

Bueno, Amy

From: Krause, Michael
Sent: Friday, September 11, 2015 2:42 PM
To: Bueno, Amy
Subject: RE: Board Approval

Yes! ☺

Mr. Michael Krause
Assistant Superintendent, Business Services
South San Francisco USD
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South San Francisco, CA 94080
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From: Bueno, Amy
Sent: Friday, September 11, 2015 2:39 PM
To: Krause, Michael
Subject: Board Approval

Did the Board approve the following Measure J items at last night's meeting?

Measure J Amendment for Virco Furniture at Parkway
Measure J Change Orders – Parkway & Buri Buri MPR Health Permits

Thank You,

Amy Bueno
Accounting Technician-Measure J Bond Program
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**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING
Thursday, September 10, 2015**

**South San Francisco Unified School District
City Council Chambers
33 Arroyo Drive, South San Francisco, California**

OPEN SESSION – 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Expulsion Waiver—To consider one (1) expulsion waiver hearing recommendations in accordance with California Education Code Sections 48915 and 48918.
2. Conference with legal counsel—Existing litigation pursuant to Government Code Section 54956.9(d)(1)—In the Matter of Maharaj v. South San Francisco Unified School District, et al., San Mateo County Superior Court Case No. CIV535047.
3. Conference with legal counsel—anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9. (Two cases)

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. REPORTING OUT FROM CLOSED SESSION

E. REVIEW OF AGENDA

F. RECOGNITION AWARDS

Volunteers
Water Conservation Poster Student Winners

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—City Subcommittee Meeting

K. SUPERINTENDENT'S REPORT

- a. **Commemorating Monte Verde 50-Year Anniversary**
- b. **First Month of School Report**
- c. **Recap of August 29, 2015, Special Board Workshop / Retreat**
- d. **Alta Loma Pedestrian Gate / El Camino High School Field Hours**
- e. **Introduction of New Student Board Member and ASB Student Body President and ASB Reports**
 - Alan Perez, ASB President and New Student Board Member, South San Francisco High School
 - Report on Kishiwada Students Visit from Japan
 - Tiana Valerio, ASB President, El Camino High School

L. 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.

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M. PRESENTATIONS

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

1. EDUCATIONAL SERVICES

a. Teaching and Learning Presentation–Monte Verde

Principal Debby Mirt will share with the Board strategic priorities, Common Core implementation, response to instruction and intervention, use of PLC time, and/or walkthroughs at her site. She will also showcase the school’s culture and climate at Monte Verde Elementary School.

ACTION *(Resolutions)*

1. ADMINISTRATION

- a. Resolution #15-67: Attendance Awareness Month** 1
(English and Spanish versions)

Staff recommends the adoption of Resolution #15-67: Declaring the month of September 2015, as Attendance Awareness Month and supporting activities to increase awareness of the importance of daily attendance.

- b. Resolution #15-66: Hispanic Heritage Month** 2–3
(English and Spanish versions)

Staff recommends the adoption of Resolution #15-66 (English and Spanish versions) honoring Hispanic Heritage Month.

- c. Resolution #15-68 Childhood Cancer Awareness Month** 4

Staff recommends the adoption of Resolution #15-68 supporting Childhood Cancer Awareness Month.

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

1. ADMINISTRATION

- a. Minutes to the Special Board Meeting, August 3, 2015 5–7
- b. Minutes to the Regular Board Meeting, August 13, 2015 8–24
- c. Pivot Coaching Services Contract 25–29
- d. CSBA Contract 30–33

2. EDUCATIONAL SERVICES

- a. Pacifica School District MOU 34–37

3. HUMAN RESOURCES

- a. Certificated Personnel Assignment Order 38–39
- b. Classified Personnel Assignment Order 40–42

4. BUSINESS SERVICES

- a. Approval of 2015-16 Fundraising Events 43–44
- b. Gifts to the District 45–48

INFORMATION/DISCUSSION

1. ADMINISTRATION

- a. **Discussion of October 8 Community Forum Topic(s)** 49
The Board will discuss alternatives to the previously agreed upon topics.

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2. HUMAN RESOURCES	
a. Procure Therapies Psychologist Contract	50–54
The Board will discuss the Procure Therapies Psychologist contract.	
b. Director of Innovation, Community Outreach, and Special Projects	55
The Board will discuss the position of Director of Innovation, Community Outreach, and Special Projects.	

ACTION *(continued)*

1. ADMINISTRATION

d. Approval of Transitional Partnership Contract for Department of Rehabilitation and Resolution #15-65	56–99
Staff recommends that the SSFUSD Board of Trustees approve the 2015-2016 to 2016-2017 Transitional Partnership Program contract with the Department of Rehabilitation and adopt Resolution #15-65 authorizing designated District personnel to sign contract documents, as presented to the Board.	
e. CSBA Call for Nomination	100–101
Staff recommends that the Board of Trustees approve the Call for Nominations for Directors-at-Large African American, American Indian, and County, as presented to the Board.	

2. BUSINESS SERVICES

a. Measure J Amendment for Virco Furniture at Parkway	102–111
Staff recommends that the South San Francisco Unified School District Board of Trustees approve Amendment No. 13 to the VIRCO professional services agreement for the classroom furniture for the art room Exploratorium at Parkway Heights Middle School, as presented to the Board.	

