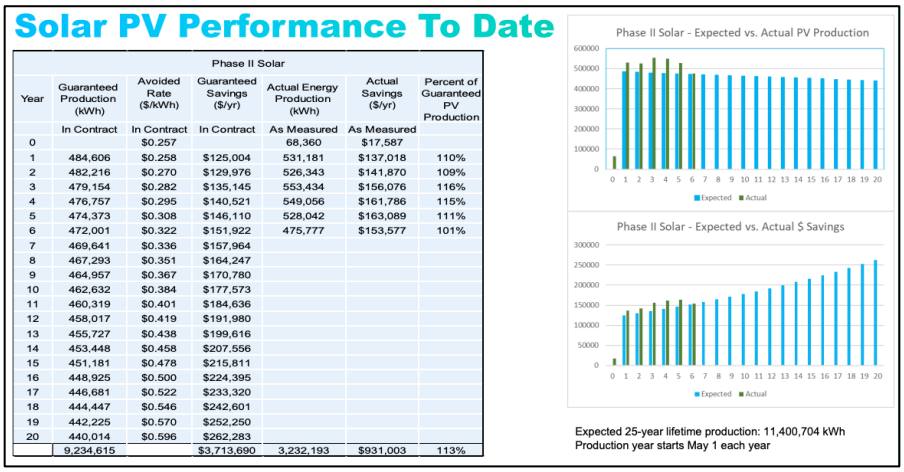
Phase II

Phase 2 of the energy project had a simpler scope, focusing mainly on solar and lighting. The projected net savings over 25 years is $2.7 million, with a solar-only guarantee of $3.7 million. The difference is due to some costs being deducted from the solar savings, as this project was funded by a tax-exempt lease, not bond funds. Through the first six years, the savings amount to $931,000, which is above the guaranteed production. The costs for the project were $1.8 million for solar and $3.1 million for the lighting retrofit, including stadium lighting, bringing the total project cost to just under $5 million. Funding for this project came from Prop 39 state funding ($700,000), $300,000 in district capital, and $3.9 million in financing. The operation and maintenance costs for the first six years were $33,000, leaving net savings of approximately $900,000 after deducting maintenance costs.

Phase II Project Summary

- Projected Net Savings : $2.7 million over 25 years
- 20-year solar savings guarantee: $3.7 million
- Thru 6-years solar savings: $931,000
- Percentage of actual PV production above guaranteed production thru 6 years: 13%
- Costs:
  - Solar PV: $1.8 million
  - Lighting retrofit: $3.12 million (includes stadium lighting)
- Total Project Costs: $4.92 million
- Funding:
  - Prop 39 Grant Funds (year 1&2): $700,000
  - Capital Contribution: $300,000
  - Net Amount Financed: $3.92 million
- Ongoing Operation & Maintenance (O&M) and Measurement & Verification (M&V) fees are paid from the savings: $33,539 for the first 6 years

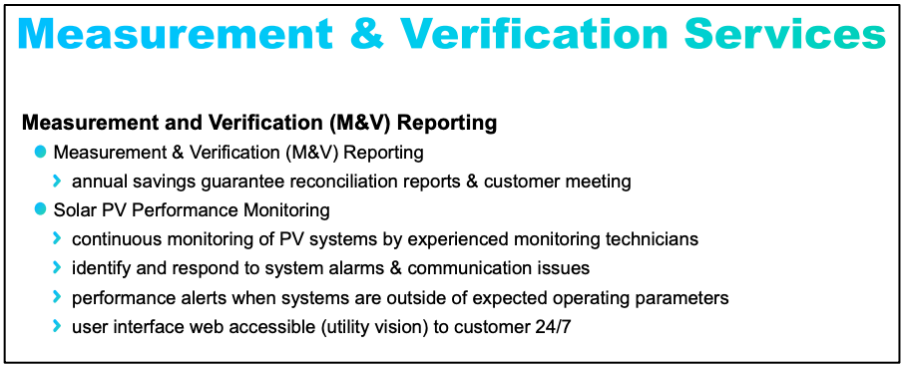
Mr. Baldwin shared the spreadsheet for Phase 2 which displayed the years on the left, with the contracted guarantee amounts next to them. It then compares these to the actual numbers in the “actual” column through year six. The spreadsheet also shows the percentage of the contracted production that was achieved each year. This allows for a clear year-by-year view of the project’s performance.



Phase II Solar						
Year	Guaranteed Production (kWh)	Avoided Rate ($/kWh)	Guaranteed Savings ($/yr)	Actual Energy Production (kWh)	Actual Savings ($/yr)	Percent of Guaranteed PV Production
	In Contract	In Contract	In Contract	As Measured	As Measured	
0		$0.257		68,360	$17,587	
1	484,606	$0.258	$125,004	531,181	$137,018	110%
2	482,216	$0.270	$129,976	526,343	$141,870	109%
3	479,154	$0.282	$135,145	553,434	$156,076	116%
4	476,757	$0.295	$140,521	549,056	$161,786	115%
5	474,373	$0.308	$146,110	528,042	$163,089	111%
6	472,001	$0.322	$151,922	475,777	$153,577	101%
7	469,641	$0.336	$157,964			
8	467,293	$0.351	$164,247			
9	464,957	$0.367	$170,780			
10	462,632	$0.384	$177,573			
11	460,319	$0.401	$184,636			
12	458,017	$0.419	$191,980			
13	455,727	$0.438	$199,616			
14	453,448	$0.458	$207,556			
15	451,181	$0.478	$215,811			
16	448,925	$0.500	$224,395			
17	446,681	$0.522	$233,320			
18	444,447	$0.546	$242,601			
19	442,225	$0.570	$252,250			
20	440,014	$0.596	$262,283			
	9,234,615		$3,713,690	3,232,193	$931,003	113%

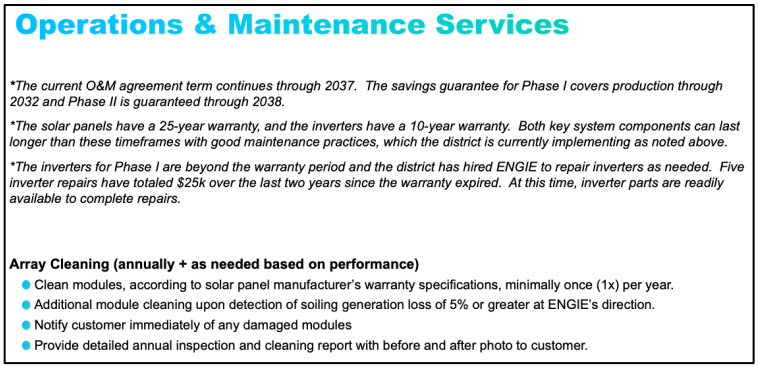
Measurement & Verification

Mr. Baldwin explained that the measurement and verification services for the energy program involve continuous monitoring of the solar systems. These systems send alarms, which help identify and address any issues promptly. Additionally, the system allows the district to access the data online, so staff can monitor how the systems are operating. On an annual basis, the compiled data is presented to district staff for review.

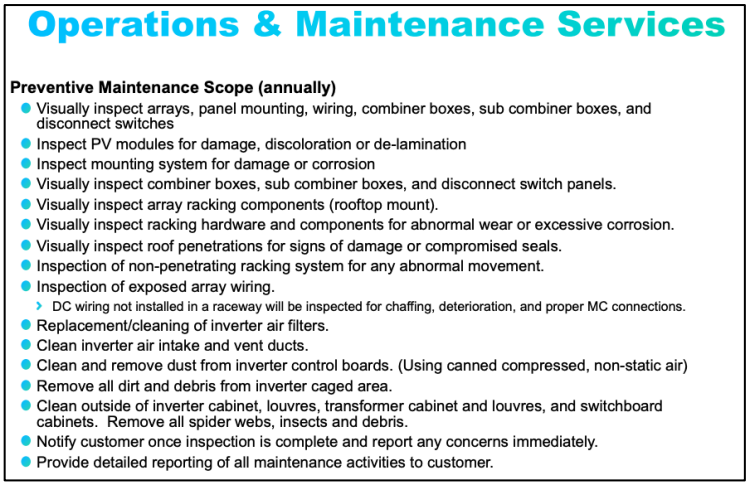


Operations & Maintenance

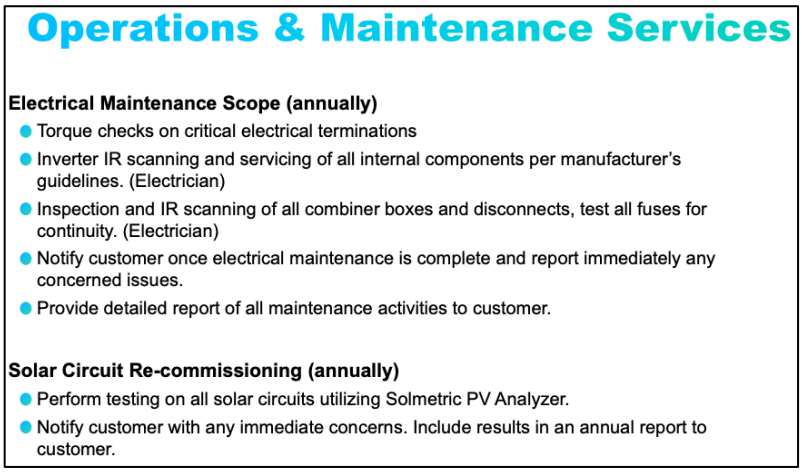
Mr. Baldwin also discussed the operation and maintenance (O&M) services provided for the energy systems. The two main components of the system are the solar panels and the inverters. The panels come with a 25-year warranty, while the inverters have a 10-year warranty, which has already passed since the systems are now in year 12. Despite being out of warranty, the inverters have had five issues, all of which were repaired for a total of $25,000. Replacing all the inverters would cost over $3 million, so it is recommended to continue with repairs for now, as proper maintenance can extend their lifespan. The O&M service includes annual cleaning of the solar arrays, during which any damages to the arrays are identified and reported to the district staff.



Mr. Baldwin emphasized the importance of preventative maintenance, which involves regular visual inspections, changing air filters, and ensuring there is no dirt or debris around the equipment. The team follows a detailed checklist to maintain the systems, ensuring everything is functioning properly and efficiently.



Mr. Baldwin discussed the electrical systems maintenance, which includes infrared scanning of inverters and connections to ensure everything is functioning properly. The team also performs circuit testing using specialized equipment. All results and reports are made available to the district on a website, allowing Director Wazi to access detailed information, including guarantee reports up to year 12.



Potential Future Projects

Mr. Baldwin concluded by discussing several future considerations for the district's energy program:

1. Inverter Replacements: The inverters are out of warranty, and replacement for all units would cost around $3.6 million. However, since replacement parts are readily available in San Jose, ongoing repairs have been more feasible. He recommended continuing repairs for now, but suggested budgeting for eventual full replacement in the future, possibly through bonds or an annual set-aside fund.

2. Additional Lighting Projects: Given the energy savings from the original LED lighting installation, he proposed the idea of expanding the lighting upgrade across the district to further reduce energy costs.

3. Microgrids for Power Outages: He recommended considering the installation of microgrids at priority sites to protect against power outages, ensuring continuity for critical areas such as classrooms, data centers, and food refrigeration. While implementing microgrids across all

sites would be costly, targeting a few key locations could provide more manageable solutions.

Potential Future Projects

(Subject to Available District Funding)

Measure	Description	Cost	Net Cost	Annual Savings
Inverter Replacements	Satcon replacements with string inverters	$3,600,000	$3,600,000	$102,800
LED Interior Lighting	LED lighting retrofit	$2,320,000	$2,320,000	$221,100
Microgrid & BESS	Battery storage, generation and microgrid controls	$21,450,000	$15,300,000	$32,000
	Totals	**$27,370,000**	**$21,220,000**	**$355,900**

Trustee Lam shared a personal reflection on the timing of the project, recalling that her child was just one year old when the first phase was completed. She expressed great appreciation for the district's efforts and the company's work in bringing solar power to the schools. Trustee Lam emphasized how significant it is to see the savings generated from not relying on PG&E, as well as the district's proactive stance on climate resiliency. She acknowledged that this initiative positions the district at the forefront of sustainability and expressed gratitude for the information provided.

Ms. Willits extended an offer for further assistance, suggesting that if anyone had more questions or needed clarification after reviewing the presentation, they should feel free to reach out. She confirmed they left their contact information for follow-up in the presentation. Trustee Richardson responded, mentioning feeling overwhelmed by the amount of data presented but expressing appreciation for the information and the opportunity to meet.

Thank You

Team Contact Info

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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.

Trustee Richardson requested to pull items 1a and 1b for clarity.

MOTION #1 (Murray/Hsieh) to approve Item 1c, Permission for staff to attend the CSEA Paraeducator conference in Ontario, CA, March 11 – 13, 2025; Item 1d, Permission for staff to attend the Link Crew Basic Training in Orange, CA, February 2 – 5, 2025; Item 1e, Permission for the El Camino High School wrestling team to travel to Bakersfield, CA, February 26 – March 2, 2025; Item 1h, Permission for staff to attend the AVID Summer Institute in San Diego, CA, July 30 – August 2, 2024; Item 1i, Permission for South San Francisco High School staff and students to travel to Japan, July 24 – August 2, 2025; Item 1j, Permission for South San Francisco High School wrestling team to travel to Fresno, CA, March 7 – 9, 2025; Item 1k, Permission for Westborough Middle School Honor Society 8th Grade Students to travel to Yosemite National Park, April 26 – 29, 2025; Item 1l, Permission for staff to attend the Napa Wellness Conference in Napa, CA, March 5 – 7, 2025; Item 1m, Permission for staff to attend the CA Adviser Teach-in: Building Journalism in San Luis Obispo, CA, January 18, 2025; Item 1n, Permission for staff to attend the CRLP Social Emotional Learning into Literature conference in San Diego, CA, January 31 – February 2, 2025; Item 1o, Approval of the 2023 – 2024 School Accountability Report Cards (SARCs); Item 1p, Approval of Consolidated Application and Reporting System (CARs) Spring 2025 and the 2024-25 Application for Funding; Item 2a, Certificated Personnel Assignment Order; Item 2b, Classified Personnel Assignment Order; Item 2c, Permission for staff to attend the California School Personnel Commissioners Association Conference in Napa, CA, March 16 – 18, 2025; Item 3a, Purchase Order Listing, November 2024; Item 3b, Warrant Register, November 2024; Item 3c, Cash Receipts, November 2024; Item 3d, Declaration of surplus items; Item 3e, Gifts to the District, December 2024; Item 3f, Fundraising events for the 2024-25 school year; Item 3g, Professional services agreements under $25,000. Motion Carried. (Unanimous)

Trustee Lam said she would abstain from voting for items 1f and 1g.

MOTION #2 (Murray/Hsieh) Item 1f, Permission for staff to attend the Science Leadership Academy in San Francisco, CA, January 29 – 31, 2025; Item 1g, Permission for staff to attend the Elementary Science Workshop in San Francisco, CA, February 27 – 28, 2025. (AYES:

Richardson, Hsieh, Murray, Anthony; NOES: None; ABSTAIN; Lam). Motion passed 4-0-1.

Trustee Richardson raised concerns about approving reimbursements for a professional learning opportunity after the fact. She noted that the California Mathematics Committee conference, which took place in October 1-2, 2024, was only now being brought to the board for approval in January 2025. She expressed confusion about the process and emphasized the need for clarity, particularly for the public, on why such approvals were happening months later.

Assistant Superintendent Mr. Irish responded by explaining that the San Mateo County Office of Education had originally assured the district that they would cover all costs for staff attending the training. Since it was not an overnight trip and there was no cost to the district, it was not initially brought to the board for approval. However, after the training took place, staff submitted reimbursement requests, and the county clarified that they do not reimburse employees directly. Instead, the district needed to invoice the county for the funds, which would then be reimbursed and distributed to staff.

Mr. Irish acknowledged that this miscommunication led to the item being brought to the board for approval at this time, even though the expense was not coming from district funds. He assured the board that this was an oversight and that the internal processes had now been clarified to prevent similar situations in the future.

Trustee Richardson expressed concern about approving expenses retroactively and the potential liability it could pose. She asked if there was a way to ensure this does not happen again. Mr. Irish assured her that both he and the team are now aware of the issue and will adjust their procedures accordingly.

MOTION #3 (Murray/Hsieh) to approve Item 1a, Permission for staff to attend the California Mathematics Community of Practice Convening in Sacramento, CA October 1 – 2, 2024; 1b, Permission for staff to attend the California MathematicsCommunity of Practice Convening in Anaheim, CA, January 29 – 30, 2025. Motion Carried. (Unanimous)

PUBLIC HEARING

The Board meeting was suspended to open a public hearing at 9:18 p.m.

President Anthony shared that 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.

This Public Hearing provided an opportunity for members of the public to comment on the SSFCTA proposal. There were no comments.

The public hearing was closed and the Board meeting resumed at 9:18 p.m.

INFORMATION/DISCUSSION

1. HUMAN RESOURCES

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

Assistant Superintendent J. Marwan Hannon presented to the Board, the Quarterly Report on Williams Uniform Complaints for the quarter ending December 31, 2024, per Education Code Section 35186. This form addresses complaints related to textbooks, facilities, and teacher misassignments. He stated that there were no complaints filed in the District for this quarter.

2. BUSINESS SERVICES

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

President Anthony noted that Item 2A under Business Services should have been pulled from the agenda. Due to Mr. O's illness, he was unable to make his scheduled presentation. As a result, the item will be postponed and brought back for review at the next board meeting.

ACTION

1. ADMINISTRATION

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

The resolution was read by Trustee Pat Murray.

MOTION #4 (Murray/Hsieh) To adopt Resolution #25-01: Honoring African American History Month. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 25-02 School Counseling Week

The resolution was read by Trustee Mina Richardson.

MOTION #5 (Lam/Murray) To adopt Resolution #25-02: Honoring School Counselors. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

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

Trustee Richardson requested to pull no. 12, BB 9323.2.

MOTION #6 (Hsieh/Murray) to approve the following updated District's Board Bylaw and Policies listed #'s 1-11 and waive a second reading. Motion Carried. (Unanimous)

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

Trustee Richardson proposed an amendment to the policy, suggesting that if a violation occurs, the Board should hold a revote before escalating the issue to the District Attorney's office. Under her proposal, individuals who were found to have violated the policy would not be allowed to participate in the second vote.

President Anthony clarified that the current policy states that before any legal action is taken to challenge a Board decision, an interested party or the District Attorney's office must first issue a formal demand to the district to "cure and correct" the alleged violation. Trustee Richardson argued that the Board should have the ability to internally correct the

situation without first consulting legal counsel.

President Anthony disagreed, emphasizing that Board policy requires consultation with legal counsel before determining a course of action. Trustee Lam also voiced opposition to the proposed amendment, stating that since future violations could vary in nature, it is essential to involve legal counsel before deciding on a remedy.

President Anthony called for a motion to include language that instructs the Board to take a revote as the first course of action to cure and correct a violation of Board policy.

MOTION #7 (Richardson/–) to include language in the District's Board Bylaw and policy BB 9323.2 that instructs the Board to take a revote as the first course of action to cure and correct a violation of Board policy. Motion failed due to lack of a second.

MOTION #8 (Murray/Hsieh) to approve the updated District's Board Bylaw and policy BB 9323.2 and waive a second reading. (AYES: Hsieh, Murray, Anthony; NOES: Richardson). Motion passed 4-1.

2. EDUCATIONAL SERVICES

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

MOTION #9 (Murray/Hsieh) to approve the agreement with the Bay Area Writing Project and Baden High School for professional development sessions for the 2024 – 2025 school year. Motion Carried. (Unanimous)

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

MOTION #10 (Murray/Hsieh) to approve the agreement with UnboundEd Learning, Inc. and the participation in the 2025 Math adoption workshop series. Motion Carried. (Unanimous)

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

MOTION #11 (Hsieh/Murray) to approve the agreement with Welldom for Special Education staffing needs for the 2024 – 2025 school year. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

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

MOTION #12 (Hsieh/Murray) to approve the PIP for Social Science Teachers at PHMS for the 2024-2025 school year, as presented to the Board. Motion Carried. (Unanimous)

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

MOTION #13 (Murray/Lam) to approve 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. Motion Carried. (Unanimous)

Vice President Murray inquired whether the current classification and compensation study was the same as the Ewing study conducted a few years ago. Assistant Superintendent Hannon confirmed that while he was not with the district at the time, records indicate that Ewing conducted the last study in 2016-2017.

Trustee Lam asked for clarification on how often these studies are conducted, the reasons for doing one now, and why Gallagher/Koff was selected over other proposals. Assistant Superintendent Hannon explained that best practices recommend that merit districts conduct a classification and compensation study at least every five years. However, South San Francisco Unified School District's last study was nearly eight years ago, with the previous one before that occurring in 2000-2001. Given the district's strategic plan and long-term workforce sustainability goals, the study was deemed necessary. Regarding the selection process, Assistant Superintendent Hannon noted that the criteria used in evaluating proposals were outlined in the board packet, along with Gallagher/Koff's proposal and the district's RFP, all of which are publicly available on the

district website.

President Anthony thanked Trustee Lam for the questions. She then shared that, moving forward, she plans to begin with comments before making motions, but for this meeting, she would continue with her current process of opening motions and discussing them afterward.

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

MOTION #14 (Murray/Hsieh) to approve 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. Motion Carried. (Unanimous)

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

MOTION #15 (Murray/Lam) to approve 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. Motion Carried. (Unanimous)

e. Approval of Agreement with Sunbelt Staffing, LLC

MOTION #16 (Hsieh/Murray) to approve the 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. Motion Carried. (Unanimous)

f. Approval of Agreement with Robert Half Recruiters & Employment Agency for 2024-2025

MOTION #17 (Lam/Hsieh) to approve the agreement between the South San Francisco Unified School District and Robert Half Recruiters & Employment Agency for 2024-2025, as presented to the Board. Motion Carried. (Unanimous)

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

MOTION #18 (Murray/Hsieh) to approve 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. Motion Carried. (Unanimous)

4. BUSINESS SERVICES

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

MOTION #19 (Lam/Hsieh) to approve 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. Motion Carried. (Unanimous)

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

MOTION #20 (Richardson/Hsieh) to approve the 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. Motion Carried. (Unanimous)

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

MOTION #21(Hsieh/Lam) to approve the 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. Motion Carried. (Unanimous)

President Anthony shared she was at Spruce on Tuesday dropping off materials before the DELAC meeting. She expressed her approval and excitement about the project, stating that she is really glad the district is moving forward

with it.

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

MOTION #22 (Murray/Hsieh) the approve the 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. Motion Carried. (Unanimous)

Trustee Lam acknowledged that she had asked some questions in advance and appreciated the explanations provided. She noted the difficulty of discussing the project with Mr. O being out sick and asked for a brief explanation of how this particular project fits into the overall kitchen renovation.

Superintendent Dr. Moore called on Director Shelton to respond. Trustee Richardson then suggested adding a discussion on parliamentary procedures to a future agenda, but President Anthony redirected the discussion back to the approval of the proposal with PLUM Architects and noted that the topic could be addressed toward the end of the meeting. Trustee Richardson mentioned difficulty hearing due to microphone issues.

Director Shelton explained that the central kitchen at El Camino High School is undergoing renovations and will be completely closed during construction. Initially, the district considered setting up a temporary kitchen nearby, but due to space and cost constraints, this was not feasible. Instead, the district decided to contract with a third-party food vendor to provide meals during the construction period. To retain staff, part of the nutrition services team will operate out of the district office warehouse, handling certain items like milk and fruit for redistribution. This solution ensures that students continue to receive meals in an efficient and cost-effective manner.

Trustee Lam thanked Director Shelton and the business services team for exploring various options and finding the most effective solution. President Anthony followed up with a question Trustee Lam also had about the timeline for

selecting the third-party food vendor. Director Chan responded that proposals are due by February 7, and a decision is expected to be made soon after, with board approval anticipated on March 13. President Anthony thanked Director Chan for the update.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

Trustee Richardson requested that the Board receive training on parliamentary procedures and the Brown Act, suggesting it should be done annually as a refresher. She mentioned that the DWK firm had offered training and emphasized the importance of following proper procedures during meetings. Dr. Moore acknowledged the request and asked if the Board was interested in scheduling such a training. Vice President Murray and President Anthony declined Brown Act training, noting that it is available at conferences and was taken last year. However, President Anthony suggested incorporating parliamentary procedure training into the special board workshop. Dr. Moore confirmed that if the Board agreed, the training could be included in the workshop. The Board expressed openness to the idea, and Dr. Moore stated she would coordinate with Luan to arrange it.

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 - None

GOOD AND WELFARE

President Anthony opened the Good and Welfare portion of the meeting, reminding everyone to limit comments to five minutes and encouraging board members to keep remarks brief to avoid a 10-minute break.

Vice President Murray wished everyone well and encouraged them to enjoy their time before the next meeting.

Trustee Richardson asked for clarification on the agreed-upon future agenda items, and President Anthony confirmed that the board would not schedule Brown Act training but would include parliamentary procedure training in the May 10 Special Meeting Board Workshop, known as the Good Beginnings Board Workshop.

Trustee Lam wished everyone a Happy Lunar New Year and shared that she would be attending the South San Francisco celebration on Saturday. She mentioned that the festivities would begin on the 29th and continue about two weeks after that. Vice President Murray asked what time the event would start, and Trustee Lam confirmed it would begin at 10:00 AM. President Anthony also noted that there would be a night market on February 7th.

Trustee Richardson then shared updates from recent events, including a budget workshop that indicated continued funding for all programs. She also attended a workforce housing workshop via Zoom but mentioned she would miss the second session due to traveling to San Diego with a delegation of 16 community members. She recounted a visit to South San Francisco High School, where she observed video technology programs and student-produced content. She praised the school's daily broadcast program and noted the resilience and vigilance of students and staff, particularly in light of a recent intruder incident.

President Anthony shared her experience attending the PTA 17th District Superintendent Luncheon, commending the PTA's efforts and dedication. She wished everyone a Happy New Year.

ADJOURNMENT – 10:01 p.m.

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: February 27, 2025

RE: Approval for Staff Travel to Anaheim, CA to Attend California School-based Health Alliance Annual Conference – April 27-29, 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 California School-based Health Alliance is an organization that brings together community-based health organizations, Health and Medical providers, and educators from around the state to mobilize in service of increasing access to health services in school-based settings. SSFUSD is a member of this organization and benefits from access to resources and trainings for our wellness and mental health staff, as well as technical support and access to the Annual Conference at a discounted member rate. This statewide conference offers access to state officials and organizations who are leading the work to increase access to mental and health services in communities and schools, training sessions, and unique networking opportunities to exchange best practices with other forward-thinking educators, enhancing our ability to implement these strategies district-wide to support improved student engagement and outcomes. This conference directly aligns with SSFUSD's Graduate Aim, "Thrive," as defined in our Portrait of a Graduate framework. Staff who attend this conference will bring back innovative strategies and applications for school-based mental health and counseling services and practices to share with colleagues and integrate into their schools' climate and culture work.

FISCAL IMPLICATIONS:

Estimated costs for 5 staff members to attend the 2025 School Heath Conference:

Item	$ / per person	# staff	Total
Registration fee	$400 (institution member rate)	5	$2,000
Hotel (x 2 nights, + tax and fees)	$260 x 2 nights = $520 16.7% taxes/fees = $606.84 pp	5	$3,034.20
Transportation (mileage roundtrip, estimated)	$350 estimated airfare roundtrip	5	$1,750
Food	Breakfast $15 x2 = $30 Lunch included w/conference Dinner $35 x2 = $70	5	$500
Totals		**5**	**$7,284.20**

Total Estimated Costs: $7,284.20

School Behavioral Health Incentive Program (SBHIP) grant funds (MGMT: 391) and 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 five staff members to attend the California School-based Health Alliance Annual Conference in Anaheim, CA from April 27 - 29, 2025.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Donaher, James, a teacher at Junipero Serra Elementary School effective June 2, 2025
Stone, Jennifer, a teacher at Los Cerritos Elementary School effective June 2, 2025
Luchsinger, Savanna, a teacher at Martin Elementary School effective June 2, 2025
Caressi, Mingming, a teacher at Spruce Elementary School effective June 2, 2025
Norton, Jake, a teacher at Spruce Elementary School effective June 2, 2025
Belocura, Cherry Mae, a teacher at Skyline Elementary School effective June 2, 2025
Acero, Almaricar, a teacher at Parkway Heights Middle School effective June 2, 2025
McFadyen, Erick, a teacher at Parkway Heights Middle School effective June 2, 2025
Squire, Mark, a teacher at Westborough Middle School effective June 2, 2025
Tang, Dian, a teacher at South San Francisco High School effective June 2, 2025

RETIREMENT

Cai, Qing, a teacher at Adult Education effective May 30, 2025
Clark, Erin, a teacher at Westborough Middle School effective June 4, 2025

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Carlisle, Maria, Receptionist - District Office, District Office, 7.5 hours per day, Range 32, Step 5, effective February 13, 2025.

Lei, Qiao Wen, Custodian I, Buri Buri Elementary School, 8.0 hours per day, Range 33, Step 5, effective February 25, 2025.

Tolentino, Christina, Business Services Technician, District Office, 7.5 hours per day, Range 41, Step 5, effective February 28, 2025.

RETIREMENT

Bedolla, Emelia, Nutrition Services Assistant I, El Camino High School, 4.25 hours per day, Range 25H A, Step 5, effective March 19, 2025.

TEMPORARY INCREASE IN HOURS

Lee, Jonathan, Paraprofessional I - Special Education, South San Francisco High School, 6.0 to 6.5 hours per day, Range 26, Step 5, effective October 30, 2024 through May 30, 2025.

Mendoza, Rayline, Campus Security, Parkway Heights Middle School, 5.0 to 7.0 hours per day, Range 29, Step 3, effective February 6, 2025 through May 27, 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: February 27, 2025

RE: Purchase Order Listing December 1, 2024 to 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 attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed between December 1, 2024 to December 31, 2024 for the 2024/2025 Fiscal Year.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attached Purchase Order Listing.

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

P.O.	Vendor	Description	Account	Amount
251897	3C INSTITUTE	CBITS Licenses & Manuals	01-0000-0-1110-1000-5813-090-214	78.00
251850	A5 CAPITAL PARTNERS LLC	Network Device Cables/Parts	01-0000-0-0000-2424-4320-090-735	2,500.00
251885	ACT ENVIRO	Hazardous Waste Removal	01-0000-0-0000-8200-5860-090-760	20,646.39
251863	AMAZON CAPITAL SERVICES	Classroom Supplies	01-0000-0-1110-1000-4320-002-070	104.61
251830	AMAZON.COM	Reading Specialist Resource	01-0000-0-1110-1000-4200-090-762	60.95
251837	AMAZON.COM	Supplies	01-0000-0-1110-1000-4320-006-070	291.23
251841	AMAZON.COM	Office Support Supplies	01-0000-0-1110-1000-4320-007-070	146.91
251832	AMAZON.COM	Toner	01-0000-0-1110-1000-4320-033-070	159.31
251834	AMAZON.COM	Compressed Air Duster	01-0000-0-1110-1000-4320-033-070	87.89
251851	AMAZON.COM	Mobility Chair	01-0000-0-1110-1000-4320-033-070	384.51
251823	AMAZON.COM	Twig Gr 4 BB	01-0000-0-1110-1000-4320-090-317	46.97
251831	AMAZON.COM	Library Books	01-0000-0-1110-2421-4200-033-451	37.76
251835	AMAZON.COM	Supplies	01-0000-0-1231-1000-4320-032-070	47.00
251826	AMAZON.COM	Instruments	01-0805-0-1110-1000-4320-022-180	741.35
251860	AMAZON.COM	Intersession	01-3010-0-0000-2495-4320-022-301	240.04
251870	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-007-301	291.79
251859	AMAZON.COM	Shelving & Whiteboard for STEM Classroom	01-3010-0-1110-1000-4320-008-301	611.22
251864	AMAZON.COM	ELD Curriculum Storage	01-3010-0-1110-1000-4320-008-301	43.94
251829	AMAZON.COM	Panther Boutiq (PBIS)	01-3010-0-1110-1000-4320-022-301	344.29
251857	AMAZON.COM	School Supplies	01-3182-0-1110-1000-4320-031-387	1,850.00
251820	AMAZON.COM	Supplies	01-3550-0-3800-1000-4320-032-333	29.64
251820	AMAZON.COM	Supplies	01-6387-0-3800-1000-4320-032-394	31.85
251852	AMAZON.COM	Qwiizlab USB Hub/Adapter	01-6387-0-3800-1000-4320-033-394	425.74
251851	AMAZON.COM	Mobility Chair	01-6500-0-5760-1190-4320-090-245	769.01
251854	AMAZON.COM	Office Supplies	01-6500-0-5760-1190-4320-090-245	143.82
251827	AMAZON.COM	Supplies	01-6770-0-1110-1000-4200-032-186	31.69
251827	AMAZON.COM	Supplies	01-6770-0-1110-1000-4320-032-186	316.02
251842	AMAZON.COM	Supplies	01-7339-0-3800-1000-4320-032-332	1,747.84
251846	AMAZON.COM	Supplies	01-7339-0-3800-1000-4320-032-332	392.79
251822	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	50.30
251853	AMAZON.COM	Nut Socket Tool Kit	01-8150-0-0000-8110-4320-090-741	65.91
251855	AMAZON.COM	Classroom Supplies	01-9010-0-5760-1190-4320-090-350	43.10
251862	AMAZON.COM	Wellness Center 12-2024 - Seating, Tables, Bookshelves, Rugs	01-9305-0-1110-1000-4320-025-391	1,702.71
251821	AMERICAN SCHOOL COUNSELOR	Counselor Resource ECHS	01-0000-0-1110-1000-4320-090-762	489.13
251840	APPLE COMPUTER INC	MacBook Air Chargers	01-0000-0-0000-2424-4320-090-735	896.59
251880	AUTOMATIC RESPONSE SYSTEMS	Trash Compactor	01-8150-0-0000-8110-6420-033-741	19,982.50
251902	BEYNON SPORTS SURFACES INC.	Tennis Court Repairs/Resurfacing ECHS & SSFHS	01-8150-0-0000-8110-5899-090-741	24,384.00
251892	BIOSCIENCE CORE SKILLS	Student Micro Credentials	01-3550-0-3800-1000-5899-090-333	820.00
251868	BOOMERANG PROJECT	Workshop	01-7412-0-1110-1000-5210-032-362	3,850.00
251888	BSN SPORTS INC	Athletic Department Sweatshirts	01-0000-0-1202-1000-4420-033-322	618.71
251845	BSN SPORTS INC	Softballs	01-0000-0-1203-1000-4320-033-322	395.33
251879	CALIFORNIA LEADERSHIP	Master Schedule Training Course (Web Based)	01-9010-0-5001-3150-5210-090-350	370.00
251810	CDW GOVERNMENT INC	Veeam Renewal	01-0000-0-0000-2424-5813-090-735	17,755.20

