

## Bueno, Amy

---

**From:** Allen-Cantley, Nalani  
**Sent:** Friday, December 11, 2015 8:35 AM  
**To:** Grima, Charlotte; Alger, Karen; Mindeguia, Yvette Alzugaray; Campbell, Paula; Fentanes, Donna; Bueno, Amy; Chan, Jennifer; Sebers, Ryan; Valenzuela, Judy; Krause, Michael; Spaulding, Jay; Mar, Susan; Bhatia, Leticia; Ramich, Cregg  
**Cc:** Moore, Shawnterra  
**Subject:** RE: Items approved/not approved at December 10 Board meeting

These were approved at the December 10 Board meeting.

---

**From:** Allen-Cantley, Nalani  
**Sent:** Friday, December 11, 2015 8:21 AM  
**To:** Grima, Charlotte; Alger, Karen; Mindeguia, Yvette Alzugaray; Campbell, Paula; Fentanes, Donna; Bueno, Amy; Chan, Jennifer; Sebers, Ryan; Valenzuela, Judy; Krause, Michael; Spaulding, Jay; Mar, Susan; Bhatia, Leticia; Ramich, Cregg  
**Cc:** Moore, Shawnterra  
**Subject:** Items approved/not approved at December 10 Board meeting

### Here is the recap of approved items.

4 expulsion waiver hearing recommendations and return of CDS students

#### **Action (Resolution)**

Resolution #15-83: Computer Science Education

**Consent Agenda** All consent item were moved to the December 15 meeting.

#### **Action**

##### Educational Services

CTE incentive grant

##### Business Services

1st interim Financial Rpt. "positive certification"

Denial of claim

Measure J/Bid for SSFHS driveway

Measure J/Virco amendment #14

Measure J/USS Cal Builders change order #49 ~~cabinetry~~ **RELOCATE UG UTILITIES**

#### ***Nalani Allen-Cantley***

Sr. Executive Assistant to the Superintendent  
South San Francisco Unified School District  
398 B Street, SSF, CA 94080  
650-877-8705 ph. 650-588-8113 fax  
[ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS  
Special Meeting - Thursday, December 10, 2015**

**South San Francisco Municipal Building,  
City Council Chambers – Tom Lantos conference room  
33 Arroyo Drive, South San Francisco, California**

**OPEN SESSION — 6:00 p.m.**

**A. CALL TO ORDER**

**CLOSED SESSION - 6:00 p.m.**

1. To consider four (4) expulsion waiver recommendations in accordance with CDE Sections 48915 and 48918 and the approval of the return of CDS students.
2. To consider the evaluations of performance and discipline/dismissal/release of Certificated personnel in accordance with Government Code Section 54957 (one case).
3. To consider the appointment of one (1) public employee to the position of Director of Fiscal Services, in accordance with Government Code Section 54956.
4. Superintendent evaluation, including self-evaluation document.

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District's website: [www.ssfusd.org](http://www.ssfusd.org) (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: [ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING  
Thursday, December 10, 2015**

South San Francisco Municipal Building,  
City Council Chambers  
33 Arroyo Drive, South San Francisco, California

**OPEN SESSION — 7:00 p.m.**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE will be led by Parkway Middle School 8<sup>th</sup> grader Gabrielle Siriban.
- D. REPORTING OUT FROM CLOSED SESSION
- E. BOARD OF TRUSTEES' REORGANIZATON – THE SUPERINTENDENT ASSUMES THE CHAIR
  - Nomination(s) for President, close nominations, election/appointment
  - Nomination(s) for Vice President, close nominations, election/appointment
  - Nomination(s) for Clerk, close nominations, election/appointment
- F. New Board President assumes the Chair
  - Remarks from incoming President

**PAGE**

**ACTION (Resolutions)**

**1. ADMINISTRATION**

- a. Resolution No. 15-81 Honoring Trustee Maurice D. Goodman 1

Staff recommends the adoption of Resolution #15-81: To honor Trustee Maurice D. Goodman for his service to the Board upon his resignation.

- G. REVIEW OF AGENDA

**H. RECOGNITION AWARDS – volunteers**

**I. PTA COUNCIL REMARKS**

**J. STAFF ASSOCIATION REPRESENTATIVES' REMARKS**

South San Francisco Federation of Adult Educators  
South San Francisco Classroom Teachers Association  
California School Employees Association Chapter 197

**K. PERSONNEL COMMISSION**

**L. ITEMS FROM BOARD**

- Announcements
- Board Calendar
- Board Committee Reports

**M. SUPERINTENDENT'S REPORT**

- a. Certificate of recognition for President Judith M. Bush
- b. Certificates of recognition for David Yanover and Nicolle Wallace
- c. Certificates of recognition for Daniel Rivera and Linda Hamrick
- d. Recognition for Christine Yee
- e. Recognition of Fire Prevention Week contest winners
- f. Special Board meeting on December 15
- g. Reminder of Special Board meeting on January 11
- h. Other
  - ASB Reports
    - Alan Perez, ASB President, South San Francisco High School
    - Tiana Valerio, ASB President, El Camino High School

**N. COMMUNICATIONS**

Public comments are limited to three minutes per individual. 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. 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 (Brown Act). The Board may request staff to respond orally at the meeting or in writing at a future time.