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- b. **Measure J Change Orders - Parkway Heights Middle School and Buri Buri Elementary School—MPR Health Permits** 112–124

Staff recommends that the South San Francisco Unified School District Board of Trustees approve change orders for Parkway Heights Middle School and Buri Buri Elementary School health permits, as presented to the Board.

- c. **Resolution #15-64 SSFUSD Authorized Signatures** 125–126

Staff recommends that the SSFUSD Board of Trustees adopt Resolution #15-64 authorizing the employee signatures listed thereon, as presented to the Board.

3. HUMAN RESOURCES

- a. **Procure Therapies Psychologist Contract** 127–131

Staff recommends that the SSFUSD Board of Trustees approve the Procure Therapies Psychologist Contract, as presented to the Board.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

September 24, 2015

- Teaching and Learning presentation – Los Cerritos Elementary School
- Resolution for Confirmation of Sufficient Student Textbooks/Instructional Materials
- Review of Nutritional Services—Director Job Description and Organizational Chart
- Grand Jury Report on Head Trauma—Authorization of District Response
- Approval of Year End Unaudited Actuals
- Update on Infinite Campus
- Resolution honoring Filipino American History Month
- Resolution honoring National Disability Employment Awareness Month
- Approval for Superintendent to participate in ACSA Leadership summit
- GANN limit resolution
- USS Cal Builders Inc.
- Pivot Strategic Plan Services
- Youth Services Bureau
- Hillside Preschool Program, Extended School Year
- Approval of Cafeteria Oves Regulation

- Infinite Campus
- Second Harvest
- Restorative Justice
- Potential Playground/Sunshine Gardens
- CBOC 2014-2015 Annual Fiscal Report
- 2nd Reading/Approval of District's New/Updated Board Bylaws and Policies
- Employee Assistance Program (EAP)—OPTUM
- Secondary Replacement Music Instruments
- Director of Innovation, Community Outreach, and Special Projects

October 8, 2015—Community Forum

- Topics: LCAP, Discipline/Restorative Justice Practices, Automation of Parent Information, Communication to Parents, Health Services, Big Lift, Measure J Projects and Timelines, OST Program

October 22, 2015

- Teaching and learning presentation – Buri Buri Elementary School
- Resolution honoring American Indian Heritage Month
- Williams report for 3rd quarter ending 9/30/15
- Resolution for Week of the School Administrator
- Reading Partners presentation
- Updated Safe School Plans

November 5, 2015—Alta Loma Middle School

- Teaching and Learning Presentation – Alta Loma Middle School

December 10, 2015—Televised

- Teaching and learning presentation – Westborough Middle School
- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- First interim budget report “positive certification”
- Resolution for Computer Science Week
- Approval for Superintendent to participate in ACSA symposium
- CSBA Delegate Assembly nomination

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 (Click on *Board Meeting Agendas and Minutes*).

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: castone@ssfusd.org

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators—None

South San Francisco Classroom Teachers Association—President Allison Light reported that things are off to a good start. She stated that in thinking about water, with the water conservation posters, she jokingly said that they have water at Buri Buri. What's not running as well is air movement in the classrooms, and stated that the old rooms had air conditioning, and that while she's of the opinion in general that the classrooms should be fine without air conditioning, as long as they have fans and good circulation in the rooms. She said that she's looking forward to the October 12th professional development.

Superintendent Moore stated that Assistant Superintendent of Business Service, Michael Krause, has researched the temperature levels in the rooms and the cost to purchase fans. Krause said that Jeff Bonner and staff have gone into classrooms in the new buildings to gauge the temperatures. He stated that they are looking at about 700 rooms and have received quotes of \$22 per unit for thermometers and fans and are engaged in the process to ensure all classrooms have adequate circulation.

California School Employees Association Chapter 197—CSEA President Jolene Malfatti stated that she looks forward to an exciting year, and stated that as their mission statement, she said they will be busy working to improve the lives of their students and the community. She talked about the Welcome Back Meeting on September 15th and said that she hopes to introduce Superintendent Moore. She stated that Cliff Lenz, who is running for San Mateo County Supervisor of District 5, will be in attendance. She stated that CSEA will partner with North County Prevention Partnership-Asian American Recovery Services for anti-drug programs. She reported on the December 2nd Toy Drive and stated that the toys will be donated to the South San Francisco Police Department and also to Juliana's Journey. She said they will also support a city-wide celebration and a 5K run. Malfatti thanked Superintendent Moore who has scheduled more meetings with CSEA in her short time as superintendent, which have amounted to more meetings than they had with the past superintendent during his entire time at the District, and stated that she looks forward to working with Moore. Malfatti highlighted two goals: to continue to restore hours for classified positions, and stated that there are areas we can fill to lessen the burden on understaffed departments. She also discussed the importance of keeping long-term employees, and stated that when you have turnover you lose the experience and expertise in that field. She also said that CSEA is excited by the appointments of Drs. Bhatia and Spaulding who are both receptive. She starts this school year with a lot of optimism, hope, and confidence.

I. **PERSONNEL COMMISSION**—Superintendent Moore reported that the South San Francisco Unified School District Personnel Commission met on August 17,

on. She stated that she will be involved in ongoing communication with leaders in the City, local businesses, as well as other organizations.