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

P.O.	Vendor	Description	Account	Amount
251898	CDW GOVERNMENT INC	TV Carts	01-0805-0-1110-1000-4420-033-180	1,623.95
251903	CHABOT SPACE & SCIENCE CENTER	Field Trip - Admission	01-3010-0-1110-1000-5815-008-301	1,260.00
251900	CYO TRANSPORTATION SERVICES	Field Trip Transportation	01-3010-0-1110-1000-5815-008-301	2,002.00
251828	DELL MARKETING LP	OptiPlex AiO	01-0000-0-1110-1000-4420-033-070	1,407.21
251843	DELL MARKETING LP	OptiPlex Small Form Factor	01-0000-0-1110-1000-4420-033-070	1,174.23
251867	DELL MARKETING LP	Desktop PC for Library	01-3010-0-1110-1000-4420-007-301	1,407.21
251817	DEMCO INC.	Library Supplies	01-0000-0-1110-2421-4200-033-451	190.95
251883	DEMCO INC.	Kidney Desk for Classroom	01-3010-0-1110-1000-4420-007-301	729.20
251866	EASTWEST	Library Reference Books	01-3010-0-1110-1000-4200-007-301	124.38
251893	EMBI TEC.	Biotech	01-9010-0-1110-1000-4320-090-360	3,585.23
251889	ESPOSTO'S INC	Holiday Luncheon	01-9010-0-1110-1000-4322-021-356	1,187.29
251869	ESPOSTO'S INC	Holiday Luncheon	01-9010-0-1110-1000-4322-025-356	822.64
251836	FOLLETT SCHOOL SOLUTIONS INC	Library Books	01-0000-0-1110-2421-4200-006-451	235.62
251807	GRAINGER (BRANCH 729)	Warehouse Inventory Restock	01-0000-0-0000-0000-9320-000	1,245.49
251809	HENRY SCHEIN INC	Warehouse Medical Supplies Restock	01-0000-0-0000-0000-9320-000	633.10
251890	HOWIES ATHLETIC TAPE	Athletic Supplies	01-0000-0-1202-1000-4320-033-322	990.80
251878	INTERMOUNTAIN LOCK	Open P.O. - Facilities Supplies	01-8150-0-0000-8110-4320-090-741	2,000.00
251875	IXL LEARNING	IXL Site License - Upgrade So. Studies - Payment 2 of 3 (2024)	01-0805-0-1110-1000-5813-021-180	1,772.00
251849	KELLY PAPER	Copy Paper	01-0000-0-1110-1000-4320-008-070	1,722.29
251838	MAINTEX INC.	Warehouse Inventory - #008529	01-0000-0-0000-0000-9320-000	1,659.93
251856	MARINE SCIENCE INSTITUTE	Student Assemblies	01-3010-0-1110-1000-5899-008-301	897.00
251905	MAYFAIR AUTO WRECKERS	GMC Truck Removal	01-8150-0-0000-8110-5899-032-741	1,500.00
251891	MEDCO SUPPLY COMPANY	Athletic Supplies	01-0000-0-1202-1000-4320-033-322	34.31
251896	NIROGA INSTITUTE	Wellness Posters	01-9305-0-1110-1000-4320-025-391	72.67
251861	OFFICE DEPOT INC	Office Supplies	01-0000-0-1110-1000-4320-008-070	919.50
251886	OFFICE DEPOT INC	Supplies	01-0000-0-1110-1000-4320-009-070	3,660.10
251874	OFFICE DEPOT INC	School Supplies 12-2024	01-0000-0-1110-1000-4320-025-070	365.94
251884	OFFICE DEPOT INC	Hillside Office Supplies	01-6500-0-5760-1190-4320-090-245	1,292.62
251907	OFFICE DEPOT/BUSINESS SERVICE	Office Supplies	01-0000-0-0000-7400-4320-090-715	98.87
251812	PATTERSON LIFT TRUCKS INC.	Forklift Maintenance	01-0000-0-0000-7540-5600-090-761	319.52
251844	POSITIVE PHYSICS LLC	AP Physics Testing Website	01-0000-0-1110-1000-5813-033-070	299.00
251839	RESOURCE SOLUTIONS OF SF GROUP	Warehouse Medical Inventory - #MD0071 & #MD0072	01-0000-0-0000-0000-9320-000	2,604.04
251882	RESOURCE SOLUTIONS OF SF GROUP	Warehouse Inventory - #008529	01-0000-0-0000-0000-9320-000	1,427.28
251847	RJP ENTERPRISES	Kiln Supplies/Service	01-0000-0-1110-1000-4320-033-070	375.77
251847	RJP ENTERPRISES	Kiln Supplies/Service	01-0000-0-1110-1000-5600-033-070	245.00
251887	S S F U S D NUTRITION SERVICES	Snacks for Student Intervention Meetings	01-0000-0-1110-1000-4320-090-214	500.00
251901	SAN MATEO UNION HIGH DISTRICT	Field Trip Transportation	01-3010-0-1110-1000-5815-008-301	1,000.00
251811	SCANTRON CORPORATION	Forms	01-0000-0-1110-1000-4320-032-070	370.91
251872	SCHOLASTIC CLASSROOM MAGAZINE	Scholastic Upfront Magazine	01-0805-0-1110-1000-4320-031-180	241.48
251865	SCHOLASTIC STORE ONLINE	Decodables for Reading Lab	01-3010-0-1110-1000-4320-008-301	274.82
251894	SCHOOL SUPPLY CONNECTION INC	HS Science Curriculum	01-6300-0-1110-1000-4320-090-307	21,317.95
251816	SERVICE PRESS INC.	Business Cards	01-0000-0-1110-1000-5810-033-070	70.43
251806	SHI INTERNATIONAL CORP	IIQ Renewal	01-0000-0-0000-2424-5813-090-735	29,361.13

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

P.O.	Vendor	Description	Account	Amount
251877	SHUTTERFLY LIFETOUCH LLC	School IDs	01-0805-0-1110-1000-5899-031-180	510.92
251824	SKILLSUSA CALIFORNIA	Skills USA Membership 2024-25 ECHS CTE	01-3550-0-3800-1000-5300-090-333	200.00
251825	SKILLSUSA CALIFORNIA	Skills USA Membership 2024-25 SSFHS CTE	01-3550-0-3800-1000-5300-090-333	280.00
251824	SKILLSUSA CALIFORNIA	Skills USA Membership 2024-25 ECHS CTE	01-3550-0-3800-1000-5899-090-333	1,050.00
251825	SKILLSUSA CALIFORNIA	Skills USA Membership 2024-25 SSFHS CTE	01-3550-0-3800-1000-5899-090-333	1,800.00
251819	SMART PLATE STRATEGIES LLC	Consulting - Vended Meal Provider	01-7032-0-0000-3700-5801-090-820	8,850.00
251873	SOUTH CITY LUMBER & SUPPLY	Construction Supplies	01-6387-0-3800-1000-4320-033-394	362.83
251808	SOUTHWEST SCHOOL & OFFICE SUPP	Warehouse Inventory Restock - #008518	01-0000-0-0000-0000-9320-000	1,185.00
251876	SOWN TO GROW INC.	Sown to Grow - Subscription	01-0805-0-1110-1000-5813-021-180	5,000.00
251899	TURNER, CHARMAINE L.	Staff & Community Brunch	01-9010-0-1110-1000-4322-014-356	255.00
251899	TURNER, CHARMAINE L.	Staff & Community Brunch	01-9010-0-1110-1000-4322-014-430	255.00
251848	VERTIV CORPORATON	Battery String Replc.	01-0000-0-0000-2424-5899-090-735	10,639.49
251858	VRS CATERING CONNECTION	Holiday Lunch	01-3182-0-1110-1000-4322-031-387	1,258.07
251895	W.V.C.ED	Reading Specialist Resource	01-0000-0-1110-1000-4200-090-762	978.99
251871	YOUR PARTY RENTAL COMPANY	Customer Svc 24/25 Table/Chair Rentals	01-0000-0-0000-2140-5600-090-762	720.00
	TOTAL FUND 01			**230,393.20**
251833	AMAZON.COM	Supplies	12-9010-0-8530-1000-4320-002-832	111.50
251818	LITTLE EXPLORERS	Farm Animal Petting Zoo Visit	12-6105-0-8535-1000-5899-045-835	336.50
251818	LITTLE EXPLORERS	Farm Animal Petting Zoo Visit	12-9010-0-8533-1000-5899-045-833	336.50
251813	OFFICE DEPOT INC	Classroom/Office Supplies	12-6105-0-8510-1000-4320-045-830	689.35
251813	OFFICE DEPOT INC	Classroom/Office Supplies	12-6105-0-8535-1000-4320-045-835	689.35
251813	OFFICE DEPOT INC	Classroom/Office Supplies	12-9010-0-8533-1000-4320-045-833	689.33
	TOTAL FUND 12			**2,852.53**
251815	AMAZON.COM	Barcode Scanners	13-5310-0-0000-3700-4320-090-820	161.45
251814	DBA SEAL PACK	Equipment Repairs	13-5310-0-0000-3700-5600-090-820	6,009.50
251881	GRAINGER (BRANCH 729)	Stretch Wrap and Lubricant for Trucks	13-5310-0-0000-3700-4320-090-820	729.74
	TOTAL FUND 13			**6,900.69**
251904	KIER AND WRIGHT	Surveying & Topographic Services for SSFH Modernization Project	21-9010-0-0000-8500-6140-033-743	70,000.00
251906	MULTISTUDIO INC.	Project Assessment Services - ECHS Modernization Project	21-9010-0-0000-8500-6210-032-743	431,009.00
	TOTAL FUND 21			**501,009.00**
	TOTAL # OF PURCHASE ORDERS:	**102**	**TOTAL P.O. AMOUNT**	**741,155.42**

PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 230,393.20		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 2,852.53		
13	FOOD SERVICE	$ 6,900.69		
14	DEFERRED MAINTENANCE			
21	BOND	$ 501,009.00		
25	CAPITAL FACILITIES			
35	MODERNIZATION FUND			
40	SPECIAL RESERVE			
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 741,155.42**		

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

P.O.	Vendor	Description	Account	Amount
CHANGE ORDERS:				
250914	ADROIT ADVANCED	Transportation Services for Students	01-0805-0-1110-3600-5820-090-122	50,000.00
250044	AP EXAMS	AP Exams from College Board	01-9218-0-1110-1000-4320-032-356	1,320.48
251366	ASF CLEAN TEAM	Roof & Gutter Cleaning	01-8150-0-0000-8110-5899-090-741	10,000.00
250439	DELL MARKETING LP	Dell Spare Parts - '24-'25 year	01-0000-0-0000-2424-4320-090-735	2,500.00
251636	EIDE BAILLY LLP	Audit Services	01-0000-0-0000-7190-5887-090-717	12,000.00
250915	HOPSKIPDRIVE INC	Transportation Services for Students	01-0805-0-1110-3600-5820-090-122	(50,000.00)
250555	KELLER SUPPLY COMPANY	Open P.O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
251076	SCOOT EDUCATION INC.	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	100,000.00
250060	VRS CATERING CONNECTION	2024 - 2025 Open PO for District Meetings	01-0000-0-0000-2700-4322-090-762	3,000.00
250407	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-6105-0-8535-1000-5899-045-835	5,000.00
250407	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-9010-0-8533-1000-5899-045-833	20,000.00
250245	DAYLIGHT FOODS INC	Food Products	13-5310-0-0000-3700-4700-090-820	15,000.00
251066	SAVIDGE, WILLIAM	Construction Management Consultant	21-0000-0-0000-8200-5899-098-902	(7,500.00)
251066	SAVIDGE, WILLIAM	Construction Management Consultant	21-9010-0-0000-8500-6272-098-902	(30,000.00)
250386	VERDE DESIGN INC.	Landscape Services at Westborough MS	21-9010-0-0000-8500-6210-025-960	2,290.00
250744	CODY ANDERSON WASNEY	Architectural Services	40-9010-0-0000-8500-6210-090-940	36,930.00
250614	ZONE 4 CONSTRUCTION INC.	MUR AV System - ALMS	40-9010-0-0000-8500-6270-021-919	378.49
	TOTAL CHANGE ORDERS			**175,918.97**

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: February 27, 2025

RE: Warrant Register – December 1, 2024 to 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 attached report lists all the Warrants issued by the District from December 1, 2024 to December 31, 2024. For the period listed above, the Warrants total $4,567,127.15 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of December 1, 2024 to December 31, 2024. Staff has obtained all required authorizations prior to issuing any Warrant.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the attached Warrant Listing.

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
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													26,117.00
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
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
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													238,150.31
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													2,498.00
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
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													4,380.06
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	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													88,725.00
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.	12/10/2024	991773	PO250012	01	0000	0	0000	7300	5899	090	717	96979	7,367.40
ALL CITY MANAGEMENT SVCS INC. Total													7,367.40
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	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
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

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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	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
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)

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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
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

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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	12/17/2024	994341	PO251748	01	0000	0	0000	2424	4420	090	735	1QM1-XQF4-DQLF	580.93
AMAZON CAPITAL SERVICES Total													18,851.75
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
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

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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													293,165.61
AMERICAN FIDELITY	12/19/2024	995465	PO250846	01	0000	0	0000	7350	5899	090	717	73620	1,856.40
AMERICAN FIDELITY Total													1,856.40
AMERICAN SCHOOL	12/19/2024	995513	PO251821	01	0000	0	1110	1000	4320	090	762	7511431	445.17
AMERICAN SCHOOL Total													445.17
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

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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													9,600.00
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 &	12/05/2024	990823	PO250395	01	8150	0	0000	8110	5600	090	741	WO-27708	195.00
ARMOUR PETROLEUM SERVICE & Total													195.00
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	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													12,520.50
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
AT&T Total													26,624.15

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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
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													23,676.39
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
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
BLUE LINE TRANSFER	12/19/2024	995430	PO250514	01	0000	0	0000	8200	5540	090	760	0001519897	5,593.02
BLUE LINE TRANSFER Total													5,593.02
BODWIN, DIANE LITLE	12/17/2024	994367	PO250418	01	0000	0	0000	2424	5801	090	762	SVCS NOV 24	237.38
BODWIN, DIANE LITLE Total													237.38
BORISSOFF, CHIAKI	12/19/2024	995524	PV250567	01	0805	0	4760	1000	4320	021	123	310ALU SUPPLY	98.72
BORISSOFF, CHIAKI Total													98.72
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
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													100,000.00
BROADMOOR LANDSCAPE SUPPLY	12/03/2024	990176	PO250513	01	8150	0	0000	8110	4320	090	741	66561	158.04
BROADMOOR LANDSCAPE SUPPLY Total													158.04
BSN SPORTS LLC	12/17/2024	994329	PO251801	01	0000	0	1202	1000	4320	033	322	927898790	294.48
BSN SPORTS LLC Total													294.48
BUCKLEY, DEDE	12/05/2024	990797	PV250498	01	6500	0	5760	2700	5220	090	245	OCT24MILEAGE71	27.90
BUCKLEY, DEDE Total													27.90
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

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CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7600	3701	090	810	JAN25 1354490268	26,386.00
CALPERS	12/19/2024	995486	PV250561	01	0000	0	0000	7600	3701	090	810	JAN25 PREMIUMS-BOT	686.16
CALPERS	12/19/2024	995514	PV250559	01	0000	0	0000	7600	3702	090	810	JAN25 1354490268	36,684.08
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	12/19/2024	995514	PV250559	01	0000	0	0000	0000	9564	000		JAN25 1354490268	1,099,008.26
CALPERS Total													1,165,877.93
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	12/17/2024	994330	PO251743	01	6387	0	3800	1000	4320	032	394	52787211RI	547.90
CAROLINA BIOLOGICAL SUPPLY CO Total													547.90
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
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	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	12/19/2024	995444	PO251424	01	0000	0	1110	1000	4420	033	070	AB4BN9Z	530.12
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													5,323.61
CERTIFIED LANGUAGES	12/17/2024	994388	PO251027	01	6500	0	5760	1190	5899	090	245	5782120324T	3,730.19
CERTIFIED LANGUAGES Total													3,730.19
CERVANTES, ELIN	12/05/2024	990798	PV250497	01	6266	0	1110	1000	5210	090	341	81CASC2024	1,179.41
CERVANTES, ELIN Total													1,179.41
CHANG, STANLEY	12/17/2024	994356	PV250529	01	0000	0	1110	1000	4320	033	070	300GLUE	58.46
CHANG, STANLEY Total													58.46
CHAVEZ GROUP	12/05/2024	990801	PO250412	01	0000	0	0000	7110	5899	090	713	865	480.00
CHAVEZ GROUP Total													480.00
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	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	12/10/2024	991760	PO251573	01	6500	0	5760	1180	5899	090	230	126226	320.00
CHILDREN'S HEALTH COUNCIL Total													10,440.04
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													1,042.78
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 Total													4,388.96
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													909.69
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													780.00
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	12/03/2024	990138	PO251772	01	0000	0	0000	7110	5810	090	713	92076	113.29
CLEARLITE TROPHIES Total													113.29
CLTA	12/17/2024	994331	PV250538	01	9117	0	1110	1000	4320	033	356	SS24-026	1,700.00
CLTA Total													1,700.00
CMC NORTH	12/03/2024	990150	PO251725	01	9010	0	1110	1000	5210	090	056	CMCN-0003-1011-1033	280.00
CMC NORTH Total													280.00
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	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	12/19/2024	995462	PV250565	01	0000	0	1110	1000	4322	008	070	315AMENITIESTAFF MEET	182.09

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COVACHA, JONATHAN Total													764.87
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													9,962.22
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.	12/19/2024	995527	PO251843	01	0000	0	1110	1000	4420	033	070	10789079388	1,174.22
DELL MARKETING L.P. Total													1,965.12
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	12/17/2024	994389	PO250922	01	3327	0	5760	3120	5870	090	245	9612	6,834.00
DOOLEY CORPORATION Total													6,834.00
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													1,779.04
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	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													14,983.04
EFFECTIFF LLC	12/19/2024	995454	PO250815	01	6500	0	5760	1190	5899	090	245	U-24-01684	5,840.34
EFFECTIFF LLC Total													5,840.34
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

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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	12/05/2024	990810	PV250491	01	7412	0	1110	1000	5210	032	362	242SKYLINEHSPARTNERS	5.76
ESPIRITU, KATE Total													5.76
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	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													73,717.93
EVERYDAY SPEECH LLC	12/17/2024	994362	PO251735	01	9010	0	5760	3150	5813	090	350	169825	5,541.86
EVERYDAY SPEECH LLC Total													5,541.86
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
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	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

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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													660.14
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
GIANTMICROBES INC.	12/10/2024	991813	PO251742	01	6387	0	3800	1000	4320	032	394	54263	145.61
GIANTMICROBES INC. Total													145.61
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													356.04
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	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	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													469.90
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

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GRAINGER Total													10,827.78
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													8,640.00
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	12/05/2024	990821	PV250501	01	0000	0	1110	1000	5815	021	322	238MONTERRABART	79.80
HAHN, BARBARA Total													79.80
HANNA INTERPRETING	12/12/2024	992390	PO250811	01	6500	0	5760	1190	5899	090	245	594507	16,500.00
HANNA INTERPRETING Total													16,500.00
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
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 Total													17,441.93
HITCHCOCK, ROSANNE	12/19/2024	995458	PV250553	01	0803	0	4760	2495	5220	090	411	NOV24MILEAGE97	56.55
HITCHCOCK, ROSANNE Total													56.55
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
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

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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	12/05/2024	990805	PO250164	01	0000	0	1230	1000	4320	032	070	INV000267165	1,236.54
HOWIES ATHLETIC TAPE Total													1,236.54
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
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
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
JACUINDE-LOSNO, SONIA	12/19/2024	995463	PV250562	01	0000	0	0000	2110	5220	090	762	NOV-DEC24MILEAGE79	38.44
JACUINDE-LOSNO, SONIA Total													38.44
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

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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	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													8,674.62
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													997.29
KELLY SPICERS STORES	12/19/2024	995435	PO251849	01	0000	0	1110	1000	4320	008	070	11798717	1,722.29
KELLY SPICERS STORES Total													1,722.29
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
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													665.55
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													1,284.59
LEADER SERVICES	12/17/2024	994337	PV250523	01	9010	0	5001	3900	5899	090	310	CDS 6967	332.45
LEADER SERVICES Total													332.45
LEARNING WITHOUT TEARS	12/10/2024	991815	PO251721	01	3010	0	1110	1000	4200	007	301	#INV221800	815.83
LEARNING WITHOUT TEARS Total													815.83
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													243.50
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
LIGHT, ALLISON	12/17/2024	994387	PV250550	01	9010	0	1110	1000	5210	002	356	455PLC WORKPLACE	246.49
LIGHT, ALLISON Total													246.49
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
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													4,077.81
LY, LE MY	12/17/2024	994353	PO251384	01	0000	0	0000	7602	5888	090	726	24335	5,480.00

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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
MARINE SCIENCE INSTITUTE	12/12/2024	992417	PO251856	01	3010	0	1110	1000	5899	008	301	12668	897.00
MARINE SCIENCE INSTITUTE Total													897.00
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	12/12/2024	992413	PV250540	01	0000	0	0000	2700	5220	032	070	NOV24MILEAGE93	10.72
MARTINEZ, LEILAHNIE Total													10.72
MAXX METALS	12/19/2024	995516	PO250573	01	8150	0	0000	8110	4320	090	741	209266	312.41
MAXX METALS Total													312.41
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
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	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													67.27
METLIFE INSURANCE COMPANY	12/19/2024	995470	PV250560	01	0000	0	0000	7600	3701	090	810	JAN25 PREMIUMS	13.79
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													9,677.69
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													3,967.32
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	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													101.40
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
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

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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
NATIONAL BENEFIT SERVICES	12/05/2024	990808	PV250496	01	0000	0	0000	0000	9579	000		DEC24 CONTRIBUTIONS	800.00
NATIONAL BENEFIT SERVICES Total													800.00
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
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
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, 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
ODP BUSINESS SOLUTIONS LLC	12/10/2024	991814	PO250435	01	0000	0	0000	2424	4320	090	735	389071444001	27.68
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

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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 Total													7,472.40
OLSON, LAURA	12/17/2024	994335	PV250545	01	0000	0	1110	1000	4320	021	322	77RGBHDMI CORD	7.45
OLSON, LAURA Total													7.45
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	12/12/2024	992396	PO250567	01	8150	0	0000	8110	4320	090	741	1659616212	289.64
OUTDOOR SUPPLY HARDWARE Total													289.64
P & F DISTRIBUTORS	12/19/2024	995489	PO251305	01	8150	0	0000	8110	4320	090	741	0181636-IN	450.49
P & F DISTRIBUTORS Total													450.49
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
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
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

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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
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	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													3,674.45
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	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													1,536.13
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	12/10/2024	991786	PO251577	01	8150	0	0000	8500	6275	008	963	331	40,750.00
RAPOSO ENGINEERING INC Total													40,750.00
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													491.66
REFRIGERATION SUPPLIES	12/17/2024	994381	PO250520	01	8150	0	0000	8110	4320	090	741	39381907-00	227.96
REFRIGERATION SUPPLIES Total													227.96
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
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	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													29,551.94

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ROBERT HALF	12/12/2024	992379	PO250688	01	0000	0	0000	2424	5899	090	735	64339565	2,992.66
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													12,719.79
ROCKETT, JENNIFER	12/17/2024	994395	PV250546	01	6387	0	3800	1000	5210	090	394	5CTE RANCHOMIRAGE	334.28
ROCKETT, JENNIFER Total													334.28
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													763.05
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
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													11,000.00
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													55.40
SCANTRON	12/19/2024	995474	PO251811	01	0000	0	1110	1000	4320	032	070	174044	370.91
SCANTRON Total													370.91
SCHOLASTIC INC	12/17/2024	994350	PO251606	01	0000	0	1110	2421	4200	014	451	65657969	85.28
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													305.06
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	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													15,638.75
SCHOOL SPECIALTY LLC	12/19/2024	995518	PO251010	01	0000	0	1110	1000	4320	010	070	208135203383	593.37
SCHOOL SPECIALTY LLC Total													593.37
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

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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
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													114,062.00
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
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

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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
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
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	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													453.98
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													10,766.00
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													2,617.50
SOUTH SAN FRANCISCO SCAVENGER	12/12/2024	992399	PO250527	01	0000	0	0000	8200	5540	090	760	1517740	8,046.11

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SOUTH SAN FRANCISCO SCAVENGER Total													8,046.11
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
SSFUSD - DEDAP	12/03/2024	990155	PO251361	01	2600	0	0000	8200	5899	090	358	NOV24 SVC	10,580.00
SSFUSD - DEDAP Total													10,580.00
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													1,116.31
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	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													93,611.44
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
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
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	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													76,660.65
T-MOBILE	12/10/2024	991785	PO250072	01	0000	0	0000	3130	5810	090	503	968332944-1 NOV24	61.90
T-MOBILE	12/10/2024	991785	PO250031	01	0000	0	0000	2700	5910	033	480	968332944-7 NOV24	61.90

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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													2,635.27
TOLENTINO, CHRISTINA	12/17/2024	994401	PV250556	01	0000	0	0000	7350	5220	090	717	DEC24MILEAGE100	19.30
TOLENTINO, CHRISTINA Total													19.30
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													4,855.02
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													558.03
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
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													3,850.00
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													2,332.08
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													2,185.84
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
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, 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	12/10/2024	991784	PO250650	01	8150	0	0000	8110	5899	090	741	340000063501	871.70
VERIZON Total													871.70
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
WELLDOM INC	12/19/2024	995426	PO251068	01	3310	0	5760	1110	5899	090	201	1848	10,164.00
WELLDOM INC Total													10,164.00
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

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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	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	12/19/2024	995487	PV250552	01	8150	0	0000	8110	4420	090	741	5569 3990 0861 2325	2,027.87
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

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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	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	12/19/2024	995487	PV250552	01	0000	0	1110	1000	5815	033	070	5569 3990 0861 2325	363.65
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													39,693.62
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													2,084.93
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5870	090	230	8699	4,363.61
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5880	090	230	8699	4,615.00
WINGS LEARNING CENTER	12/19/2024	995427	PO250993	01	6500	0	5760	1180	5899	090	230	8699	170.85
WINGS LEARNING CENTER Total													9,149.46
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													507.43
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													530.24
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**	**3,923,090.19**
AT&T	12/19/2024	995428	PO250248	11	0000	0	4110	2700	5910	041	480	34701763 NOV24	59.75
AT&T Total													59.75
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
CDW GOVERNMENT INC Total													2,933.07
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

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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	12/10/2024	991817	PO250324	11	6391	0	4152	1000	5817	041	152	#04-22519735	105.00
PSI SERVICES LLC Total													105.00
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**	**14,730.39**
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													87.89
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	12/19/2024	995428	PO250248	12	6105	0	8510	2700	5910	045	830	34701763 NOV24	59.82
AT&T Total													59.82
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
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	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 Total													3,876.55
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													4,240.34
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
HILLYARD	12/12/2024	992376	PO250201	12	6105	0	8535	8200	4320	045	835	605620294	664.10
HILLYARD Total													1,992.29
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	12/12/2024	992412	PV250539	12	9010	0	8530	1000	5220	045	832	NOV24MILEAGE77	4.30
LEDEZMA, ALEJANDRA Total													4.30
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
P G & E	12/03/2024	990187	PO250214	12	6105	0	8510	8200	5510	045	830	7314282172-4 NOV24	508.05

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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
			FUND 12									**SUBTOTAL**	**17,270.97**
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													747.00
AMAZON CAPITAL SERVICES	12/19/2024	995478	PO251815	13	5310	0	0000	3700	4320	090	820	19CM-9MCR-9MTV	161.46
AMAZON CAPITAL SERVICES Total													161.46
AT&T	12/19/2024	995428	PO250190	13	5310	0	0000	3700	5910	090	820	34701763-NS NOV24	43.58
AT&T Total													43.58
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	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													59,384.05
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													5,096.09
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

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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
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													97,015.31
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	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													473.82
PRODUCERS DAIRY FOODS INC.	12/03/2024	990180	PO250238	13	5310	0	0000	3700	4700	090	820	58966660	3,441.64
PRODUCERS DAIRY FOODS INC.	12/03/2024	990180	PO250238	13	5310	0	0000	3700	4700	090	820	58973412	2,612.88

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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													20,820.12
SEAL PACK	12/10/2024	991790	PO251814	13	5310	0	0000	3700	5600	090	820	1125	510.00
SEAL PACK Total													510.00
STOOKEY, MELISSA	12/12/2024	992408	PV250535	13	5310	0	0000	3700	4700	090	820	311SMARTLASAGNA	340.25
STOOKEY, MELISSA Total													340.25
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													8,295.98
T-MOBILE	12/10/2024	991785	PO250193	13	5310	0	0000	3700	5910	090	820	968332944-5 NOV24	61.90
T-MOBILE Total													61.90
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													844.86
			FUND 13									**SUBTOTAL**	**211,761.85**
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													7,489.00
			FUND 14									**SUBTOTAL**	**7,489.00**
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													83,492.50
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	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													-
KITCHELL CORPORATION	12/17/2024	994378	PO250384	21	9010	0	0000	8500	6205	098	900	123560	103,599.36
KITCHELL CORPORATION Total													103,599.36
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
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													11,590.00

BOARD WARRANT REGISTER
DECEMBER 1 TO DECEMBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
T-MOBILE	12/10/2024	991785	PO250253	21	9010	0	0000	8200	5910	090	902	968332944-2 NOV24	51.80
T-MOBILE Total													51.80
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 VENDOR FIN SERV	12/03/2024	990191	PO250254	21	9010	0	0000	8200	5600	098	902	5032208029	122.32
WELLS FARGO VENDOR FIN SERV Total													122.32
			FUND 21									**SUBTOTAL**	**270,501.46**
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
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
PLUM ARCHITECTS INC. Total													17,892.50
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													5,484.50
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.	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													50,733.89
			FUND 40									**SUBTOTAL**	122,283.29
Grand Total													**4,567,127.15**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	3,923,090.19
11	ADULT EDUCATION FUND	14,730.39
12	CHILD DEVELOPMENT FUND	17,270.97

BOARD WARRANT REGISTER
DECEMBER 1 TO DECEMBER 31, 2024

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
										13	NUTRITION SERVICES FUND		211,761.85
										14	DEFERRED MAINTENANCE		7,489.00
										21	BUILIDING FUND (BOND)		270,501.46
										25	CAPITAL FACILITES FUND		-
										40	SPECIAL RESERVE FUND		122,283.29
										73	FOUNDATION TRUST FUND		-
										TOTAL WARRANT REGISTER			**4,567,127.15**

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: February 27, 2025

RE: Cash Receipts Summary – December 1 to 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 attached list is a Cash Receipts Summary Report for the period of December 1 to December 31, 2024. The report is shown by Fund.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District 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: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	3,356,626.00	302,096.00	1,544,046.00	-	1,812,580.00	0.5	0.5
8012	EPA ENTITLEMENT	1,512,088.00	378,022.00	756,044.00	-	756,044.00	0.5	0.5
8021	HOMEOWNERS' EXEMPTION	365,603.00	55,096.91	55,096.91	-	310,506.09	0.2	0.8
8029	OTHR SUBVENT/IN-LIEU TAX	5,665.95	-	-	-	5,665.95	-	1.0
8041	SECURED ROLLS TAX	98,302,754.00	44,349,043.30	49,234,140.81	-	49,068,613.19	0.5	0.5
8042	UNSECURED ROLL TAXES	896,683.00	-	887,116.41	-	9,566.59	1.0	0.0
8043	PRIOR YEARS' TAXES	463,207.57	57,228.04	520,435.61	-	(57,228.04)	1.1	(0.1)
8047	COMM REDEVLPMNT FUNDS	39,078,694.00	22,465,617.52	22,465,617.52	-	16,613,076.48	0.6	0.4
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	-	-	(2,342,944.00)	-	1.0
8097	PROPERTY TAXES TRANSFERS	6,362,020.23	2,863,507.99	3,219,315.78	-	3,142,704.45	0.5	0.5
8181	SP ED ENTITL PER UDC	1,895,984.65	-	-	-	1,895,984.65	-	1.0
8182	SP ED DISCRETNARY GRANTS	142,933.31	85,878.10	85,894.91	-	57,038.40	0.6	0.4
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	209,444.00	582,710.00	-	1,318,844.65	0.3	0.7
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	-	-	21,734.00	-	1.0
8550	MANDATED COST REIMBURSE	364,036.00	-	364,036.00	-	-	1.0	-
8560	STATE LOTTERY REVENUE	2,140,444.18	475,309.29	511,278.47	-	1,629,165.71	0.2	0.8
8590	ALL OTHER STATE REVENUES	13,381,720.13	584,474.00	3,732,974.56	-	9,648,745.57	0.3	0.7
8625	COM REDEVEL FUND NOT SUBJ	3,521,924.00	2,207,455.21	2,207,455.21	-	1,314,468.79	0.6	0.4
8631	SALE OF EQUIP & SUPPLIES	4,375.00	-	11,600.00	-	(7,225.00)	2.7	(1.7)
8650	LEASES AND RENTALS	837,920.51	60,310.61	433,448.35	-	404,472.16	0.5	0.5
8660	INTEREST/FY21 INTEREST INCOME	1,544,075.60	0.21	648,175.15	-	895,900.45	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	654,632.28	-	(654,632.28)	-	-
8699	ALL OTHER LOCAL REVENUE	2,461,853.57	1,497,980.75	5,953,770.30	-	(3,491,916.73)	2.4	(1.4)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		176,248,678.35	75,591,463.93	93,867,788.30	-	82,380,890.05		
Total Fund 01 GENERAL FUND		176,248,678.35	75,591,463.93	93,867,788.30	-	82,380,890.05		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 11 ADULT EDUCATION FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	156,191.00	-	-	-	156,191.00	-	1.0
8590	ALL OTHER STATE REVENUES	1,357,721.00	226,286.00	678,863.00	-	678,858.00	0.5	0.5
8631	SALE OF EQUIP & SUPPLIES	720.00	10.00	60.00	-	660.00	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	2,524.00	11,995.00	-	19,922.00	0.4	0.6
Total Revenue		1,605,438.25	228,820.00	724,262.44	-	881,175.81		
Total Fund 11 ADULT EDUCATION FUND		1,605,438.25	228,820.00	724,262.44	-	881,175.81		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	344,206.76	-	188,011.53	-	156,195.23	0.5	0.5
8590	ALL OTHER STATE REVENUES	2,412,597.22	35,704.00	1,503,468.45	-	909,128.77	0.6	0.4
8660	INTEREST/FY21 INTEREST INCOME	39,450.00	0.37	15,378.19	-	24,071.81	0.4	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	13,518.32	-	(13,518.32)	-	-
8673	CHILDREN'S CENTERS FEES	829.90	131.20	1,087.26	-	(257.36)	1.3	(0.3)
8689	ALL OTHR FEES & CONTRACTS	558,050.00	39,920.74	123,571.24	-	434,478.76	0.2	0.8
8699	ALL OTHER LOCAL REVENUE	1,904,704.30	24,166.10	707,404.83	-	1,197,299.47	0.4	0.6
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	-	-	112,296.29	-	1.0
Total Revenue		5,372,134.47	99,922.41	2,552,439.82	-	2,819,694.65		
Total Fund 12 CHILD DEVELOPMENT FUND		5,372,134.47	99,922.41	2,552,439.82	-	2,819,694.65		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8222	CHILD NUTRITION-FEDERAL REIMB	1,800,000.00	-	354,490.67	-	1,445,509.33	0.2	0.8
8227	FED.REIMB.-CHILD CARE	43,576.00	8,016.80	23,330.93	-	20,245.07	0.5	0.5
8522	CHILD NUTRITION-STATE REIMB	2,993,256.00	-	512,039.98	-	2,481,216.02	0.2	0.8
8523	STATE REIMB.-CHILD CARE	14,000.00	241.06	10,669.30	-	3,330.70	0.8	0.2
8634	CHILD NUTRITION-DAILY SALES	81,667.00	7,029.51	19,632.96	-	62,034.04	0.2	0.8
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	28,336.54	55,347.00	-	104,653.00	0.3	0.7
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	18,356.18	-	21,643.82	0.5	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	-	17,101.77	-	(17,101.77)	-	-
Total Revenue		5,132,796.00	43,623.97	1,011,200.79	-	4,121,595.21		
Total Fund 13 CAFETERIA FUND		5,132,796.00	43,623.97	1,011,200.79	-	4,121,595.21		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	-	-	2,342,944.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	375,000.00	-	81,026.68	-	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		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	540,000.00	-	167,341.69	-	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		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	4,350,000.00	-	1,576,307.17	-	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		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	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	7,087.30	63,844.46	-	436,155.54	0.1	0.9
Total Revenue		780,000.00	7,087.30	228,019.98	-	551,980.02		
Total Fund 25 CAPITAL FACILITIES FUND		780,000.00	7,087.30	228,019.98	-	551,980.02		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	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
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	-	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		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 12/1/2024 To: 12/31/2024)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	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: February 27, 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 one thousand eighty-two (1,082) 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 South San Francisco Unified School District Board of Trustees declare one thousand eighty-two (1,082) items unusable and obsolete as surplus items with a net book value of zero dollars ($0). It is further recommended that the District be authorized to dispose of these items.