**O. PRESENTATIONS**

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

**1. EDUCATIONAL SERVICES**

**a. Teaching and learning presentation:  
Parkway Heights Middle School**

Principal Marco Lopez will share with the Board educational priorities and programs at Parkway Heights Middle School.

**2. ADMINISTRATION**

**a. Workforce Housing**

Barbara Christensen, the Director of Community and Government Relations for San Mateo County Community College District will provide the Board with information on workforce housing.

**PAGE**

**ACTION** *(Resolutions- continued)*

**1. ADMINISTRATION**

**b. Resolution No. 15-83 Computer Science Education Week** **2**

Staff recommends the adoption of Resolution #15-83: Recognizing December 7-13 as Computer Science Education Week.

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

	<u>PAGE</u>
<b>1. ADMINISTRATION</b>	
a. Minutes to the Regular Board Meeting, November 5, 2015.	3 - 17
b. Minutes to the Special Board Meeting, November 19, 2015.	18 - 21
c. Minutes to the Special Board Meeting, November 30, 2015.	22 - 24
d. Staff recommends the approval of permission for the Superintendent to attend the ACSA Superintendent's symposium in Monterey, CA, January 27 - 29, 2016.	25
<b>2. EDUCATIONAL SERVICES</b>	
a. Staff recommends the approval of permission for ECHS students to participate in the Doc B Wrestling Invitational in Clovis, CA, January 7-9, 2016.	26
b. Staff recommends the approval of permission for SSFHS ASB students to stay overnight in the SSFHS gymnasium for an internal retreat/training, January 15-16, 2016.	27
c. Staff recommends the approval of permission for SSFHS students to participate in the "Sojourn to the Past" program, February 12- 18, 2016.	28 - 29
d. Staff recommends the approval of permission for SSFHS students to participate in an overnight field trip to Southern California colleges, March 10-12, 2016.	30 - 31
e. Staff recommends the approval of permission for Westborough Middle School students to participate in Disney's Youth Education Series Leadership Development program in Anaheim, CA, March 29 - April 2, 2016.	32
f. Staff recommends the approval of a contract between the District and SMCOE for their continuing support of Professional Development pertinent to Educational Services, as presented to the Board.	33 - 36

	<u>PAGE</u>
<b>3. HUMAN RESOURCES</b>	
a. Certificated Personnel Assignment Order	37
b. Classified Personnel Assignment Order	38 - 39
<b>4. BUSINESS SERVICES</b>	
a. Purchase Order Listing, October 24 – November 30, 2015	40 - 50
b. Warrant Register, October 24 – November 30, 2015	51 – 105
c. Cash Receipts, October 24 - November 1-30, 2015	106 - 117
d. Gifts to the District, November 2015	118 - 119
e. Staff recommends the approval of the declaration of surplus property.	120 - 121
f. Staff recommends the approval of fundraising events for the 2015-2016 school year.	122 - 123
g. Staff recommends the approval of professional service agreements under \$25,000.	124 - 125

PAGE

PUBLIC HEARINGS

126 - 130

**SSFAFT Initial Proposal to SSFUSD**

Consideration and public notice of the South San Francisco Federation of Adult Educators (SSFAFT Local 6179)'s proposal to the South San Francisco Unified School District's (SSFUSD) regarding collective bargaining agreement negotiations for the 2015-2016 school year.

A Public Hearing will provide an opportunity for members of the public to comment on the SSFAFT's initial proposal to the SSFUSD.

**SSFUSD Initial Proposal to SSFAFT**

Consideration and public notice of the SSFUSD's initial proposal to the SSFAFT regarding collective bargaining agreement negotiations for the 2015-2016 school year.

A Public Hearing will provide an opportunity for members of the public to comment on the SSFUSD's initial proposal to the SSFAFT.

**ACTION** *(continued)*

**1. ADMINISTRATION**

**c. CSBA Delegate Assembly nomination(s)**

131 - 134

The Board will decide if they wish to nominate a Board member or members to run for the CSBA Delegate Assembly, as presented to the Board.

**2. EDUCATIONAL SERVICES**

**a. Approval of the California Career Technical Education Incentive Grant (CTEIG)**

135 - 137

Staff recommends the approval of the application for the California Career Technical Education Incentive Grant (CTEIG) provided through the California Department of Education (CDE) for the 2015-2016 school year, as presented to the Board.

	<u>PAGE</u>
<b>3. BUSINESS SERVICES</b>	
<p>a. <b>Presentation and Approval of First Interim Budget report “positive certification”</b></p> <p>Staff recommends the approval of a “positive certification” for the First Interim budget, as presented to the Board.</p>	138 - 139
<p>b. <b>Denial of Claim</b></p> <p>Staff recommends the denial of a claim and referral to the District’s insurance carrier, as presented to the Board.</p>	140
<p>c. <b>Measure J/Approval of bid for SSFHS road paving</b></p> <p>Staff recommends the approval of the bid from R and M Paving to pave the emergency access road behind SSFHS, as presented to the Board.</p>	141 - 187
<p>d. <b>Approval of amendment No. 14 to professional services agreement with VIRCO for classroom furniture at Parkway Heights</b></p> <p>Staff recommends the approval of amendment No. 14 to the VIRCO professional services agreement for classroom furniture at Parkway Heights, as presented to the Board.</p>	188 - 196
<p>e. <b>Measure J/Approval of USS Cal Builders change order #49 for Buri Buri underground utilities</b></p> <p>Staff recommends the approval of USS Cal Builders change order #49 to move underground utilities at Buri Buri, as presented to the Board.</p>	197 - 202