Goal 5: Increase organizational effectiveness and efficiency and stated that this is about maximizing our efficiency and productivity in our District, and said they will spend time reviewing current practices and procedures and come together to determine how they can maximize the output to provide the very best support for our students and staff. She stated that she fully recognizes she can't reach goals and objectives alone and will look to everyone to help make this a collaborative effort as we strive towards excellence for all of the students in the District.

Bush stated that it was an excellent workshop where they accomplished a lot and they are in full agreement and support of those goals and she thanked Superintendent Moore.

d. Alta Loma Pedestrian Gate / El Camino High School Field Hours

Moore stated that the Alta Loma gate will be open during nights and weekends and she wanted to make the community aware of that. She spoke about El Camino High School track and field was also discussed at the last City Subcommittee meeting and she gave the hours that the field will be available for public use, and stated that the information is also available on the District website on the Facilities page. The gate will be open Monday through Friday, and said the back gate of the campus will open at 6:30 a.m. and gates will be locked at 8 a.m. through 4:30 p.m., and the field will reopen at 4:30 and close at dusk. The field will be closed to the public on Saturday, and open will be open on Sunday from 8 a.m. to 4:30 p.m.

e. Introduction of New Student Board Member and ASB Student Body President and ASB Reports

Moore said she was very excited to introduce the next topic of a student representative to the Board because they bring a different perspective to the Board. She introduced Alan Perez, ASB President of South San Francisco High School and New Student Board Member; and Tiana Valerio, who is the ASB President of El Camino High School, and was with the Board last year and has returned this year.

- Student Trustee Perez reported on the Kishiwada student delegation from Japan who visited from August 11 to August 17 and were involved in a day-to-day itinerary, and said that they were led around the campuses by students from South San Francisco High School and El Camino High. He stated that they had a BBQ with students from both schools and had activities at the beach, and concluded the day with a farewell dinner hosted by the Rotary Club where they had dinner with their host families. He stated that it was an overall good experience to interact with other

cultures and he's heard nothing but positive reviews and experiences. Perez stated that he's also the representative from ASB and said that they anticipate a lot of change this year, and stated that this is his first year as president, second year as an executive member, and third year in ASB, so one of his goals is to approach change and he knows they will be viewed positively by ASB members, the faculty, and students. He stated that over the years he's seen a negative image at South San Francisco High, but that he believes it is not negative. He shared a mission statement that the ASB developed over the summer: "We the students of the ASB will empower all aspects of the school and community, whether it be intellectual, cultural, social, or athletic with spreading spirit and diversity." He reported that they are off to a great start and talked about the successful Welcome Back where they put on a play, he talked about the Back to School Night where parents were able to meet with the teachers and learn more about the school, and the PTSA's successful spaghetti fundraiser, and talked about the first football game and rally last Friday, which was off to a great start and stated that he looks forward to the year.

- Tiana Valerio said she was grateful to be back for another year to represent El Camino High School. She reported that the first day was the busiest and craziest day ever. They had morning rally and freshman orientation going on simultaneously. Students loved the rally. Freshmen appreciated the orientation. In addition to the rally, they had another rally, which was emceed by Mr. Lunt, the new Principal. She stated that they have had their first dance, and talked about the Winter Ball that will be coming up next semester. She talked about Back to School Night, and stated that about 300 parents signed up for the Online 101. She also thanked Board members that came to Back to School Night and said that they appreciate the support. She stated it was a busy week with Dance Week and Rush Week also happening simultaneously, and that students were able to sign up clubs that they are interested in and stated they have six new clubs entering the school this year. She said that Mr. Lunt has emphasized positive reward over disciplinary action. Students participate in a trivia contest and for that and for students that display good work around campus, they are eligible to enter a contest and the most recent prize was a free dance ticket. Students appreciate their relationship with Mr. Lunt. She then talked about their Open Community Forum, which will be held on September 22nd at 6 p.m. to talk about the lights on the field, and whether they be permanent or not, and stated that the meeting will be hosted and presented by Opterra, who have also helped with solar panels. She then reported that on August 24 at 8:30 a.m. and on August 26 at 6 p.m. they had their first coffee with the principal and Mr. Lunt had an open dialogue with the parents, and invited the South San Francisco Police Department to do a Q&A session on concerns about gang-related activity, and she feels it gave the parents peace knowing that they are a good school. She said they are having another forum on September 21 at 8:30

a.m. and September 23 at 6 p.m. in the cafeteria and said the meetings will be focused on college applications and they will have counselors there to speak on the subject. She stated that El Camino High kicked off the Juliana's Journey Campaign and have been making yellow ribbons and giving them out to their members and said they had a first meeting to educate their member on what Juliana's Journey is. They have had donation jars going around and they are excited for the collaboration with such a great organization.