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
N13813	2/1/2018	1	DELL CHROMEBOOK 3100	JRH1233	D.O. / TECHNOLOGY
N16074	2/1/2018	1	DELL CHROMEBOOK 3100	26S5RF3	D.O. / TECHNOLOGY
N13630	2/1/2018	1	DELL CHROMEBOOK 3100	JQ71B43	D.O. / TECHNOLOGY
N21384	2/1/2018	1	DELL CHROMEBOOK 3100	OJHL0X2	D.O. / TECHNOLOGY
N14239	2/1/2018	1	DELL CHROMEBOOK 3100	6790B43	D.O. / TECHNOLOGY
N14418	2/1/2018	1	DELL CHROMEBOOK 3100	241Z943	D.O. / TECHNOLOGY
N21777	2/1/2018	1	DELL CHROMEBOOK 3100	JX6PXF3	D.O. / TECHNOLOGY
N20820	2/1/2018	1	DELL CHROMEBOOK 3100	1365L73	D.O. / TECHNOLOGY
46300	2/1/2018	1	DELL CHROMEBOOK 3100	35SN1XZ	D.O. / TECHNOLOGY
N17476	2/1/2018	1	DELL CHROMEBOOK 3100	8TN1L73	D.O. / TECHNOLOGY
N21123	2/1/2018	1	DELL CHROMEBOOK 3100	59N2L73	D.O. / TECHNOLOGY
N11408	2/1/2018	1	DELL CHROMEBOOK 3100	92LMM33	D.O. / TECHNOLOGY
N21803	2/1/2018	1	DELL CHROMEBOOK 3100	4FJRXF3	D.O. / TECHNOLOGY
N11970	2/1/2018	1	DELL CHROMEBOOK 3100	21F4B43	D.O. / TECHNOLOGY
52017	2/1/2018	1	DELL CHROMEBOOK 3100	7SQFYM3	D.O. / TECHNOLOGY
N21764	2/1/2018	1	DELL CHROMEBOOK 3100	JP34RF3	D.O. / TECHNOLOGY
N14991	2/1/2018	1	DELL CHROMEBOOK 3100	FYB2B43	D.O. / TECHNOLOGY
N22403	2/1/2018	1	DELL CHROMEBOOK 3100	CKRNXF3	D.O. / TECHNOLOGY
N11702	2/1/2018	1	DELL CHROMEBOOK 3100	6PJHY33	D.O. / TECHNOLOGY
N21903	2/1/2018	1	DELL CHROMEBOOK 3100	IJ2HXF3	D.O. / TECHNOLOGY
N21490	2/1/2018	1	DELL CHROMEBOOK 3100	IVF2L73	D.O. / TECHNOLOGY
N12853	2/1/2018	1	DELL CHROMEBOOK 3100	CPT1B43	D.O. / TECHNOLOGY
N17435	2/1/2018	1	DELL CHROMEBOOK 3100	2MQQK73	D.O. / TECHNOLOGY
N14809	2/1/2018	1	DELL CHROMEBOOK 3100	IM11B43	D.O. / TECHNOLOGY
N10705	2/1/2018	1	DELL CHROMEBOOK 3100	9L7GW33	D.O. / TECHNOLOGY
48187	2/1/2018	1	DELL CHROMEBOOK 3100	ISLIB43	D.O. / TECHNOLOGY
N20181	2/1/2018	1	DELL CHROMEBOOK 3100	BQJRK73	D.O. / TECHNOLOGY
N14251	2/1/2018	1	DELL CHROMEBOOK 3100	GHKOZ33	D.O. / TECHNOLOGY
N10217	2/1/2018	1	DELL CHROMEBOOK 3100	HRPPM33	D.O. / TECHNOLOGY
N20394	2/1/2018	1	DELL CHROMEBOOK 3100	3GQQK73	D.O. / TECHNOLOGY
N14250	2/1/2018	1	DELL CHROMEBOOK 3100	ICK0Z33	D.O. / TECHNOLOGY
N14560	2/1/2018	1	DELL CHROMEBOOK 3100	G743B45	D.O. / TECHNOLOGY
N17196	2/1/2018	1	DELL CHROMEBOOK 3100	ID9TK73	D.O. / TECHNOLOGY
N10072	2/1/2018	1	DELL CHROMEBOOK 3100	5MLLM33	D.O. / TECHNOLOGY
47984	2/1/2018	1	DELL CHROMEBOOK 3100	38G8C33	D.O. / TECHNOLOGY
N10286	2/1/2018	1	DELL CHROMEBOOK 3100	N/A	D.O. / TECHNOLOGY
N13083	2/1/2018	1	DELL CHROMEBOOK 3100	8RZ0B43	D.O. / TECHNOLOGY

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N15138	2/1/2018	1	DELL CHROMEBOOK 3100	9B50B43	D.O. / TECHNOLOGY
N13627	2/1/2018	1	DELL CHROMEBOOK 3100	GO7Z943	D.O. / TECHNOLOGY
N11403	2/1/2018	1	DELL CHROMEBOOK 3100	J3ZLM33	D.O. / TECHNOLOGY
N22665	2/1/2018	1	DELL CHROMEBOOK 3100	35K8RF3	D.O. / TECHNOLOGY
N10282	2/1/2018	1	DELL CHROMEBOOK 3100	73TLM33	D.O. / TECHNOLOGY
N11012	2/1/2018	1	DELL CHROMEBOOK 3100	4GX4X33	D.O. / TECHNOLOGY
N13106	2/1/2018	1	DELL CHROMEBOOK 3100	2Y80B43	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL CHROMEBOOK 3100	FWSZ943	D.O. / TECHNOLOGY
N13567	2/1/2018	1	DELL CHROMEBOOK 3100	D94JY33	D.O. / TECHNOLOGY
N14648	2/1/2018	1	DELL CHROMEBOOK 3100	IR52B43	D.O. / TECHNOLOGY
N10710	2/1/2018	1	DELL CHROMEBOOK 3100	N/A	D.O. / TECHNOLOGY
N11488	2/1/2018	1	DELL CHROMEBOOK 3100	3PVY943	D.O. / TECHNOLOGY
N12952	2/1/2018	1	DELL CHROMEBOOK 3100	JVVL5B43	D.O. / TECHNOLOGY
N11931	2/1/2018	1	DELL CHROMEBOOK 3100	3V6Z943	D.O. / TECHNOLOGY
N11514	2/1/2018	1	DELL CHROMEBOOK 3100	JNZZ943	D.O. / TECHNOLOGY
N12840	2/1/2018	1	DELL CHROMEBOOK 3100	73FZ943	D.O. / TECHNOLOGY
N10458	2/1/2018	1	DELL CHROMEBOOK 3100	C51QM33	D.O. / TECHNOLOGY
N11731	2/1/2018	1	DELL CHROMEBOOK 3100	D7NFY33	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL CHROMEBOOK 3100	2QL41Z2	D.O. / TECHNOLOGY
N21060	2/1/2018	1	DELL CHROMEBOOK 3100	G3G5L73	D.O. / TECHNOLOGY
N11654	2/1/2018	1	DELL CHROMEBOOK 3100	J7C2B43	D.O. / TECHNOLOGY
N13679	2/1/2018	1	DELL CHROMEBOOK 3100	C0M1Z33	D.O. / TECHNOLOGY
N21374	2/1/2018	1	DELL CHROMEBOOK 3100	80Q4L74	D.O. / TECHNOLOGY
N/A	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BADC7600	D.O. / TECHNOLOGY
N/A	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BCCE7600	D.O. / TECHNOLOGY
N/A	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117072 8DC27600	D.O. / TECHNOLOGY
N/A	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BBBC7600	D.O. / TECHNOLOGY
N10109	2/1/2018	1	DELL CHROMEBOOK 3100	GTLPM33	D.O. / TECHNOLOGY
N12184	2/1/2018	1	DELL CHROMEBOOK 3100	DMD4B43	D.O. / TECHNOLOGY
N11154	2/1/2018	1	DELL CHROMEBOOK 3100	4MMPM33	D.O. / TECHNOLOGY
N14958	2/1/2018	1	DELL CHROMEBOOK 3100	B155B43	D.O. / TECHNOLOGY
47991	2/1/2018	1	DELL CHROMEBOOK 3100	BFCCC33	D.O. / TECHNOLOGY
N22300	2/1/2018	1	DELL CHROMEBOOK 3100	BXWGXF3	D.O. / TECHNOLOGY
N10731	2/1/2018	1	DELL CHROMEBOOK 3100	D8GJW33	D.O. / TECHNOLOGY
N12898	2/1/2018	1	DELL CHROMEBOOK 3100	HLVGY33	D.O. / TECHNOLOGY
N14416	2/1/2018	1	DELL CHROMEBOOK 3100	471Z943	D.O. / TECHNOLOGY
N13790	2/1/2018	1	DELL CHROMEBOOK 3100	9CV3B43	D.O. / TECHNOLOGY

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N15191	2/1/2018	1	DELL CHROMEBOOK 3100	1LW4L73	D.O. / TECHNOLOGY
N12007	2/1/2018	1	DELL CHROMEBOOK 3100	F2H0B43	D.O. / TECHNOLOGY
N11401	2/1/2018	1	DELL CHROMEBOOK 3100	JLLLM33	D.O. / TECHNOLOGY
42816	2/1/2018	1	ACER CHROMEBOOK R11 C738T	NXG55AA0117072 8DAF7600	D.O. / TECHNOLOGY
N14600	2/1/2018	1	DELL CHROMEBOOK 3100	DP52B43	D.O. / TECHNOLOGY
N10692	2/1/2018	1	DELL CHROMEBOOK 3100	8YY4X33	D.O. / TECHNOLOGY
N11548	2/1/2018	1	DELL CHROMEBOOK 3100	19H3B43	D.O. / TECHNOLOGY
N12936	2/1/2018	1	DELL CHROMEBOOK 3100	4KT1B43	D.O. / TECHNOLOGY
47974	2/1/2018	1	DELL CHROMEBOOK 3100	BK8CX23	D.O. / TECHNOLOGY
N16802	2/1/2018	1	DELL CHROMEBOOK 3100	1XQ2B43	D.O. / TECHNOLOGY
N12087	2/1/2018	1	DELL CHROMEBOOK 3100	CGM1B43	D.O. / TECHNOLOGY
N13262	2/1/2018	1	DELL CHROMEBOOK 3100	3XQ2B43	D.O. / TECHNOLOGY
46754	2/1/2018	1	DELL CHROMEBOOK 3100	JTRZZY	D.O. / TECHNOLOGY
N12413	2/1/2018	1	DELL CHROMEBOOK 3100	85M1B43	D.O. / TECHNOLOGY
42811	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BAD67600	D.O. / TECHNOLOGY
42782	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BA917600	D.O. / TECHNOLOGY
42804	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BA57600	D.O. / TECHNOLOGY
42747	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28D5E7600	D.O. / TECHNOLOGY
N17287	2/1/2018	1	DELL CHROMEBOOK 3100	F835L73	D.O. / TECHNOLOGY
47331	2/1/2018	1	DELL CHROMEBOOK 3100	7K8WXY2	D.O. / TECHNOLOGY
N12867	2/1/2018	1	DELL CHROMEBOOK 3100	HPT1B43	D.O. / TECHNOLOGY
N16036	2/1/2018	1	DELL CHROMEBOOK 3100	FNVPXF3	D.O. / TECHNOLOGY
N14132	2/1/2018	1	DELL CHROMEBOOK 3100	H2PGY33	D.O. / TECHNOLOGY
N22271	2/1/2018	1	DELL CHROMEBOOK 3100	2KNMXF3	D.O. / TECHNOLOGY
42699	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28DA87600	D.O. / TECHNOLOGY
42750	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28DC27600	D.O. / TECHNOLOGY
42100	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BA8A7600	D.O. / TECHNOLOGY
42546	2/1/2018	1	ACER CHROMEBOOK	NXGNZAA0028 3013C657600	D.O. / TECHNOLOGY
42131	2/1/2018	1	ACER CHROMEBOOK	NXGNZAA0028 3013C887600	D.O. / TECHNOLOGY
42709	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28D847600	D.O. / TECHNOLOGY
42284	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BB6C7600	D.O. / TECHNOLOGY
43200	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BCE17600	D.O. / TECHNOLOGY
42671	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170 80BB107600	D.O. / TECHNOLOGY
42738	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170728 D6C7600	D.O. / TECHNOLOGY
42668	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BAE77600	D.O. / TECHNOLOGY
42653	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28D737600	D.O. / TECHNOLOGY
42639	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA011707 28D2D7600	D.O. / TECHNOLOGY

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42755	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117072 8C6E7600	D.O. / TECHNOLOGY
N15980	2/1/2018	1	DELL CHROMEBOOK 3100	2RY5RF3	D.O. / TECHNOLOGY
46193	2/1/2018	1	DELL CHROMEBOOK 3100	8D8KQV2	D.O. / TECHNOLOGY
N11787	2/1/2018	1	DELL CHROMEBOOK 3100	5BS4B43	D.O. / TECHNOLOGY
47960	2/1/2018	1	DELL CHROMEBOOK 3100	7Q8CX23	D.O. / TECHNOLOGY
N13591	2/1/2018	1	DELL CHROMEBOOK 3100	FOO2B43	D.O. / TECHNOLOGY
46185	2/1/2018	1	DELL CHROMEBOOK 3100	3D7YPV2	D.O. / TECHNOLOGY
N14525	2/1/2018	1	DELL CHROMEBOOK 3100	HNVY943	D.O. / TECHNOLOGY
N21349	2/1/2018	1	DELL CHROMEBOOK 3100	22YRK73	D.O. / TECHNOLOGY
46687	2/1/2018	1	N/A	N/A	D.O. / TECHNOLOGY
47982	2/1/2018	1	DELL CHROMEBOOK 3100	5P8BC33	D.O. / TECHNOLOGY
N12284	2/1/2018	1	DELL CHROMEBOOK 3100	8DM1B43	D.O. / TECHNOLOGY
N14587	2/1/2018	1	DELL CHROMEBOOK 3100	60RZB43	D.O. / TECHNOLOGY
N22426	2/1/2018	1	DELL CHROMEBOOK 3100	2BR9RF3	D.O. / TECHNOLOGY
46740	2/1/2018	1	DELL CHROMEBOOK 3100	F3T3122	D.O. / TECHNOLOGY
N15199	2/1/2018	1	DELL CHROMEBOOK 3100	6625L73	D.O. / TECHNOLOGY
N15177	2/1/2018	1	DELL CHROMEBOOK 3100	DQF1843	D.O. / TECHNOLOGY
N17409	2/1/2018	1	DELL CHROMEBOOK 3100	DQF1843	D.O. / TECHNOLOGY
N22281	2/1/2018	1	DELL CHROMEBOOK 3100	7YRGXF3	D.O. / TECHNOLOGY
41992	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170 80BBCE7600	D.O. / TECHNOLOGY
42012	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170 80BBGE7600	D.O. / TECHNOLOGY
42637	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170 80BB217600	D.O. / TECHNOLOGY
41629	6/23/2017	1	ACER CHROMEBOOK N16QB	NXGM8AA0017020AB3D7600	D.O. / TECHNOLOGY
42285	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA01170 80BC877600	D.O. / TECHNOLOGY
43108	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BC767600	D.O. / TECHNOLOGY
41995	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AA0117080 BBA17600	D.O. / TECHNOLOGY
N20837	2/1/2018	1	DELL CHROMEBOOK 3100	GCH6L73	D.O. / TECHNOLOGY
N13631	2/1/2018	1	DELL CHROMEBOOK 3100	IV71B43	D.O. / TECHNOLOGY
42276	2/1/2018	1	ACER CHROMEBOOK C738T	NXG55AA0117080BB457600	D.O. / TECHNOLOGY
42676	2/1/2018	1	ACER CHROMEBOOK R11 C738T	NXG55AA0117080BB177600	D.O. / TECHNOLOGY
40961	2/1/2018	1	ACER CHROMEBOOK R11 C738T	NXG55AA0056470F1857600	D.O. / TECHNOLOGY
42788	2/1/2018	1	ACER CHROMEBOOK R11 C738T	NXG55AAD117080BAB97600	D.O. / TECHNOLOGY
43318	4/18/2018	1	ACER 11 C731-C8VE	NXGM8AA001751016D27600	D.O. / TECHNOLOGY
42280	2/1/2018	1	ACER R11 CHROMEBOOK	NXG55AAD117080BB497600	D.O. / TECHNOLOGY
42182	2/1/2018	1	ACER R11 CHROMEBOOK	NXG55AAD117080BCAF7600	D.O. / TECHNOLOGY
42695	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AAD117080BAC27600	D.O. / TECHNOLOGY
42847	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AAD1170728DA47600	D.O. / TECHNOLOGY

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42809	2/1/2018	1	ACER CHROMEBOOK R11	NXG55AAD117080BAD47600	D.O. / TECHNOLOGY
N16897	2/1/2018	1	CHROMEBOOK DELL 3100	GGY8K63	D.O. / TECHNOLOGY
41674	6/23/2017	1	ACER CHROMEBOOK C731	NXGM8AA001705043837600	D.O. / TECHNOLOGY
N21438	2/1/2018	1	DELL CHROMEBOOK 3100	4YF2L73	D.O. / TECHNOLOGY
N12609	2/1/2018	1	DELL CHROMEBOOK 3100	GVN0B43	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CYBEPOWER UPS	GACDW 2000147	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CYBERPOWER UPS	GACDW 2000159	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CYBERPOWER UPS	GACDW 2000182	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CYBERPOWER UPS	GACDW 2000125	D.O. / TECHNOLOGY
N13244	2/1/2018	1	DELL CHROMEBOOK 3100	7065943	D.O. / TECHNOLOGY
N21333	2/1/2018	1	DELL CHROMEBOOK 3100	67K4L73	D.O. / TECHNOLOGY
45607	2/1/2018	1	ACER C771 CATM	013C077600 NXGNZAA00283	D.O. / TECHNOLOGY
N13565	2/1/2018	1	DELL CHROMEBOOK 3100	J6J1Z33	D.O. / TECHNOLOGY
N11558	2/1/2018	1	DELL CHROMEBOOK 3100	7QZ1B43	D.O. / TECHNOLOGY
N10732	2/1/2018	1	DELL CHROMEBOOK 3100	7XGW33	D.O. / TECHNOLOGY
27026	2/1/2018	1	EPSON PROJECTOR EMP-83H	KM3F062444L	D.O. / TECHNOLOGY
29163	2/1/2018	1	EPSON POWERLITE 97H	VTFK6201167	D.O. / TECHNOLOGY
34013	10/24/2014	1	DELL OPTIPLEX 3020	6WTZY12	D.O. / TECHNOLOGY
33623	9/9/2014	1	DELL OPTIPLEX 3020	DC8VZ12	D.O. / TECHNOLOGY
32668	8/12/2013	1	CISCO 2960X	SFOC1728W1EV	D.O. / TECHNOLOGY
32673	8/12/2013	1	CISCO 2960X	SFOC1728W1CU	D.O. / TECHNOLOGY
24672	2/1/2018	1	CISCO 2960G	FOC1201Z0S7	D.O. / TECHNOLOGY
24636	2/1/2018	1	CISCO 2960G	FOC1207W0HM	D.O. / TECHNOLOGY
25490	3/6/2009	1	CISCO 3750	SFDO1324X2TF	D.O. / TECHNOLOGY
26680	2/1/2018	1	CISCO 2960G	FOC1201U042	D.O. / TECHNOLOGY
25167	2/1/2018	1	CISCO 2960G	FOC1201U0JT	D.O. / TECHNOLOGY
25207	2/1/2018	1	CISCO 2960G	FOC1207W0HK	D.O. / TECHNOLOGY
25164	2/1/2018	1	CISCO 2960G	FOC1152Z0HF	D.O. / TECHNOLOGY
25181	2/1/2018	1	CISCO 2960G	FOC1201U04E	D.O. / TECHNOLOGY
26664	2/1/2018	1	CISCO 2960G	FOC1203X36Y	D.O. / TECHNOLOGY
32670	8/12/2013	1	2960X CISCO	SFOC1728W1HJ	D.O. / TECHNOLOGY
24627	2/1/2018	1	CISCO C3560G	FOC1202Y5K4	D.O. / TECHNOLOGY
24609	2/1/2018	1	CISCO C3560G	FOV1202Y5L2	D.O. / TECHNOLOGY
24685	2/1/2018	1	CISCO C3560G	FOC1151Z3M1	D.O. / TECHNOLOGY
25161	2/1/2018	1	CISCO C3560G	FOC1151Z4KA	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO C3560G	FOC1151Z4ET	D.O. / TECHNOLOGY
24649	2/1/2018	1	CISCO C3560G	FOC1202Y592	D.O. / TECHNOLOGY

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24709	2/1/2018	1	CISCO C3560G	FOC1151Z4G6	D.O. / TECHNOLOGY
25184	2/1/2018	1	CISCO C3560G	FOC1151Z3J1	D.O. / TECHNOLOGY
25185	2/1/2018	1	CISCO C3560G	FOC1151Z3HE	D.O. / TECHNOLOGY
26671	2/1/2018	1	CISCO C3560G	FOC1202Y55B	D.O. / TECHNOLOGY
24604	2/1/2018	1	CISCO C3560G	FOC1202Y5L4	D.O. / TECHNOLOGY
24716	2/1/2018	1	CISCO C3560G	FOC1202Y584	D.O. / TECHNOLOGY
24629	2/1/2018	1	CISCO C3560G	FOC1202Y5J3	D.O. / TECHNOLOGY
24625	2/1/2018	1	CISCO C3560G	FOC1202Y5KV	D.O. / TECHNOLOGY
24706	2/1/2018	1	CISCO C3560G	FOC1202Y58W	D.O. / TECHNOLOGY
26668	2/1/2018	1	CISCO C3560G	FOC1405Z89N	D.O. / TECHNOLOGY
24715	2/1/2018	1	CISCO C3560G	FOC1202Y5QQ	D.O. / TECHNOLOGY
25206	2/1/2018	1	CISCO C3560G	FOC1203Y4UD	D.O. / TECHNOLOGY
26669	2/1/2018	1	CISCO C3560G	FOC1202Y54B	D.O. / TECHNOLOGY
26672	2/1/2018	1	CISCO C3560G	FOC1202Y549	D.O. / TECHNOLOGY
25202	2/1/2018	1	CISCO C3560G	FOC1151ZD1	D.O. / TECHNOLOGY
24682	2/1/2018	1	CISCO C3560G	FOC1151Z3JP	D.O. / TECHNOLOGY
25204	2/1/2018	1	CISCO C3560G	FOC1202Y5JX	D.O. / TECHNOLOGY
24684	2/1/2018	1	CISCO C3560G	FOC1151Z4BW	D.O. / TECHNOLOGY
24683	2/1/2018	1	CISCO C3560G	FOC1151Z3LV	D.O. / TECHNOLOGY
25210	2/1/2018	1	CISCO C3560G	FOC1202Y5K4	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO C3560G	FD01133Z6ZN	D.O. / TECHNOLOGY
26673	2/1/2018	1	CISCO C3560G	FOC1202Y53G	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO C3560G	FD01241X11L	D.O. / TECHNOLOGY
25194	2/1/2018	1	CISCO C3560G	FOC1201U0MA	D.O. / TECHNOLOGY
25180	2/1/2018	1	CISCO C3560G	FOC1201U04V	D.O. / TECHNOLOGY
24702	2/1/2018	1	CISCO C3560G	FOC1202U2P8	D.O. / TECHNOLOGY
32675	8/18/2013	1	CISCO C3560G	FOC1641Z0HA	D.O. / TECHNOLOGY
32674	8/18/2013	1	CISCO C3560G	FOC1637X1X7	D.O. / TECHNOLOGY
24606	2/1/2018	1	CISCO C3560G	FOC1202Y5NN	D.O. / TECHNOLOGY
24696	2/1/2018	1	CISCO 2960G	FOC1205X1SD	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560	CAT1041NKVW	D.O. / TECHNOLOGY
24674	2/1/2018	1	CISCO 2960G	FOC1201Z0RF	D.O. / TECHNOLOGY
24618	2/1/2018	1	CISCO 2960G	FOC1202U2PA	D.O. / TECHNOLOGY
24703	2/1/2018	1	CISCO 2960G	FOC1202U2QF	D.O. / TECHNOLOGY
25196	2/1/2018	1	CISCO 2960G	FOC1201Z0SF	D.O. / TECHNOLOGY
24608	2/1/2018	1	CISCO C3560G	FOC1202Y5L0	D.O. / TECHNOLOGY
26685	2/1/2018	1	CISCO C3560G	FOC115123JB	D.O. / TECHNOLOGY

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26686	2/1/2018	1	CISCO C3560G	FOC1151Z4EF	D.O. / TECHNOLOGY
25183	2/1/2018	1	CISCO C3560G	FOC1151Z3J12	D.O. / TECHNOLOGY
24615	2/1/2018	1	CISCO 2960G	FOC1201UOMT	D.O. / TECHNOLOGY
24677	2/1/2018	1	CISCO 2960G	FOC1152Z7XG	D.O. / TECHNOLOGY
24698	2/1/2018	1	CISCO 2960G	FOC1205X1TJ	D.O. / TECHNOLOGY
24611	2/1/2018	1	CISCO 2960G	FOC1207W0MK	D.O. / TECHNOLOGY
26666	2/1/2018	1	CISCO 2960G	FOC1202U1E7	D.O. / TECHNOLOGY
22424	2/1/2018	1	CISCO 2960G	FOC0947X3JU	D.O. / TECHNOLOGY
26665	2/1/2018	1	CISCO 2960G	FOC1151Y3LE	D.O. / TECHNOLOGY
24624	2/1/2018	1	CISCO 2960G	FOC1207WOML	D.O. / TECHNOLOGY
24694	2/1/2018	1	CISCO 2960G	FOC1205Z2HC	D.O. / TECHNOLOGY
24704	2/1/2018	1	CISCO 2960G	FOC1202U2QM	D.O. / TECHNOLOGY
25158	2/1/2018	1	CISCO C3560G	FOC1151Z4L8	D.O. / TECHNOLOGY
26684	2/1/2018	1	CISCO C3560G	FOC1151Z3HF	D.O. / TECHNOLOGY
24680	2/1/2018	1	CISCO C3560G	FOC115123LW	D.O. / TECHNOLOGY
24700	2/1/2018	1	CISCO C3560G	FOC1202U2PW	D.O. / TECHNOLOGY
24693	2/1/2018	1	CISCO C3560G	FOC1202U2NV	D.O. / TECHNOLOGY
25191	2/1/2018	1	CISCO C3560G	FOC1151Z3N6	D.O. / TECHNOLOGY
24653	2/1/2018	1	CISCO C3560G	FOC1202Y5A8	D.O. / TECHNOLOGY
24713	2/1/2018	1	CISCO C3560G	FOC1202Y58A	D.O. / TECHNOLOGY
25188	2/1/2018	1	CISCO C3560G	FOC1151Z3JG	D.O. / TECHNOLOGY
24654	2/1/2018	1	CISCO C3560G	FOC1202Y58T	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 2500	25951363	D.O. / TECHNOLOGY
27181	6/30/2017	1	CISCO 2950	FAB0542Q07X	D.O. / TECHNOLOGY
24635	2/1/2018	1	CISCO 2960	FOC1152Z82S	D.O. / TECHNOLOGY
N/A	2/1/2018	1	TELCO R100 METROBILITY	R1000-AA12	D.O. / TECHNOLOGY
29007	2/1/2018	1	CISCO 3750	COMAF10BRA	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 2900	FOC0528Z25M	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560G	FOC1202Y586	D.O. / TECHNOLOGY
24630	2/1/2018	1	CISCO 3560G	FOC1202Y522	D.O. / TECHNOLOGY
29929	2/1/2018	1	CISCO 3560G	FOC1202Y5JG	D.O. / TECHNOLOGY
31132	2/1/2018	1	CISCO 3560G	FOC1151Z3LB	D.O. / TECHNOLOGY
24711	2/1/2018	1	CISCO 3560G	FOC1202Y540	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3750	FDO1431Y0MG	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560G	FOT11528X03N	D.O. / TECHNOLOGY
24701	2/1/2018	1	CISCO 2960G	FOC1202U2QC	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3750	FDO1201Z072	D.O. / TECHNOLOGY

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N/A	2/1/2018	1	CISCO 3560	FDO1241X199	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560	FD01241X198	D.O. / TECHNOLOGY
25189	2/1/2018	1	CISCO 3560G	FOC1151Z3J8	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560G	FOC1637X3MD	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 3560G	FOC1352W42M	D.O. / TECHNOLOGY
25186	2/1/2018	1	CISCO 3560G	FOC1201U044	D.O. / TECHNOLOGY
24619	2/1/2018	1	CISCO 2960G	FOC1202UQ6	D.O. / TECHNOLOGY
24636	2/1/2018	1	CISCO 2960G	FOC1201U02F	D.O. / TECHNOLOGY
24634	2/1/2018	1	CISCO 2960G	FCO11527VS	D.O. / TECHNOLOGY
29826	2/1/2018	1	CISCO 2590	FHK0717W1DR	D.O. / TECHNOLOGY
N/A	2/1/2018	1	CISCO 2590	FOC0528Z25M	D.O. / TECHNOLOGY
24681	2/1/2018	1	CISCO 3560G	FOC1151Z4KZ	D.O. / TECHNOLOGY
24678	2/1/2018	1	CISCO 3560G	FOC1161Z4JT	D.O. / TECHNOLOGY
24708	2/1/2018	1	CISCO 3560G	FOC1202Y55F	D.O. / TECHNOLOGY
24707	2/1/2018	1	CISCO 3560G	FOC1201Y58Q	D.O. / TECHNOLOGY
32669	8/12/2013	1	CISCO 2960X	FOC1728W1D8	D.O. / TECHNOLOGY
32671	8/12/2013	1	CISCO 2960X	FOC1728W1CY	D.O. / TECHNOLOGY
30768	2/1/2018	1	CISCO 3560G	FDO124TX16H	D.O. / TECHNOLOGY
26683	2/1/2018	1	CISCO 2960X	FOC1201V030	D.O. / TECHNOLOGY
24595-1	2/1/2018	1	CISCO 2960X	FOC1207W0MS	D.O. / TECHNOLOGY
32667	8/12/2013	1	CISCO 2960X	FOC1728W1C6	D.O. / TECHNOLOGY
32672	8/12/2013	1	CISCO 2960X	FOC1728W1C4	D.O. / TECHNOLOGY
24675	6/30/2017	1	CISCO 2960X	FOC1316W60T	D.O. / TECHNOLOGY
26667	2/1/2018	1	CISCO 2960X	FOC1202U1Q9	D.O. / TECHNOLOGY
24614	2/1/2018	1	CISCO 2960X	FOC1152Z7X0	D.O. / TECHNOLOGY
24633	2/1/2018	1	CISCO 2960X	FOC1202U2QY	D.O. / TECHNOLOGY
24697	2/1/2018	1	CISCO 2960X	FOC1205Z2JU	D.O. / TECHNOLOGY
25197	2/1/2018	1	CISCO 2960X	FOC1201Z0RX	D.O. / TECHNOLOGY
25195	2/1/2018	1	CISCO 2960X	FOC1152Z7WW	D.O. / TECHNOLOGY
24598	2/1/2018	1	CISCO 2960X	FOC1205X1RY	D.O. / TECHNOLOGY
26679	2/1/2018	1	CISCO 2960X	FOC1201U02N	D.O. / TECHNOLOGY
29302	2/1/2018	1	CISCO 3560G	FOC1202Y57Q	D.O. / TECHNOLOGY
25198	2/1/2018	1	CISCO 3560G	FOC1161Z3LU	D.O. / TECHNOLOGY
25182	2/1/2018	1	CISCO 3560G	FOC1151Z3HP	D.O. / TECHNOLOGY
24616	2/1/2018	1	CISCO 3560G	FOC1151Z4L2	D.O. / TECHNOLOGY
24714	2/1/2018	1	CISCO 3560G	FOC1202Y57L	D.O. / TECHNOLOGY
32904	2/1/2018	1	CISCO 3560G	FOC1101Y3LY	D.O. / TECHNOLOGY

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25201	2/1/2018	1	CISCO 3560G	FOC1161Z4DQ	D.O. / TECHNOLOGY
32678	8/18/2013	1	CISCO 3560G	FOC1449W4DY	D.O. / TECHNOLOGY
24601	2/1/2018	1	CISCO 3560G	FOC1202Y5NV	D.O. / TECHNOLOGY
25203	2/1/2018	1	CISCO 3560G	FOC1161Z4KB	D.O. / TECHNOLOGY
24695	2/1/2018	1	CISCO 2960G	FOC1205Z2H1	D.O. / TECHNOLOGY
24670	2/1/2018	1	CISCO 2960G	FOC1201U040	D.O. / TECHNOLOGY
25179	2/1/2018	1	CISCO 2960G	FOC1152Z7XC	D.O. / TECHNOLOGY
24705	2/1/2018	1	CISCO 2960G	FOC1202U2QW	D.O. / TECHNOLOGY
24658	2/1/2018	1	CISCO 2960G	FOC1201Z1RQ	D.O. / TECHNOLOGY
24671	2/1/2018	1	CISCO 2960G	FOC1201U04U	D.O. / TECHNOLOGY
26663	2/1/2018	1	CISCO 2960G	FO21203X36A	D.O. / TECHNOLOGY
24632	2/1/2018	1	CISCO 2960G	FOC1202U2PK	D.O. / TECHNOLOGY
24673	2/1/2018	1	CISCO 2960G	FOC1201U04M	D.O. / TECHNOLOGY
26681	2/1/2018	1	CISCO 2960G	FOC1201U02X	D.O. / TECHNOLOGY
34037	2/1/2018	1	DELL LATITUDE E5540	94D6M12	D.O. / TECHNOLOGY
29154	2/1/2018	1	DELL LATITUDE E6440	C1ZVQ72	D.O. / TECHNOLOGY
34035	2/1/2018	1	DELL LATITUDE E5540	GPB6M1Z	D.O. / TECHNOLOGY
39496	7/19/2016	1	HP STREAM 11 PRO G2	5CD6330P5T	D.O. / TECHNOLOGY
40524	2/1/2018	1	HP STREAM 11 PRO G2	5CD6330N21	D.O. / TECHNOLOGY
40525	2/1/2018	1	HP STREAM 11 PRO G2	5CD6330NWB	D.O. / TECHNOLOGY
40515	2/1/2018	1	HP STREAM 11 PRO G2	5CD6330R8C	D.O. / TECHNOLOGY
38782	8/2/2016	1	HP STREAM 11 PRO G2	5CD6258HLN	D.O. / TECHNOLOGY
45968	2/1/2018	1	DELL D03S	3YJC9Z1	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL D08S	F120HB2	D.O. / TECHNOLOGY
33630	6/10/204	1	DELL LATITUDE E5540	7BJ6M12 / B288312	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL LATITUDE E6520	3751DS1	D.O. / TECHNOLOGY
44678	1/11/2018	1	DELL P30E INSPIRON	9QJKSJ2 / 9J8KV	D.O. / TECHNOLOGY
38742	8/2/2016	1	DELL D08S	5TRVKB2	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL D08S	F0YZGB2	D.O. / TECHNOLOGY
41369	2/1/2018	1	HP STREAM 11 PRO G3 NOTEBOOK	SCD712TTVD	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL D08S	F110HB2	D.O. / TECHNOLOGY
29596	2/1/2018	1	DELL OPTIPLEX 755	G6PGTG1	D.O. / TECHNOLOGY
38660	2/1/2018	1	DELL D08S	F0Z1HB2	D.O. / TECHNOLOGY
32452	2/1/2018	1	AQUOS TV MODEL LC70LE6500	406852954	SPRUCE E.S.
70924	2/1/2018	1	IPAD 9TH GENERATION	WWN60TLXYT	D.O. / TECHNOLOGY
N11545	2/1/2018	1	CHROMEBOOK 3100 DELL	B8TZ943	D.O. / TECHNOLOGY
N21087	2/1/2018	1	CHROMEBOOK 3100 DELL	3ZF2L73	D.O. / TECHNOLOGY