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

**December 15, 2015 – Special Meeting**

- Confirmation of process for filling Board of Trustees vacancies (second provisional appointment)
- Presentation on Native American heritage
- Update of District’s Strategic Plan
- Update on District surplus property
- Approval of Cafeteria Owes policy
- Update on solar savings
- Measure J update

- Approval of Governance Handbook
- Approval of Board Policy and program description for Dance for PE credit at HSs
- Approval of action plan for substitute shortage recommendation
- Approval of fans at sites
- Measure J/Approval of architect for Martin
- Discussion on 2016 Board retreat(s)
- 1st reading of District's updated Board Policies
- Measure J/Approval of CSS surplus budget transfer
- Measure J/Approval of S & H construction change order for Spruce ramp
- Measure J/Approval of SWPPP agreement for monitoring costs at Buri Buri & Parkway
- Measure J/Approval of USS Cal Builders change order for air conditioning unit at Parkway

#### **January 11, 2016 – Special Meeting**

- The Board will interview qualified candidates in consideration of provisional appointments to replace Trustees Maurice Goodman and Rick Ochsenhirt.

#### **January 14, 2016**

- Appointment of provisional Trustee(s) (TBD)
- Teaching and learning presentation – Skyline Elementary School
- Resolution for State School Bond
- Measure J at Martin Elementary School
- Williams report for 4th quarter ending 12/31/15
- Audited report for the year ended June 30, 2014
- Approval of SPSAs
- Resolution honoring African American History Month
- LCAP update
- Update on Mandated Reporting
- Update on OpTerra financing for ECHS field lights
- Approval of playground material at Hillside
- Update on Governor's 2016-2017 budget proposal
- Approval of District's Strategic Plan
- Approval of action plan for Restorative Justice
- Measure J/Approval of architect contract for Martin
- Report and approval of audited actuals report for the year ended June 30, 2015

#### **February 11, 2016**

- Teaching and learning presentation – Sunshine Gardens Elementary School
- Resolution for Week of the School Administrator
- Recognition for outgoing Student Perez
- Discussion of student club fees

**February 25, 2016**

- Teaching and learning presentation – Spruce Elementary School
- Resolution honoring Women’s History Month
- 2016 CSBA Delegate Assembly election
- Presentation on 5K Run for Schools

**March 10, 2016**

- Teaching and learning presentation – Ponderosa Elementary School
- Second interim budget report “positive certification”
- Resolution Honoring Women’s History Month

**March 24, 2016**

- Teaching and learning presentation – El Camino High School
- Teaching and learning presentation – South San Francisco High School
- Approval of Summer School program
- Set dates for Tier III funds hearing and 2016-2017 budget adoption

**April 14, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Martin Elementary School
- Resolution for Day of the Teacher
- Resolution for Classified School Employee Week
- Williams report for 1st quarter ending 3/31/16
- Resolutions for Retirements
- Resolution to approve 2016-2017 TRAN

**April 28, 2016**

- Teaching and learning presentation – Junipero Serra Elementary School
- Resolutions for Retirees
- Measure J/Summer construction projects

**SUMMARY OF BOARD DIRECTIVES**

**GOOD AND WELFARE**

- Comments from Board Members and Superintendent

**ADJOURNMENT**

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District’s website: [www.ssfusd.org](http://www.ssfusd.org) (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: [ncantley@ssfusd.org](mailto:ncantley@ssfusd.org)

to fill Trustee Goodman's and Trustee Ochsenhirt's seats on the Board until the November 2016 election.

- ASB Reports

- Alan Perez, ASB President, South San Francisco High School, shared events at his school with the Board. SSFHS won the Bell Game again, for the 12<sup>th</sup> year. The Pennies for Patients drive ended last week. On Tuesday, a musical concert raised \$1,000 for the school's music programs. A folklórico concert took place last week in collaboration with other cultural groups. The school is holding a toy drive to help support the community. Holiday festivities on campus included ASB providing hot chocolate to students and showing the movie "Elf" prior to finals.
- Tiana Valerio, ASB President, El Camino High School, highlighted recent and upcoming events on campus. Last Saturday, a dream box drive resulted in 400 boxes being made. She complimented Principal Daniel Lunt for hosting the Winter Rally and interacting with students as Santa Claus and singing with the choir. Winter Ball tickets are on sale.

**N. COMMUNICATIONS - None**

**O. PRESENTATIONS**

**1. EDUCATIONAL SERVICES**

**a. Teaching and learning presentation:  
Parkway Middle School**

Principal Marco Lopez shared educational priorities and programs at Parkway Middle School.

President Lucy thanked Mr. Lopez and Buri Buri Principal Vicky Dye for their leadership during major construction projects at their sites. Mr. Lopez thanked Cabinet for their collaborative efforts.

**2. ADMINISTRATION**

**a. Workforce Housing**

Barbara Christensen, the Director of Community and Government Relations for San Mateo County Community College District presented information on workforce housing.