Stephanie Romero, a junior and President for Youth Service Club called Interact, stated that prior to the Kishiwada students visit she worked with members of the South San Francisco Interact club on logistics for the Japanese students' visit. They were given a general itinerary and instructed to create one for the individual school visit. There was a total of 15 students, most were girls, and she thinks about 3 were guys. They were all met with smiles at Tanforan and then brought around the school. She commented about using hand signals, Google Translate, smiling, and nodding to communicate with the Japanese students and that the Kishiwada students commented about how huge the school was and that they were afraid of the teachers. She said they were phenomenal dancers. She taught them how to do the Cupid Shuffle, Cha Cha Slide, etc., and she said they exchanged some social media like Instagram and Facebook and they still communicate with them. She said that despite the language barrier, it was an amazing opportunity to meet them and said she was grateful to be a part of their trip.

L. COMMUNICATIONS

Dalton Miranda, the Principal at Junipero Serra Elementary School, thanked the Board for the new buildings and facilities they have. He stated that they are entering the final stages of construction and have been given five new classrooms, an exploratory, a new library, and new bathrooms. He said the school is 45 years old, so they are very thankful for the new facilities and stated that the students and parents were excited at the Back to School Night and thanked Vice President Lucy for attending that. He then invited the Board to the Measure J Ribbon Cutting Ceremony next Friday on September 18 at 1 p.m. Bush stated that she would attend the Ribbon Cutting.

Christina Arce, a teacher at Martin School, thanked everyone for coming to the Back to School Night. She stated that her classroom was really hot last week—85 degrees. She stated that she ordered a fan that will probably come when it's cold. She then stated concern for the substitutes and said they are trying to test their kids for the reading levels, but they can't get subs, so she'll try to do it after school and during her recess and lunchtime, but it's a shortage and she just wanted to bring it to the Board's attention. She also expressed concern for housing for teachers and stated that she would love to have affordable housing.

Martin is looking for opportunities for fundraising to fix our school and asked the Board to look for options. Moore said that the shortage of teachers is still an issue throughout the County and they've been talking about it and trying to figure out what things we as a County can do because a lot of our substitutes have teacher's credentials and were hired as teachers, and there's also a shortage of teachers throughout the Bay Area. She stated that it's on the radar and is being discussed at the Cabinet level and the County level.

Leslie Cottrell, a teacher at Martin School, thanked everyone for a great kick off, and thanked President Bush and Trustee Ochsenhirt for coming to visit her school. She talked about recruiting and retaining qualified teachers. She stated that offering BITSA is a plus, and that the trainings over the summer were great. She attended all of them and learned a lot and feels that they informed her teaching. She stated that affordable housing and increased salaries of maybe 10- to 15% would help keep qualified teachers in the area. She asked that the Board put that on their radar. She also talked about the lunch money owned item being moved to the end of September and said that she was concerned about that because Martin School owes a lot of money, and stated that they are still tracking student spending and are asking them to fill out the forms, and wanted to be sure the Board is paying attention to that so that the District doesn't owe thousands of dollars. She talked about the substitute shortage and an idea to hire three or four full-time teachers, who are employees with full benefits, to be used as roving subs throughout the District. She said that might encourage teachers to be subs in the District. She stated that Martin is moving forward with STEAM and that it will be great encourage STEAM within the classrooms and to bring 21st Century learners into the world.

Erica R. Mendoza, a parent with two students at Martin, talked about workforce housing / Measure J, and stated that she was happy that the Board brought it up and clarified their position. When she read the article she was taken aback by the perception that was given, which was totally different from what she heard tonight. She said was very concerned that the Board didn't care for the teachers. She hopes it becomes a priority and hopes that teachers will be able to be attached and engaged and won't clock out early because they have to drive 50 miles to wherever they can afford to live. On Measure J she stated that they are anxiously waiting to get more information and move forward with panel interviews for their project and hopes to hear from Mr. Krause and said that their 94-year-old-school needs a lot of repairs. She said that she's optimistic that they will get the help they need and that they are still waiting and will continue to do so. Trustee Acosta asked for clarification on exactly what she is waiting to receive. Mendoza stated they are waiting on a date for a panel interview for the architect. Krause stated that the District is working on a timeline to present to the Superintendent and then to the Board, and revealed the tentative timeline. First we'll hire an architect to assess where we are. He stated that they are currently having an RFQ reviewed by counsel, which should be emailed to him in the morning. Once reviewed by the Superintendent they will send it out and in

September they are hoping to have the responses back from the architectural firms, at which point they will assemble a panel of various community members, staff members at Martin, perhaps a Board member or two, hopefully in late September or early October, to involve all of the stakeholders to start from scratch to select the people who will determine what the future at Martin will look like. Once the architect listens to the interests of all of the stakeholders, the next step would be to discuss with the Board the direction they want to go, and once they make that decision we will begin the preconstruction process. He said he hopes that the planning phase could begin around January through March 2016. He said to Ms. Mendoza that they would appreciate her involvement and willingness to serve on that panel.