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N12942	2/1/2018	1	CHROMEBOOK 3100 DELL	1HMZ943	D.O. / TECHNOLOGY
N10788	2/1/2018	1	CHROMEBOOK 3100 DELL	FQ7HW33	D.O. / TECHNOLOGY
N13042	2/1/2018	1	CHROMEBOOK 3100 DELL	3YL5B43	D.O. / TECHNOLOGY
N11706	2/1/2018	1	CHROMEBOOK 3100 DELL	HLYGY33	D.O. / TECHNOLOGY
N17214 / 52617	2/1/2018	1	CHROMEBOOK 3100 DELL	1HHTK73	D.O. / TECHNOLOGY
N20635	2/1/2018	1	CHROMEBOOK 3100 DELL	2C35L73	D.O. / TECHNOLOGY
36813	2/1/2018	1	DELL LATITUDE E550	10QGV32	D.O. / TECHNOLOGY
38743	2/1/2018	1	DELL OPTIPLEX 3020 PC	5TQZKB2	D.O. / TECHNOLOGY
38561	2/1/2018	1	DELL OPTIPLEX 3020 PC	F11XGB2	D.O. / TECHNOLOGY
38562	2/1/2018	1	DELL OPTIPLEX 3020 PC	F103HB2	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020 PC	F11YGB2	D.O. / TECHNOLOGY
38057	2/1/2018	1	DELL OPTIPLEX 3020	FTR0382	D.O. / TECHNOLOGY
44774	2/1/2018	1	DELL OPTIPLEX 5050	GMBHWK2	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020	FOZXGB2	D.O. / TECHNOLOGY
36380	2/1/2018	1	DELL OPTIPLEX 7080	FJDTG42	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020	F130HB2	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020	F141HB2	D.O. / TECHNOLOGY
36519	2/1/2018	1	DELL OPTIPLEX 7020	FF2WD22	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020	F10WGB2	D.O. / TECHNOLOGY
36919	2/1/2018	1	DELL LATITUDE E5550	9P5HV32	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL LATITUDE E5550	F8YHV32	D.O. / TECHNOLOGY
N/A	2/1/2018	1	LENOVO IDEAPAD	PF0KK2NP	D.O. / TECHNOLOGY
33979	2/1/2018	1	DELL LATITUDE E6440	1GN7GC2	D.O. / TECHNOLOGY
29149	2/1/2018	1	DELL LATITUDE E6440	D23WQ72	D.O. / TECHNOLOGY
33897	2/1/2018	1	DELL LATITUDE E6440	DQQ7062	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL LATITUDE E6520	F2VY2Q1	D.O. / TECHNOLOGY
26974	2/1/2018	1	DELL LATITUDE E6420	857H5Q1	D.O. / TECHNOLOGY
33845	2/1/2018	1	DELL LATITUDE E6440	41Q7062	D.O. / TECHNOLOGY
28174	2/1/2018	1	DELL LATITUDE E6520	8FF56Q1	D.O. / TECHNOLOGY
33881	2/1/2018	1	DELL LATITUDE 3450	72PNG22	D.O. / TECHNOLOGY
33889	2/1/2018	1	DELL LATITUDE 3450	22PNG22	D.O. / TECHNOLOGY
N20780	2/1/2018	1	DELL CHROMEBOOK 3100	CJQQK73	D.O. / TECHNOLOGY
36699	2/1/2018	1	DELL OPTIPLEX 7020	1WWTD22	D.O. / TECHNOLOGY
N11407	2/1/2018	1	DELL CHROMEBOOK 3100	D1FLM33	D.O. / TECHNOLOGY
45296	2/1/2018	1	DELL CHROMEBOOK 3100	4XZPPV2	D.O. / TECHNOLOGY
N12568	2/1/2018	1	DELL CHROMEBOOK 3100	9JYS943	D.O. / TECHNOLOGY
46896	2/1/2018	1	DELL CHROMEBOOK 3100	2899YY2	D.O. / TECHNOLOGY

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N17139	2/1/2018	1	DELL CHROMEBOOK 3100	HZCSK73	D.O. / TECHNOLOGY
N13408	2/1/2018	1	DELL CHROMEBOOK 3100	J6P3B43	D.O. / TECHNOLOGY
36893	2/1/2018	1	DELL LATITUDE E5550 LAPTOP	GSYLV32	D.O. / TECHNOLOGY
36895	2/1/2018	1	DELL LATITUDE E5550 LAPTOP	J9ZLV32	D.O. / TECHNOLOGY
26953	2/1/2018	1	DELL LATITUDE E6520 LAPTOP	9CTG5Q1	D.O. / TECHNOLOGY
35976	2/1/2018	1	DELL LATITUDE E5440 LAPTOP	JGTQK23	D.O. / TECHNOLOGY
34025	2/1/2018	1	DELL LATITUDE E5540 LAPTOP	9TB6M1Z	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 960 PC	3TDR9P1	D.O. / TECHNOLOGY
33354	2/1/2018	1	DELL OPTIPLEX 3020 PC	911LL0Z	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020 PC	CN-0K9W8W-70163-51R-017K-A00	D.O. / TECHNOLOGY
37277	2/1/2018	1	DELL OPTIPLEX 3020 PC	9MYPJ52	D.O. / TECHNOLOGY
N/A	2/1/2018	1	DELL OPTIPLEX 3020 PC	F12TGB2	D.O. / TECHNOLOGY
34036	2/1/2018	1	DELL LAPTOP	9RB6M12	D.O. / TECHNOLOGY
27776	2/1/2018	1	DELL WINDOWS VISTS	2CFDGH1	D.O. / TECHNOLOGY
35985	2/1/2018	1	DELL LAPTOP	69TQK32	D.O. / TECHNOLOGY
35979	2/4/2015	1	DELL LAPTOP	25TQK32	D.O. / TECHNOLOGY
34033	2/1/2018	1	DELL LAPTOP	JMB6M12	D.O. / TECHNOLOGY
36170	2/1/2018	1	DELL E7440	GFG0932	D.O. / TECHNOLOGY
41648	6/23/2017	1	ACER CHROMEBOOK 11	NXGM8AA0017020AA787600	D.O. / TECHNOLOGY
N14756	2/1/2018	1	DELL CHROMEBOOK 3100	GTDZ943	D.O. / TECHNOLOGY
28731-1	2/1/2018	1	DELL OPTIPLEX 3040	4ZT8JB2	D.O. / TECHNOLOGY
32000	10/11/2012	1	DELL OPTIPLEX 790	3LKNWV1	D.O. / TECHNOLOGY
N/A	2/1/2018	22	Weeded Library Books		SSFHS
N/A	2/1/2018	605	Obsolete Textbooks		SSFHS
47061	2/1/2018	1	DELL CHROMEBOOK 3100 (AVID)	1QHKQV2	SSFHS
52218	2/1/2018	1	DELL CHROMEBOOK 3100	6L88JP3	SSFHS
N14829	2/1/2018	1	DELL CHROMEBOOK 3100	BSZ1B43	SSFHS
27215 / 29447	2/1/2018	1	HP COLOR LASERJET CP2025N PRINTER	CNGSC11729	SSFHS
5456	2/1/2018	1	IBM SELECTRIC III TYPEWRITER	N/A	SSFHS
33870-1	2/1/2018	1	ROLLING CART FOR IBM SELECTRIC TYPEWRITER	N/A	SSFHS
N20896	2/1/2018	1	DELL CHROMEBOOK 3100	C065L73	SSFHS
N13809	2/1/2018	1	DELL CHROMEBOOK 3100	48M1Z33	SSFHS
N10390	2/1/2018	1	DELL CHROMEBOOK 3100	JL8PM33	SSFHS
N10874	2/1/2018	1	DELL CHROMEBOOK 3100	13JPM33	SSFHS
N21355	2/1/2018	1	DELL CHROMEBOOK 3100	HCC4L73	SSFHS
N13659	2/1/2018	1	DELL CHROMEBOOK 3100	BL5V943	SSFHS
N10316	2/1/2018	1	DELL CHROMEBOOK 3100	H8JPM33	SSFHS

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
N10399	2/1/2018	1	DELL CHROMEBOOK 3100	42BNM33	SSFHS
N11006	2/1/2018	1	DELL CHROMEBOOK 3100	HPQ5X33	SSFHS
N10310	2/1/2018	1	DELL CHROMEBOOK 3100	GX3MM33	SSFHS
N13184	2/1/2018	1	DELL CHROMEBOOK 3100	CMSZ943	SSFHS
N10476	2/1/2018	1	DELL CHROMEBOOK 3100	5F7NM33	SSFHS
N13884	2/1/2018	1	DELL CHROMEBOOK 3100	5KK0Z33	SSFHS
N14488	2/1/2018	1	DELL CHROMEBOOK 3100	6P45B43	SSFHS
N10306	2/1/2018	1	DELL CHROMEBOOK 3100	8BJ8M33	SSFHS
N12976	2/1/2018	1	DELL CHROMEBOOK 3100	FKT1B43	SSFHS
N22600	2/1/2018	1	DELL CHROMEBOOK 3100	DFX3RF3	SSFHS
48425	2/1/2018	1	HP LASERJET PRO M404DN	VNG3B08594	SSFHS
36343	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36375	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36363	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36359	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36352	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36354	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36347	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36350	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36364	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36371	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36377	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36365	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36358	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36345	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36346	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36366	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36370	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36348	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36360	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36361	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36351	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36357	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36369	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36342	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36349	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36374	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
36344	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36367	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36356	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36376	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36372	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
36373	2/1/2018	1	HP STREAM		PARKWAY HEIGHTS M.S.
43166	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA0117080BCC77600	PARKWAY HEIGHTS M.S.
43074	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA011707287A77600	PARKWAY HEIGHTS M.S.
43169	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA0117080BC8A7600	PARKWAY HEIGHTS M.S.
43063	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA0117080BB047600	PARKWAY HEIGHTS M.S.
43163	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA0117080BCF87600	PARKWAY HEIGHTS M.S.
43109	2/1/2018	1	ACER C738T CHROMEBOOK	NXG55AA0117080BC807600	PARKWAY HEIGHTS M.S.
44663	10/3/2017	1	ACER C738T CHROMEBOOK	NXG55AA010707030637600	PARKWAY HEIGHTS M.S.
	Total Items:	**1,082**			

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: February 27, 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 February 2025.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends 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 FEBRUARY 2025.

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

$300 from BlackBaud Giving Fund to Westborough Middle School in support of student and school needs.

$850 from ServPro to El Camino High School in support of the ECHS Colt Wrestling Team.

$9,882.59 from Alta Loma Middle School PTA to Alta Loma Middle School in support of student and school 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: February 27, 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	Mamma Mia Play Fundraiser – Selling Greek food to help raise money for ASB. Commencing April 10, 2025 through April 12, 2025.
ASB	Krispy Kreme Donut Fundraiser – Selling donuts at $2 each at the student parking lot. Commencing before and after school on March 14, 2025.
ASB	Raising Cane's – Restaurant takeover located at the 280 Metro Shopping Center. Commencing March 5, 2025.
ASB	Senior Package Sale – Selling senior packages that include class hoodies, disposable cameras, teddy bears, and prom tickets. Commencing March 3, 2025 and March 4, 2025.
ASB	Concha Fundraiser – Selling mini-Conchas during Day-of-the-Green. Commencing March 28, 2025.

AVID	World's Finest Chocolate – Selling chocolate bars for $2 each. Commencing throughout the month of March 2025.
Class of 2027	Milk Tea Lab – Restaurant takeover located at 630 El Camino Real South San Francisco. Commencing March 2025.
Drama Club	See's Candy Chocolate Sale – An online fundraiser in which individuals can purchase chocolates from local See's Candies stores. Commencing March 7, 2025.
Drama Club	Talent Show – Students will showcase their talents and skills to help raise funds for the Drama Club. Commencing March 14, 2025.
Fashion Club	Bake Sale – Selling cookies to help raise funds for the club. Commencing March 3, 2025 and March 4, 2025.
Folklorico Club	Dinner Dance – Selling tickets for the Dinner-Dance Celebration at the SSFHS Cafeteria. Pricing is as follows: $25 for the general public, $15 for seniors and students, and $10 for dance-only participation. Commencing February 28, 2025.
GSA Club	Colorful Lights Market – An evening market at the SSFHS library and cafeteria featuring local vendors, engaging activities, and live jazz music. Commencing March 7, 2025.

Alta Loma Middle School

7th Grade	Cup-of-Noodles – Selling ramen to help raise funds for Field Day. Commencing February 2025.

Westborough Middle School

6th Grade	Game Night – Selling concessions during game night. Commencing January 2025.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends 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: February 27, 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

$18,000	PQBids – One-year contract renewal with PQBids to provide screening services for the implementation and management of the district's prequalification process for prime contractors and mechanical, electrical, and plumbing subcontractors, in accordance with Public Contract Code sections 20111.5 and 20111.6. Commencing April 25, 2025 through April 24, 2026.
$3,170	Dan's Drilling & Fencing, Inc. – To install a chain-link fence enclosure with a 6-foot-high swing gate at the SSFHS site. Commencing February 2025.
$2,400	ChargeLab USA, Inc. - A comprehensive 1-year service plan including all core features available in the ChargeLab dashboard, web app, and mobile applications software for EV charging stations. Commencing February 2025 through February 2026.

$8,390	Opening Technologies, Inc. - Installation of a new Aiphone Video Intercom system at Buri Buri ES. The system will include a weather-resistant outdoor station with a camera, speaker, and call button, along with a master station in the main office for visitor communication. The system also includes providing and installing the door lock hardware, electrified strike, intercom support hardware, and necessary wiring**,** with staff training upon completion. Commencing February 2025.

El Camino High School

$14,450	Events to the T, Inc. – The final costs for the ECHS Junior-Senior Prom exceed the initial estimated budget due to additional services and increased vendor costs required to accommodate higher-than-anticipated student attendance. As a result, a budget increase is necessary to cover these adjustments. Commencing March 22, 2025.
Not to Exceed $1,000	Daniel Urrutia Gomez – Providing event sound production for the ECHS' graduation ceremony. Commencing May 30, 2025.

Martin Elementary School

$485	Mission Edge San Diego – An in-class presentation educating students on how bees gather pollen and nectar, the responsibilities of beekeepers, the bee life cycle, and the roles of worker bees, queens, and drones. Commencing March 7, 2025.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

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

DATE: February 27, 2025

RE: LCAP mid-year update: Budget Overview for Parents (BOP) update

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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:

In the 2023-24 academic year, California has implemented new mandates for school districts. As part of these requirements, districts are required to report an update on their Local Control and Accountability Plan (LCAP) by February 28, 2025. SSFUSD Educational Services staff presented the LCAP mid-year update on District activities and goals, along with a review of the District's California Dashboard, during the February 5 Board Study Session. The report produced at that time, however, did not include budget information. Since that time, budget information has been updated based on LCAP goals and activities conducted as of December 2024. In the interest of full transparency, the updated BOP is submitted to the Board as an addendum to the LCAP mid-year report submitted and discussed on February 5, 2025.

FISCAL IMPLICATIONS:

A snapshot of the Budget Overview for Parents (BOP) mid-year update is included in this memo below:

LCFF Budget Overview for Parents-2024-25 Mid Year LCAP	
Local Educational Agency (LEA) Name:	**South San Francisco Unified School District**
CDS Code:	**41 69070 0000000**
LEA Contact Information	**Name: Position: Email:**
Current School Year	**2024-25**
Projected General Fund Revenue For 2024-25 School Year	
	Amount
Total LCFF funds	$148,000,397.75
LCFF supplemental and concentration grants	$7,855,225.00
All other state funds	$15,907,934.31
All local funds	$8,370,148.68
All federal funds	$3,956,896.61
Total projected revenue	**$176,235,377.35**
Total Budgeted Expenditures for FY 2024-25 School Year	
Total Budgeted General Fund Expenditures	$202,905,428.20
Total Budgeted Expenditures in the LCAP Supplemental	$8,004,511.00
Mid-Year Expenditures LCAP Supplemental	$4,222,986.68
Total Budgeted Expenditures in the LCAP	**$210,909,939.20**

RECOMMENDATION:

This item is for informational purposes only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-04

RECOGNIZING MARCH 2025 AS WOMEN'S HISTORY MONTH

WHEREAS, "Women's History Week" was first established in 1978 by the Sonoma, California school district and gained national recognition, leading to its designation as "National Women's History Week" by Presidential Proclamation in 1980; and

WHEREAS, in 1987, the U.S. Congress officially designated the month of March as ***National Women's History Month*** *to acknowledge and celebrate the many accomplishments of women throughout history; and*

WHEREAS, the 2025 Women's History Month theme, ***"Moving Forward Together! Women Educating & Inspiring Generations,"*** *was selected by the National Women's History Alliance to honor women who have dedicated their lives to leadership, education, and mentorship; and*

WHEREAS, women have played and continue to play a vital role in the economic, cultural, and social fabric of our nation, contributing significantly to the labor force both inside and outside the home; and

WHEREAS, women of all racial and ethnic backgrounds have been at the forefront of every major progressive social change movement, advocating not only for their own rights such as suffrage and equal opportunity, but also for broader causes, including the abolitionist movement, labor rights, and the civil rights movement; and

WHEREAS, throughout history, women have made invaluable contributions as volunteers, philanthropists, and leaders in the establishment of charitable, cultural, and educational institutions; and

WHEREAS, women have demonstrated exceptional character, courage, and commitment as mothers, educators, business and labor leaders, religious and political figures, community advocates, and CEOs; and

WHEREAS, the achievements and contributions of women serve as a powerful source of inspiration, empowering future generations to reach their full potential and expanding the frontiers of possibility; and

WHEREAS, the historical contributions of women have often been overlooked and undervalued, making it essential to include their stories in the broader narrative of American and world history; and

WHEREAS, California Education Code Section 51204.5 mandates that social science instruction include the study of the roles and contributions of both men and women in history.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees recognizes and honors the achievements, leadership, and invaluable contributions of all women during ***Women's History Month****.*

REGULARLY PASSED AND ADOPTED this 27th day of February 2025.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____

Secretary/Clerk of the Board

_____

_____

Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-05

RECOGNIZING MARCH 2025 AS AMERICAN RED CROSS MONTH

WHEREAS, the American Red Cross was founded in Washington, D.C., in 1881 by Clara Barton, a nurse and educator who became the organization's first president; and

*WHEREAS, in 1943, President Franklin D. Roosevelt proclaimed March as **Red Cross Month** to recognize the everyday heroes who selflessly provide aid through financial contributions, blood donations, and volunteer service; and*

WHEREAS, the American Red Cross is a national leader in emergency preparedness and disaster response, offering critical assistance to individuals and communities affected by fires, floods, earthquakes, and other crises every eight minutes; and

WHEREAS, the Red Cross provides lifesaving training and certification programs, including specialized courses for K-12 youth volunteers, empowering individuals to respond effectively in times of need; and

WHEREAS, locally, the Red Cross has provided essential disaster relief, including assisting families affected by the 1989 Loma Prieta earthquake, supporting individuals impacted by the 2010 San Bruno pipeline explosion, aiding those displaced by the devastating North Bay wildfires, and collaborating with public health officials to deliver critical services during the COVID-19 pandemic; and

WHEREAS, students of the South San Francisco Unified School District have demonstrated compassion and civic responsibility by organizing vital blood drives and supporting Red Cross initiatives; and

WHEREAS, El Camino High School's Red Cross Club upholds the Red Cross's core principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality, and South San Francisco High School's Red Cross Club is committed to community service through fundraising and volunteer efforts to aid those in need.

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees recognizes March 2025 as **American Red Cross Month**, honors all Red Cross workers especially volunteers and encourages our community to support their humanitarian efforts.*

REGULARLY PASSED AND ADOPTED this 27th day of February 2025.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-06

Trustee Compensation

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

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

WHEREAS, Trustee Patricia Murray was absent from the regular Board meeting on February 13, 2025, due to illness.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees adopts Resolution #25-06 and approves payment for absence at the following Board of Trustees' meeting in accordance with California Education Code Section 35120 (a) (9) (c) to:

Trustee Patricia Murray	February 13, 2025 Regular Board Meetings

REGULARLY PASSED AND ADOPTED this 27th day of February 2025.

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

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: February 27, 2025

RE: California School Boards Association (CSBA) Delegate Assembly Election 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 Boards Association (CSBA) is providing the District with a ballot for the election of representatives to their 2025 Delegate Assembly. SSFUSD is part of Subregion 5-B (San Mateo County). The election materials include the required candidate biographical sketch forms and, if submitted, a resume for each candidate. To be eligible to serve on the Delegate Assembly, a board member must be a trustee of a district or county office of education that is a current member of CSBA and within the geographic region or subregion which the Delegate will represent.

The Board as a whole may vote for up to three individuals to fill the three vacancies in Subregion 5-B. Regardless of the number of vacancies, each Board may cast no more than one vote for any single candidate. The ballot also contains a provision for write-in candidates.

Ballots must be postmarked by Monday, March 17, 2025. If there is a tie vote, a run-off election will be held. All re-elected and newly elected delegates will serve two-year terms beginning April 1, 2025, through March 31, 2027.

FISCAL IMPLICATIONS:

There are no fiscal implications.

RECOMMENDATION:

The South San Francisco Unified School District Board of Trustees may vote for up to three candidates to serve as CSBA Delegate Assembly members beginning April 1, 2025.

csba

REQUIRES BOARD ACTION

January 31, 2025
MEMORANDUM

To: CSBA Member Boards and Odd-numbered County Board Presidents and Superintendents
From: Dr. Bettye Lusk, CSBA President
Re: 2025 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 17**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 17, 2025.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district or county office must be clearly printed in the space provided.

The ballot must be signed by the Board President, Board Clerk, or Superintendent as a designee of the board, and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's or county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked on or before April 30. Results will be published by May 11, 2025.

For County Boards of Education Only:

Per Standing Rule 52, in regions with more than one county, each county board of education has one vote to elect the county board member who represents the county board(s) in the region in the Delegate Assembly. One-county regions will appoint the county Delegate. Your county board may vote for only one candidate to fill the Delegate position representing the county boards within your region. Enclosed is the ballot material for election to CSBA's Delegate Assembly of the county board representative from your region. It consists of 1) the ballot (on GREEN paper) listing the candidates, the reverse side of which contains the name of the current member of the Delegate Assembly representing the county boards in your region; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, also provided is a copy of the ballot on white paper to include with your board

agenda. **Only the ballot on GREEN paper is to be completed and returned to CSBA. Like the ballot on red paper for the other Delegate seats in your region, it must be postmarked by the U.S. Post Office on or before Monday, March 17, 2025.**

The ballot on GREEN paper must be signed by the Board President, Board Clerk, or by the County Superintendent, as a designee of the board, and returned in the enclosed envelope. If the envelope is misplaced, you may use your county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked by April 30. The results for the county board seat in each region will also be published by May 11, 2025.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2025 – March 31, 2027. The next meeting of the Delegate Assembly takes place on Saturday, May 17 and Sunday, May 18, 2025. Please do not hesitate to contact the Executive Office at nominations@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
Ballot on green paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2025**. Only ONE Ballot per Board. Be sure to mark your vote "**X**" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2025 DELEGATE ASSEMBLY BALLOT
SUBREGION 5-B
(San Mateo County)

Number of seats: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2025 - March 31, 2027

**denotes incumbent*

☐ Gregory Land (San Mateo Union HSD)*

☐ Andrew Lie (Jefferson Union HSD)

☐ Francesca Segre (Menlo Park City SD)

COPY

_____ _____
Provision for Write-in Candidate Name *School District*

_____ _____
Signature of Superintendent or Board Clerk *Title*

_____ _____
School District Name *Date of Board Action*

See reverse side for list of all current Delegates in your Region.

REGION 5 – 10 Delegates (7 elected/3 appointed◈)

Director: VACANT

Below is a list of all elected or appointed Delegates from this Region.

Subregion 5-A (San Francisco)
Alida Fisher (San Francisco County USD)◈, appointed term expires 2026
Vacant (San Francisco County USD)◈, appointed term expires 2025
Vacant (San Francisco County USD)◈, appointed term expires 2025

Subregion 5-B (San Mateo)
Chelsea Bonini (San Mateo COE), term expires 2026
Gregory Land (San Mateo Union HSD), term expires 2025
Patricia Murray (South San Francisco USD), term expires 2026
Vacant, term expires 2025
Vacant, term expires 2025
Vacant, term expires 2026

County Delegate:
Beverly Gerard (San Mateo COE), term expires 2025

Counties

San Francisco (Subregion A)
San Mateo (Subregion B)

View results

Respondent

95 Anonymous

10:04
Time to complete

1. I have been... *

- ◯ Appointed
- ◉ Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected *

Gregory Land

3. Full name *

Gregory Land

4. Region/subregion *

5B

5. Name of District or COE *

San Mateo Union High School District

6. Years on board *

8 years

7. Profession

Principal

8. Contact number *

650-576-0930

9. Primary email address *

gland@smuhsd.org

10. Are you an incumbent Delegate? *

- (●) Yes
- ( ) No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

As a current Delegate, I feel that there is more work to be done and knowing about how the system works, I know I can be a good advocate for our community in our county.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. *

I have been on the San Mateo Union High School District for the last 8 years and was also a board member for 10 years with the Burlingame School District. I was president of the San Mateo School Boards Association for two years during a difficult period after Covid. I have been chair of our local Kent Awards for several years. As part of CSBA, I have participated in our Coast to Coast legislative advocacy in Washington DC.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

School Boards have been scrutinized and politicized in our current political climate. Rather than focusing on what is best for students, politics has made our schools political battlegrounds at the cost of what our students deserve.

View results

Respondent

3 Anonymous

44:29
Time to complete

1. I have been... *

- ◯ Appointed
- ◉ Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected *

Andrew Lie

3. Full name *

Andrew Lie

4. Region/subregion *

5B

5. Name of District or COE *

Jefferson Union High School District

6. Years on board *

9

7. Profession

Sr. Director of Finance

8. Contact number *

415-690-3740

9. Primary email address *

andrew.lie@jeffersonunion.net

10. Are you an incumbent Delegate? *

- ○ Yes
- ◉ No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

Having just been re-elected for another 4 year term to 2028, and having served 9 years on my board, I believe that now is the right time for me to be more involved at State level advocacy. I was on our district's Facilities Subcommittee that developed our now 2 year old workforce housing development, 705 Serramonte , and have presented to and worked with folks at CSBA in educational workforce housing advocacy. I was also part of the initial CSBA Equity Cohort in 2018-2019 and have continued the equity work in our district since then. I want to bring that equity lens to the work of the delegate assembly in the same way that I have that lens with our district's work.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. *

Served for 8 years on our Facilities Subcommittee, which developed both 705 Serramonte, our educator housing building, and the master plan for the Serramonte del Rey Neighborhood, which will bring another 1,100 units of housing and much needed local revenue to the district. Also served on equity subcommittee when JUHSD was part of the first CSBA Equity Cohort, and currently serve as one of two board members to advise the District's Student Advisory Committee, comprising 23 student trustees. Have previously served on 2x2 subcommittees that served our feeder districts and partner cities. When my children were still students in K-12 schools, I served on their PTO boards, coached AYSO and Little League, and served on the board of a non-profit arts school.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

There are many, starting with school funding; hence our district's work to develop excess property so we can monetize it. There are challenges ahead in our equity work to close educational gaps among the various subgroups, and helping our community understand the need to provide additional resources for the students who need it. Recruitment and retention of staff is critical, and a particular challenge there is to recruit more diversity in our educational staff so that students see educators who look like them.

View results

Respondent

46 Anonymous

06:25
Time to complete

1. I have been... *

- ○ Appointed
- ◉ Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected *

Francesca Segre

3. Full name *

Francesca Segre

4. Region/subregion *

5 - County

5. Name of District or COE *

Menlo Park City School District

6. Years on board *

4

7. Profession

writer

8. Contact number *

650-644-7707

9. Primary email address *

fsegre@mpcsd.org

10. Are you an incumbent Delegate? *

- ○ Yes
- ◉ No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

I'm on a mission to ensure all students receive an extraordinary education and are prepared to achieve their dreams. Sadly, our statewide test scores indicate that most students are not on this path to achievement. That less than half of California's students are proficient in ELA, and that less than 35% are proficient in math, is unacceptable. As a delegate, I would work with other school board members to lobby for school funding, attract teachers, and develop personalized systems to support students and families so that children can learn, achieve, and thrive.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. *

I was first elected to the Menlo Park City School District Board in 2020 and was re-elected (uncontested) in 2024. I have been an active member of the San Mateo County School Boards Association since 2020 and have served on its Board of Directors. On the Menlo Park School Board, I have served as president, vice president, and as a member of the Facilities Committee and the Sustainability Committee.

Over the past four years, the Menlo Park City School Board together with the administration has: navigated a safe return to classrooms post-pandemic, transitioned from one excellent superintendent to another excellent superintendent, raised teacher and staff salaries, assessed our facilities needs, and put a winning $124 M bond on the ballot (2024).

I am unique among the board members in that after every board meeting, I immediately write a newsletter reporting our meeting highlights, and distribute it to anyone who subscribes.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

I think the biggest challenges facing governing boards are: closing the achievement gap, addressing the teacher shortage, funding facilities needs, improving student mental health, and preparing students to leverage AI while still developing their own critical thinking.

If CSBA Delegate Assembly Members can create an agenda, develop action items, and lobby the state legislature and other board members to address these challenges, we can have real impact in setting our children on a path to realize their dreams.

FRANCESCA SEGRÈ

COMMUNICATIONS DIRECTOR AND PUBLIC POLICY PRO

I use the power of story to build community and civic life.

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francesca.segre@gmail.com
Menlo Park, CA (650)644-7707
LinkedIn profile

SKILLS

- Strategic storytelling
- Directing, executing comms strategy
- Building brands & identity
- Producing multimedia content
- Developing & analyzing public policy

EDUCATION

NATIONAL UNIV. OF SINGAPORE
Master in Public Policy
BRANDEIS UNIVERSITY
Bachelor of Arts in Sociology
EMERGE CALIFORNIA 2019

SCHOOL BOARD MEMBER

- Menlo Park Trustee since 2020
- 40K constituents
- Newsletter, 75% open rate

www.votefrancesca.com/news

BOOKS

Daughter of the Bride, novelist (Berkley Books) MGM optioned film rights, Goldie Hawn attached
The Modern Jewish Girl's Guide to Guilt, anthology essayist (Penguin) LA Times Best-Seller

COMMUNICATIONS DIRECTOR

Joe Simitian for Congress Campaign/Palo Alto/2023-2024

- Launched and led ambitious communications team for prominent Silicon Valley politician in one of the most competitive, accelerated, and expensive races for Congress in California
- Led, hired, managed, cross-functional social media, editorial, and media relations teams to develop cohesive communications strategy that raised campaign visibility from low-profile to ubiquitous
- Orchestrated media events and crisis communications strategies to elevate positive perception of candidate around key policy issues including affordable housing, climate action, and reproductive rights

PRODUCER/DIRECTOR/COMMUNICATIONS STRATEGIST

LinkedIn/Sunnyvale/2018-2022

- Initiated industry newsletter, drove readership from 0 to 45K subscribers
- Produced/directed/wrote persuasive corporate video with 100-person cast/crew to target 16K person audience
- Produced/directed/wrote documentary short film about innovative sustainability initiative, Bill Gates(GatesNotes) used our work

COMMUNICATIONS DIRECTOR/PUBLIC POLICY SPECIALIST

California State Legislature/Los Altos/2015 - 2017

- Created, executed comms strategy for Assemblyman, 100% success publishing OpEds in SF Chronicle and Mercury News
- Keynote speaker/adviser on state budget, education policy

NEWS REPORTER/ANCHOR/PRODUCER

New York, California, Singapore 2000 - 2015

- Emmy-Award Nominated Reporter. Wrote, produced news stories on education, environment, housing, marginalized communities, healthcare, finance, relationships
- New York Times, Reuters TV New York
- KQED, KCRW, Marketplace Public Radio

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: February 27, 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 0410 – Nondiscrimination in District Programs and Activities
2. BP 4033 – Lactation Accommodation
3. BP 5146 – Married/Pregnant/Parenting Students
4. BB 9223 – Filling Vacancies

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

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decisionmaking; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Except for allegations of sex discrimination or sex-based harassment, allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 Nondiscrimination in Employment, for employees. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for students, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for employees.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall

receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

_____
(title or position)

_____
(address)

_____
(telephone number)

_____
(email)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 08/16/2018 | **Last Revised Date:** 11/14/2024 | **Last Reviewed Date:** 11/14/2024

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.
The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.
The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.
Pursuant to 34 CFR 104.8 and 34 CFR 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate. In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities

Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, note takers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent of Human Resources
398 B Street, SSF, CA 94080
650-877-8725

NEW
PROPOSED

Policy 4033: Lactation Accommodation

Status: ADOPTED

Original Adopted Date: 07/01/2011 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1; 34 CFR 106.57)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk or breastfeeding as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area, and shall meet the following requirements: (Labor Code 1031; 29 USC 218d; 34 CFR 106.57)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

Complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

In addition, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

PROPOSED

Policy 5146: Married/Pregnant/Parenting Students

Status: ADOPTED

Original Adopted Date: 12/01/2013 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

The Governing Board recognizes that responsibilities pertaining to marriage, pregnancy, or parenting, including related obligations, medical conditions, or recovery, may disrupt a student's education and increase the chance of a student dropping out of school. The Board desires to minimize interruption to such students' educational progress by supporting married, pregnant, and parenting students in their continued education, assisting them to attain strong academic and parenting skills, and promoting the healthy development of their child(ren).

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's current, potential, or past pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, or related medical conditions or recovery. In addition, the district shall not adopt any rule concerning a student's actual, potential, or past parental, family, or marital status that discriminates against and/or treats a student differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

Any employee who is informed by a student, or a person who has a legal right to act on behalf of a student, of a student's pregnancy or related conditions shall provide that person with the Title IX Coordinator's contact information and inform the person that the Title IX Coordinator can coordinate specific acts to prevent sex discrimination, including sex-based harassment, and ensure the student's equal access to the district's education program or activity. (34 CFR 106.8)

When notified of a student's pregnancy or related conditions, the Title IX Coordinator shall provide the student, and if applicable the person who has a legal right to act on behalf of the student and who notified the Title IX Coordinator of the student's pregnancy or related conditions, with the district's notice of nondiscrimination, as specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment and Exhibit (1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. The Title IX Coordinator shall also coordinate actions specified in 34 CFR 106.40 to prevent discrimination against, and ensure equal access to, the student, including the following: (34 CFR 106.44)

1. Notifying the student that the district is required to not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions

However, a student's voluntary participation in a separate portion of the district's education program or activity does not constitute prohibited discrimination if the district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. To the extent consistent with 34 CFR 106.40(b)(3), ensuring that pregnancy or related conditions are treated in the same manner and under the same policies as any other temporary medical condition with respect to any medical or hospital benefit, service, plan, or policy the district administers, operates, offers, or participates in with respect to students admitted to the district's education program or activity

3. Informing the student that the district may not require the student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person verifying that the student is physically able to participate in the district's class, program, or extracurricular activity unless the certified level of physical ability of health is necessary for participation in the class, program, or extracurricular activity; the district requires such certification of all participating students; and, the information obtained is not used as a basis for Title IX discriminationFor school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years of age or older, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

The Superintendent or designee shall not require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, or related medical conditions or recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the district's education program or activity, including an extracurricular activity, unless the certified level of physical ability is necessary for participation and such certification is required of all students. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities

2. Parenting education and life skills instruction

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553,
   42 USC 1786, and 7 CFR 246.1-246.28

4. Health care services, including prenatal care

5. Tobacco, alcohol, and/or drug prevention and intervention services

6. Academic and personal counseling

7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

Parental Leave

A student who is pregnant or parenting, or has a related condition, shall be entitled to parental leave in order to protect the health of the student and/or the infant, and to allow the student to care for and bond with the infant. The period of the leave shall be the greater of eight weeks, or the length of time deemed medically necessary by the student's healthcare provider, or, if the district has a leave policy for which the student qualifies, the amount of time provided for in such policy. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. (Education Code 46015)

No student shall be required to take all or part of the parental leave. (Education Code 46015; 34 CFR 106.40)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A student who is pregnant or parenting, or has related conditions, shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a student who is pregnant or parenting, or has related conditions, may elect to return to the school and the course of study in which the student was enrolled before taking parental

leave or to an alternative education option provided by the district. (Education Code 46015; 34 CFR 106.40)

Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

Accommodations

When necessary, the district shall provide reasonable accommodations to enable a student who is pregnant or parenting, or with related conditions, to access the educational program. The district shall consult with the student when identifying potential modifications. Any modification accepted by the student shall be implemented. Any proposed modification that would fundamentally alter the nature of the district's education program or activity shall not be implemented. (34 CFR 106.40)

Reasonable modifications may include, but are not limited to: (34 CFR 106.40)

1. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
2. Intermittent absences to attend medical appointments
3. Access to online or homebound education
4. Changes in schedule or course sequence
5. Extensions of time for coursework and rescheduling of tests and examinations
6. Allowing a student to sit or stand, or carry or keep water nearby
7. Counseling
8. Changes in physical space or supplies, such as access to a larger desk or a footrest
9. Elevator access
10. Any other change to policies, practices, or procedures

A student who is pregnant or who has a related condition shall have access to any services available to other students with temporary medical conditions. (34 CFR 106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the

opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222; 34 CFR 106.40)

1. Access to a private and secure room, other than a restroom, that is clean, shielded from view, and free from intrusion by others to express breast milk or breastfeed an infant child

2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk

3. Access to a power source for a breast pump or any other equipment used to express breast milk

4. Access to a place to store expressed breast milk safely

5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints

Any complaint alleging discrimination on the basis of a student's current, potential, or past pregnancy, family, or marital status, district noncompliance with the requirements of Education Code 46015 or 34 CFR 106.40, or district noncompliance with the requirement to provide reasonable accommodations for lactating students, shall be investigated and resolved in accordance with the Title IX grievance procedures as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. (Education Code 222, 46015; 5 CCR 4600- 4670; 34 CFR 106.44, 106.45)

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support current, potential, and past married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Policy 5146: Married/Pregnant/Parenting Students

Status: ADOPTED

Original Adopted Date: 06/23/2016

The Governing Board recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support single, married, pregnant, or parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6164.5 - Student Success Teams)

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 34 CFR 106.40)

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

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6200 - Adult Education)

Any education program or activity that is offered separately to single, married, pregnant, or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (5 CCR 4950)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As required for other students with physical or emotional conditions or temporary disabilities, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that the student is physically and emotionally able to participate in an educational program or activity. (34 CFR 106.40)

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities

(cf. 1020 - Youth Services)

(cf. 5148 - Child Care and Development)

2. Parenting education and life skills instruction

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

4. Health care services, including prenatal care

(cf. 5141.6 - School Health Services)

5. Tobacco, alcohol, and/or drug prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

6. Academic and personal counseling

(cf. 6164.2 - Guidance/Counseling Services)

7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

(cf. 6179 - Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Absences

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. (34 CFR 106.40)

(cf. 5112.3 - Student Leave of Absence)

A single, married, pregnant, or parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.