Retention/Recruitment Problems

- Beginning in 2000, the College District began experiencing difficulty

Building process

- The District needs surplus land and a project leader public review process; EIR review; and project construction (Ms. Christensen was the lead person and worked closely with the developer)
- Survey employees to determine need and analyze the age of the workforce; this will help determine # of units needed
- Determine who will qualify for housing
- Meet with City staff to discuss options, plan/zoning requirements and/or Planned Development Permit
- Enter into a short term consulting agreement with a Developer-Consultant to prepare preliminary plans and determine cost and viability of the project
- Research financing options (COP), construction loan, etc.
- Keep Staff informed about plans
- Hold Joint City Council/School Board meeting to discuss plans
- Hold multiple community meetings (HOA, PTA, neighbors, other affiliated groups) to discuss plans; invite employees to attend
- Planning Commission, City Council review

**COMMUNICATIONS** – Principal Dye spoke about Trustee Ochsenhirt’s legacy and how every student and the community will benefit from the Measure J construction projects. She said Mr. Krause and the Bond team work tirelessly and perform all due diligence, especially on construction change orders, before they are submitted for Board approval. Buri Buri will bear the indelible mark of Mr. Ochsenhirt’s contribution.

**ACTION** (*Resolutions*)

**2. ADMINISTRATION**

**a. Resolution No. 15-83 Computer Science Education Week**

Board Clerk Bush read the resolution.

Westborough computer teacher Joe Toy accepted the resolution and spoke about students being involved with the Hour of Coding, computer science concepts, and robotics.

MOTION # (Bush/Acosta) to adopt Resolution #15-83: Recognizing December 7-13 as Computer Science Education Week. (AYES: Student Trustee Perez, Acosta, Bush, Lucy; NOES: None). Motion Carried (Unanimous)

**P. CONSENT AGENDA:**

These items were moved to the December 15, 2016 Board agenda.

MOTION # (Bush/Acosta) to approve a "positive certification" for the First Interim Budget, declaring that the School District will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried. (Unanimous)

**b. Denial of Claim**

MOTION # (Bush/Acosta) to approve the denial of a claim and referral to the District's insurance carrier. Motion Carried. (Unanimous)

**c. ~~Measure J~~/Approval of bid for SSFHS road paving**

Mr. Krause said Director Jeff Bonner will receive the schedule tomorrow to begin the work as quickly as possible. He confirmed that District funds, not Measure J money, will be used for this item.

MOTION # (Bush/Acosta) to approve the bid from R and M Paving to pave the emergency access road behind SSFHS using District funds. Motion Carried. (Unanimous)

**d. Approval of amendment No. 14 to professional services agreement with VIRCO for classroom furniture at Parkway Heights**

Trustee Rosa Acosta asked to add the breakdown of costs in the recommendation portion of the memo. Mr. Krause confirmed that the classroom was redesigned to a computer lab and the original classroom furniture will be used in another classroom.

MOTION # (Acosta/Lucy) to approve amendment No. 14 to the VIRCO professional services agreement for classroom furniture at Parkway Heights. Motion Carried. (Unanimous)

**e. Measure J/Approval of USS Cal Builders change order #49 for Buri Buri underground utilities**

Assistant Superintendent Krause advised that an exception to the easement next to Buri Buri was denied and therefore, the building and utilities needed to be moved prior to construction.

MOTION # (Bush/Lucy) to approve USS Cal Builders change order #49 to move underground utilities at Buri Buri. Motion Carried. (Unanimous)

## **SUMMARY OF BOARD DIRECTIVES**

1. Consent Agenda items will be moved to the December 15 Board meeting.

## **GOOD AND WELFARE**

Trustee Bush thanked the City for the use of the Council Chambers for this meeting. She congratulated incoming Mayor Mark Addiego and Vice Mayor Pradeep Gupta and thanked Councilmember Rich Garbarino for his service.

Trustees, Cabinet members and Mrs. Allen-Cantley were provided the opportunity to share their thoughts on Trustee Ochsenhirt's passing. They spoke about his contributions to the City and SSFUSD while serving on the Planning Commission, CBOC, DELAC, City subcommittee and as a Board member. They remembered his desire to serve the community, always being positive, perseverant, passionate, caring, warm, devoted, loyal, and knowledgeable; an advocate for all students, his infectious energy, and his dedication to his position as a Trustee who never complained as his health declined. They were honored to serve with him, felt it was a privilege to know him, and appreciated his great contributions. They miss him and will always remember his spirit.

## **ADJOURNMENT – 9:44 p.m. in memory of:**

- Trustee Rick Ochsenhirt who passed away on Sunday, December 6, following a long battle with cancer.

SAN MATEO COUNTY OFFICE OF EDUCATION  
 BUDGET SUMMARY REPORT  
 10/24/2015 TO 11/30/2015

Fund: 21 BUILDING FUND

OBJECT CLASSIFICATION	WORKING BUDGET	EXPENDED/RECEIVED YEAR TO DATE	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8660 INTEREST	275,000.00	0.00	169,053.66	0.00	105,946.34	38.5
TOTAL: 8000	275,000.00	0.00	169,053.66	0.00	105,946.34	38.5

# SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## Memorandum

**TO:** Board of Trustees

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

**THRU:** Michael Krause, Assistant Superintendent – Business Services

**DATE:** December 10, 2015

**RE:** Approval of amendment No. 14 to the Professional Services Agreement with VIRCO for Parkway Heights Middle School Computer Labs furniture

---

### **BACKGROUND:**

At the July 26, 2012 Board meeting, the Board approved a recommendation for “the approval of PiggyBack contracts with California Multiple Award Schedules (CMAS), Western States Contracting Alliance (WSCA) and CalServe.” PiggyBack contract delivery processes expedite delivery of products in a timely manner that is crucial to the Measure J Bond Program. Presently, SSFUSD acquires classroom furniture from VIRCO via CMAS.