M. PRESENTATIONS

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

1. EDUCATIONAL SERVICES

a. Teaching and Learning Presentation–Monte Verde

President Bush stated that Principal Debby Mirt will share with the Board strategic priorities, common core implementation, response to instruction and intervention, use of PLC time and/or walkthroughs at her site, and she will also showcase the school's culture and climate at Monte Verde Elementary School. Principal Mirt thanked everyone and commented on what CSEA President Jolene Malfatti said about some employees being short-term. She said that she is a long-term employee of South San Francisco and has been Principal for 20% of Monte Verde's 50 years, and stated that Monte Verde is one of the younger schools. She presented a slide show that displayed the school's culture and showcased moments in various classes; an Enterprise Journal, which was the newspaper for South San Francisco with article showing Coretta Scott King; solar panels on the roof; a Doodle for Google by Mateo Lopez; special systems used to enhance learning, including Eureka Math; Reader's/Writer's Workshops - and she mentioned that the school lost about a 1,000 books in a flood last year; student goals and awards for accelerated readers; community events; parent volunteers; and special events like their ice cream social kickball game; Field Day; and a picture showing their California Distinguished School Award. She closed by stating that they work and play hard at Monte Verde and although it's only the 21st day of school, the Eagles are soaring! President Bush thanked Principal Mirt for the great presentation and for all she does at the school.

ACTION *(Resolutions)*

1. ADMINISTRATION

contract. Moore clarified that the contract covers all new principals coming into the District that's aligned and similar for each site, and stated that at the District Office level it's for two new interim assistant superintendents to receive the same level of support in their specific areas. Acosta stated that her concern revolves the scope of work and who would be receiving the services and stated her concern for tying it into that specific group of people and not allowing other administrators to take advantage of these services. Moore clarified that the purpose is for new administrative site leaders—specifically for people who have been newly appointed, and stated that they are developing an internal mentorship to support new assistant principals, etc. Moore also stated that she would review the contract period and stated it should be the entire year. Bush asked that the contract be pulled to clarify the contract term and bring it back at the next meeting. Goodman asked Moore if she needed a faster time sensitive response from the Board. Moore agreed and stated she would prefer that as they have already started the service and to ensure that the sites get the support they need and being able to go back and make the necessary adjustments without stopping the process would be best. Acosta stated that she'd prefer to bring it back due to the legality of entering into a contract with this timeframe. The Board reached a unanimous consensus to bring the contract back at September 24, 2015, Board Meeting.

Acosta stated that for clarification, the memo for the **CSBA Contract** states that we are entering into a consulting services contract; however, the agreement that was attached is directly with CSBA. She asked if the Board was entering an agreement with Luann Rivera for her consulting services or with CSBA for that particular service, and stated that nowhere in the agreement did it mention Luann Rivera as the person offering these services. Moore stated that Rivera works through CSBA and this is CSBA's contract and stated that Rivera is the specific person that the District will be consulting with. Acosta stated that for purposes of clarification this should be reflected in the Minutes that the Board is approving the contract for CSBA.

INFORMATION/DISCUSSION

1. ADMINISTRATION

a. Discussion of October 8 Community Forum Topic(s)

Moore stated that at the August 13th Meeting the Board asked that they design a Community Forum in a way that our staff is prepared to respond to any of the following topics: LCAP, Discipline/Restorative Justice practices, Automation of Parent Information, Communication to Parents, Health Services, Big Lift, Measure J Projects and Timelines, OST Program. Moore proposed that in lieu of these we make our topic Community Safety and we can work with our City officials to have our South San Francisco Police Department come and present and answer

questions. She stated that simply given what has recently happened and us reaching out to our parent community to remind them of keeping our students safe, and asked if this could be an alternate idea for the October 8th Community Form. Goodman and Lucy agreed that it could be a general topic. Goodman reminded everyone that the Community Forums are an opportunity for the Board and Cabinet to speak freely with the Community, to have free flowing open dialogue and not be heavy on agendized items with no action taken. Bush stated that a list of items or a pathway usually comes out of these meetings.

2. HUMAN RESOURCES

a. Procure Therapies Psychologist Contract

Dr. Leticia Bhatia, Interim Assistant Superintendent of Educational Services and Categorical Programs Services, stated that currently the District has not filled one psychologist position, and as part of a special education program this position is instrumental in completing the needs of IEPs and stated that in the interim they would like to contract with Procure Therapies to hire a psychologist for the amount of \$40,320 and it is recommended that the Board approve the contract until they find a permanent psychologist position.

b. Director of Innovation, Community Outreach, and Special Projects

Dr. Leticia Bhatia, Interim Assistant Superintendent of Educational Services and Categorical Programs Services stated that at the June 17th Board Meeting Dr. Moore informed the Board on the LCAP, Board values, and prioritization of allocation of budget, and one of the priorities that the Board selected was to look into hiring a new director to support innovation, community outreach, and special projects. She stated that the job description was made available to everyone today at the meeting and stated that the topic is only for information and discussion at this meeting and will be brought back as an action item at the 9/24/15 Board Meeting. She stated that the salary for this position, with health and welfare, is estimated at \$161,293. She highlighted three essential functions that the role would focus on: 1) Community Outreach – to develop, implement, and direct an annual systematic District Communication Plan; to develop, implement and develop a District-wide strategic Media Plan; to direct and coordinate the timely and accurate development, production, and dissemination of publications, reports, and related media. 2) Innovation—to monitor research and development trends in education innovation and supplement research findings in the field of education, and to allocate resources to maintain the District's goals and objectives while accounting for new projects. 3) Special Project—to manage the implementation of special projects as assigned by acting as a liaison and District representation and speaker to ensure projects are carried out effectively