(cf. 5112.1 - Exemptions from Attendance)

Reasonable Accommodations

When necessary, the district shall provide reasonable accommodations to single, married, pregnant, or parenting students to enable them to access the educational program.

A single, married, pregnant, or parenting student shall have access to any services available to other students with

temporary disabilities or medical conditions. (34 CFR 106.40)

(cf. 6183 - Home and Hospital Instruction)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child

2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk

3. Access to a power source for a breast pump or any other equipment used to express breast milk

4. Access to a place to store expressed breast milk safely

5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600-4687)

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support single, married, pregnant, or parenting students, which may include data on participation rates in district programs and services, academic

achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

PROPOSED

Bylaw 9223: Filling Vacancies **Status:** ADOPTED

Original Adopted Date: 09/01/1989 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** ~~12~~06/01/~~2022~~2024

Events Causing a Vacancy

A vacancy on the Governing Board may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)

2. The adjudication pursuant to a quo warrant to proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of the office for the remainder of the term (Government Code 1770)

3. A Board member's resignation in accordance with Board Bylaw 9222 - Resignation (Government Code 1770)

4. A Board member's removal from office by recall (Elections Code 11000-11386; Government Code 1770)

5. A Board member's ceasing to be a resident of the district (Government Code 1770)

6. A Board member's ceasing to inhabit the trustee area represented by the Board member in accordance with the law (Government Code 1770)

7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)

    a. Upon district business with the approval of the Board

    b. With the consent of the Board for an additional period not to exceed a total absence of 90 days or, in the case of illness or other urgent necessity~~,~~ and upon a proper showing thereof, more than 90 days

    c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

    If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the

Board may appoint an interim member to serve during the absence. If two or more Board members are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

8. A Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)

9. A Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)

11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs between six months and 130 days before a regularly scheduled Board election at which the vacant position is not scheduled to be filled, the vacancy shall be filled by a special election consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which the person was elected to fill. (Education Code 5093)

3. When a vacancy occurs any time outside of the statutory time windows identified in Items #1 and #2 above, the Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation, whichever is sooner. **(Education Code 5091, 5093)**

Eligibility for Appointment

In order to be appointed to fill a vacancy on the Board, a person must meet the eligibility requirements specified in law and Board Bylaw 9220 - Governing Board Elections.

Provisional Appointments

When, as authorized by law, the Board has opted to make a provisional appointment to fill a vacancy, the Board , by resolution, may approve the procedures for selecting the person to be provisionally appointed to fill the vacancy. These procedures may, but are not required to, include the following:

1. Advertising in the local media to solicit candidate applications

2. Establishing a committee consisting of less than a quorum of the Board to ensure that applicants are eligible for Board membership and announce the names of the eligible candidates

3. Interviewing the candidates at a public meeting

Within 10 days after the Board makes a provisional appointment to fill a Board vacancy, the Superintendent or designee, on behalf of the Board, shall post a notice of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The Superintendent or designee shall ~~be~~ post the notice as follows: (Education Code 5092)

1. In three public places in the district or, if applicable, trustee area

2. On the district's website

3. In a newspaper of general circulation published in the district, if such a newspaper exists

The notice shall contain: (Education Code 5092)

1. The fact of the vacancy or resignation

2.The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation

The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment

A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, the appointment shall become ~~an~~ effective

The person appointed shall only hold office until the next regularly scheduled election for district Board members. (Education Code 5091)

If within 30 days of the Board's appointment, registered voters of the district or, where elections are by trustee areas, of the trustee area, submit a petition for special election that the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

When, as authorized by law, the Board seeks to make an appointment because of a failure to elect, the Board, by resolution, may approve any additional the procedures for selecting the person to be appointed to fill the vacancy.

CURRENT

Bylaw 9223: Filling Vacancies

Status: ADOPTED

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

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)

3. A Board member's resignation (Government Code 1770)

   A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

   Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

4. A Board member's removal from office, including recall (Elections Code 11384; Government Code 1770)

5. A Board member's ceasing to be an inhabitant of the state or resident of the district (Government Code 1770)

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law (Government Code 1770)

   No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

   a. Upon business of the school district with the approval of the Board

   b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

   c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

      If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

   d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

12. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

When a special election is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

Provisional Appointments

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation

2. The full name of the appointee

3. The date of appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

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: February 27, 2025

RE: Approval of Imagine Learning Twig Science Research Study Proposal

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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:

Imagine Learning seeks to partner with the South San Francisco Unified School District (SSFUSD) to measure the effectiveness of Twig Science on the science skills of Grades K–5 students. The study will employ rigorous evaluative methods, including comparative and correlative approaches, to analyze the impact of Twig Science on student outcomes.

To achieve this, Imagine Learning will collect and analyze Grade 5 and Grade 8 student California Assessment of Student Performance and Progress (CAASPP) Science and Math data from Spring 2022, Spring 2023, Spring 2024, and Spring 2025, along with student demographic and software usage data.

Imagine Learning agrees to comply with all applicable federal, state, and local laws regarding student data protection, including FERPA. All data will be collected securely via Box.com, and all direct identifiers will be removed. The final report will present only aggregated data, ensuring no personally identifiable information is included. The attached Data Sharing Agreement outlines the data collection and privacy measures that will be established between Imagine Learning and SSFUSD.

FISCAL IMPLICATIONS:

There are no direct costs to SSFUSD associated with this research study.

POTENTIAL IMPACT:

The findings from this study will provide SSFUSD with valuable insights into the impact of Twig Science on student achievement, enabling educators to make data-informed decisions regarding curriculum implementation. Specifically, the research will address the following key questions:

- During the 2022-2023 school year, when Grade K-5 teachers had the option to use Twig Science, how did the science achievement of Grade 5 students who used Twig Science compare to those who did not?
- How has overall science achievement changed in Grades 5 and 8 since the adoption of Twig Science?
- How does Twig Science differentially impact student achievement based on grade level, gender, race/ethnicity, socio-economic status, English language classification, special education classification, free or reduced-price lunch status, and prior achievement?

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the agreement with Imagine Learning for the Twig Science Research Study, covering the school years from 2021-2022 through 2024-2025.

Twig Science Research Study Overview

Overview

Imagine Learning proposes to partner with South San Francisco Unified School District (CA) to measure the effectiveness of Twig Science on the science skills of Grades K–8 students. To measure program effectiveness, Imagine Learning will employ the most rigorous and appropriate evaluative methods, such as comparative and correlative approaches, based on the observed characteristics of program implementation(s). To accomplish this, Imagine Learning will collect Grade 5 and Grade 8 student California Assessment of Student Performance and Progress (CAASPP) Science and Math data from Spring 2022, Spring 2023, Spring 2024, and Spring 2025; student-level demographic data; and software usage data.

Research Questions

- During the 2022-2023 school year (when Grade K-5 teachers could opt in to using Twig Science), how did the science achievement of Grade 5 students who used Twig Science differ from Grade 5 students who did not use Twig Science?
- How has overall science achievement changed in Grades 5 and 8 since the adoption of Twig Science?
- How does Twig Science differentially affect student achievement (based on grade level, gender, race/ethnicity, socio-economic status, English language classification, special education classification, free or reduced-priced lunch status, and prior achievement)?

Methods

- Comparative Analysis (Grade 5 in 2022–2023): Imagine Learning will use Spring 2023 Grade 5 CAASPP science scores to evaluate the difference in science achievement between Twig Science users and non-users. CAASPP math scores from Spring 2022 (when the students were in 4th grade) and demographic data will be used to control for students' characteristics and baseline academic abilities to increase confidence that any observed differences in performance are due to Twig Science rather than other factors.
- Cohort Analysis (Grade 5 and 8, 2021–2022 through 2024–2025): Imagine Learning will investigate how Grade 5 and 8 CAASPP science proficiency rates have changed between Spring 2022 (before Twig Science was used in the district) and Spring 2025 (after the Twig Science implementation). Imagine Learning will use demographic data to understand how science achievement has changed within various student subgroups.

Data Collection

- CAASPP assessment data: Imagine Learning will collect:
  - Spring 2022, Spring 2023, Spring 2024, and Spring 2025 science assessment data for Grades 5 and 8.
  - Spring 2022 math assessment data for Grade 4.
- Program participation information: Imagine Learning will gather information on which Grade 5 teachers used Twig Science in 2022-2023.
- Demographic data: Imagine Learning will collect demographic data (grade level, gender, race/ethnicity, socio-economic status, English language classification, special education classification) for Grade 5 and 8 students from the 2022-2023 through 2024–2025 school years.
- Software usage data: Imagine Learning will gather software usage data for Twig Science users.

Research Process

The time commitment from district staff is expected to be limited to the following activities:

1. Confirm or modify research design as proposed above.
2. Collect signature on data sharing agreement.
3. Gather data outlined in the data sharing agreement.
4. Attend a 30–60-minute meeting to discuss the results of the study.

Benefits

This study will help the district gain a better understanding of the effect of the Twig Science curriculum on student achievement. Further, the information generated from this research will enable educators to optimize student outcomes in future implementations.

Confidentiality

Imagine Learning agrees to comply with all applicable federal, state, and local laws regarding the protection of student data, including but not limited to FERPA. Imagine Learning uses a secure web portal (Box.com) to collect student data for analysis. Imagine Learning will ensure that all direct identifiers are removed from data collected and used solely for the purposes of this research study. When Imagine Learning writes a final report with the results from the study, data will be aggregated, and no names or personally identifiable information will be included. A separate Data Sharing Agreement outlining all data to be collected and data protection and privacy practices to be enacted will be agreed upon by Imagine Learning and the district.

Contact

Imagine Learning Efficacy Research
Email: efficacy@imaginelearning.com

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IMAGINE LEARNING
RESEARCH and DATA SHARING AGREEMENT

This RESEARCH and DATA SHARING AGREEMENT ("Agreement") is entered into by and between:

Company: Imagine Learning LLC 100 S. Mill Ave, Suite 1700 Tempe, AZ 85281	District: South San Francisco Unified School District 398 B Street South San Francisco, CA 94080

Company and District are referred to individually as a "Party" and collectively as the "Parties."

1. RECITALS

1.1 **Company**. Company develops and provides web-based, teacher-led core and elective curriculum and instructional services for students in grades K-12 and markets its courseware and online virtual instruction programs for use in traditional classrooms, and blended learning and virtual program settings.

1.2 **District**. District maintains individually identifiable information on students ("Project Data") as necessary for District's responsibilities as an educational institution.

1.3 **FERPA**. The Family Education Rights and Privacy Act ("FERPA") allows the release of educational records or personally identifiable information of students to organizations conducting studies for, or on behalf of, educational agencies or institutions to serve legitimate educational interests, including for the purpose of improvements to instruction. Company shall conduct the Project (as defined below) and any and all studies in such a manner that they do not allow for the personal identification of students and parents by persons other than representatives of the Parties. The information collected will be de- identified or destroyed when no longer needed for the purpose for which the Project was conducted as set forth in this Agreement.

1.4 **Project**. This Agreement is entered into for the purpose of facilitating the performance of studies on behalf of District in a manner permitted by FERPA and other applicable Federal, state and local laws and regulations (collectively, "Applicable Law") and to establish the necessary data sharing arrangements between the Parties to accomplish the "Project" described in the attached Exhibit A.

1.5 **Agreement**. Company and District, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and for the Project Purpose(s) described in the attached Exhibit A, acknowledge and agree to be bound by this Agreement, effective as of the last date of signature below (the "Effective Date").

2. DATA ACCESS, USE, AND SECURITY

2.1. **Security.** The Parties agree to keep Project Data confidential and secure at all times, both when in transit and at rest, via appropriate administrative, technical, and physical security measures.

2.2. **FERPA Compliance.** Both Parties will comply with all provisions of FERPA, any amendments to FERPA and other Applicable Laws with respect to privacy. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose, or share Project Data in any manner that violates any Applicable Law.

2.3. **Project Data is Property of District**. Access to Project Data under this Agreement shall be as directed by the District. All such Project Data shall remain District's property until such Project Data is permanently de-identified. Company may retain any such de-identified data to be used for product improvement, marketing, and other lawful purposes. Company may use the District's name in connection with any published findings from the Project on Company's website and in other Company marketing materials.

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2.4. **Company Responsibilities.** The restrictions set forth in this Section 2.4 shall apply to the receipt, use, disclosure, and maintenance of Project Data by Company. Company agrees to the following:

2.4.1. Authorized Purpose, Property of District. Project Data may only be used for the Project Purpose or purposes authorized pursuant to this Agreement. All Project Data shall be protected from unauthorized use and/or disclosure under this Agreement. Any dissemination or use of the Project Data without being first de-identified is specifically prohibited. Company and Researcher will not re-identify or attempt to re-identify the de-identified data.

2.4.2. Confidentiality, Access. Company will comply with the relevant provisions of FERPA regarding the confidentiality of Project Data. To protect the confidentiality of Project Data, Company will limit access to Project Data to those employees, agents, consultants, or contractors who reasonably need access to Project Data in order to perform their responsibilities under this Agreement.

2.4.3. Court-Ordered Disclosure. In the event that Project Data is required to be disclosed in response to a valid order of a court of competent jurisdiction or other governmental body of the United States or any political subdivisions thereof, Company shall first (a) notify District of the order and provide a complete copy of such order to District, and (b) permit District to seek an appropriate protective order. Company shall fully cooperate with District, if District wishes to apply to such court for a protective order. Company shall only disclose the Project Data to the extent necessary and as required by the court or other governmental order. Furthermore, Company will comply with the notice requirements of FERPA if and when it is required to disclose any Project Data in accordance with a lawfully issued subpoena or court order.

2.4.4. Return/Destruction. Following Company's completion of the Project or providing a copy of the Report (as defined below) to District, whichever is later, Company will return or de-identify/destroy all Project Data previously disclosed by District.

2.5. **District Responsibilities.**

2.5.1. Provision of Data to Company. District will share Project Data with Company as directed by the Project requirements and provide such Project Data in a format reasonably acceptable to Company. District will transmit the Project Data to Company using a secure method (such as secure file transfer protocol or SFTP) with appropriate security measures, including, if appropriate, single sign-on (SSO) encryption. If the Project Data submitted is incomplete or unacceptable to Company for whatever reason, Company may, in its sole discretion, request District to resubmit all or any portion of the Project Data.

2.5.2. FERPA Consent. District will obtain any and all necessary consents and permissions required under Applicable Law, including those required under FERPA, for District's participation in the Project.

3. TERM

3.1. **Term, Expiration**. This Agreement shall become effective as of the Effective Date and, subject to any earlier termination as provided herein, shall remain in full force and effect through and including 12/31/2025 (the "Term"). Thereafter, this Agreement will be automatically renewed and extend for N/A additional N/A year period(s) unless a Party gives written notice to the other Party that it will not renew at least thirty (30) days prior to the expiration of the then-current Term. All terms and obligations undertaken herein that by their terms are reasonably construed as surviving termination shall survive any termination of this Agreement.

3.2. **Termination Rights**. Either Party may terminate this Agreement: (a) for convenience upon ten (10) days advance written notice; (b) upon written notice for any material breach by the other Party which remains

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uncured for a period of five (5) business days after written notice of such breach has been provided by the non-breaching Party; or (c) immediately if the activities are determined to be in violation of any Applicable Law.

4. GENERAL PROVISIONS AND CONDITIONS

4.1 **Company Report, Work Product**. Company may conduct analyses of the Project Data and may, in its sole discretion, produce a report examining the efficacy of the respective Company courses and materials (the "Report"). District acknowledges that the Report is the work product of Company and that Company is the sole owner of all rights, title and interest in and to the Report. District grants Company an exclusive, worldwide, transferable, royalty-free and fully-paid perpetual license to use the Project Data and any compilation or analysis of the Project Data using third-party data, in any manner, for any purpose and in any medium, in Company's sole discretion, so long as the Report does not contain personally identifiable Project Data belonging to District. If Company provides a copy of the Report to District, Company grants the District a limited, non-exclusive, worldwide, royalty-free and fully-paid license to use such Report only for its own internal purposes.

In cases where the analysis is prospective, to be conducted and managed over a future or current academic year, the Company shall retain the right to revise the Project, as outlined in Exhibit A, or terminate the analysis, if Project implementation metrics (e.g., time in program, lessons completed, and course completions) deviate significantly from the Company's recommendations. Company and District agree that any such deviation, and the applicable metric, shall be determined by Company, in Company's sole discretion. The Company shall provide notice to the District upon making any modifications to the Project.

4.2 **Warranty**. The Report and any analysis of Project Data is provided on an "AS IS" and "WHERE IS" basis. Company makes no, and expressly disclaims all, express or implied warranties, including without limitation any warranty of merchantability or fitness for a particular purpose with respect to the Project, the Report, or any data or analysis associated with the Project or Report.

4.3 **Amendment**. This Agreement may be amended only by a written instrument signed by the Parties hereto.

4.4 **Notices**. All notices or other correspondence required to be given pursuant to this Agreement shall be sent by mail or delivered to the Party's authorized representatives at the addresses shown above this Agreement's Recitals.

4.5 **Entirety**. This Agreement, together with any Exhibits attached hereto, constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes any other negotiations, agreements, or communications, whether written or oral, made by any Party.

4.6 **Severability**. If any provision in this Agreement is held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

4.7 **Assignment**. Neither Party may assign its duties nor rights under this Agreement without the other Party's prior written consent. Notwithstanding, Company may assign this Agreement to an affiliate of Company or to any corporate successor through merger or sale of Company.

4.8 **Authority**. Each Party represents and warrants to the other Party that this Agreement has been duly authorized, executed and delivered by and on behalf of each such Party, and constitutes the legal, valid and binding agreement of said Party.

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ACCEPTED AND AGREED:

District:	**Company:**
Signed:	Signed:
Name:	Name:
Title:	Title:
Date:	Date:

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EXHIBIT A
Project Overview

Project Name	Twig Science | South San Francisco Unified School District Collaborative Research Study, 2021-2022 through 2024-2025
Project Scope/Analysis	Imagine Learning proposes to partner with South San Francisco Unified School District (CA) to measure the effectiveness of Twig Science on the science skills of Grades K–8 students. To measure program effectiveness, Imagine Learning will employ the most rigorous and appropriate evaluative methods, such as comparative and correlative approaches, based on the observed characteristics of program implementation(s). To accomplish this, Imagine Learning will collect Grade 5 and Grade 8 student California Assessment of Student Performance and Progress (CAASPP) Science and Math data from Spring 2022, Spring 2023, Spring 2024, and Spring 2025; student-level demographic data; and software usage data.
Target Completion Date	9/1/2025
Cohort School Year	2021-2022 through 2024-2025
Grade Levels	K-8

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Student/Demographic Data

General information about students involved in the Project will be limited to that data necessary to complete the study and will be limited to those students identified as participants. Information collected will be limited to the data described herein. Other data may be added by agreement between the Parties.

This Project will be conducted in a manner that does not permit personal identification of students or school/district staff by anyone other than Company staff assigned to this research project. Company will destroy or return to the District, at the District's option, any data that could be associated with any individual when the information is no longer needed for the purposes for which the study is being conducted. With the approval of the District, data with personally identifiable information may be retained by Company solely for internal program improvement, which the District agrees constitutes a legitimate educational interest.

- X Student ID
- X Student Name
- X Student Grade
- X Student Age
- X Student Test Scores
- X Student Achievement Data
- X School
- X Teacher
- X Language Proficiency Level
- X Gender
- X Race/Ethnicity
- X English Language Learner Status
- X Special Education Status
- X Attendance
- X Free or Reduced Lunch Status
- Other:_____
- Other:_____
- Other:_____

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Assessment/Achievement Data

Data/Variables	Assessment/Instrument	School Year(s)
Student-level overall score, subscale scores, percentile rank, proficiency levels, testing date	California Assessment of Student Performance and Progress (CAASPP), Science Assessment	Grade 5 and 8: Spring 2022, Spring 2023, Spring 2024, Spring 2025
Student-level overall score, subscale scores, percentile rank, proficiency levels, testing date	California Assessment of Student Performance and Progress (CAASPP), Mathematics Assessment	Grade 4: Spring 2022
Student-level Twig Science participation indicator	Twig Science Participation Indicator	2022-2023

Research Questions:

1) During the 2022-2023 school year (when Grade K-5 teachers could opt in to using Twig Science), how did the science achievement of Grade 5 students who used Twig Science differ from Grade 5 students who did not use Twig Science?

2) How has overall science achievement changed in Grades 5 and 8 since the adoption of Twig Science?

3) How does Twig Science differentially affect student achievement (based on grade level, gender, race/ethnicity, socio-economic status, English language classification, special education classification, free or reduced-priced lunch status, and prior achievement)?

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: February 27, 2025

RE: Approval to amend the contract with Stepping Stones to include hiring of vacant special education staffing needs 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 increased programmatic needs, we recently received approval from Cabinet in November 2024 to hire a third Occupational Therapist (OT) at an estimated cost of $168,973 per year to the Unrestricted General Fund. At the same time, we have a vacancy of the two current positions, one of which we have contracted out after board approval was provided on (date). We are currently left with 1 true vacancy of which we have found an OT to hire through Stepping Stones. This board memo is to request to approve the contract under which we can hire this third OT from Stepping Stones (NPA).

Organization	Service(s) Provided	Description	Contract Amount
Stepping Stones	Related provider - Occupational Therapist	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** ● 1 Occupational Therapist at a negotiated rate of $100 per hour	Up to $100,000

FISCAL IMPLICATIONS:

Total estimated increase cost to the General Fund contribution to the special education staffing 2024-25 budget for the NPA is $100,000. This will be paid from the Mgmt 245 budget.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the contract with Stepping Stones (NPA) in order to fulfill Individualized Education Plan (IEP) service agreements until the vacant positions are filled.

PROFESSIONAL SERVICES AGREEMENT

2024-2025

This Agreement is entered into between Stepping Stones(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 March 1, 2025 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, not to exceed $100,000**. 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.

Teachers & Related Providers: All invoices must include copies of service logs from all providers. All staff work 7 hour days, which includes unpaid lunch, on school days plus times after regular contracted hours for IEP meetings, site or department meetings, as well as trainings. All hours after the 7th hour 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.

Stepping stones agrees to provide:

- **1 Occupational Therapist at $100 per hour - Michelle Lee**

THE STEPPING STONES GROUP
Transforming Lives Together

South San Francisco Unified School District
Rate Sheet 2023/2024

Speech-Language Pathologist	$121 per hour
Occupational Therapist	$109 per hour
Physical Therapist	$109 per hour
SLPA/COTA/PTA	$85 per hour
School Psychologist PPS	$121 per hour
School Counselor or LMFT	$115 per hour
OMS & VI & DHH Teacher & Audiologist	$105 per hour
Social Worker	$94 per hour
APE Teacher	$99 per hour
ASL Interpreter	$93 per hour
Special Education Teacher & Resource Specialist	$105 per hour
CNA	$55 per hour
LVN	$77 per hour
RN	$105 per hour
Certificated School Nurse	$119 per hour

*An additional overtime fee will be charged for all candidates that work over 8 hours in a day and/or 40 hours in a week. Overtime will be charged at a rate of 1.5 times the individual's bill rate specified on the Candidate Rate Confirmation sheet.

Please add an additional $5 per hour for Bilingual Spanish

**Mileage is to be reimbursed at the federal reimbursement rate.

Board Certified Behavior Analyst	$123.00 per hour
Registered Behavior Technician	$68.00 per hour
Behavior Technician	$63.00 per hour
Behavior Interventionist	$59.00 per hour
ASL Paraeducator	$77.00 per hour
Paraeducator	$52.00 per hour

*An additional overtime fee will be charged for all candidates that work over 8 hours in a day and/or 40 hours in a week. Overtime will be charged at a rate of 1.5 times the individual's bill rate specified on the Candidate Rate Confirmation sheet.

**Mileage is to be reimbursed at the federal reimbursement rate.

***Should a district require SSG to provide laptops to our candidates an extra 70 cents per hour will be added to the agreed-upon hourly rate.

****Should a district require SSG to provide Chromebooks to our candidates an extra 50 cents per hour will be added to the agreed-upon hourly rate.

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: February 27, 2025

RE: BeGLAD: Online Training Licenses

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:

For several years, the Educational Services Department along with the ML TOSAs have partnered with BeGLAD. GLAD stands for Guided Language Acquisition Development, which empowers educators with inclusive, supportive and effective strategies to support their ML students, and beyond, with access to grade level content. Since 2017, we have trained over 100 SSFUSD teachers in various training models. Five of our ML TOSAs have been extensively trained to train and support our staff. A significant challenge we have faced in training new cohorts has been substitute coverage, which is why we began using their online platform to support our efforts.

Educational services leadership and ML TOSAs are recommending the online version of the training models to certify two cohorts of teachers; 21 in elementary and 11 in secondary. The aim will be to provide access to the 6-part training module to the 32 participants in the 2024-2025 school year. The ML TOSA team will plan to support the two cohorts of participants throughout the 2024-25 school year during 4 collaborations and will provide additional support as necessary.

GLAD training aligns with the following goals of SSFUSD's Strategic Plan: 1) Exceptional Instruction 2) Engaged Students 4) Empowered Educators and 5) Equity-Centered Systems. This approach will support the instructional goals of the education services department and accelerate the ML department's goals of training as many teachers and administrators as possible in GLAD strategies to improve ML instruction across all grades and content. These strategies are powerful in that they support students with metacognitive thinking and require them to take ownership and responsibility for their learning in an accessible way.

FISCAL IMPLICATIONS:

In SSFUSD there are currently 1,659 English Learners. The total cost for the licenses and sessions for educators is $33,400. This expenditure will be charged to the Educator Effectiveness Grant (Mgmt 341).

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the expenditure of $33,400 for BeGLAD licenses as presented to the Board.

BE GLAD, LLC
3141 Stevens Creek Blvd. Suite 353
San Jose, CA 95117 US
+1 8444384523
Team@BeGLADtraining.com
www.beGLADtraining.com

INVOICE

BILL TO
South San Francisco Unified
School District
398 B Street
South San Francisco, CA
94080
USA

INVOICE # 4469
DATE 11/18/2024
DUE DATE 01/06/2025
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Be GLAD Core:EC Online License ACE Cohort Project GLAD - Guided Language Acquisition Design Educator Certificate Core Course CMS Reg Code: 01je9bjxsxdykjg3ctfrt3hyax (EEC20) 01je9btxb7ve7gw5c2esz78bp3 (SEC9) 01jecbe9cywvkaa552gqsasz8b (SEC1) 01jemdt8c0gyyzt5f1g0qkpzw4 (EEC1) 01jexz5yxtne0ggsj2fbn3j8zb (SEC1) Participant(s): see attached list Delivered 12/4/2024 *minimum waived	32	1,000.00	32,000.00
Be GLAD Core:EC Online License Renewal Project GLAD - Guided Language Acquisition Design Educator Certificate Core Course Annual Renewal CMS Reg Code: 01jexyr9vyjqg8cfhc9cc9t1th (EEC3) 01jexz5yxtne0ggsj2fbn3j8zb (SEC1) Participant(s): see attached list Delivered 12/12/2024	4	350.00	1,400.00

Vendor # 011318-01
A U.S. Department of Education Program of Academic Excellence

BALANCE DUE **$33,400.00**

Terms & Conditions-All registration fees for all products are non-transferable and non-refundable. Access to the online course is for 1 year from the date of registration.

First Name	Last Name	District Email Address	Enrollment ID#	Core Course	Order #
Jennifer	Diep	jdiep@ssfusd.org	55335194	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Paloma	Cordova	pcordova@ssfusd.org	55335197	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Maureen	McWard	mmcward@ssfusd.org	55335196	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Mindy	Johnson	mijohnson@ssfusd.org	55335199	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Vicki	Wan	vwan@ssfusd.org	55335202	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Jane	Chang	jchang@ssfusd.org	55335198	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Lucie	Bradshaw	lbradshaw@ssfusd.org	55335201	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Jenny	Arcilla-Gonzalez	jagonzalez@ssfusd.org	55335200	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Amanda	Lee	alee@ssfusd.org	55335206	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Christina	Bonite	cbonite@ssfusd.org	55335203	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Grecia	Ruiz	gruiz@ssfusd.org	55335208	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Shari	Giusti	sgiusti@ssfusd.org	55335205	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Kristen	Searles	ksearles@ssfusd.org	55335213	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Heather	Howitz	hhowitz@ssfusd.org	55335211	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Tiffany	Lei	tlei@ssfusd.org	55335207	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Savanna	Luchsinger	sluchsinger@ssfusd.org	55335210	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Eunice	Figueroa Zambrano	ezambrano@ssfusd.org	55335209	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Meagan	Rose Baron	mrbaron@ssfusd.org	55335219	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Maggie	Philpott	mphilpott@ssfusd.org	55335214	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Anna	Delis	adelis@ssfusd.org	55335215	Elementary	01je9bjxsxdykjg3ctfrt3hyax
Joseph	Knudsen	jknudsen@ssfusd.org	55335277	Secondary	01je9btxb7ve7gw5c2esz78bp3
Ellen	Colvig	ecolvig@ssfusd.org	55335278	Secondary	01je9btxb7ve7gw5c2esz78bp3
Eric	Allen	eallen@ssfusd.org	55335280	Secondary	01je9btxb7ve7gw5c2esz78bp3
Crystal	Wright	cwright@ssfusd.org	55335282	Secondary	01je9btxb7ve7gw5c2esz78bp3
Aleah	Valenzuela	avalenzuela@ssfusd.org	55335281	Secondary	01je9btxb7ve7gw5c2esz78bp3
Ahmad	Rafah	arafah@ssfusd.org	55335285	Secondary	01je9btxb7ve7gw5c2esz78bp3
Malik	Evangelatos	mevangelatos@ssfusd.org	55335284	Secondary	01je9btxb7ve7gw5c2esz78bp3
Almaricar	Acero	aacero@ssfusd.org	55335286	Secondary	01je9btxb7ve7gw5c2esz78bp3
Theresa	Nealon	tnealon@ssfusd.org	55335287	Secondary	01je9btxb7ve7gw5c2esz78bp3
Janelle	Jajeh	jjajeh@ssfusd.org	55372983	Secondary	01jecbe9cywvkaa552gqsasz8b
Zena	Zawaideh	zzawaideh@ssfusd.org	55464211	Elementary	01jemdt8c0gyyzt5f1g0qkpzw4
Julia	Wohl	jwohl@ssfusd.org	57098694	Secondary	01jjcy3azc0qnayde3d8jxte39
Michelle	Lynch	mlynch@ssfusd.org	55569453	Elementary	01jexyr9vyjqg8cfhc9cc9t1th
Julie	Ulmer	Julmer@ssfusd.org	55569454	Elementary	01jexyr9vyjqg8cfhc9cc9t1th
Gladys	Fernandez	gfernandez@ssfusd.org	55569455	Elementary	01jexyr9vyjqg8cfhc9cc9t1th
Laura	Caprio	lcaprio@ssfusd.org	55569669	Secondary	01jexz5yxtne0ggsj2fbn3j8zb

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: February 27, 2025

RE: SSFUSD and CSEA Memorandum of Understanding – New Represented Classifications

---

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 regular meeting on Thursday, February 13, 2025, the Board of Trustees voted to unanimously approve SSFUSD's Strategic Staffing Plan. On Tuesday, February 18, 2025, the South San Francisco Unified School District and California School Employees Association Chapter 197 negotiated and agreed to a Memorandum of Understanding for the purpose of authorizing the addition of two (2) new represented classifications (Data and Systems Specialist and Personnel Analyst) and one (1) reclassification of a current represented classification (Payroll and Benefits Specialist). On Tuesday, February 18, 2025, the Personnel Commission also voted to unanimously approve the creation of these new represented classifications. A copy of the fully executed MOU and job descriptions are enclosed with this Board memo.

FISCAL IMPLICATIONS:

The Personnel Analyst, Payroll and Benefits Specialist, and Data and Systems Specialist represented classifications will be included with all other current existing classifications in the South San Francisco Unified School District Other Classified Hourly Salary Schedule 2024-2025 (Range 50). The hourly salary range is $41.83 to $50.90. A copy of the salary schedule is enclosed with this Board memo and publicly available on our district website.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the represented classifications of Personnel Analyst, Payroll and Benefits Specialist, and Data and Systems Specialist, effective for the 2025-2026 school year.

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MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 197

NEW REPRESENTED POSITIONS

The South San Francisco Unified School District ("District") and California School Employees Association Chapter 197 ("CSEA") hereby agree to this Memorandum of Understanding ("MOU"), effective March 1, 2025, for the purpose of authorizing the addition of two (2) new represented classifications and one (1) reclassification of a current represented classification. The two new classifications are Data and Systems Specialist and Personnel Analyst. The reclassification is of the Payroll and Benefits Technician, which shall be retitled Payroll and Benefits Specialist. The job descriptions and salary schedule are attached to this agreement.