On May 23, 2013, the Board approved a Professional Services Agreement with VIRCO to supply all new classroom furniture for the Measure J Bond Program Phase 1 projects. Approved at the December 12, 2013 Board meeting, Amendment No. 1 covered the costs of changes made by the Schools. The libraries at Monte Verde and Skyline Elementary Schools required additional shelving for books, and additional furniture was ordered for all the schools. Amendment No. 1 also included a deduction of \$24,874.21 for returned and cancelled items. The total cost for Amendment No. 1 is \$15,320.68.

Amendment No. 2 covered the costs for additional furniture at the El Camino High School Science Building. Amendment No. 3 covered the costs of classroom furniture for Parkway Heights, and the Phase 2 modulars at Ponderosa and Spruce Elementary Schools and Westborough Middle School. An additional cost is included for Alta Loma Middle School.

Amendment No. 4 covered the costs for classroom furniture to an additional classroom at Spruce Elementary School. Amendment No. 5 covered the costs for new furniture at the Parkway Heights Middle School new counseling and

administrative areas. Amendment No. 6 provided classroom furniture to the new science classrooms and prep room at Westborough Middle School.

Amendment No. 7 provided additional furniture items for the Phase Two modular classrooms at Ponderosa Elementary School, Spruce Elementary School and Westborough Middle School. Amendment No. 8 provided additional furniture to the libraries at Ponderosa and Spruce Elementary Schools. Amendment No. 9 provided the new classroom furniture for the three modular buildings at South San Francisco High School. Amendment No. 10 covered the cost of new furniture in Buildings I and D at Parkway Heights Middle School.

Amendment No. 11 provided all the new classroom and building furniture for the new campus at Buri Buri Elementary School. Amendment No. 12 provided all the new classroom and building furniture for the Phase 3 project at Junipero Serra Elementary School. Amendment No. 13 provided furniture to the art room Exploratorium at Parkway Heights Middle School.

Amendment No. 14 will provide furniture for the new computer labs at the Parkway Heights Middle School project.

<b>VIRCO</b>	<b>Date</b>	<b>Total</b>
Original Agreement	May 23, 2013	\$ 298,048.80
Amendment No. 1	December 12, 2013	\$ 15,320.68
Amendment No. 2	May 8, 2014	\$ 12,130.00
Amendment No. 3	May 22, 2014	\$ 321,815.87
Amendment No. 4	June 12, 2014	\$ 12,394.72
Amendment No. 5	June 26, 2014	\$ 57,333.56
Amendment No. 6	September 25, 2014	\$ 41,524.63
Amendment No. 7	October 23, 2014	\$ 19,430.06
Amendment No. 8	December 17, 2014	\$ 989.60
Amendment No. 9	January 15, 2015	\$ 258,554.48
Amendment No. 10	February 26, 2015	\$ 267,032.22
Amendment No. 11	May 21, 2015	\$ 466,295.71
Amendment No. 12	May 21, 2015	\$ 115,980.20
Amendment No. 13	September 10, 2015	\$ 32,717.68
Amendment No. 14	December 10, 2015	\$ 16,517.88
<b>ADJUSTED TOTAL:</b>		<b>\$1,936,086.09</b>

**FISCAL IMPLICATIONS:**

The additional costs, \$16,517.88, covered by Amendment No. 14 to the VIRCO professional services agreement is an appropriate expenditure of the Measure J Bond funds.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment No. 14 to the VIRCO professional services agreement for the computer lab furniture at Parkway Heights Middle School.





**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
MEASURE J BOND PROGRAM**

**AMENDMENT NO. 14  
December 10, 2015**

**To the Professional Services Agreement between the  
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT and VIRCO.**

This Amendment 14 is attached to, and made a part of the Professional Services Agreement (Agreement) dated May 23, 2013 between the **SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT (District)** and **VIRCO (Consultant)**. The responsibilities, services and mutual covenants therein and previously agreed to shall be applicable in full force to this Amendment to that Agreement.

**I. SCOPE OF THE SERVICES**

The Services to be rendered ("Services") consist of:

Provide furniture for Parkway Heights Middle School Computer Labs per VIRCO Quote No. 8106952r1 dated November 17, 2015.

**II. COMPENSATION FOR SERVICES**

Consultant compensation for above listed services to be performed under this agreement shall be:

**Total for Amendment 14:.....\$16,517.88**

**III. SCHEDULE OF PERFORMANCE**

**TBD**

IN WITNESS THEREOF, the parties hereto have executed this AMENDMENT 14 to the Professional Services Agreement dated May 23, 2013 between the SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT and VIRCO.