and efficiently and she cited an example of a special project as being the relationship they have built with Genentech. Bush stated that one of her visions was to have a grant writer research other opportunities for funding mechanisms for the District. Bhatia stated that they can add another bullet to the job description, or asked if the Board would like to have an entire section focused on grant writing. Lucy stated that the first part of this position should be to secure and allocate resources to maintain District goals and objectives while accounting for new projects. Goodman agreed and stated that we need to focus on funding because it doesn't make sense to charge a person to go out and create programs with no funding to support them. Acosta stated that the description should specifically note grant writing and research skills and said it should be one of the primary focuses to research and find funding opportunities for the District! Ochsenhirt said that he'd like to see idea of grant writing or Foundation listed under required knowledge, skills, abilities, and qualifications as a part of their background. Ochsenhirt added that he's been working with the Chamber to bring in an Education Foundation for the District. He also questioned how we arrive at the value of positions, i.e., the salary. Bhatia said they have actual step and scale salaries for directors, etc., and to estimate this amount they used the staple director in the District and on top of that they added the health and welfare, which is usually around 35% of the base salary. Acosta asked if this position would be required to do this job without administrative support. Bhatia said that they have not planned to have additional support and that in the past they have shared administrative support. Lucy asked if the District could support the salary. Krause replied that the salary fits within the budgeted amount. Bush asked if they used another district's job description for this. Bhatia confirmed they did and that they used multiple drafts. Bush stated that the District currently has Ryan Sebers, who is a Public Information Officer, and she wanted to be sure that the Board isn't stepping on each other's responsibilities and that we utilize in each position to their full potential. Moore stated that the intention is to have the positions complement each other, working side by side. Bhatia said she will bring it back for recommendation.

ACTION *(continued)*

1. ADMINISTRATION

d. Approval of Transitional Partnership Contract for Department of Rehabilitation and Resolution #15-65

MOTION # (Goodman/Ochsenhirt) to approve the 2015-2016 to 2016-2017 Transitional Partnership Program contract with the Department of Rehabilitation and adopt Resolution #15-65 authorizing designated District personnel to sign contract documents. (AYES: Student Trustee Perez,

Acosta, Goodman, Ochsenhirt, Lucy, Bush; NOES: None). Motion Carried (Unanimous)

e. **CSBA Call for Nomination**

MOTION # (Ochsenhirt /Bush) to nominate Trustee Maurice Goodman for the CSBA Director-at-Large African-American position. The Board discussed the CSBA Call for Nominations for Directors-at-Large African American, American Indian, and County. Bush stated that the Board needs to send forward a nomination to CSBA and she asked Trustee Goodman if he would like his name nominated for the Director-at-Large African-American position. Goodman accepted the nomination and said that it would be an honor. Bush stated that she would get together with Superintendent Moore to prepare two letters recommendation as required by the Call for Nomination.

2. BUSINESS SERVICES

a. **Measure J Amendment for Virco Furniture at Parkway**

MOTION # (Ochsenhirt/Acosta) to approve Amendment No. 13 to the VIRCO professional services agreement for the classroom furniture for the art room Exploratorium at Parkway Heights Middle School. (Unanimous)

b. **Measure J Change Orders - Parkway Heights Middle School and Buri Buri Elementary School—MPR Health Permits**

MOTION # (Lucy/Ochsenhirt) to approve change orders for Parkway Heights Middle School and Buri Buri Elementary School health permits (Unanimous).

c. **Resolution #15-64 SSFUSD Authorized Signatures**

MOTION # (Ochsenhirt/Acosta) to adopt Resolution #15-64 authorizing the employee signatures listed thereon. (AYES: Student Trustee Perez, Acosta, Goodman, Ochsenhirt, Lucy, Bush; NOES: None). Motion Carried (Unanimous)

3. HUMAN RESOURCES

a. **Procure Therapies Psychologist Contract**

MOTION# (Ochsenhirt/Lucy) to approve the Procure Therapies Psychologist Contract. (Unanimous).

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees
FROM: Shawnterra Moore, Ed.D. Superintendent
DATE: September 10, 2015
RE: Community Forum Topic Discussion

BACKGROUND:

At the August 13, 2015 meeting, the Board asked that we design the Community Forum meeting in a way that staff is prepared to address any of the following topics and our community can speak to any of the items listed or not listed below.

*LCAP
Discipline/restorative justice practices
Automation of parent information
Communication to parents
Health services
Big Lift
Measure J projects and timelines
OST program*

However, in lieu of these items, I am proposing we make community safety our topic for discussion for this date and we work with city officials to have our SSF PD present and answer questions for us and the community.

FISCAL IMPLICATIONS:

NA

RECOMMENDATION:

For information and discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Dr. Shawnterra Moore
Superintendent

THRU: Michael Krause
Assistant Superintendent – Business Services

DATE: September 10th, 2015

RE: Measure J/Virco Furniture for Parkway Heights

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 will provide 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 will provide furniture to the art room Exploratorium at Parkway Heights Middle School.

VIRCO	Date	Total
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
ADJUSTED TOTAL:		\$1,919,568.21

FISCAL IMPLICATIONS:

The additional costs, \$32,717.68, covered by Amendment No. 13 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. 13 to the VIRCO professional services agreement for the classroom furniture for the art room Exploratorium at Parkway Heights Middle School.