POSITION DETAILS

Job Title(s):	Payroll and Benefits Specialist (formerly Payroll and Benefits Technician); Data and Systems Specialist; Personnel Analyst
Classification:	Classified - Represented (CSEA); FLSA (Non-Exempt)
Work Year:	12-Month Employee 243 work days + 17 holidays + 1 floating holiday Starting at ten (10) vacation days per calendar year
Hours	For a 1.0 Full Time Equivalent (FTE): ● 7.5 hours per day ● 37.5 hours per week
Salary Range:	Other Classified Hourly Salary Schedule: ● Range 50 ● $41.83/hour to $50.90/hour

Docusign Envelope ID: B464F0A2-2C93-46CB-819E-50CF2CF41938

AGREEMENT

CSEA and the District agree as follows:

1. The Personnel Analyst classification shall not subsume any duties for which the Payroll Technician is currently responsible nor shall the Personnel Analyst replace the Payroll Technician; however, the Personnel Analyst may support the Payroll Technician as workload demands.
2. Effective March 1, 2025, the incumbent(s) Payroll and Benefits Technician(s) in the Business Services Department ("Employees"), shall adopt the new title "Payroll and Benefits Specialist," and shall be upgraded from Employee's current step on Range 41 to the same step on Range 50 in the SSFUSD Other Classified Hourly Salary Schedule.
3. Employee(s) shall retain their seniority in the Payroll and Benefits Technician classification based on their date of hire in the Payroll and Benefits Technician classification. Seniority for Employee in the Payroll and Benefits Specialist classification shall commence on March 1, 2025.
4. It is the intent of the District and CSEA to await the successful completion of the District's classification and compensation study and labor negotiations before considering future requests for reclassification.
5. The District and CSEA agree to reconvene in a timely manner to bargain impacts of the SSFUSD Strategic Staffing Initiative on two (2) CSEA unit members serving in the current positions of Administrative Assistant and School Attendance Liaison in the Student Services Department.
6. The District and CSEA 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.

Signed on this date of February 18, 2025:

DocuSigned by:
J. Marwan Hannon 2/18/2025
9BE9E0D45FBA4EA...

J. Marwan Hannon, Assistant Superintendent of Human Resources Date
South San Francisco Unified School District

DocuSigned by:
Jolene Malfatti 2/18/2025
43EE16791D9F40E...

Jolene Malfatti, President Date
Classified School Employees Association Chapter 197

Docusign Envelope ID: B464F0A2-2C93-46CB-819E-50CF2CF41938

Signed by:
Jennifer Smith
5A0C721032784B1...

2/18/2025

Jennifer Smith, Director of Human Resources
South San Francisco Unified School District

Date

DocuSigned by:
Dustin Patenaude
40A47EFF29AC4C0...

2/18/2025

Dustin Patenaude, Labor Relations Representative
Classified School Employees Association Chapter 197

Date

Signed by:
Afsha Khan
C2F3FB6AB1CA40B...

2/18/2025

Afsha Khan, Secretary
Classified School Employees Association Chapter 197

Date

Job Title:	Personnel Analyst
Classification:	Classified - Represented (CSEA)
Work Year:	12-Month Employee 243 work days + 17 holidays + 1 floating holiday Starting at ten (10) vacation days per calendar year
Hours	For a 1.0 Full Time Equivalent (FTE): ● 7.5 hours per day ● 37.5 hours per week
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; and vacation time.
Salary Range:	Other Classified Hourly Salary Schedule: ● Range 50 ● $41.83/hour to $50.90/hour
Approval Dates:	Personnel Commission: February 18, 2025 Board of Trustees: Pending

DEFINITION

Under direction from assigned supervisor or management personnel, performs professional analytical, specialized, and technical work in the areas of recruitment, examination, selection, classification, and compensation of District certificated and classified employees under Merit System guidelines; assists with job analysis, compensation studies, and evaluation activities per merit system and education code; provides professional assistance to management in areas of expertise; oversee and participate in credentialing services to assure certificated personnel hold valid and appropriate credentials; supervise fingerprinting activities; coordinate credential support services, record-keeping functions and document processing to meet state, county, and district credentialing needs; and performs related duties as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, develops, and coordinates professional-level duties in the areas of recruitment, examination, administration, personnel selection, and classification for classified employees.
- Develops recruitment sources; administers and composes job announcements, bulletin announcements, and other types of notifications and/or advertisements of job postings to appropriate media and sites.
- Conducts job analysis activities including preparing various testing materials and reviewing qualifications, to ensure test validity and valid screening assessments for each job classification.
- Assists with researching examination and classification appeals and protests to respond and defend procedural validity, integrity, and fairness as required.
- Plans and prepares examination content and procedures; plans and develops methods of testing of required knowledge, skills, and abilities; assists in the preparation of developing examination standards; obtains, constructs, analyzes, and edits examination materials and confers with subject matter experts in the development and evaluation of examination to establish an eligibility list.
- Coordinates scheduling and administration of examination process; determines appropriate qualifications of raters and oral panel members; explains examination procedures; distributes and collects examinations; grades examinations and computes scores; analyzes examination results and ranks applicants; updates records and notifies applicants of test results.
- Processes and maintains a variety of recruitment and examination administration data before and after final selection recommendations including applicant information, examination scores, examination panels, and eligibility lists; ensures efficient processing of applicants, and compliance with established guidelines.
- Assists in analyzing positions or classifications to prepare analytical reports and recommendations regarding establishing new job classifications, revisions of current specifications, salary allocations, and reclassification of positions.
- Prepares and maintains data for monthly School Board and Personnel Commission meetings; attends meetings and assists in preparing annual reports and related materials.
- Conducts or prepares salary surveys; collects and analyzes data to prepare reports and summaries to assist management.
- Oversee and participate in credentialing services to ensure certificated personnel hold valid and appropriate credentials; assist in establishing and maintaining credentialing timelines and priorities; assist in assuring credentialing and fingerprinting activities comply with established guidelines, standards, requirements, laws, regulations, policies and procedures.
- Coordinate credential support services, record-keeping functions and document processing to meet state, county, and district needs; coordinate credentialing communications and information between staff, administrators, school districts, outside agencies, governmental organizations and others; assure proper and timely resolution of credentialing issues and problems.
- Provide consultation to certificated staff, administrators, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures; respond to inquires and provide technical information concerning related standards, practices, time lines, policies, laws and regulations; advise school personnel regarding legal assignment alternatives.
- Monitor and assure proper placement and assignments of certificated staff; analyze assignments to assure compliance with established requirements; approve staff placement procedures and documentations for districts; assist districts in resolving issues related to inappropriate assignments.

- Review, verify and evaluate credentials and related applications, transcripts, records and documents; determine eligibility for credentials according to established requirements; request additional documentation and follow up on credentials as needed; compile and distribute application packets and provide recommendations to the California Commission on Teacher Credentialing for the issuance of credentials as appropriate; monitor credential expiration dates and assure employees meet renewal requirements.
- Oversee fingerprinting and related live scan services to assure accurate criminal background checking of applicants for employment; supervise the preparation and processing of related journal transfers, daily cash receipts and agency invoices; oversee the billing process for fingerprinting services including the Department of Justice bill payment process; prepare related reports.
- Coordinate the development and maintenance of the credentials database; oversee the input and updating of credential, application, employee and related data and information in an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports and documents; assure accuracy of input and output data.
- Monitor certificated payroll to assure valid certification of employees; issue temporary certificates; approve the issuance and release of withheld payroll warrants as appropriate; advise districts concerning the resolution of payroll issues related to credentialing, and the withholding and release of paychecks.
- Maintain current knowledge of State credential and fingerprinting requirements, legislation, laws, regulations, policies and procedures; assist in modifying services to assure compliance with standards and requirements as needed.
- Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to credentials, errors, assignments, monitoring, applications, status, certificated personnel, permits, waivers, payroll, issues, problems, clearances, Temporary County Certificates, correspondence, applicants, requirements and assigned activities.
- Meets and consults with employees, supervisors, administrators, and outside agencies regarding personnel needs, policies, procedures, laws, codes, rules, regulations, and the administration of certificated and classified programs.
- Communicates with personnel, outside agencies, and the public to exchange information, coordinate activities, and resolve issues or concerns.
- Researches, evaluates, recommends, and implements new examination administration processes to meet the changing, developing, or future testing needs in recruitment and retention.
- Attends and participates in various meetings and in-services as assigned; attends job fairs, workshops, conferences, and other recruitment events as necessary.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an associate degree from an accredited college with major coursework in human resources, public administration, or a closely related field.
- Four (4) years of increasingly responsible experience involving credentialing, recruitment, selection, or classification activities.

Background Check:

- Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Live Scan fingerprint-based background check clearance
- Tuberculosis (TB) risk assessment and/or examination clearance

Knowledge of:

- Principles, practices, methods, and terminology used in public personnel commission administration including job analysis, selection, recruitment, classification, and compensation.
- Guidelines and regulations relating to recruitment selection processes for certificated and classified employees.
- Merit system rules and regulations.
- Credentialing requirements for certificated personnel.
- Operations, policies, and objectives relating to human resources and certificated and classified employees' activities.
- Organizational personnel policies and procedures.
- Techniques and tools used in developing and administering employee examinations, position classifications, job analysis, and salary surveys.
- Record keeping and report preparation techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, District staff, students, and families.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate support with administering pre-employment examinations.
- Plan and conduct credential analysis, classification, job analysis, salary, and other studies as directed.
- Screen and process employment applications and other related documents.
- Coordinate and participate in the recruitment and selection of applicants.
- Maintain confidentiality of sensitive information.
- Stay abreast of developments in examination development, classification, compensation, and credentials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies;

community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

NON-DISCRIMINATION POLICY

The South San Francisco Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status,

pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

Job Title:	Payroll and Benefits Specialist
Classification:	Classified - Represented (CSEA)
Work Year:	12-Month Employee 243 work days + 17 holidays + 1 floating holiday Starting at ten (10) vacation days per calendar year
Hours	For a 1.0 Full Time Equivalent (FTE): ● 7.5 hours per day ● 37.5 hours per week
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; and vacation time.
Salary Range:	Other Classified Hourly Salary Schedule: ● Range 50 ● $41.83/hour to $50.90/hour
Approval Dates:	Personnel Commission: February 18, 2025 Board of Trustees: Pending

DEFINITION

Under direction from assigned supervisory and management personnel, performs a variety of specialized and complex accounting and auditing duties in the preparation, maintenance, and processing of payroll for certificated and classified District personnel; receives, reviews, maintains, verifies, and processes time recording and other related documents to prepare payroll for District personnel; establishes and maintains detailed automated permanent records regarding District personnel; researches, compiles, prepares and revises payroll, retirement and related accounting data; facilitates benefits administration and programs for active District personnel including, but not limited to, enrollment, data collection, record keeping, accounting, and workers' compensation claim processing and fund disbursement activities; provides consulting services to District personnel related to all aspects of benefit programs and activities; provides technical assistance and support regarding District personnel payroll and benefits administration to the Human Resources Department in areas of expertise; and performs related duties as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of specialized and complex accounting and auditing duties in the preparation, maintenance, and processing of payroll for certificated and classified District personnel; prepares, processes, and evaluates a variety of payroll related forms and records.
- Receives, reviews, maintains, verifies, and processes time recording and other related documents to prepare payroll for District personnel; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records; notifies the appropriate parties and makes adjustments as needed.
- Serves as a technical resource regarding the payroll functions, policies and procedures; respond to inquiries, research data and provide information concerning calculations, pay rates, taxes, leaves and other payroll information.
- Researches, compiles, prepares and revises payroll, retirement and related accounting data; calculates, reconciles and balances assigned payroll figures including gross salary, taxes, retirement, retroactive pay and other payroll figures.
- Maintains retiree dental and vision benefits paperwork; collects retiree dental and vision benefits payment and updates and mails retiree dental and vision invoices, communicates with retirees regarding issues as needed.
- Establishes and maintains detailed automated permanent records regarding District personnel; processes and inputs new employee data; input and update a variety of data including appropriate union, pay rates, tax status, stipends, deductions, benefits, retirement and other employee information.
- Inputs a variety of payroll, retirement and employee data into an assigned computer system; maintains various automated records and files; manipulates data, develops spreadsheets and generates a variety of computerized reports and statements; ensures accuracy of input and output data.
- Ensures voluntary and involuntary payroll deductions are reconciled and associated vendor checks are sent to the appropriate agencies according to established timelines.
- Organizes the operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, workers' compensation fund disbursement activities; provides eligible employees, domestic partners, retirees, and surviving spouses with benefits; ensures compliance with related laws, regulations, policies, and procedures.
- Provides consultation and technical expertise to personnel concerning employee benefits information, insurance plans, enrollment options, eligibility, coverage, and claims; responds to inquiries, resolves issues and conflicts, and provides technical information concerning related policies, procedures, guidelines, rules, and regulations; coordinates and conduct fairs, vendor workshops, and meetings as required.
- Supports the Human Resources Department in its correlation with leaves.
- Organizes, directs, and participates in enrollment activities; assists employees with completing enrollment forms; processes and evaluates enrollment forms according to established procedures;

oversees flexible spending account enrollments.

- Troubleshoots and resolves employee issues and concerns regarding benefits; researches information as necessary; prepares and distributes correspondence to employees, retirees, and plan participants concerning employee benefit plans, policies, procedures, and related information; provides employees with related informational materials; refers staff to outside resources as appropriate.
- Inputs employee benefits and a variety of other data into an assigned computer system; maintains automated employee records and files; generates computerized reports as requested; ensures accuracy of input and output data.
- Serves as a liaison between personnel, payroll staff, insurance brokers, and benefit plan administrators; collaborates with staff, brokers, providers, and others to ensure accurate and timely delivery of employee benefits to employees; reviews renewal contracts and resolves discrepancies with brokers.
- Participates in a variety of activities involved in providing COBRA benefits for eligible employees; coordinates retirement, medical, dental, and vision benefits for early retirees; prepares and processes retirement forms and related benefits.
- Assists management in the planning, design, analysis, and implementation of new benefits programs, policies, and procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness; researches, analyzes, and recommends changes in benefit program design.
- Prepares and maintains a variety of records and reports related to employee information, benefits, rates, retirements, terminations, insurance plans, contracts, dependents, and other assigned duties; updates forms as needed; establishes and maintains filing systems.
- Interprets, applies, explains, and ensures compliance with federal, state, and local laws and regulations regarding benefits programs.
- Communicates with personnel, insurance providers, brokers, and various other outside agencies to exchange information, coordinates activities and resolves issues or concerns.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an associate degree from an accredited college with major coursework in public administration, business administration, accounting, or a closely related field; and
- Three (3) years of progressively responsible experience in payroll processing and administering employee benefits programs in a public agency.

Background Check:

- Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Live Scan fingerprint-based background check clearance

- Tuberculosis (TB) risk assessment and/or examination clearance

Knowledge of:

- Principles and practices of benefits administration in a public agency setting.
- Policies and procedures related to benefits administration.
- Employee benefits processes as they relate to payroll.
- Methods, techniques, and practices of data collection, data entry, and report writing.
- Summary plan descriptions, vendor contracts, and related forms.
- Payroll and timekeeping practices, procedures, and terminology.
- Payroll processes and employee voluntary deductions and retirement reporting processes as they relate to payroll.
- Processing and evaluation of various insurance claims.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Business arithmetic and basic financial and statistical techniques.
- Recordkeeping and retention principles, policies, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District personnel.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar, to effectively communicate and perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Organize the operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.
- Process, evaluate, and assist employees with the completion of enrollment forms.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures.
- Review and reconcile employee benefit records.
- Perform detailed benefits administration office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Troubleshoot and resolve employee issues and concerns regarding benefits.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Interpret, apply, and explain relevant laws, rules, regulations, policies, and procedures regarding payroll processing, employee recordkeeping, and employee benefits related to payroll processing.

- Perform detailed payroll processing work accurately and in a timely manner.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Review payroll and other financial documents for completeness, accuracy, and compliance.
- Make accurate arithmetic computations and generate related reports.
- Understand and follow oral and written instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

NON-DISCRIMINATION POLICY

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association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

Job Title:	Data and Systems Specialist
Classification:	Classified - Represented (CSEA)
Work Year:	12-Month Employee 243 work days + 17 holidays + 1 floating holiday Starting at ten (10) vacation days per calendar year
Hours	For a 1.0 Full Time Equivalent (FTE): ● 7.5 hours per day ● 37.5 hours per week
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; and vacation time.
Salary Range:	Other Classified Hourly Salary Schedule: ● Range 50 ● $41.83/hour to $50.90/hour
Approval Dates:	Personnel Commission: February 18, 2025 Board of Trustees: Pending

DEFINITION

Under direction from assigned supervisory and management personnel, provides support to a variety of data programs within the District; acts as a liaison and technical resource concerning assigned data sets and systems; prepares and maintains a variety of manual and automated records, reports, and files; collects, inputs, and analyzes the output of data for accuracy and integrity; assists the District and its departments, schools, and educational partners with data, data systems, reporting, and compliance; trains users on assigned data sets; and performs related duties as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides a variety of data management and quality assurance functions; ensures smooth and efficient data collection processes and oversees program/division data reporting; participates in

the preparation and maintenance of various records, reports and files related to students and/or personnel; verifies accuracy and completeness of records and reports.

- Reviews and audits data, records, reports, and files to ensure accuracy, completeness, and compliance with established requirements; makes corrections and notifies staff of corrections as needed; and ensures timely reporting.
- Serves as the liaison for assigned data systems and coordinates with District staff and service providers on matters involving student and/or personnel datasets and information between the County Office, schools, staff, faculty, administrators, outside agencies, and others; resolves related issues, conflicts, and discrepancies in a proper and timely manner.
- Trains and provides guidance to assigned District personnel on data systems, their functionality, and federal, state, and local reporting requirements; serves as a technical resource and subject matter expert concerning data systems and assigned functions; provides technical information concerning compliance, updates, issues, and procedures.
- Prepares and maintains a variety of matrices, charts, and reports; oversees the maintenance of files, related functions, or other assigned student and/or personnel datasets in preparation of annual audits and/or compliance reporting.
- Conducts training activities for designated internal staff and service providers concerning assigned data system functions; prepares and delivers oral presentations; explains related systems, records, reports, standards, guidelines, practices, procedures, and techniques; develops, maintains, and distributes training materials and maintains a resource reference library for users.
- Provides a variety of administrative support services; maintains and supports database services by adding, removing, and/or editing users; ensures appropriate certification for potential users; and creates access rights to users and user groups.
- Confers and collaborates with technology personnel concerning computer system, software, reporting, maintenance, and query needs and issues; works with staff to resolve issues and malfunctions related to computer systems and software use.
- Compiles, composes, and distributes a variety of correspondence such as letters, announcements, calendars, newsletters, forms, certificates, handbooks, agenda items, website updates, advertisements, and other materials.
- Attends and participates in various meetings and in-services as assigned; presents information and materials related to assigned program, students, registration, enrollment, and other assigned activities; provides recommendations to administrators concerning methods and strategies for enhancing student service processes; stays abreast of Department of Education reporting requirements, regulations, and processes.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an associate degree from an accredited college with major coursework in education, statistics, computer science, or a closely related field; and
- Three (3) years of progressively responsible experience in student and/or personnel recordkeeping, data systems, or a closely related field.

Background Check:

- Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Live Scan fingerprint-based background check clearance
- Tuberculosis (TB) risk assessment and/or examination clearance

Knowledge of:

- Policies, procedures, and requirements of student and/or personnel data collection and reporting from the California Department of Education and related federal, state, and local departments and agencies.
- Uses and operations of database applications.
- Data control procedures and data entry operations.
- Methods of collecting and organizing data and information.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Record-keeping and report preparation techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, District staff, students, and families.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand, and resolve data issues, conflicts, and discrepancies in an accurate and timely manner.
- Plan and facilitate training with multiple partners across agencies within a collaborative structure.
- Implement and maintain multiple database system applications.
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Develop and maintain technical operating instructions and documentation.
- Perform analyses of database requirements and needs; identify, evaluate, and solve data integrity problems and ensure accurate reporting.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings

with individuals.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

NON-DISCRIMINATION POLICY

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military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Other Classified Hourly Salary Schedule

2024/2025

Effective 7/1/2024, 3% Increase per board approval on 2/23/2023.

Range	Classification		1	2	3	4	5
25	Paraprofessional I - Bilingual, Adult Ed, Child Care/Dev	A	$ 21.65	$ 22.73	$ 23.85	$ 25.04	$ 26.34
		B	$ 22.76	$ 23.88	$ 25.10	$ 26.38	$ 27.67
26	Paraprofessional I - Special Education	A	$ 22.16	$ 23.32	$ 24.47	$ 25.69	$ 27.00
		B	$ 23.34	$ 24.49	$ 25.75	$ 27.03	$ 28.36
28	Health Services Technician	A	$ 23.32	$ 24.47	$ 25.70	$ 26.96	$ 28.28
		B	$ 24.48	$ 25.72	$ 27.02	$ 28.35	$ 29.75
29	Campus Safety Monitor In-School Suspension Assistant Paraprofessional II - Special Education Student Services Aide	A	$ 23.85	$ 25.05	$ 26.33	$ 27.62	$ 28.98
		B	$ 25.11	$ 26.37	$ 27.67	$ 29.03	$ 30.49
30	Library Media Assistant School Office Assistant	A	$ 24.47	$ 25.70	$ 26.97	$ 28.28	$ 29.71
		B	$ 25.73	$ 27.01	$ 28.36	$ 29.75	$ 31.24
32	District Office Receptionist School Community Liaison School Community Liaison - Child Development	A	$ 25.70	$ 26.96	$ 28.28	$ 29.71	$ 31.18
		B	$ 27.01	$ 28.36	$ 29.75	$ 31.24	$ 32.83
34	College/Career Center Technician Library Media Technician Reprographics Technician	A	$ 26.95	$ 28.29	$ 29.71	$ 31.18	$ 32.77
		B	$ 28.36	$ 29.75	$ 31.24	$ 32.83	$ 34.43
36	Personnel Assistant School Attendance Liaison Senior Library Media Technician	A	$ 28.28	$ 29.71	$ 31.18	$ 32.77	$ 34.40
		B	$ 29.75	$ 31.24	$ 32.83	$ 34.44	$ 36.16
37	Administrative Assistant Bond Program - Administrative Assistant Registrar School Support Assistant I Senior Office Assistant	A	$ 28.98	$ 30.47	$ 31.99	$ 33.58	$ 35.23
		B	$ 30.49	$ 32.04	$ 33.62	$ 35.33	$ 37.07
38	Athletic Trainer School Admin Assistant I School Support Assistant II	A	$ 29.71	$ 31.17	$ 32.77	$ 34.39	$ 36.11
		B	$ 31.26	$ 32.83	$ 34.42	$ 36.16	$ 37.97
39	School Admin Assistant I - Adult School	A	$ 30.47	$ 31.97	$ 33.58	$ 35.23	$ 37.00
		B	$ 32.03	$ 33.62	$ 35.32	$ 37.07	$ 38.91
40	Personnel Technician Purchasing Technician - Nutrition Services School Administrative Assistant II	A	$ 31.18	$ 32.77	$ 34.39	$ 36.12	$ 37.89
		B	$ 32.83	$ 34.46	$ 36.16	$ 37.97	$ 39.86
41	Accounting Technician Early Child Development Coach Facilities Office Coordinator Payroll & Benefit Technician Technology Office Coordinator Bond Program - Accounting Technician (Eff 2023/24)	A	$ 31.97	$ 33.58	$ 35.23	$ 37.00	$ 38.87
		B	$ 33.62	$ 35.33	$ 37.08	$ 38.91	$ 40.89
42	Budget Technician Job Developer Senior Administrative Assistant	A	$ 32.78	$ 34.39	$ 36.11	$ 37.89	$ 39.79
		B	$ 34.43	$ 36.16	$ 37.97	$ 39.86	$ 41.83
44	Research Analyst	A	$ 34.39	$ 36.11	$ 37.89	$ 39.79	$ 41.79
		B	$ 36.16	$ 37.97	$ 39.88	$ 41.83	$ 43.93
50	Career Navigator Educational Data Analyst Purchasing Agent Senior Accountant	A	$ 39.79	$ 41.79	$ 43.90	$ 46.08	$ 48.40
		B	$ 41.83	$ 43.93	$ 46.14	$ 48.43	$ 50.90

A Hourly rate for employee hired before 07/01/13 (Employer pays PERS)

B Hourly rate for employee hired after 07/01/13 (Employee pays PERS)

Fringe Benefits for above positions - up to $10,973 annually

1) Fully paid $50,000 life insurance coverage for covered positions.
2) District - paid dental plan for covered employees and dependents.
3) Vision plan offered to employees.
4) District contribution toward elected health plan - amount to be determined from the balance and the total cost of 1 & 2 above.

Longevity

After 6 years of service, 4% of annual salary
After 8 years of service, 4.5% of annual salary
After 10 years of service, 5% of annual salary
After 12 years of service, 5.5% of annual salary
After 14 years of service, 6% of annual salary
After 16 years of service, 6.5% of annual salary
After 18 years of service, 7% of annual salary
After 20 years of service, 7.5% of annual salary
After 22 years of service, 8% of annual salary
After 24 years of service, 8.5% of annual salary
After 26 years of service, 9% of annual salary
After 28 years of service, 10% of annual salary
After 30 years of service, 11% of annual salary

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: February 27, 2025

RE: SSFUSD Expanded Learning Opportunities Program Coordinator Job Description

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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:

SSFUSD is committed to providing expanded learning opportunities to students in transitional kindergarten through sixth grade, in accordance with California Education Code (EC) Section 46120 amended by AB 181 (Chapter 52, Statutes of 2022), AB 185 (Chapter 571, Statutes of 2022), SB 114 (Chapter 48, Statutes of 2023), and AB 176 (Chapter 998, Statutes of 2024). “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. The Expanded Learning Opportunities Program (ELOP) Coordinator position will oversee the development, implementation, and assessment of the district’s ELOP programs, ensuring they are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. The ELOP Coordinator will report to the Assistant Superintendent of Student and Family Services, and be a key member of the Student and Family Services Department. A copy of the job description is enclosed with the Board memo.

FISCAL IMPLICATIONS:

The Expanded Learning Opportunities Program Coordinator will be included with all other current existing positions in the South San Francisco Unified School District Classified Unrepresented Employees’ Salary Schedule 2024-2025 (Schedule 2UNR75, Range 17S). The annual salary range is $107,562 to $128,349. A copy of the salary schedule is enclosed with this Board memo and publicly available on our district website.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the job description for the Expanded Learning Opportunities Program Coordinator, effective for the 2025-2026 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
ELOP Coordinator Job Description
February 2025
FLSA: Exempt

Job Title:	Expanded Learning Opportunity Program Coordinator
Classification:	Classified - Unrepresented
Work Year:	12-Month Employee 243 work days + 17 holidays + 1 floating holiday 23 vacation days per calendar year Longevity Pay
Hours:	Unrepresented staff
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; and vacation time
Salary Range:	$107,562 to $128,349
Approval Dates:	Personnel Commission: February 18, 2025 Board of Trustees: Pending

OVERVIEW OF SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The South San Francisco Unified School District (SSFUSD) community includes 15 schools supporting 8,000 students in Daly City, San Bruno, and South San Francisco.

Our mission is that in partnership with our community, SSFUSD will provide exceptional instruction, engaging experiences, and equitable and accessible opportunities and resources to further support our diverse student body so that students are equipped to learn, thrive, navigate their future with purpose, and impact their community.

In February 2024, the School Board for SSFUSD adopted our new Vision and Five-Year Strategic Plan. As a member of the cabinet, the Assistant Superintendent of Talent, will be

responsible for leading initiatives to ensure the district delivers on its promises in the strategic plan.

POSITION SUMMARY

SSFUSD is committed to providing expanded learning opportunities to students in transitional kindergarten through sixth grade, in accordance with California Education Code (EC) Section 46120 amended by AB 181 (Chapter 52, Statutes of 2022), AB 185 (Chapter 571, Statutes of 2022), SB 114 (Chapter 48, Statutes of 2023), and AB 176 (Chapter 998, Statutes of 2024). "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. The Expanded Learning Opportunities Program (ELOP) Coordinator position will oversee the development, implementation, and assessment of the district's ELOP programs, ensuring they are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.. The ELOP Coordinator will report to the Assistant Superintendent of Student and Family Services, and be a key member of the Student and Family Services Department.

ESSENTIAL DUTIES

- Program Implementation and Support:
    - Assist in planning and successfully implementing after-school and summer ELO programs.
    - Support student recruitment and enrollment into programs.
    - Maintain a learning environment aligned with the district's mission and philosophy.
    - Provide district personnel with guidance on policies and procedures related to assigned programs.
- Coordination and Communication:
    - Manage enrollment lists and schedules for student participation.
    - Communicate program details, activities, and schedules to parents/guardians.
    - Address parent/guardian inquiries and concerns.
    - Collaborate with instructional teams, site administration, and after-school program partners to set and achieve academic goals.
- Monitoring and Evaluation:
    - Conduct site visits and meetings with site administration to monitor program

operations.
    - Evaluate and provide feedback on program environments, programming, and operations.
    - Generate student data reports to measure program effectiveness.
- Leadership and Supervision:
    - Provide administrative leadership and support to ensure program objectives are understood and promoted district-wide.
    - Offer guidance and supervision to other programs and initiatives as assigned.
    - Train, guide, and supervise assigned personnel.
    - Review work for accuracy, completeness, and compliance with standards.
    - Provide input for employee evaluations as requested.
- Fiscal Management:
    - Participate in the fiscal management of programs and contracts with ELO providers.
    - Monitor budgets and establish funding priorities for program implementation.
    - Develop and submit required reports.
- Collaboration and Liaison:
    - Collaborate across departments to develop and implement identified goals.
    - Serve as a district resource for school sites regarding the assigned program.
    - Act as a liaison between the school district and community organizations/institutions.
- Administrative Responsibilities:
    - Facilitate, lead, and attend relevant meetings and conferences.
    - Manage and maintain records pertinent to program operations.
    - Ensure programs reflect the tenets of MTSS (Academic/Social Emotional/Behavioral).
- Other Duties:
    - Perform other related duties as assigned.

***Note**: The job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

COMPETENCIES:

Abilities:

- *Abilities:*
    - *Problem-solving*
        - Ability to problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules.
        - Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
        - Ability to gather, collate, interpret, and analyze data.
        - Ability to analyze issues and create and implement action plans.
    - *Collaboration and Management*
        - Ability to work respectfully with diverse individuals and/or groups.
        - Use tact, discretion, and empathy to resolve internal staff matters.
        - Seek continuous feedback and proactively adjust approaches to improve human capital functions.
        - Ability to effectively express ideas orally and in writing.
        - Ability to establish and maintain effective working relationships and to effectively work as part of a team.
        - Ability to interpret educational policies and procedures.
        - Ability to work independently with little to no supervision.

Knowledge:

- Knowledge of California regulations and Education Code around after school and summer programs.
- Knowledge around program coordination.
- Knowledge of best practices around staff management.
- Knowledge of South San Francisco community

Skills:

- Ability to build relationships with families and students.
- Establish and maintain effective collegial relationships with other people of diverse backgrounds, identities, experiences, and personalities, to model our district's core values and advance our district's mission, goals, and strategic priorities toward our district's vision.
- Customer service orientation and ability to build customer service oriented systems.

- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of district staff, students, families, community members, and other educational partners.
- Operate computer technology, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet district standards of professional and ethical conduct as outlined in Governing Board Policies and Administrative Regulations.

Physical requirements:
Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to sit, stand, and traverse for extended periods of time.
- Ability to see for purposes of performing duties, responsibilities, and activities.
- Ability to understand speech at normal levels.
- Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
- Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
- Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
- Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS:

- **Education**:
    - Required: Equivalent to an associate degree from an accredited college with major coursework in education, public administration, or a closely related field.
    - Preferred: Undergraduate degree from an accredited college or university in education, public administration, or a closely related field.
- **Experience**:
    - Required: Three (3) years of progressively responsible experience in coordinating programs and services within public education or a closely related

field.
    - Preferred: Five (5) or more years of progressively responsible experience in coordinating programs and services within public education or a closely related field.
- **Licenses**:
    - Required: n/a
    - Preferred: Valid California Driver's License
- **Certifications**:
    - Required: California Department of Justice and Federal Bureau of Investigation Criminal Background Check/Fingerprint Clearance
    - Preferred: n/a
- **Languages:**
    - Spanish (highly preferred)

WORKING CONDITIONS

- **Environment**: Office environment with travel between District offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **Hazards**: Driving a vehicle during adverse weather conditions. Frequent interruptions.

NON-DISCRIMINATION POLICY

The South San Francisco Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical

condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Classified Unrepresented Employees' Salary Schedule

2024/2025

Effective 7/1/2024, 3% Increase per board approval on 3/9/2023.

Schedule	Range		Classification	**	1	2	3	4	5
CONFIDENTIAL & NON-SUPERVISORY									
2CONF	1C		Executive Assistant - Confidential	A	$ 89,817.00	$ 93,776.80	$ 97,910.80	$ 102,239.80	$ 106,763.80
				H	$ 46.06	$ 48.09	$ 50.21	$ 52.43	$ 54.75
2CONF	2C		Senior Executive Assistant - Confidential	A	$ 97,968.00	$ 102,239.80	$ 106,802.80	$ 111,618.00	$ 116,552.80
				H	$ 50.24	$ 52.43	$ 54.77	$ 57.24	$ 59.77
2CONF	3C	***	Behavior Specialist/District Behaviorist	AN	$ 110,326.73	$ 115,287.08	$ 120,460.95	$ 125,864.78	$ 131,531.40
		***	Occupational Therapist	H	$ 67.17	$ 70.19	$ 73.34	$ 76.63	$ 80.08
		***	Physical Therapist						
2UNR75	17S	*	Budget/Position Control Analyst	A	$ 107,562.00	$ 112,340.80	$ 117,507.00	$ 122,792.80	$ 128,349.00
		*	Public Information Officer	H	$ 55.16	$ 57.61	$ 60.26	$ 62.97	$ 65.82
		*	Systems Administrator (New 20/21)						
SUPERVISORY									
2UNR80	10S	*	Custodian Supervisor	A	$ 92,456.00	$ 97,052.80	$ 101,940.80	$ 107,016.00	$ 112,361.60
				H	$ 44.45	$ 46.66	$ 49.01	$ 51.45	$ 54.02
2UNR80	13S	* ***	Maintenance Supervisor	A	$ 97,988.80	$ 102,876.80	$ 108,014.40	$ 113,422.40	$ 119,100.80
				H	$ 47.11	$ 49.46	$ 51.93	$ 54.53	$ 57.26
2UNR75	10S	*	Bond Program Accounting Manager (Eff 2023/2024) 7.5 hrs	A	$ 86,678.80	$ 90,987.00	$ 95,570.80	$ 100,328.80	$ 105,339.00
				H	$ 44.45	$ 46.66	$ 49.01	$ 51.45	$ 54.02
2UNR75	28S	*	Bond Construction Project Manager (Eff 2023/2024) 7.5 hrs	A	$ 133,907.80	$ 139,932.00	$ 146,231.80	$ 152,802.00	$ 159,705.00
				H	$ 68.67	$ 71.76	$ 74.99	$ 78.36	$ 81.90
2UNR75	21SA	*	Accounting/Budgeting Supervisor	A	$ 116,747.80	$ 122,031.00	$ 127,608.00	$ 133,361.80	$ 139,484.80
		*	Payroll and Benefits Supervisor	H	$ 59.87	$ 62.58	$ 65.44	$ 68.39	$ 71.53
2UNR75	52SH	*	Supervisor - Nutrition Services	A	$ 90,402.00	$ 94,380.00	$ 98,553.00	$ 102,902.80	$ 107,504.80
				H	$ 46.36	$ 48.40	$ 50.54	$ 52.77	$ 55.13

* *Eligible to receive $1,750 annual stipend for Masters, $1,500 annual stipend for Doctorate.*

** *A = Annual 260 Days AN = Annual 218 Days H = Hourly (Reported to PERS)*

*** *Position added in FY21-22.*

Due to rounding in the automated payroll system, annual rates shown on this schedule are not the exact figure and are being provided for general purposes only.