**VIRCO**

**South San Francisco Unified School District**

\_\_\_\_\_

\_\_\_\_\_

Michael Krause  
Assistant Superintendent – Business Services

Date \_\_\_\_\_

Date \_\_\_\_\_



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

*Equipment for Educators™*

**QUOTATION #8106952**

**Sold To:**  
SOUTH SAN FRANCISCO UNIFIED SCH  
398 B STREET  
SOUTH SAN FRANCISCO CA 94080

**Ship To:**  
PARKWAY HEIGHTS MIDDLE SCHOOL  
650 SUNSET AVE  
SOUTH SAN FRANCISCO CA 94080  
REFERENCE: COMPUTER TABLES

Quotation Date: 11/17/2015

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2015 MASTER AGREEMENT SV-15-0028-13 Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: FOB Destination - Delivered & Installed
- 2) Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm: For Orders Received By 12/31/2015 (*Promo Prices Expire As Marked*)  
Orders received after this date are subject to re-Quote.
- 4) For Shipment By: Customer Must Take Delivery Before 12/31/2015
- 5) Shipment from Virco: PLEASE NOTE: Shipment from Virco: Quick Ship Items: Ten days or less; Standard Items: Four weeks or less; Optional Items: Four to Six weeks; Custom products or specials: Extended lead times may apply, contact your Sales Representative for more information. If products with different leadtimes are on the same purchase order, the longest leadtime will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be subject to re-quote
- 6) Color: Standard Virco colors only unless specified otherwise
- 7) Purchase Order: We require written purchase orders to be sent to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232
- 8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment
- 9) Quantity: Any change in quantities may result in a price change

December 10, 2015

Page 192



Equipment for Educators

QUOTATION #8106952  
r.1

Shipping To: PARKWAY HEIGHTS MIDDLE SCHOOL

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #FTT2460	Flip Top Desk, Two-Student, 24D x 60W, 18D work surface w/6D flip-top, high pressure laminated top w/T-mold banding; flip top metal wire management trough w/key locking entry door, adjustable height 22-32 - (Color Not Selected)	\$221.85	36	\$7,986.60  Promo Price Exp. 12/31/2015
2	Virco Inc #SGTASK18	Chair, Sage Series, Mobile Task Chair, Ergonomically Contoured Plastic Seat, Adjustable Gas Cylinder For 16"-20-1/2" Seat Height, Chair Swivels 360°; Five Dual-Wheeled Caster Base With 2" Hooded Swivel Casters. - (Color Not Selected)	\$118.49	72	\$8,531.28  Promo Price Exp. 12/31/2015
					<b>\$16,517.88</b>



*Equipment for Educators™*

Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

**QUOTATION #8106952**

**VIRCO FULL SERVICE GUIDELINES**

At Virco, we're committed to providing you with the highest-quality and most cost-effective delivery and installation services. That's because your complete satisfaction - as well as the safety of our employees and of any other personnel at your facility - is of paramount importance. With that in mind, please be aware of the following **IMPORTANT CONDITIONS** that apply to Virco delivery services:

- Virco Full Service deliveries include inside delivery of product to a staging area in the building closest to the unloading area, or 100 feet from the trailer(s), whichever is closer.
- The customer or the customer's designated representative must count all cartons of furniture unloaded from the trailer(s). The number of cartons received should match the Bill of Lading exactly. Any shortages, overages and/or apparent freight damage must be noted on the Bill of Lading before it is signed and the carrier leaves the premises.
- Virco's delivery and installation crews must have complete and unobstructed access to buildings in which they will be working. In the event of new construction, Virco will not install while construction employees or projects are underway; any buildings in which Virco crews will be working must be turned over to the school district or governmental agency. If Virco agrees to perform the installation while construction is underway additional charges may apply. Installation while contractors are on site can cause delays; and the charge, in these cases, will be \$50.00 per man hour and will be billed to the school district or governmental agency.
- If a customer reschedules a delivery or installation date from that which was initially requested and printed on a Purchase Order, this may cause a rescheduling delay. Because Virco's Field Service Department schedules many deliveries and installations to committed time frames, it often happens that equipment and resources have already been fully allocated on any given date. While Virco will do its best to accommodate specific rescheduling requests, we reserve the right to reschedule on the next available date.
- Requests for multiple deliveries *due to construction delays* will result in additional freight charges. Freight charges will be added to the invoice.
- Installation charges include the delivery, set-up and placement of furniture one time only. Virco will not set furniture in place multiple times so that contractors can have sequential access to particular areas of a school. If a contractor moves Virco furniture, for any reason, the contractor will be responsible for returning it to its proper location and will assume full responsibility for any damages as a result of their actions.
- Installation projects have a project scope that includes time required (both in the number of days and hours per day) and the manpower needed. All projects use the calculation of ten-hour work days five days a week. When construction delays cause Virco crews to work more than ten hours a day, five days a week - or when Virco crews are forced to install a project in fewer days than planned, resulting in more hours worked per day. All overtime charges will be charged back to the school district or governmental agency.