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

**AMENDMENT NO. 13
September 10, 2015**

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

This Amendment 13 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 Art Room – Building "J" per VIRCO Quote No. 8066151r.2 dated July 17, 2015.

II. COMPENSATION FOR SERVICES

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

Total for Amendment 13:.....\$32,717.68

III. SCHEDULE OF PERFORMANCE

TBD

IN WITNESS THEREOF, the parties hereto have executed this AMENDMENT 13 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 _____



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

Equipment for Educators

QUOTATION #8066151

r 2

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
Job Reference: Parkway Art Exporatorium

Quotation Date: 7/17/2015

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) Standard Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm For Orders Received By: 12/31/2015 (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) Standard Virco colors only unless specified otherwise.
- 7) We require written purchase orders to be sent to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232.
- 8) Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment.
- 9) Any change in quantities may result in a price change.



QUOTATION #8066151
r.2

Equipment for Educators

PARKWAY HEIGHTS MIDDLE SCHOOL Product Summary

Item #	Supplier/Model #/Description	Unit	Qty	Extension
#1	Virco Inc #12224 - Stool, 122 Series, 24" Seat Height, Grey Steel Frame, Masonite Seat Inset, Nylon-Base Swivel Glides. - (Color Not Selected)	\$43.45	36	\$1,564.20
#2	Virco Inc #54VF154D - Filing Cabinet, 54 Series, Metal, 4 Letter-Sized Drawers With Lock, 15"w X 26-1½"d X 52"h, Full-Extension Steel Ball-Bearing Slides On All Drawers, Counter Weight. - (Color Not Selected)	\$347.42	2	\$694.84
#3	Virco Inc #BCM3652 - Bookcase, 3 adjustable shelves on 1 centers, 12 D x 36 W x 52 H, metal. - (Color Not Selected)	\$218.86	2	\$437.72
#4	Virco Inc #PRMP1620BBFC - Mobile Pedestal, Twin-Wheel Locking Casters, 15-3/4"w X 19-1/2"d X 26-15/16"h, Locking Box/Box/File Drawers (For Use Beneath The Work Surface Of Selected Parameter Desks And Workstations) - (Color Not Selected)	\$400.20	2	\$800.40
#5	Virco Inc #PNCLSHRP - Pencil Sharpener, with locking guide for 8 pencil sizes. - (Color Not Selected)	\$18.68	1	\$18.68
#6	Virco Inc #SGLAB - Stool, Sage Series, Lab, Ergonomically Contoured Plastic Seat, Adjustable Gas Cylinder For 19-1/2"-27" Seat Height, Stool Swivels 360°, Five Dual-Wheeled Caster Base With 2" Hooded Swivel Casters. Footring Adjusts From 8" To 14". - (Color Not Selected)	\$138.60	1	\$138.60
#7	Virco Inc #THD30488D30C - Desk, Text Series, Help Desk, Double-Upright, 30" Fixed-Height, 30" X 48" X 1-1/8" Laminated Particleboard Top With T-Mold Edge And Tmod36 Modesty Panel; Twin-Wheel Locking Casters - (Color Not Selected)	\$288.81	1	\$288.81
#8	Virco Inc #UPDRWL - Accessory, Plastic Pencil Drawer With Lock, 13"d X 22"w. Char Black. - (Color Not Selected)	\$115.72	1	\$115.72
#9	Diversified Woodcrafts, Inc #WB12-0V - 4-Station Workbench W/O Vises - (Color Not Selected)	\$2,687.30	9	\$24,185.70
#10	Diversified Woodcrafts, Inc #WW4-0V - Workbench-Four Station -Maple Shell-2 1/4" Maple Top- - (Color Not Selected)	\$1,771.55	1	\$1,771.55
#11	Sales Tax #SALES TAX - Add For Sales Tax - (Color Not Selected)	\$2,701.46	1	\$2,701.46

Product Total @ FOB Destination - Delivered & Installed \$32,717.68



Equipment for Educators

QUOTATION #8066151

VIRCO FULL SERVICE GUIDELINES

At Virco, we're committed to providing you with the highest quality and most cost-effective delivery 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 a 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.



QUOTATION #8066151

Equipment for Educators

VIRCO FULL SERVICE GUIDELINES

- 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.
 - 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
 - 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.
- 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 _____

Product Description

#1 Virco Inc #12224 - Stool, 122 Series, 24" Seat Height, Grey Steel Frame, Masonite Seat Inset, Nylon-Base Swivel Glides. - (Color Not Selected)

#2 Virco Inc #54VF154D Filing Cabinet, 54 Series, Metal, 4 Letter-Sized Drawers With Lock, 15"w X 26-1/2"d X 52"h Full-Extension Steel Ball-Bearing Slides On All Drawers, Counter Weight - (Color Not Selected)

#3 Virco Inc #BCM3652 - Bookcase, 3 adjustable shelves on 1 centers, 12 D x 36 W x 52 H metal - (Color Not Selected)



#4 Virco Inc #PRMP16208BFC Mobile Pedestal, Twin Wheel Locking Casters, 15-3/4"w X 19-1/2"d X 26-15/16"h, Locking Box/Box/File Drawers (For Use Beneath The Work Surface Of Selected Parameter Desks And Workstations) - (Color Not Selected)