Benefit

$65,000 - Life Insurance Coverage
$2,000 - Dental plan benefit cap

Twenty-three days of paid vacation per year for twelve-month employees, ratio of 23 days based on months of service for less-than-twelve month employees

****Vacation days of entitlement are based on years of service. Vacation pay is issued in lieu of vacation days. Nine days are included in Annual (AN) calculation.*

Up to 5 years of service - 9 days
After 5 years and up to 10 years of service - 14 days
After 10 years and up to 15 years of service - 18 days
After 15 years of service - 21 days

Longevity

After 6 years of service, 4% of annual salary
After 8 years of service, 4.5% of annual salary
After 10 years of service, 5% of annual salary
After 12 years of service, 5.5% of annual salary
After 14 years of service, 6% of annual salary
After 16 years of service, 6.5% of annual salary
After 18 years of service, 7% of annual salary
After 20 years of service, 7.5% of annual salary
After 22 years of service, 8% of annual salary
After 24 years of service, 8.5% of annual salary
After 26 years of service, 9% of annual salary
After 28 years of service, 10% of annual salary
After 30 years of service, 11% of annual salary

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: February 27, 2025

RE: SSFUSD Assistant Superintendent of Student and Family Services Job Description

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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 Assistant Superintendent of Student and Family Services joins SSFUSD at a pivotal moment for the district, as we embark on our five-year journey to strengthen instruction, empower educators, and center students through powerful partnerships and equitable systems. The Assistant Superintendent of Student and Family Services will be primarily responsible for leading key initiatives as part of our “Engaged Students” and “Purposeful Partnerships” strategic priorities. The Assistant Superintendent reports directly to the Superintendent, serves as a member of Cabinet, and leads the entire Student and Family Services Department. A copy of the job description is enclosed with this Board memo.

FISCAL IMPLICATIONS:

The Assistant Superintendent of Student and Family Services will be included with all other current existing Assistant Superintendent positions in the South San Francisco Unified School District Cabinet Members’ Salary Schedule 2024-2025 (Range PSUP). The annual salary range is $207,795 to $248,119. A copy of the salary schedule is enclosed with this Board memo and publicly available on our district website.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the job description for the Assistant Superintendent of Student and Family Services, effective for the 2025-2026 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Assistant Superintendent of Student and Family Services Job Description
February 2025
FLSA: Exempt

Job Title:	Assistant Superintendent of Student and Family Services
Classification:	Classified Management - Unrepresented
Work Year:	260 days / 12 months 17 Holidays 26 Vacation Days 12 Sick Days Longevity Pay
Hours	Unrepresented staff
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master's/Doctoral Degree stipends; mileage stipend, and vacation time
Salary Range:	$207,795 to $248,119
Approval Dates:	Personnel Commission: Pending Board of Trustees: Pending

OVERVIEW OF SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The South San Francisco Unified School District (SSFUSD) community includes 15 schools supporting 8,000 students in Daly City, San Bruno, and South San Francisco.

Our mission is that in partnership with our community, SSFUSD will provide exceptional instruction, engaging experiences, and equitable and accessible opportunities and resources to further support our diverse student body so that students are equipped to learn, thrive, navigate their future with purpose, and impact their community.

In February 2024, the School Board for SSFUSD adopted our new Vision and Five-Year Strategic Plan. As a member of the Cabinet, the Assistant Superintendent of Student and Family Services, will be responsible for leading initiatives to ensure the district delivers on its promises in the Strategic Plan.

POSITION SUMMARY

The Assistant Superintendent of Student and Family Services joins SSFUSD at a pivotal moment for the district, as we embark on our five-year journey to strengthen instruction, empower educators, and center students through powerful partnerships and equitable systems. As a senior leader in the district, the Assistant Superintendent will play a key role in leading district-wide initiatives. The Assistant Superintendent of Student and Family Services will also take responsibility for many of the initiatives within our Engaged Students and Purposeful Partnerships priorities from our Strategic Plan, including creating a welcoming learning environment, supporting staff to take actions to foster a welcoming, inclusive learning environment, bolster awareness and access to socio-emotional, physical, and mental health supports for all students, and promote academic and career goal-setting for students. To advance purposeful partnerships, the Assistant Superintendent will work directly with families and community partners to define a vision for purposeful partnership, pilot a Family Resource Center (FRC), strengthen communication between families and schools, and explore community schools models. The Assistant Superintendent reports directly to the Superintendent, serves as a member of Cabinet, and manages the Student and Family Services Department. The Assistant Superintendent is responsible for overall planning, organization, and administration of all Student and Family Services programs and policies, including attendance and discipline policies.

ESSENTIAL DUTIES

Provide Org-wide Leadership as a Member of Cabinet

- Serve as a member of the Superintendent's senior cabinet, advising on and contributing to district-wide initiatives.
- Work with the Superintendent and other Cabinet members to implement our Strategic Plan, including annual strategic initiatives in service of Strategic Plan.
- Collaborate with other Cabinet and department leaders to ensure alignment across district programs and initiatives.
- Act as a spokesperson for the district, including publicly representing SSFUSD and the Superintendent in Board of Education meetings, at schools, in the community, and to county and state institutions.

- Model SSFUSD values, foster professional growth, and support strong people-centered culture across the district.

Lead Student and Family Services Strategy

- Develop a multi-year vision for student and family services, including creating a welcoming environment, socio-emotional, physical, and mental health supports for students, staff training and support, and attendance and discipline supports, with effective execution and an emphasis on customer service and strong systems.
- In collaboration with school leaders and district leaders, design and lead implementation for new strategies related to student and family services.
- Partner with the Teaching and Learning and Talent departments to ensure teachers are onboarded, supported, and given the resources needed to welcome and support students in their classrooms.
- Set goals for the Student and Family Services department, and lead the department through a change management process to deliver on goals.
- Use student data, family surveys, and regular engagement with families and other community partners to effectively analyze trends and plan for the future.

Lead engagement with families and community on behalf of SSFUSD

- Lead collaboration with families and the community to develop a vision for ongoing engagement, then implement the strategy on behalf of the district.
- Oversee the development of a Family Resource Center, a one-stop-shop to meet families needs, including basic items as well as support with enrollment, student services, etc., and other programs and structures to support our district's students and families.
- Strengthen two-way communication with all families and create a great customer service experience for families.
- Train SSFUSD staff on customer service best practices so that families feel respected and are treated as assets.
- Reimagine district office reception and other district office spaces to make them welcoming and inclusive to families and students.
- Address and respond to all parent requests, concerns, and complaints.
- Maintain and serve as the liaison between the district and community groups, such as the Police Department, Fire Department, San Mateo County Health Services and other county offices, and other community agencies.
- Support the district and schools with emergency communications.

Provide high-quality counseling to students through academic and wellness counseling programs

- Oversee the design, implementation, and evaluation of district counseling programs, including both academic and wellness counseling / mental health programs.
- Ensure accurate records of students served through counseling programs.
- Collaborate closely with the Teaching and Learning department on academic counseling, professional development, program goals, and implementation.
- Monitor contracts for student counseling to ensure students receive high-quality services.

Maintain and improve equitable systems for student support, attendance, and discipline

- Design, lead, coordinate, and implement SSFUSD's Multi-Tiered Student Support (MTSS) System for students.
- Ensure compliance with federal, state, and local guidelines around attendance and discipline, including reporting.
    - Support attendance in schools through accurate collection of attendance data, data review with school sites, and direct support to families and students.
    - Manage systems and calendar for annual student registration and enrollment process; set expectations for school administrative assistants' support with enrollment, and provide training as needed to ensure timely registration and enrollment
    - Monitor monthly enrollment, and manage state reporting of student enrollment and attendance, including the annual census day reporting to CBEDS.
    - Develop annual enrollment forecasts by grade and school for general ed students and multilingual learners; manage demographers as needed for multi-year enrollment forecasts

Oversee expanded learning opportunities

- Set the strategy for our expanded learning opportunities (e.g., before and after school, and summer school), in compliance with the Expanded Learning Opportunity Program (ELOP) grant.
    - Manage the Expanded Learning Opportunity Program (ELOP) Coordinator, who oversees summer / after school program planning, implementation, and reporting..
    - Support the ELOP Coordinator to manage and liaise with key partners / vendors needed to implement our ELOP programs.

***Note**: The job description is not designed to cover or contain a comprehensive listing of*

duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

COMPETENCIES

- *Abilities:*
    - *Problem-solving*
        - Ability to problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules.
        - Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
        - Ability to gather, collate, interpret, and analyze data.
        - Ability to analyze issues and create and implement action plans.
    - *Collaboration and Management*
        - Ability to work respectfully with diverse individuals and/or groups.
        - Use tact, discretion, and empathy to resolve internal staff matters.
        - Seek continuous feedback and proactively adjust approaches to improve human capital functions.
        - Ability to effectively express ideas orally and in writing.
        - Ability to establish and maintain effective working relationships and to effectively work as part of a team.
        - Ability to interpret educational policies and procedures.
        - Ability to work independently with little to no supervision.
- *Knowledge:*
    - South San Francisco community
    - Principles of stakeholder engagement, including strong communication practices
    - Principles of attendance and discipline
    - Principles of academic counseling
    - Operation of a PK-12 public school district
- *Skills:*
    - Effectively lead the Student and Family Services department, including supervising and coordinating staff, setting goals, coaching leaders, and ensuring the department is aligned to district initiatives.
    - Establish and maintain effective collegial relationships with other people of diverse backgrounds, identities, experiences, and personalities, to model our district's core values and advance our district's mission, goals, and strategic priorities toward our district's vision.

- Customer service orientation and ability to build customer service oriented systems.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of district staff, students, families, community members, and other educational partners.
- Operate computer technology, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet district standards of professional and ethical conduct as outlined in Governing Board Policies and Administrative Regulations.

- *Physical requirements:* Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:
  - Ability to work at a desk, conference table, or in meetings of various configurations.
  - Ability to sit, stand, and traverse for extended periods of time.
  - Ability to see for purposes of performing duties, responsibilities, and activities.
  - Ability to understand speech at normal levels.
  - Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
  - Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
  - Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
  - Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.
  - Ability to travel between sites.

REQUIRED EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

- *Education:*
  - **Preferred:** Master's Degree and/or Doctoral Degree (Ed.D.) from accredited college or university
  - **Required:** Bachelor's Degree from accredited college or university
- *Experience:*
  - **Preferred:**

        - At least three (3) years in a PK-12 public school district management role;
        - At least three (3) years as a PK-12 public school site leader (Principal/Assistant Principal);
        - At least three (3) years of PK-12 public school district teaching or counseling experience;
        - Experience with family engagement, attendance oversight, enrollment forecasting, partnership management
    - **Required:** At least three (3) years of PK-12 public school district or public/private sector administration and management experience

- *Licenses:*
    - **Preferred:** Valid California Driver's License; Valid California Clear Administrative Services Credential; Valid California Clear PPS and/or Teaching Credential
    - **Required:** None
- *Certifications:*
    - **Preferred:** ACSA Pupil Services Academy
    - **Required:** California Department of Justice and Federal Bureau of Investigation Criminal Background Check/Fingerprint Clearance

WORKING CONDITIONS

- *Environment:* Office environment with travel between district offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- *Hazards:* Driving a vehicle during adverse weather conditions. Frequent interruptions. Exposure to dissatisfied employees.

VERIFICATION:

Applicants may be required to submit verification of qualifying education, experience, licenses, and certifications* at any point during the recruitment and selection process.

***Note:** Falsifying one's education, experience, licenses, certifications, or related training, or attempted deception on the application, may result in disqualification from present and future job opportunities with the South San Francisco Unified School District.*

NON-DISCRIMINATION POLICY

The South San Francisco Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Cabinet Members' Salary Schedule

2024/2025

Effective 7/1/2024, 3% Increase per board approval on 3/9/2023.

Range	Classification	Work Year	**	1	2	3	4	5	6	7
BSUP	Assistant Superintendent - Business Services									
PSUP	Assistant Superintendent - Human Resource & Student Services	12 Months	A	$ 207,795	$ 214,030	$ 220,451	$ 227,064	$ 233,878	$ 240,893	$ 248,119
ESUP	Assistant Superintendent - Educational Services & Categorical Programs		P	$ 799	$ 823	$ 848	$ 873	$ 900	$ 927	$ 954
BSUP-A	Associate Superintendent - Business Services									
PSUP-A	Associate Superintendent - Human Resource & Student Services	12 Months	A			$ 227,064	$ 233,878	$ 240,893	$ 248,119	$ 255,563
ESUP-A	Associate Superintendent - Educational Services & Categorical Programs		P			$ 873	$ 900	$ 927	$ 954	$ 983

** A = Annual P = Per Diem/Daily

Due to rounding in the automated payroll system, rates shown on this shedule are not the exact figure and are being provided for general purposes only.

Life Insurance
$75,000 (100%) to age 70
$48,750 (65%) on 70th Birthday
$26,250 (35%) on 75th Birthday
$22,500 (30%) on 80th Birthday

Master's - $1,750 Annual Stipend
Doctorate - $1,500 Annual Stipend

Longevity

At 8 years of service as an unrepresented certificated employee, a 3.5% salary increase
At 13 years of service as an unrepresented certificated employee, an additional 2% salary increase (5.5%)
At 21 years of service as an unrepresented certificated employee, an additional 2% salary increase (7.5%)

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: February 27, 2025

RE: SSFUSD Director of Talent Strategy Job Description

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 Director of Talent Strategy will play a key role in leading and supporting key talent initiatives as part of our "Empowered Educators" strategic priority including, but not limited to, supporting the creation of a "Portrait of an SSFUSD Educator," expanding pathways to teaching, and designing and implementing policies that will support recruiting and retaining talent across SSFUSD. The Director of Talent Strategy will report directly to the Assistant Superintendent of Human Resources and will oversee both certificated and classified personnel. The Director of Talent Strategy will work in partnership with the Director of Human Resources and Assistant Superintendent of Human Resources, as well as the whole talent team, to provide excellent customer service to all employees of SSFUSD. A copy of the job description is enclosed with this Board memo.

FISCAL IMPLICATIONS:

The Director of Talent Strategy will be included with all other current existing Director positions in the South San Francisco Unified School District Classified Directors' Salary Schedule 2024-2025 (Range 21N). The annual salary range is $154,596 to $194,240.80. A copy of the salary schedule is enclosed with this Board memo and publicly available on our district website.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve the job description for the Director of Talent Strategy, effective for the 2025-2026 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Director of Talent Strategy Job Description
February 2025
FLSA: Exempt

Job Title:	Director of Talent Strategy
Classification:	Classified Management - Unrepresented
Work Year:	12-Month Employee 260 paid days 23 paid vacation days 12 Sick Days Longevity Pay
Hours:	Unrepresented staff
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master's/Doctoral Degree stipends; mileage stipend, and vacation time
Salary Range:	$154,596 to $194,240.80
Approval Dates:	Personnel Commission: February 18, 2025 Board of Trustees: Pending

OVERVIEW OF SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The South San Francisco Unified School District (SSFUSD) community includes 15 schools supporting 8,000 students in Daly City, San Bruno, and South San Francisco.

Our mission is that in partnership with our community, SSFUSD will provide exceptional instruction, engaging experiences, and equitable and accessible opportunities and resources to further support our diverse student body so that students are equipped to learn, thrive, navigate their future with purpose, and impact their community.

In February 2024, the School Board for SSFUSD adopted our new Vision and Five-Year Strategic Plan. As a senior leader, the Director will be responsible for leading and supporting initiatives to ensure the district delivers on its promises in the Strategic Plan.

POSITION SUMMARY

As a leader within the Human Resources Department and under the supervision of the Assistant Superintendent of Human Resources, the Director of Talent Strategy will play a key role in leading talent initiatives for the district. The Director will take responsibility for many of the initiatives within our Strategic Plan priority Empowering Educators, including supporting the creation of a portrait of an SSFUSD educator, expanding pathways to teaching, and designing and implementing policies that will support recruiting and retaining talent across SSFUSD. The Director of Talent Strategy will report directly to the Assistant Superintendent of Human Resources and oversee certificated hiring, including recruitment, hiring, and onboarding. The Director will also support liaising with and negotiating with the SSFUSD California Teachers Association (CTA). Finally, the Director of Talent Strategy will work in partnership with the Director of Human Resources and Assistant Superintendent, as well as the whole talent team, to provide excellent customer service to all employees of SSFUSD.

ESSENTIAL DUTIES

Organizational Leadership

- Serve as a member of the leadership team within the Human Resources Department.
- Work with the Assistant Superintendent of Human Resources, the Director of HR, and other district leaders to implement the Strategic Plan, including annual strategic initiatives in service of the Strategic Plan.
- Collaborate with other leaders to ensure alignment across district programs and initiatives.
- Model SSFUSD values, fosters professional growth and support strong people-centered culture across the district.
- Perform other duties as assigned by their supervisor and the Superintendent of South San Francisco Unified School District.

Lead Talent Strategy

- In partnership with the Assistant Superintendent, develop a multi-year vision for talent and human resources across the full employee life cycle, including recruitment, hiring, onboarding, performance managing, developing, celebrating and retaining employees,

and ensure its effective execution with an emphasis on customer service and strong systems.
- In collaboration with school leaders and district leaders, design and lead implementation for new recruitment strategies, pathway/pipeline programs, creating staffing models and retention strategies.
- Partner with the Teaching and Learning department to ensure teachers are onboarded, supported, and given the resources to lead in their classrooms.
- Contribute to goals for the Human Resources Department, and support the Human Resources Department through a change management process to deliver on goals.
- Use talent data to effectively analyze trends and plan for the future.

Ensure SSFUSD has highly qualified certificated employees in every role.
- Ensure compliance with federal, state, and district policies for all human resources work.
- Oversee hiring, onboarding, and offboarding for certificated employees.
- Ensure high-quality implementation of performance management and evaluation systems for certificated.
- Oversee transfers, reassignments, disciplinary actions, and dismissals of certificated employees.
- Oversee compensation programs are implemented according to policies and union collective bargaining agreements.

Support liaison with union partners and employee relationships.
- With support from the Assistant Superintendent, liaise with union partners, including SSFUSD California Teachers Union (CTA) and SSFUSD American Federation of Teachers (AFT), including attending regular meetings.
- Oversee investigations and grievance requests from union members and leadership.
- In conjunction with HR directors, serve as district representative in labor and employment mediation, arbitration, and litigation.

Ensure effective systems for hiring, and use data to drive improvements.
- Oversee administration of applicant tracking systems, including annual updates to job descriptions, hiring processes and improvements to data systems.
- In collaboration with school leaders and district leaders, analyze recruitment and hiring data to make improvements to the hiring process.

****Note**: The job description is not designed to cover or contain a comprehensive listing of*

duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

COMPETENCIES

- *Abilities:*
    - *Problem-solving*
        - Ability to problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules.
        - Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
        - Ability to gather, collate, interpret, and analyze data.
        - Ability to analyze issues and create and implement action plans.
    - *Collaboration and Management*
        - Ability to work respectfully with diverse individuals and/or groups.
        - Use tact, discretion, and empathy to resolve internal staff matters.
        - Seek continuous feedback and proactively adjust approaches to improve human capital functions.
        - Ability to effectively express ideas orally and in writing.
        - Ability to establish and maintain effective working relationships and to effectively work as part of a team.
        - Ability to interpret educational policies and procedures.
        - Ability to work independently with little to no supervision.
- *Knowledge:*
    - California Code of Regulations, Governing Board Policies and Administrative Regulations, collective bargaining agreements, and established personnel practices and procedures, in addition to all other applicable state and federal laws, regulations, and policies related to labor and employment including, but not limited to, UCP, Title IX, OCR/EEOC, DFEH/FEHA, and ADA
    - Best practices for recruitment, hiring, and onboarding teachers as well as human resources administration management
    - Principles and practices of employee and labor relations
    - Principles and practices of conducting thorough, fair, and impartial workplace investigations and grievance/dispute resolutions
    - Operation of a PK-12 public school district
- *Skills:*

- Effectively lead the Human Resources Department, including supervising and coordinating staff, setting goals, coaching leaders, and ensuring the department is aligned to district initiatives.
- Establish and maintain effective collegial relationships with other people of diverse backgrounds, identities, experiences, and personalities, to model our district's core values and advance our district's mission, goals, and strategic priorities toward our district's vision.
- Customer service orientation and ability to build customer service oriented systems.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of district staff, students, families, community members, and other educational partners.
- Operate computer technology, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet district standards of professional and ethical conduct as outlined in Governing Board Policies and Administrative Regulations.

- *Physical requirements:* Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:
  - Ability to work at a desk, conference table, or in meetings of various configurations.
  - Ability to sit, stand, and traverse for extended periods of time.
  - Ability to see for purposes of performing duties, responsibilities, and activities.
  - Ability to understand speech at normal levels.
  - Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
  - Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
  - Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
  - Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.
  - Ability to travel between sites.

REQUIRED EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

- *Education:*
  - **Preferred:** Master's Degree and/or Doctoral Degree (Ed.D.) from accredited college or university
  - **Required:** Bachelor's Degree from accredited college or university
- *Experience:*
  - **Preferred:** Minimum of three (3) years of PK-12 public school district or public/private sector talent work with management experience; Minimum of three (3) years of PK-12 public school district site leadership experience (Principal/Assistant Principal); Minimum of three (3) years of PK-12 public school district teaching experience; Experience with, or the ability to negotiation with unions, with preference for working with the CTA and AFT unions
  - **Required:** Minimum of three (3) years of PK-12 public school district or public/private sector administration and management experience
- *Licenses:*
  - **Preferred:** Valid California Driver's License; California Clear Administrative Services Credential; California Clear Teaching Credential
  - **Required:** n/a
- *Certifications:*
  - **Preferred:** Completion of ACSA Personnel Academy or SHRM Certification
  - **Required:** California Department of Justice and Federal Bureau of Investigation Criminal Background Check/Fingerprint Clearance

VERIFICATION:

Applicants may be required to submit verification of qualifying education, experience, licenses, and certifications* at any point during the recruitment and selection process.

***Note:** Falsifying one's education, experience, licenses, certifications, or related training, or attempted deception on the application, may result in disqualification from present and future job opportunities with the South San Francisco Unified School District.*

WORKING CONDITIONS

- *Environment:* Office environment with travel between District offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.

- *Hazards:* Driving a vehicle during adverse weather conditions. Frequent interruptions. Exposure to dissatisfied employees.

NON-DISCRIMINATION POLICY

The South San Francisco Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Classified Directors' Salary Schedule

2024/2025

Effective 7/1/2024, 3% Increase per board approval on 3/9/2023.

Range	Classification	**	1	2	3	4	5	6
21N	Director of Business Services	A	$ 154,596.00	$ 161,792.80	$ 169,260.00	$ 177,216.00	$ 185,504.80	$ 194,240.80
	Director of Facilities and Safety	H	$ 79.28	$ 82.97	$ 86.80	$ 90.88	$ 95.13	$ 99.61
	Director of Nutrition Services & Distribution							
	Director of Technology							
	Director of Human Resources (Eff 2024/2025)							
	Director of Bond Program (Eff 2023/2024)							

** A = Annual - 260 days H = Hourly

Due to rounding in the automated payroll system, rates shown on this schedule are not the exact figure and are being provided for general purposes only.

Masters - $1,750 Annual Stipend
Doctorate - $1,500 Annual Stipend

Benefit

$65,000 - Life Insurance Coverage

Twenty-three days of paid vacaion per year for twelve-month employees, ratio of 23 days based on months of service for less-than-twelve month employees

Longevity

After 6 years of service, 4% of annual salary
After 8 years of service, 4.5% of annual salary
After 10 years of service, 5% of annual salary
After 12 years of service, 5.5% of annual salary
After 14 years of service, 6% of annual salary
After 16 years of service, 6.5% of annual salary
After 18 years of service, 7% of annual salary
After 20 years of service, 7.5% of annual salary
After 22 years of service, 8% of annual salary
After 24 years of service, 8.5% of annual salary
After 26 years of service, 9% of annual salary
After 28 years of service, 10% of annual salary
After 30 years of service, 11% of annual salary

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: February 27, 2025

RE: Approval of Amendment #1 to the Professional Services Agreement with Noll & Tam Architects for Part II Schematic Design through Construction Closeout Services 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:

On December 14, 2023, the Board of Trustees approved the professional services agreement with Noll & Tam Architects to provide a project assessment services for the Sunshine Gardens Elementary School Modernization Project. The project assessment was Part 1 of a two-part architectural agreement for this project.

The original scope of work for Part 1 included an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies as well as improvement opportunities. The results of the assessment informed the design team, Bond Management Team, and District Leadership about the campus needs and requirements and served as the basis for determining the scope of work that would advance to Part II of the modernization project. Part II encompasses the full architectural design and construction process, spanning from Schematic Design (SD), through Design Development (DD), Construction Documents (CD), Bidding and Procurement, Construction Administration (CA), and ultimately Construction Closeout.

This agreement modification incorporates additional services for Part II of the architectural agreement, covering Schematic Design through Construction Closeout.

FISCAL IMPLICATIONS:

The total cost of the additional services is $3,636,972.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement	December 14, 2023	$279,879.00
Amendment No. 1-Part II Services	February 27, 2025	$3,636,972.00
Adjusted Total		**$3,916,851.00**

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to the professional services agreement with Noll & Tam Architects for additional services covering Schematic Design through Construction Closeout for the Sunshine Gardens Elementary School Modernization.

February 13, 2025

Ms. Lori Shelton, Director Measure T Bond Program
South San Francisco Unified School District
398 B Street, South San Francisco, CA 94080

Re: **Sunshine Gardens Elementary School Modernization**
Part II - Schematic Design through Construction Closeout

Dear Ms. Shelton,

Noll & Tam Architects is pleased to present our proposal for architectural consulting services for the modernization of Sunshine Gardens Elementary School for the South San Francisco Unified School District. This proposal provides a fee for design services from Schematic Design through Project Closeout. The scope of work is based on the Part 1 Project Assessment and subsequent direction from the District per the PA Phase Acceptance Letter, dated 10/01/2024. It is intended to be complementary and in addition to the Agreement for Architectural Services, dated 2/13/2025.

PROJECT DESCRIPTION & SCOPE OF WORK:

Building Data:	42,886 square feet, 1 story
Sustainable Goals:	Proposed improvements will be minimum Title 24 for MEP systems
Procurement:	Lease-Leaseback
Construction Budget:	$21M ($28M with alternates)

Based on the approved scope of work as defined through Part 1 Project Assessment, Noll & Tam along with our consultant team will provide design services as outlined in Exhibit A of Amendment No. 1 of the Agreement for Architectural Services.

Assisting Noll & Tam will be:

Structural Engineering	ZFA Structural Engineers
MEP Engineering	Gayner Engineers
Landscape Architecture	BASE Landscape Architecture
Civil Engineering	BKF Engineers
Cost Estimating	Cumming Group
Food Service	The Marshall Associates, Inc.
TCOM & Security	Smith, Fause & McDonald

SCHEDULE:

Assuming a Notice to Proceed is issued on March 1, 2025, the following schedule is proposed:

3/1/25 – 7/15/26	SD - CD	16.5 months
7/16/26 – 1/15/27	DSA Approvals	6 months (estimated)
1/16/27 – 2/28/27	GMP	2 months
5/1/27 – 8/31/28	Construction	16 months
9/1/28 – 9/30/28	Project Closeout	1 month

COMPENSATION:

The following fee schedule includes a breakdown by consultant as well as phase. It covers the total scope and fee for the noted phases. The section titled "Basic Serices" includes those services traditionally included in a project of this type. "Supplemental Services" are those items that are necessary for this project but fall outside of Basic Services. The "Alternates" category includes scope items identified by the District as alternates that can be incorporated or dropped from the project as the budget and estimates are resolved at each milestone. The fee for these individual alternates assumes that they will be incorporated into the general design and schedule of the project, not as stand-alone projects. This proposal is based on a lease/leaseback delivery method with the LLB developer joining the team prior to the Construction Documents Phase.

		SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PROJECT APPROVALS	BIDDING & NEGOTIATION	CONSTRUCTION ADMINISTRATION	PROJECT CLOSEOUT	TOTALS
Basic Service	**Consultant**								
Architectural Services	Noll & Tam Architects	$225,521	$193,579	$467,137	$77,658	$23,855	$444,942	$101,060	$1,533,752
Structural Engineering	ZFA	$11,146	$23,406	$49,891	$10,615	$2,229	$27,864	$2,229	$127,380
Mechanical Engineering	Gayner	$16,453	$32,694	$32,694	$8,704	$2,123	$14,649	$2,123	$109,441
Electrical	Gayner	$47,555	$95,429	$95,429	$25,476	$6,369	$40,974	$6,369	$317,601
Plumbing	Gayner	$16,559	$33,119	$33,119	$8,704	$2,123	$14,649	$2,123	$110,396
Fire Alarm	Gayner	$11,040	$21,867	$21,867	$5,732	$1,592	$9,235	$1,592	$72,925
Civil Engineering	BKF	$21,230	$26,538	$63,690	$12,738	$3,715	$27,599	$3,715	$159,225
Cost Estimating	Cumming	$26,193	$34,578	$77,556	-	-	-	-	$138,327
Landscape	BASE	$9,978	$13,375	$19,956	$6,794	$1,698	$12,738	$4,883	$69,422
Subtotal Basic Services		**$385,674**	**$474,585**	**$861,339**	**$156,421**	**$43,705**	**$592,650**	**$124,095**	**$2,638,469**
Supplemental Services	**Consultant**								
QSD SWPPP	BKF	$1,561	$1,340	$3,233	$676	$165	$3,080	$561	$10,615
Cost Estimate: (E) Bldgs Replacement Cost	Cumming	$20,041	-	-	-	-	-	-	$20,041
Telecom, AV, Security	SFMI	$11,528	$23,060	$34,590	$3,057	$1,550	$11,549	$2,601	$87,935
Kitchen	Marshall Associates Inc	$8,386	$9,235	$9,447	$1,592	$849	$3,715	-	$33,225
Subtotal Supplemental Services		**$41,515**	**$33,635**	**$47,271**	**$5,325**	**$2,564**	**$18,344**	**$3,162**	**$151,816**
Alternates (Per PA Acceptance Letter)	**Consultant**								
14.1 Roofing: Reinforced PMMA	N&T	$4,194	$3,601	$8,690	$1,817	$444	$8,277	$1,508	$28,531
12.1 *HVAC: Gas	Gayner	$52,351	$44,946	$108,461	$22,675	$5,539	$103,308	$18,821	$356,099
12.2 *HVAC: Full Electric	Gayner	$61,566	$52,857	$127,553	$26,666	$6,514	$121,492	$22,134	$418,781
13.1 IH - 4 Portables and Infrastructure	Gayner, BKF	$20,870	$17,918	$43,238	$9,039	$2,208	$41,184	$7,503	$141,959
22.3 Bldg G Louvers	N&T	$1,702	$1,462	$3,527	$737	$180	$3,359	$612	$11,580
23.1 Soccer Field	BASE, BKF	$9,150	$7,856	$18,958	$3,963	$968	$18,057	$3,290	$62,243
9.1 Play Structures	BASE	$2,301	$1,975	$4,767	$997	$243	$4,541	$827	$15,651
9.2 Play Structure Matting	BASE	$778	$668	$1,611	$337	$82	$1,534	$280	$5,289
22.2 Bldg G Windows	N&T, Gayner	$3,728	$3,200	$7,723	$1,615	$394	$7,356	$1,340	$25,357
12.1 Deduct HVAC: Gas, Phases CD-CO	Gayner	-	-	-$108,461	-$22,675	-$5,539	-$103,308	-$18,821	**-$258,803**
Subtotal Alternates		**$156,639**	**$134,483**	**$216,067**	**$45,170**	**$11,034**	**$205,801**	**$37,493**	**$806,687**
Reimbursable Expense Allowance									**$40,000**
Grand Total*									**$3,636,972**

*Total assumes that both HVAC Gas and Full Electric options will be carried until the end of DD, and then only Full Electric option will continue through CO

EXCLUSIONS:

- Design of a mandatory seismic upgrade is excluded. The strategy to justify a voluntary seismic upgrade is to provide a replacement cost estimate per DSA IR_EB-4 which is included in Supplemental Services fee above.
- Acoustic Engineering
- AV system design other than for the new Exploratorium building and library
- Communication or Security systems software and device selection
- Emergency Radio Responder Coverage (ERRC) design
- Fire sprinkler design. (It was determined during the Project Assessment phase that fire sprinklers are likely not required for this modernization).
- FF&E - Furniture, fixtures and equipment design and specifications (beyond basic test layout of furniture)
- Value Engineering after starting the Construction Documents Phase
- Hazardous materials investigation and remediation
- Soils testing for contaminants, DTSC (Department of Toxic Substances Control) application and permitting
- Topographic & Geotechnical survey(s)
- Traffic Studies and Engineering
- Closeout of any uncertified DSA projects
- CEQA compliance studies or accommodations

Please don't hesitate to call if you have any questions or comments. We look forward to working with you to transform Sunshine Gardens into a vibrant and exemplary school for the SSFUSD.

Sincerely,



_____	_____	_____
Zachary Goodman, AIA Principal	Approved Lori Shelton, Director	Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent, Business Services
Lori Shelton, Director of Bond Program

DATE: February 27, 2025

RE: Approval of Amendment #1 to the Independent Consultant Agreement with Atlas Technical Consultants, LLC, for the Geotechnical and Geologic Hazard Evaluation Services Related to the WMS Field and Pavement Improvements Project, as Part of 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 athletic field located at Westborough Middle School is in disrepair and is not usable. Additionally, the current morning and afternoon drop-off queueing is significantly impacting the traffic on Westborough Blvd. and causing traffic congestion in the neighboring community. The scope of this project will include but is not limited to reconstruction of the athletic field, installing accessible path of travel to the athletic field and drop off locations, addition of pedestrian lighting at the field ramp and stairs and accessible parking, creation of a queuing zone for student drop-off, grading, and pavement improvements on the play yard.

On March 14, 2024, the Board of Trustees approved the independent consultant agreement with Atlas Technical Consultants LLC to provide a geotechnical engineering study for the Westborough MS existing grass-covered play field and the existing asphalt-paved play yard, which also functions as a drop off and pick up travel way for parent vehicles.

The original scope was to explore and characterize the subsurface conditions in the proposed project areas to develop geotechnical related recommendations to assist the District and the project landscape architect in the design of the project.

This agreement modification includes additional services for construction-phase geotechnical engineering and observation associated with Westborough MS Field and Pavement Improvements Project.

FISCAL IMPLICATIONS:

The total cost of the additional services is $14,505.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement	March 14, 2024	$20,000.00
Amendment No. 1	February 27, 2025	$14,505.00
Total Amended Compensation		**$ 34,505.00**

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to the independent consultant agreement with Atlas Technical Consultants LLC for additional services for construction-phase geotechnical engineering and observation for the Westborough MS Field and Pavement Improvements Project in the amount of $14,505.00.

January 21, 2025

Mr. Calvin Wong | Bond Project Manager
South San Francisco Unified School District
398 B Street
South San Francisco, California 94080

SUBJECT: ***Construction-Phase Geotechnical Engineering and Observation***
Westborough Middle School Field and Pavement Improvements
2570 Westborough Boulevard
South San Francisco, California 94080
Atlas Proposal No. 91-67787-PWA

REFERENCES: (1) "Geotechnical Engineering Study, Westborough Middle School – Turf Field and Site Improvements" Prepared by ATLAS dated May 16, 2024.

Dear Mr. Wong:

At your request, **Atlas Technical Consultants (Atlas)** is presenting this proposal to provide geotechnical construction testing services for the above referenced project. We understand based on the Construction Drawings presented to us that the proposed project involves demolition of existing natural grass and landscape sports field, concrete stairs, fences/gates and installation of new synthetic Turf playing field on permeable base with new drainage system. Other associated improvements include installation of new stairs and ramps, fencing improvements, new basketball courts, asphalt paving improvements at hard courts, and accessibility improvements to areas serving the limits of work such as parking, and restrooms.

Our services during construction are expected to include, but not necessarily be limited to the following items:

- Submittal reviews and response to geotechnical-related RFIs.
- Project Manager attendance at construction site meetings and site visits for geotechnical consultations, as needed.
- Site visit to collect a sample of backfill material, and subsequent transport to our Oakland testing laboratory.
- Maximum density/optimum moisture (Modified Proctor compaction) testing (ASTM Test Method D1557) will be performed on bulk soil samples as needed.
- Quality control testing on chemically stabilized soil including stabilizer application rate, gradation on mixed material, moisture content, and relative compaction using a nuclear gauge (ASTM Test Method D7759) during construction to confirm the project minimum compaction requirements are met.
- Observation and compaction testing during demolition backfill, mass grading, chemical-stabilization, and underground utility trenches backfill using a nuclear gauge (ASTM Test Method D7759) during construction to confirm the project minimum compaction requirements are met.
- Project coordination and engineer's review of Daily Field Reports (DFRs) prepared to document field observations and test results during construction.