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

*Equipment for Educators™*

**QUOTATION #8106952**

r.1

- In rare cases Virco may agree to work under hard-hat conditions. In these cases the additional labor charges indicated above will apply. Moreover, hard-hat conditions may delay Virco's attempt to quickly and efficiently perform jobs, and may also incur other charges. These charges will be determined at the job site and will vary from project to project.
- For an installation, the site's end user must provide the following:
  - Safe access to and from staging areas and rooms.
  - Hours the site is available for installation, including weekends.
  - A site contact, who must be available to provide room access and answer pertinent questions during the installation.
  - A list of model numbers, colors and quantities of all items for each room to which furniture will be delivered. This list will also include height preferences for each desk and table.  
Tables and or desks will be assembled to the following height unless noted otherwise:
    - a. Pre-K & K = 23 inches
    - b. 1st & 2nd = 26 inches
    - c. 3rd & 4th = 28 inches
    - d. 5th to Adult = 29 inches
- Each item will be moved from the staging area to its destination, as identified by the on-site contact, only one time. In this context, Virco suggests that a large venue, such as a cafeteria or multi-purpose room, be designated as a staging area.
- Furniture will be unboxed and assembled in or near its destination.
- Upon completion of their work at the site, the installation crew will perform a final walk through. A Virco Punch List Form will be completed at that time for record keeping purposes.
- If the site end user has requested that product remain in cartons "uninstalled" for a period of time, a return visit from the installation crew will incur surcharges to the billing party. Pricing for this service must be negotiated with the Sales Representative.
- Damaged or missing products will be recorded on Virco's Customer Service Request (CSR) form to expedite any replacement parts.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

**December 10, 2015**

**Page 195**

QUOTATION #8106952

r.1

Item #	Supplier/Model #	Description	
1	Virco Inc #FTT2460	Flip Top Desk, Two-Student, 24D x 60W, 18D work surface w/6D flip-top, high pressure laminated top w/T-mold banding; flip top metal wire management trough w/key locking entry door, adjustable height 22-32	
2	Virco Inc #SGTASK18	Chair, Sage Series, Mobile Task Chair, Ergonomically Contoured Plastic Seat, Adjustable Gas Cylinder For 16"-20-1/2" Seat Height, Chair Swivels 360°, Five Dual-Wheeled Caster Base With 2" Hooded Swivel Casters.	
3	Virco Inc #TAX	Tax	<p style="text-align: center;"><i>Image not available</i></p>

# SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## Memorandum

**TO:** Board of Trustees

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

**THRU:** Michael Krause, Assistant Superintendent – Business Services

**DATE:** December 10, 2015

**RE:** Approval of Change Order #49 to USS Cal Builders contract to Relocate underground Utilities at Buri Buri.

---

### **BACKGROUND:**

Underground work must be done in order to go around an existing easement on the Buri Buri property. In order for this to take place and construction to continue, certain underground utilities have to be moved by the contractor. Change Order #49 addresses this issue and will allow the work to proceed in a timely manner.

### **FISCAL IMPLICATIONS:**

The cost of these services, \$52,793.60, is an appropriate expenditure of the Measure J Bond funds.

### **RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve change USS Cal Builders order #49 as presented.





DATE:	12/1/2015	Job No. :	245
TO:	SSF USD		
ATTENTION:	SSF USD		
REF:	Additional costs at Buri Buri CO 49: relocate UG utilities		
South San Francisco Unified School District			
Modular Projects			

# Transmittal Form

WE ARE SENDING:

ITEM	COPIES	DESCRIPTION
		Additional costs at Buri Buri CO 49: relocate UG Utilities. This work was required in order to bypass the existing easement in lieu of the original plotted plans which required the city to accept abandoning an old water easement. Changing the title and ownership of the easement would have taken up to one year and would have been costly to accomplish. The prior Bond Director made the choice to change the layout. This is detailed in CCD#14 for the Buri Buri ES project.
		Buri Buri \$52,793.60
		<b>Total Amount \$52,793.60</b>

THESE ARE TRANSMITTED as checked below:

- For Approval
- For Your Use
- As Requested
- For Review & Comment
- Make corrections noted
- No Exceptions Taken
- Submit Specific Items
- Rejected/ Revise and Resubmit
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints

Submitted by: Rudy Sultan - Senior Project Manager  
 USS Cal Builders's Representative

12/1/2015  
 (Date)

Received by: \_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\*Please sign & fax to (714) 828-9498 to acknowledge receipt of above document(s) \*

**CHANGE ORDER REQUEST  
Buri Buri ES - 049**

DATE: December 1, 2015  
 REFERENCE: USS CAL Builders/Dinelli Plumbing  
 PROJECT: South San Francisco Unified School District Modular Projects  
 PROJECT NO.: 0420  
 TO: South San Francisco Unified School District  
 FROM: USS Cal Builders, Inc.  
 ESTIMATOR: Rudy Sultan, Sr. PM

The following is an itemized quotation regarding proposed modification to the contract documents

**Description of Work:**

Additional costs at Buri Buri: to furnish all materials and labor to relocate one manhole and one 4" water main. This work was required in order to bypass the existing easement in lieu of the original plotted plans which required the city to accept abandoning an old water easement. Changing the title and ownership of the easement would have taken up to one year and would have been costly to accomplish. The prior Bond Director made the choice to change the layout. This is detailed in CCD#14 for the Buri Buri ES project.

**Subtier Contractor's Cost** ( Includes Subtier Contractor Overhead 10% & Profit 5%)

Sub-Tier (see attached pages) \$ -

**Subtotal A** \$ -

**Subcontractor's Cost** ( Includes Subtier Contractor Overhead 10% & Profit 5%)

\$ 46,825.00

**Subtotal B** \$ 46,825.00

**General Contractor's Cost**

Material ( see attached supporting documentation) \$ -

**Subtotal C** \$ -

Taxes at \_\_\_\_\_% of Material \$ -

**Subtotal D** \$ 2,587.20

Labor (Includes Fringe Benefits, from Project Labor Agreement) \$ 2,587.20

Payroll Taxes and Insurance at \_\_\_\_\_% of Labor \$ -

**Subtotal E** \$ -

Construction Equipment (See attached supporting documentation) \$ -

**General Contractor's Overhead and Profit**

Overhead & Profit 5% of Subtotals A & B \$ 2,341.25

Overhead & Profit 15% of Subtotals C & E \$ -

Overhead & Profit 20% of Subtotal D \$ 517.44

**Subtotal F** \$ 2,858.69

Bond and Builder's Risk Insurance at 1.00 % of Subtotals A+B+C+D+E+F

**Subtotal G** \$ 522.71

**Grand Total (A+B+C+D+E+F+G)**

**Total** \$ 52,793.60

- The proposed change would increase the Final Completion Date by TBD calendar days.
- The proposed change does **NOT** affect the Final Completion Date required by the Contract.
- This Change Order Request is effective for 30 calendar days.

**Note:**

"USS CAL BUILDERS, Inc. is preserving any and all rights as to the recovery of damages pursuant to and under section 7102 of the public contract code."

Dinelli Plumbing Incorporated  
 1160 Chess Dr. Suite 5  
 Foster City, CA 94404



# Proposal

Proposal #:	Proposal Date:	Expiration Date:
SW15-287	11/19/2015	12/19/2015

Submitted To:
USS CAL BUILDERS, INC 398 B Street South San Francisco, CA 94080

Project Address
Buri Buri

Item	Description	Est. Hours/Qty.	Rate	Total
Fixed Bid Contract	Demo existing manhole on westside of multi purpose pad. Install new sewer manhole 20' west of manhole, tie into sewer lines, relocate 4" water line to the west of pad. Relocate tie in on a Saturday for water and sewer, Backfill.  <b>EXCLUSIONS:</b> Fees, Permits, Survey area locate existing utilites, landscaping, overtime.		45,550.00	45,550.00

**Terms & Conditions:**

- Dinelli Plumbing Incorporated is not responsible for any damage or loss of materials after installation or for any damage caused by others due to vandalism or thievery. If substantial damage occurs to the project by fire, flood, earthquake, or other such risk, whether insured or not, Plumber shall be excused from further performance under this Contract, and shall be paid the prorata value of the work performed.
- If Plumber encounters adverse concealed conditions that could not reasonably have been anticipated, the Cost will be equitably adjusted, and the cost of dealing with such conditions will become a Cost of the Work
- Owner/Contractor shall pay for and provide facilities for trash disposal. Dinelli Plumbing Incorporated shall keep our portion of the project in a neat and clean condition.
- Plumber guarantees that all workmanship, equipment, and materials will be of the specified quality, suited to the intended purpose, and free of defects for one year after substantial completion of Plumber's work.
- Work will be performed during normal working hours. Monday through Friday 7:00am-3:30pm.
- Electrical power will be provided by contractor and made available in the work area.
- Domestic water will be provided by contractor and made available for testing.
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.
- We reserve the right to re-quote all material costs associated with this proposal to allow for any material surcharges on this quote, if released outside the proposal expiration date.

**Total**  
**\$45,550.00**

<p>Any items other then specifically stated above are not part of this proposal.          Payments are directly in proportion to percentage of work completed and due upon completion.</p>
<p><b>ACCEPTANCE OF PROPOSAL</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.          Payment will be made as outlined above.</p> <p style="text-align: right;">SIGNATURE _____</p>



USS CAL BUILDERS

EST.

December 10, 2015

1211115

CONTRACT NO.

C.C.O. NO.

DATE PERFORMED

DATE OF REPORT

CONTRACTOR JOB NO.

Building Your Future

DAILY EXTRA WORK REPORT

Work Performed By

RECREATE UG UTILITIES

Description of Work

Site Prep work ONLY

CONTRACTOR REPORT NO.

002051

Equip No.	EQUIPMENT	HOURS	HOURLY RATE	EXTENDED AMOUNTS	LABOR	HOURS		HOURLY RATE	EXTENDED AMOUNTS
						R.T.	O.T.		
	Backhoe	16			Laborer	16		71.	1,142.20
					operator	16		90.	1,444.80
SUBTOTAL 2,587.00									
MATERIAL AND/OR WORK DONE BY SPECIALISTS									
DESCRIPTION		No. UNIT	UNIT COST	EXT. AMOUNT					
Survey 1/2 day		1	\$1275.00						
					ADDED PERCENTAGE				
					SUBSISTENCE				
					TRAVEL EXPENSES				
					OTHER				
					TOTAL COST OF LABOR				
					A				
					B				
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK									

ACCEPTED FOR PROGRESS PAYMENT BY:

SEE ATTACHED SCOPE OF WORK

% ON LABOR COST (A) 10%  
% ON EQUIPMENT, MATERIAL AND (B)

Contractor's Representative

Agency's Representative

TOTAL THIS REPORT

DISTRIBUTION: WHITE - CONTRACTOR CANARY - AGENCY PINK - PROJECT FILE

USS CAL Labor and Equipment				
Labor	12/1/2015		Rate	Total
	ST TIME	OT		
Laborer	16		\$ 71.40	\$ 1,142.40
Carpenter For	0			\$ -
Operator	16		\$ 90.30	\$ 1,444.80
Truck	0			\$ -
				\$ 2,587.20

Survey Estimate

Vendor		
Sendis	1/2 days	\$ 1,275.00
Total Services		\$ 1,275.00