- Submit reviewed final version DFRs to the DSA Project Inspector and other Client-authorized field representatives on a regular basis.
- Prepare DSA interim and final certifications (DSA 293) as project GEOR and other reports of our observations and testing at the completion of construction of the project, as needed.
- Prepare Pad Certification and Final Affidavit Letter Reports of our observations and testing midway and at the completion of the Increment for submittal, if needed.

A budget estimate to perform our services during construction is summarized in the table below, broken down by anticipated tasks. **The individual hours and frequency listed for each of the task items noted are estimates intended to be used to derive a cumulative total budget figure and should not be construed as a Not-to-Exceed cost for the corresponding individual task.** The final costs for the individual noted tasks depends on the frequency of the actual services provided and could be more or less than the total estimates shown below, but we would not bill beyond the total budget estimate without your prior authorization for a contract amendment. Initially unanticipated laboratory testing or other services not listed above will be billed per the attached Fee Schedule.

Construction Services Cost Estimate	Unit	Rate	Frequency	Total
Visit to Collect Soil Sample, Lab Delivery	4 hours	$ 135.00	2	$ 1,080.00
Compaction Testing (Demolition, Mass Grading, Stabilized Soil, Trench Backfill, etc.)	4 hours	$ 135.00	15	$ 8,100.00
Quality Control Testing (Lime rate application, gradation, moisture content)	1 each	$ 365.00	6	$ 2,190.00
Vehicle + Gauge Charge (Soil Technician)	Per hour	$ 20.00	60	$ 1,200.00
Maximum Density/Optimum Moisture Lab Test	1 each	$ 395.00	3	$ 1,185.00
Final Affidavit Letter Report	1 each	$ 750.00	1	$ 750.00
Total Estimated Cost				**$ 14,505.00**

For this project, travel time will be charged portal to portal from our San Ramon office for our geotechnical engineers only. Travel time for technician site visits will not apply but all technician site visits are subject to *2 (show up or cancellation charge, no work), 4, 6 and 8-hour minimum charges*. All other basis of charges as indicated in our standard fee schedule will apply. Field services will be performed on a part-time to full-time basis as needed to provide adequate coverage to satisfy project requirements. We will make every effort to coordinate closely with the project team to reduce non-productive time and our field services will be provided on an as-requested basis through requests to Atlas' dispatch system.

Geotechnical dispatching will be handled by Melanie Mulder. She can be contacted directly at melanie.mulder@oneatlas.com. Dispatch requests preferably should be made no later than 24 hours prior to the requested day of service.

If this proposal is acceptable, we anticipate you will issue a District contract, professional services agreement, or purchase order referencing the scope of work and cost presented herein to authorize our services.

We greatly appreciate the opportunity to be of service to you on this project.

If you have any questions regarding this proposal, please contact the undersigned at Hisham.Nofal@oneatlas.com.

Sincerely,

ATLAS TECHNICAL CONSULTANTS



Hisham Nofal, PhD, PE, GE
Principal Geotechnical Engineer

Attachments: 2025 Fee Schedule

Distribution: PDF to Addressee, clwong@ssfusd.org
PDF to Jamie Wallis, jamie@verdedesigninc.com

HN:pmf

FEE SCHEDULE

PROFESSIONAL CONSULTING AND CONSTRUCTION OBSERVATION AND TESTING SERVICES

Effective: January 1, 2025 Through December 31, 2025

PERSONNEL	UNIT RATE	UNIT
Principal Engineer/Geologist	$ 230.00	hour
Senior Engineer/Geologist/Registered Geotechnical Engineer	$ 205.00	hour
Project Engineer/Geologist	$ 185.00	hour
Staff Engineer/Geologist	$ 165.00	hour
Assistant Engineer	$ 135.00	hour
Technician Supervisor	$ 135.00	hour
Field Technician (Prevailing Wage)	$ 135.00	hour
Field Technician (Non-Prevailing Wage)	$ 120.00	hour
Laboratory Technician	$ 110.00	hour
Assistant Technician/Inspector	$ 110.00	hour
Drafting/Technical Illustrator	$ 110.00	hour
Administrative	$ 95.00	hour
Nuclear Gauge	$ 10.00	hour
Vehicle & Communication Equipment Charge	$ 10.00	hour
SOIL AND BASE MATERIALS	**UNIT RATE**	**UNIT**
Moisture and Density Relationships		
Compaction, Standard Proctor, ASTM D698	$ 350.00	each
Compaction, Modified Proctor, ASTM D1557	$ 395.00	each
Compaction, Checkpoint, ASTM D1557	$ 190.00	each
Compaction, California Impact, CT216	$ 335.00	each
Correction of Compaction for Oversize Material (ASTM D4718)	$ 140.00	each
Moisture/Density, Sample Tubes, ASTM D2216/D2937	$ 40.00	each
Moisture Content, Bulk Sample, ASTM D2216	$ 30.00	each
Moisture/Density, to 2.5" diameter sample, ASTM 7263b	$ 40.00	each
Particle Size Analysis		
Sieve Analysis w/ #200 Wash, ASTM D6913, D1140	$ 155.00	each
Sieve Analysis/Hydrometer, ASTM D6913, D7928	$ 290.00	each
Hydrometer, ASTM D7928	$ 180.00	each
Minus #200 by Wash, ASTM D1140	$ 110.00	each
Sieve Analysis, Bulk Sample Gradation, ASTM C136/CT202	$ 225.00	each
Soil Characteristics		
Atterberg Limits (Plasticity Index), ASTM D4318 / CT204	$ 235.00	each
Soil Classification, ASTM D2487	$ 380.00	each
Specific Gravity, D854	$ 125.00	each
R-Value (ASTM D2844/CT 301)	$ 490.00	each
Permeability of Granular Soils (Constant Head) ASTM D2434	$ 450.00	each
Permeability, Flexible Wall, Cohesive Soil, ASTM D5084	Quotation upon request	
Permeability, Rigid Piston Driven, Cohesive Soil, ASTM 5856	Quotation upon request	

Volume Change		
Consolidation, Method A Constant Load, 7 load increments, ASTM D2435	$ 500.00	each
Consolidation, Method A Constant Load, per load increment, ASTM D2435	$ 70.00	each
Consolidation, Method B Timed per load increment, ASTM D2435	$ 560.00	each
Consolidation/Swell, Cohesive Soil, per point, ASTM D4546, Method B	$ 450.00	each
Consolidation/Swell, Cohesive Soil, per point, ASTM D4546, Method C	$ 500.00	each
Collapse Potential, ASTM D5333	$ 230.00	each
Expansion Index Test (ASTM D4829)	$ 550.00	each
Expansion, Shrinkage, and Uplift Pressure, ASTM D3877	$ 430.00	each
Soil Strength		
Direct Shear, 3 points, Unconsolidated-Undrained, Q-test. ASTM D3080	$ 390.00	each
Direct Shear, additional points, Unconsolidated-Undrained, Q-test	$ 135.00	each
Direct Shear, 3 points, Consolidated-Undrained, R-Test	$ 390.00	each
Direct Shear, 3 points, Consolidated-Drained, ASTM D3080	$ 920.00	each
Direct Shear, 3 points, Residual, ASTM D6467	$ 900.00	each
Direct Shear, per point, Residual, Each Additional Cycle, ASTM D6467	$ 390.00	each
Unconfined Compressive Strength, ASTM D2166	$ 110.00	each
Unconfined Compressive Strength (lime or cement treated), CT373	$ 450.00	each
Unconfined Compression, Field Prepared CTB, per point ASTM D558, D1632, D1633	$ 210.00	each
Corrosivity		
Water Soluble Sulfate, ASTM D4327	$ 78.00	each
pH, ASTM 4972	$ 50.00	each
Lab Resistivity	$ 100.00	each
Corrosivity (pH, resistivity, chlorides, sulfate, sulfide) D4972, G57, D4327, D4658M	$ 400.00	each
Corrosivity, Caltrans (pH, chlorides, sulfate, resistivity) CT 643, 417, 422	$ 360.00	each
HOT MIX ASPHALT (HMA)		
Bulk Sp. Gravity & Density of Compacted Asphalt Concrete, ASTM D2726 or CT 308 Method C)	$ 100.00	each
Theoretical Maximum Specific Gravity (Rice Density), ASTM D2041 or CT 309	$ 200.00	each
MISCELLANEOUS GEOTECHNICAL CHARGES	**UNIT RATE**	**UNIT**
All Other Direct Project Expenses (such as contract drilling and backhoe services, utility location, outside geotechnical or analytical laboratory, special equipment rental, commercial travel, parking, tolls, protective clothing, shipping, etc.) not listed below	Cost + 15%	
Coring Machine	$ 35.00	hour
Drone Rental	$ 165.00	day
Double-Ring Infiltrometer	$ 45.00	hour

Slope Inclinometer Measurement Equipment	$ 500.00	day
Generator (portable)	$ 25.00	hour
GPS (handheld portable)	$ 12.00	hour
Hand Auger and Soil Sampler	$ 20.00	hour
Photo-Ionization Detector	$ 18.00	hour
Portable Exploration Equipment (Percussion)	$ 65.00	hour
Tripod Sampling Apparatus	$ 250.00	hour
Water Level Meter	$ 40.00	day
BASIS OF CHARGES	**UNIT RATE**	**UNIT**
Work Over 8 Hours per Day, or on Saturdays	Time and One-Half	
Work Over 12 Hours	Double Time	
Work on Sundays/Holidays	Double Time	
Swing or Graveyard Shift Premium	$ 16.00	hour
Work from 0 to 4 Hours (technician services only)	4-Hour Minimum Billing	
Work from 4 to 8 Hours (technician services only)	8-Hour Minimum Billing	
Show-Up Time	2-Hour Minimum Billing	
Sample Pick-Up	$ 135.00	hour
Trip Labor Charge (Round Trip Portal to Portal up to 100 miles where onsite only labor charge applies)	$ 160.00	trip
Laboratory Testing - Rush Fee	Add 50% to Testing Cost	
Credit Card Payment Fee	2.5% Premium	
Reimbursables	Cost + 15%	
QA/QC Plan Written Procedures	Quotation on Request	
Mileage (alternative to hourly vehicle charge)	$0.85 per mile (RT portal to portal)	

The proposed unit rates will be in effect through December 31, 2025. Thereafter, the unit rates are subject to an annual increase of five percent (5%) per year to mitigate the annual operating cost increases.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
William Savidge – Facilities Management Consultant
Lori Shelton - Bond Director

DATE: February 27, 2025

RE: Approval of Change Order #5 on the Heating Ventilating and Air Conditioning (HVAC) Project Package A

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 HVAC Package A Project to E.F. Brett and Company on September 7, 2023. The HVAC Project Package A is complete. Staff is finalizing contract issues. Work included the replacement and upgrade of Heating Ventilating and Air Conditioning ("HVAC") systems at El Camino HS—2 Classrooms, Westborough MS—5 Classrooms and Library, Sunshine Gardens ES—4 Classrooms + Administration Wing, Monte Verde ES—Administration Wing, and Ponderosa ES—Administration Wing.

There have been changes to the work as installation has uncovered unforeseen conditions and new required elements of the work that were not included in the original scope. In addition, a fire in the Ponderosa Administration Wing required remediation in the ceilings which impacted the newly installed units.

Change Order #5 includes work at Westborough and Ponderosa. At Westborough, the added work includes new backdraft dampers at the roof mounted units that were not originally shown on the plans. At Ponderosa, the work includes site inspection, reporting

and restarting of newly installed units after remediation work following the fire in the building. This work was requested by the District.

The total cost for Change Order #5 is $9,273. The total change orders approved to date for #1-#4 is $115,759. The total including this Change Order #5 will be $125,032. This total is 3.9% of the original contract amount of $3,230,000. Staff has authorized the Contractor to proceed with this work. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

By this action: **$9,273.** Bond Funds (Fund 21).

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve Change Order #5 to the contract with E.F. Brett and Company for the HVAC Package A Project #15-23, in the amount of $9,273.

DOCUMENT 00 63 63

CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
005

CHANGE ORDER

Project: HVAC Package A Projects

Bid No.: #15-23

Date: 02/27/25
DSA File No.:
DSA Appl. No.:
El Camino 01-120597, Sunshine 01-120598, Ponderosa 01-120599, Monte Verde 01-120600, Westborough 01-120601

The following parties agree to the terms of this Change Order:

Owner:
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Architect:
HAMILTON + AITKEN ARCHITECTS (HA+A)

525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107

Contractor:
EF Brett & Company, Inc.
1435 Technology Lane, Suite B1, Petaluma, CA 94954

Project Inspector:
Construction Inspection Services (CIS Inc.)
243 Arroyo Dr.
Pacifica, CA 94044

Reference	Description	Cost	Days Ext. Req.
PCO: #33 Requested by: Owner Performed by: Trahan Reason: Owner requested report, repairs and restart of completed units due to fire in the building.	**PONDEROSA** Prepare post fire and remediation work report on installed HVAC units. Complete repairs and restart units after fire remediation work.	**$5,654**	
PCO: #34 Requested by: Owner Performed by: Trahan Reason: Required work not shown in plans	**WESTBOROUGH** Complete installation of new backdraft dampers at Library and Classroom, on new HV Units as described in Architect's Supplemental Instruction #007.	**$3,619**	
Contract time will be adjusted as follows: **Previous Completion Date**: September 10,2024 **[0] Calendar Days Extension** (zero unless otherwise indicated) **Current Completion Date:** September 11,2024	1) Original Contract Amount:	$ 3,230,000	
	2) Amount of Previously Approved Change Order(s): ***COR: #001, #002, #003, #004***	**$ 115,759**	
	3) Amount of this Change Order:	**$ 9,273**	
	4) Total Change Orders with this item:	**$ 125,032**	
	Contract Amount:	**$ 3,355,032**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work

specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
_____	_____	Ian Burns Digitally signed by Ian Burns DN: C=US, E=ianb@efbrett.com, O=EF Brett, CN=Ian Burns Date: 2025.02.18 06:50:24-08'00'	2/18/2025
[Name]	Date	[Name]	Date
Architect:		Project Inspector:	
Chad Hamilton AIA	2/18/2025	_____	_____
[Name]	Date	[Name]	Date

END OF DOCUMENT

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Bill Savidge

PCOR # 33

DATE: 2/3/2025
PROJECT: SSF HVAC A
JOB # 174

We submit for your approval the following cost estimate of changes in work as follows:
Ponderosa inspection report, survey and repairs to VRF System after fire/remediation work

Requested by **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Trahan Mechanical PCO#4 Ponderosa attached				$5,543.11	$5,543.11
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$5,543.11	$5,543.11
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$5,543.11
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$5,543.11
MARK-UP ON SUBCONTRACTORS	2 %	($5,543.11)			$110.86
				SUBTOTAL	$5,653.97
ADDITIONAL BOND/INSURANCE PREMIUM @	**0** %				$0.00
					$5,653.97
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$5,654**
TIME EXTENSION REQUIRED FOR THIS CHANGE					**1** (WORKING DAYS)

X We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with an effort to maintain the project schedule.

We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by TBD in order to avoid additional time extension and/or expense.

APPROVED: _____

DATE: _____

E.F. BRETT & COMPANY

BY: Ian Burns-PM

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

Propose Change Order No. 4

Monte Verde Elementary School HVAC Upgrades
295 Ponderosa Rd.
South San Francisco, CA 94080

January 27, 2025

Attn: Ian Burns (E.F. Brett & Company)

Scope of Work: Provide inspection, survey and repairs to VRF system after fire/smoke remediation work.

Material / Item / Scope of Work	Labor	Actual Costs	Taxable Items	Multiplier	Totals
As-built	N/A	$0.00	$0.00	110%	$0.00
Central controller wall installation plate		$87.00	$0.00	110%	$95.70
Ductwork and fittings	N/A	$0.00	$0.00	110%	$0.00
All tread, concrete anchors, fastener, etc..	N/A	$0.00	$0.00	110%	$0.00
Flat stock, screen, sealant, etc..	N/A	$0.00	$0.00	110%	$0.00
Fire damper, access doors	N/A	$0.00	$0.00	110%	$0.00
Material (i.e. screws. clamps, anchors, etc..)	N/A	$0.00	$0.00	110%	$0.00
Slotted Channel	N/A	$0.00	$0.00	110%	$0.00
Shop Labor	0.00	$158.47		110%	$0.00
Field Labor	31.25	$158.47		110%	$5,447.41
Field Layout (detailing, etc.)	0.00	$158.47		110%	$0.00
Overtime Add Cost Per Hr. (Contract work)	0.00	$84.92		110%	$0.00
Delivery	N/A	$158.47		110%	$0.00
Insulation	N/A	$0.00		110%	$0.00
Demolition	N/A	$0.00		110%	$0.00
Gas piping	N/A	$0.00		110%	$0.00
Controls	N/A	$0.00		110%	$0.00
Rentals	N/A	$0.00		110%	$0.00
Electrical	N/A	$0.00		110%	$0.00
Taxes			$0.00	9.880%	$0.00
Total					**$5,543.11**

1) Multiplier is actual cost multiplied by allowable markup.
2) Material costs are actual cost for raw materials and include all incidentals (i.e. fasteners, sealants, insulation, hangers, etc.,) where applicable.
3) Labor hours indicated are for the additional hours, beyond the contract hours, that will be required to perform the additional requested additions, modifications or changes.

Scope of Work: Filed inspect the VRF equipment, ancillary components and control after fire within the building. Provide written report on the system issues associated with the accident and subsequent remediation work. Provide field repairs, replaced Central Controller wall installation plate, testing and re-commissioning of the system after completion of the repairs.

Exclusions: Weekend work, overtime, premium time, cutting patching, framing, finishes, air balancing, concrete coring or sawing, excavation, backfill, compaction, painting, carpentry, roofing, electrical, temporary heating, cooling and ventilation, fire/life/safety, plumbing (gas & condensate), duct pressure testing, bridging, channel purlin or any bridging for equipment/curb supports. concrete curbs, and or floor drains. Any and all other exclusions not shown here, but listed as excluded on contract.

Not included: Compensable delay costs, general conditions and/or loss productivity costs.

Days added to contract for added scope: 0 days

*Days added to TMI's contract are based on layout, fabrication and installation time. Owner delay in providing PCO approval within a reasonable period of time, and/or any unforeseen delay in the delivery of materials after the PCO approval, may constitute a necessary extension to the contract time from the days stated.

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

PO BOX 10462 • SAN RAFAEL, CA 94912
Tel. (415) 457-5541 • Fax (415) 457-5269
LIC. #774154

December 18, 2024

William Savidge
South San Francisco Unified School District: Package A

Re: Ponderosa: VRF system inspection after Smoke and Fire damage repairs

Bill

We preformed the visual inspection of the newly installed VRF system at Ponderosa as requested and our field observations and comments are as follows;

VFC-1:

1. Insulation was blown into the attic and is currently covering the refrigeration piping, valves, control covers, and equipment.
2. Access doors were provided for valve access and service but are now obstructed by the insulation. The blown in insulation is currently impeding a more comprehensive inspection and service until the insulation is removed.
3. During startup and commissioning, the air directional blades on the equipment cover functioned as designed and there were no issues. Now, only two (2) of the air directional blades are currently operational on the decorated cover.
4. The ceiling cassettes have been sprayed with an encapsulation.



Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

VFC-2:

1. Insulation was blown into the attic and is currently covering the refrigeration piping, valves, control covers, and equipment.
2. Access doors were provided for valve access and service but are now obstructed by the insulation. The blown in insulation is currently impeding a more comprehensive inspection and service until the insulation is removed.



Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

VFC-3:

1. Insulation was blown into the attic and is currently covering the refrigeration piping, valves, control covers, and equipment.
2. Access doors were provided for valve access and service but are now obstructed by the insulation. The blown in insulation is currently impeding a more comprehensive inspection and service and will need to removed.
3. There is no visual access to the refrigeration piping, control communication, and condensate piping for inspection.
4. The decorated cover that is to be installed tight to the ceiling now has a gap, and you can see the attic insulation in the gap between the cover and ceiling opening. The grille is to be tight to the ceiling so the fan coil conditioned air does not recirculate back into the equipment.

VFC-3 (cont.):







Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

VFC-4:

1. Insulation was blown in the attic and is covering equipment, Insulation needs to be pulled away if possible. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This entails removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, and removing the equipment. Then everything will need to be reinstalled, re-piped, refrigerant installed and new start up performed.
2. Insulation was blown in the attic and is covering refrigeration piping and valves, Access doors were provided for valve access and service. The blown in insulation is currently impeding inspection and service, as well as a more thorough review. Once the insulation has been removed a more detail analysis regarding potential future issues can be completed.

VFC-4 (cont.):







Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

VFC-5:

1. Controls no longer have power and connectivity. There is power to the fan coil. It appears the communication line was terminated in the attic and/or a control board has been damaged. The control wiring will need to be traced and a possibly a new communication line installed (since the exiting control wiring is now buried in the blown-in insulation and is no longer visible.
2. Insulation was blown in the attic and is covering equipment, Insulation needs to be pulled away if possible. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This entails removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, and removing the equipment. Then everything will need to be reinstalled, re-piped, refrigerant installed and new start up performed.
3. The existing blown insulation in the attic is covering the new refrigeration piping, valves, condensate pipes and communication lines. Access doors were provided for valve access and service. The new blown-in insulation is currently impeding more detailed inspection and future service of the equipment.





Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

VFC-6:

1. Ducted fan coil is located in a mechanical loft that was not impacted by the installation of the attic insulation.
2. An inspection hole appears to have been was cut into the supply air transition that will need to be sealed.
3. The hole may have been cut into the ductwork to have a camera installed to check the condition of the ductwork regarding any smoke damage.



BSB-1 (Heat recovery unit):

1. Insulation was blown in the attic and is covering refrigeration piping and valves. Based on the visual inspection we cannot ascertain if there are any leaks issues until the system if operational for a period and refrigerant pressure and operation tested. The blown in insulation is currently impeding inspection and service until the insulation is removed.
2. It appears the branch selector was sprayed with an odor counteractant or some type of sealer encapsulants (lock-in) to seal any residual odors from escaping into the indoor air**.**
3. The manufacture specification information is now covered due to the application of the encapsulant on the branch selector box. The district should inquire about the product that was sprayed over the enclosure so that it can be reviewed to see if the manufacture has any issues with the application regarding warranty.



Note: Insulation needs to be pulled away, if possible, per the manufacture clearances. If not than the fan coils will need to be removed and insulation baffles placed around the equipment. This involves removing the fan coil blades and decorative cover, pump the refrigerant down, disconnecting the refrigerant piping, controls, condensate drain, electrical, and removing the equipment. Then everything can be inspected and the insulation removed around the equipment, and baffles installed. Then everything will need to be reinstalled, re-piped, refrigerant installed, control, power and condensate drain reconnected, and new start up performed.

General overall issues:

1. The equipment was installed with the required clearance, tested and put in operation. The new blown in insulation and remediation work in the in the attic area has obstruction inspection, encroached on the clearance, and in some cases is impacting the system so that it is now not operating as design and installed.

During installation, the clearance and access to the charging ports were provided as follows:





They valves are now covered with blown in attic insulation and are in inaccessible as on shown in the attic photographs on pages No. 1, 2, 3, 4 and No. 5.

2. The on-going insulation blown into the equipment controls, panel, etc. could cause additional issues and required additional ongoing future maintenance costs and/or equipment replacement.

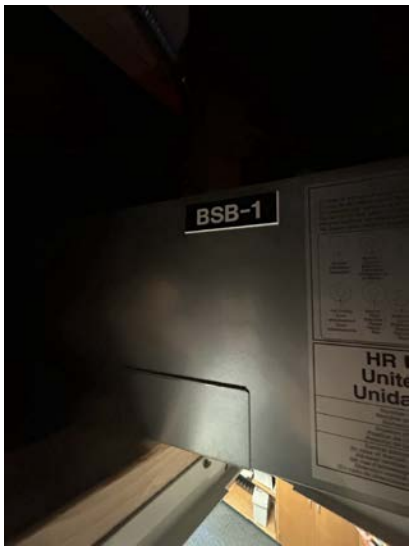
3. The fan coils had an encapsulating material applied/sprayed in, and onto the equipment. The ceiling cassettes should not have any material sprayed on/and or in them, as this impacts the control performance.







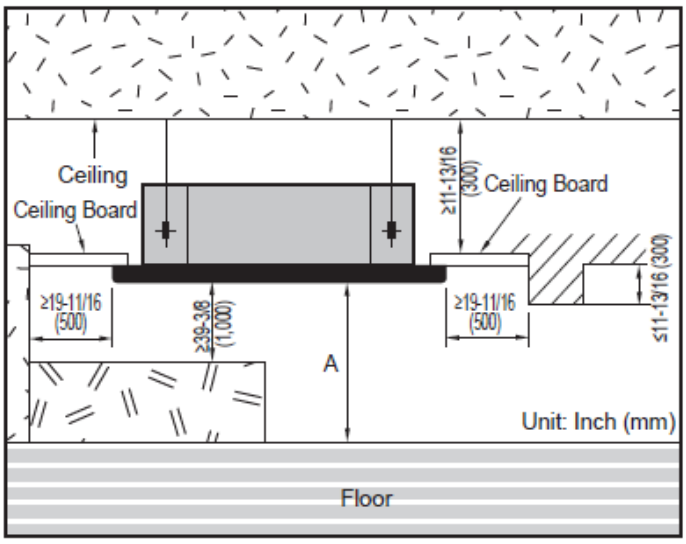
4. The branch selector cabinet have been painted. Below is a picture of the original installation.



5 Recommend removing the equipment, removing the ceiling insulation, testing all the components, troubleshoot and repair communication lines, pressure check, reinstall components and perform new startup and commissioning.

6 The equipment clearance has been reduced based on the introduction of the loose insulation that was blown into the attic area. This could affect the performance and serviceability of the newly installed system:

Ceiling fan cassettes (VFC's -1, 2, 3, 4, and 5): Required equipment clearance.



This visual inspection is limited to readily accessible areas and components visible to the naked eye; it does not constitute a comprehensive evaluation of the equipment's condition and does not guarantee the detection of all potential defects, particularly those hidden within enclosed areas or requiring invasive testing.

It should be noted that our visual site inspection was based on limited access due to the lack of attic space, and the restrictions imposed by the new blown-in insulation within the ceiling space.

In conclusion, based on the unknown due to the remediation work, it is our recommendation that the system be removed, inspected, cleaned up, reinstalled, tested, new startup performed and the entire system recommissioned.

Please let me know if you have any questions regarding any of the above comments and/or our observations. I available to review the report and discuss in more detail at your convenience.

Respectfully,



Timothy N. Trahan
President

E.F. BRETT & COMPANY

1435 Technology Lane Suite B1, Petaluma, CA 94954 PHONE: (415) 524-8351 FAX: (415) 524-8349

CHANGE ORDER REQUEST

TO: South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

ATTN: Bill Savidge

PCOR # 34

DATE: 2/3/2025

PROJECT: SSF HVAC A

JOB # 174

We submit for your approval the following cost estimate of changes in work as follows:
Westborough backdraft dampers per ASI-007

Requested by **District**

ITEM	ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
Trahan Mechanical PCO#6 Westborough attached				$3,379.37	$3,379.37
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		$0.00	$0.00	$3,379.37	$3,379.37
MARK-UP ON LABOR	15 %	$0.00			$0.00
				SUBTOTAL	$3,379.37
MARK-UP ON MATERIAL & EQUIP.	15 %	$0.00			$0.00
				SUBTOTAL	$3,379.37
MARK-UP ON SUBCONTRACTORS	5 %	($3,379.37)			$168.97
				SUBTOTAL	$3,548.34
ADDITIONAL BOND/INSURANCE PREMIUM @	2 %				$70.97
					$3,619.31
TOTAL AMOUNT FOR CHANGE PROPOSAL					**$3,619**
TIME EXTENSION REQUIRED FOR THIS CHANGE					1
					(WORKING DAYS)

X We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with an effort to maintain the project schedule.

We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by TBD in order to avoid additional time extension and/or expense.

APPROVED: _____ E.F. BRETT & COMPANY

DATE: _____ BY: Ian Burns-PM

TRAHAN MECHANICAL, INC.
Heating • Air Conditioning • Sheet Metal

Propose Change Order No. 6

Westborough Middle School
HVAC Upgrades
1200 Miller Ave., South San Francisco, CA

January 6, 2025

Attn: Ian Burns (E.F. Brett & Company)

Scope of Work: Provide and install new backdraft dampers at Westborough HV -1 and HV-2 per ASI No. 007.

Material / Item / Scope of Work	Labor	Actual Costs	Taxable Items	Multiplier	Totals
As-built	N/A	$0.00	$0.00	110%	$0.00
Backdraft dampers		$457.00	$0.00	110%	$502.70
Ductwork and fittings		$431.00	$0.00	110%	$474.10
All tread, concrete anchors, fastener, etc..	N/A	$0.00	$0.00	110%	$0.00
Flat stock, screen, sealant, etc..	N/A	$44.00	$44.00	110%	$48.40
Fire damper, access doors	N/A	$0.00	$0.00	110%	$0.00
Material (i.e. screws. clamps, anchors, etc..)		$93.00	$93.00	110%	$102.30
Slotted Channel	N/A	$0.00	$0.00	110%	$0.00
Shop Labor	2.00	$158.47		110%	$348.63
Field Labor	9.75	$158.47		110%	$1,699.59
Field Layout (detailing, etc.)	1.50	$158.47		110%	$261.48
Overtime Add Cost Per Hr. (Contract work)	0.00	$84.92		110%	$0.00
Delivery	2	$158.47		110%	$348.63
Insulation	N/A	$0.00		110%	$0.00
Demolition	N/A	$0.00		110%	$0.00
Gas piping	N/A	$0.00		110%	$0.00
Controls	N/A	$0.00		110%	$0.00
Rentals	N/A	$0.00		110%	$0.00
Electrical	N/A	$0.00		110%	$0.00
Taxes			$137.00	9.880%	$13.54
Total					**$3,799.37**

1) Multiplier is actual cost multiplied by allowable markup.
2) Material costs are actual cost for raw materials and include all incidentals (i.e. fasteners, sealants, insulation, hangers, etc.,) where applicable.
3) Labor hours indicated are for the additional hours, beyond the contract hours, that will be required to perform the additional requested additions, modifications or changes.

Scope of Work: Provide and install backdraft damper within the roof ductwork of HV-1 and HV-2. Work includes fabrication and installation of added ductwork, removing sections of the roof ductwork, installation of the new dampers, remounting and fastening of the exterior ductwork and resealing. Dampers to be tested during on/of modes of systems.

Exclusions: Weekend work, overtime, premium time, cutting patching, framing, finishes, air balancing, concrete coring or sawing, excavation, backfill, compaction, painting, carpentry, roofing, electrical, temporary heating, cooling and ventilation, fire/life/safety, plumbing (gas & condensate), duct pressure testing, bridging, channel purlin or any bridging for equipment/curb supports. concrete curbs, and or floor drains. Any and all other exclusions not shown here, but listed as excluded on contract.

Not included: Compensable delay costs, general conditions and/or loss productivity costs.

Days added to contract for added scope: 0 days

*Days added to TMI's contract are based on layout, fabrication and installation time. Owner delay in providing PCO approval within a reasonable period of time, and/or any unforeseen delay in the delivery of materials after the PCO approval, may constitute a necessary extension to the contract time from the days stated.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Nathan Sundaram, Director of Technology

DATE: February 27, 2025

RE: Approval of 5-year Contract with Astound for 15Gbs Internet Service as Part of the E-rate 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 Federal Communications Commission's (FCC) E-rate program connects the nation's schools and libraries to broadband. It is the government's largest educational technology program. When E-rate was established in 1996, only 14 percent of the nation's K-12 classrooms had access to the Internet. Today, virtually all schools and libraries have Internet access.

As part of this process, the South San Francisco Unified School District (SSFUSD) has applied for these Federal dollars to subsidize the cost of our district's internet service.

The district provides internet service to all our school sites. On Feb 13th, 2020, the District's Board of Trustees ("Board") approved a 5-year 10Gbs Internet Service Contract with "Wave Business". The contract will expire in June 2025.

To take advantage of the E-rate subsidies from the FCC and meet the needs of the district, South San Francisco Unified School District (SSFUSD) has acquired the services of Infinity Communications, who is specializes in E-rate requirements, to obtain bids from service providers for E-Rate subsidies services.

As per the agreement, Infinity has prepared the bidding documents necessary to solicit competitive bidding and to undertake the work, in conformity with public contract code and

FCC/E-Rate funding requirements. The following statement is a recap of the process that has been instituted specifically for the above-titled project:

- Because contracts were ending, a Request for Quote (RFQ) document, Product Specifications, and Equipment Lists were prepared for our current Circuits.
- Newspaper ads were published in San Mateo County Times – Run Date(s): Dec. 30, 2024; Jan. 6, 2025
- As required by E-Rate, to achieve maximum competitive results, a "Project Notice" was posted through the Internet in the form of filing an FCC E-Rate form 470 (online posting of bid).
- The project was posted on Infinity Communications' E-Rate project website.
- Five eligible bids were submitted via the Infinity Bidding Portal.

Astound, AT&T, Comcast, EM3, and Sonic Internet Service Providers (ISPs) responded to the RFP. The proposals were reviewed and ranked against six different criteria. Based on the ranking, Astound ISP was selected. To support future growth, we are increasing the bandwidth of our Internet Service from 10 GB to 15 GB, and we have been able to negotiate better pricing for the higher tier.

Internet Services Cost

Provider	***Monthly Recuring Charges***	***Yearly Cost***	***Total 5- Year Contract Value***	***Estimated E-rate Subsidy***	***Estimated District Out of Pocket Total Cost***
Astound	3,308	44,100	198,480	119,088	79,392.00

FISCAL IMPLICATIONS:

The total cost of the five-year Internet services is $198,480. As the District qualifies for the E-Rate, the estimated final cost will be $79,392 after E-Rate subsidies. Taking advantage of the FCC's E-Rate program will provide considerable savings to the district. Over five years, the district will save an estimated $119,088.00 by receiving the FCC E-Rate.

Technology Department Funds (MGMT: 735) will be utilized to cover the cost.

RECOMMENDATION:

Staff recommends that the South San Francisco Unified School District Board of Trustees approve a contract with Astound to provide internet services for five years.

E-Rate Bid Evaluation Worksheet

Funding Year: 2025-2026

Billed Entity Name: South San Francisco Unified School District

Project or Service:

of Responders: 5

Vendor Scoring

Selection Criteria	Weight*	Astound/WAVE		AT&T		Comcast		EM3		Sonic	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Price (Eligible)	30%	2	0.60	5	1.50	3	0.90	4	1.20	1	0.30
Experience	25%	5	1.25	1	0.25	1	0.25	1	0.25	1	0.25
Accuracy of Bid Response	20%	5	1.00	4	0.80	4	0.80	4	0.80	4	0.80
Other Cost Factors	15%	5	0.75	2	0.30	2	0.30	2	0.30	2	0.30
Service Level Agreement	5%	4	0.20	4	0.20	4	0.20	4	0.20	4	0.20
Qualifications	5%	5	0.25	4	0.20	5	0.25	5	0.25	5	0.25
	100%										
	Overall Ranking		**81**		**65**		**54**		**60**		**42**

Notes:
* Percentage weights must add up to 100%. **Price is the heaviest weighted criteria**
** Evaluated on a "Ranking" scale: Lowest Ranking #=worst - Highest Ranking #=best
*** Weight x Raw Score

Vendor Selected: Astound

Approved By:

Signature

Print Name

Title

Date: 01/30/25

Comments, if needed:
The district received **5** bid proposals for their **Bundled IA at 10GB**. After evaluating each proposal based on the established criteria, the award is being made to the incumbent provider, **Astound**. Their proposal scored the highest due to extensive experience with the district, and a complete and accurate response that aligned with the RFP requirements. Transitioning to a new vendor would introduce potential non-E-Rate costs and risks associated with service migration, which were carefully considered under the "Other Cost Factors" criterion. This decision ensures cost efficiency, service reliability, and alignment with the district's operational needs.