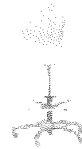
Product

Description

#5 Virco Inc #PNCLSHRP - Pencil Sharpener, with locking guide for B pencil sizes. - (Color Not Selected)



#6 Virco Inc #SGLAB - Stool, Sage Series, Lab, Ergonomically Contoured Plastic Seat, Adjustable Gas Cylinder For 19-1/2"-27" Seat Height, Stool Swivels 360°, Five Dual-Wheeled Caster Base With 2" Hooded Swivel Casters. Footring Adjusts From 8" To 14". - (Color Not Selected)



#7 Virco Inc #THD30488D30C - Desk, Text Series, Help Desk, Double-Upright, 30" Fixed-Height, 30" X 48" X 1-1/8" Laminated Particleboard Top With T-Mold Edge And Tmod36 Modesty Panel; Twin-Wheel Locking Casters - (Color Not Selected)

*Image
not
available*

#8 Virco Inc #UPDRWL - Accessory, Plastic Pencil Drawer With Lock, 13"d X 22"w. Char Black - (Color Not Selected)



Product Description

#9 Diversified Woodcrafts, Inc #WB12-0V - 4-Station Workbench W/O Vises - (Color Not Selected)

*Image
not
available*

#10 Diversified Woodcrafts, Inc #WW4-0V - Workbench-Four Station -Maple Shelf-2 1/4" Maple Top- - (Color Not Selected)



#11 Sales Tax #SALES TAX - Add For Sales Tax - (Color Not Selected)

*Image
not
available*

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shawnterra Moore
Superintendent

THRU: Michael Krause
Assistant Superintendent – Business Services

DATE: September 10th, 2015

RE: Measure J Change Orders-Parkway and Buri Buri Health Permits

BACKGROUND:

The District works with USS Cal on all Measure J construction projects. Parkway Heights Middle School and Buri Buri Elementary School will be getting new MPR/Kitchens. Each kitchen will need a new health permit and the architect of record customarily files all of the necessary paperwork and facilitates the inspections for the permits. The attached documents will enable the health permit process to proceed.

FISCAL IMPLICATIONS:

The cost for these two change orders have been accounted for in the financial accounting of the forensic audit. USS Cal provided any and all current and foreseeable change orders to the auditors. If a change order is generated from USS Cal that was not included, there will be a note under Fiscal Implications giving background information. Cost is: \$3,263.16.

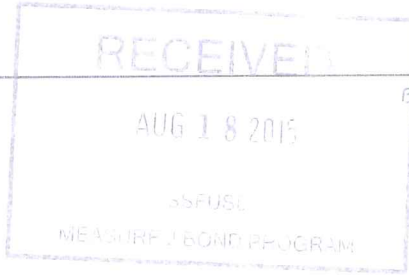
RECOMMENDATION:

The District respectfully recommends approval for the change orders as presented.

21



USS CAL BUILDERS



Building Your Future

DATE:	7/22/2015	Job No. :	245
TO:	SSF USD		
ATTENTION:	SSF USD		
REF:	Additional work at Parkway - CO 094: AOR fees for permit application preparation of Health Dept permit submittal for MPR		
South San Francisco Unified School District			
Modular Projects			

Transmittal Form

WE ARE SENDING:

ITEM	COPIES	DESCRIPTION
		Additional work at Parkway - CO 094: AOR fees for permit application preparation of Health Dept permit submittal for MPR
		Parkway Heights \$1,631.58
		Total Amount \$1,631.58

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
7/22/2015
 (Date)

Received by: JEFF G. BONNER
 (Print Name)
Jeff G. Bonner
 (Signature)
8-18-15
 (Date)

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



CHANGE ORDER REQUEST
Parkway Heights MS - 094

DATE: July 22, 2015
REFERENCE: Project Frog
PROJECT: South San Francisco Unified School District Modular Projects
PROJECT NO.: 0830
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 work to prepare permit application of Health Dept permit submittal for MPR at Parkway MS as requested by the District

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%)

\$ 1,538.50

Subtotal B \$ 1,538.50

General Contractor's Cost

Material (see attached supporting documentation) \$ -

Subtotal C \$ -

Taxes at % of Material \$ -

Subtotal D \$ -

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

Subtotal E \$ -

Payroll Taxes and Insurance at % of Labor \$ -

Subtotal E \$ -

Construction Equipment (See attached supporting documentation) \$ -

Subtotal E \$ -

General Contractor's Overhead and Profit

Overhead & Profit 5% of Subtotals A & B \$ 76.93

Subtotal F \$ 76.93

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

Overhead & Profit 20% of Subtotal D \$ -

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

Subtotal G \$ 16.15

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

Total \$ 1,631.58

- The proposed change would increase the Final Completion Date by TBD calendar days.
[X] The proposed change does NOT affect the Final Completion Date required by the Contract.
[X] 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."



Date: July 8, 2015

501 Second Steel, Suite 120
Phone 415.814.8500 Fax 415.814.8501
sales@projectfrog.com

SOLD
TO: USS CAL BUILDERS

Project: Buri Buri Elementary School & Parkway Heights Middle School
Description of Work:
AOR fees for permit application preparation of Health Dept permit submittal for MPR's at Buri Buri and Parkway

Item #	Description	Qty / Rate	Total
1	Phase 2B - MPR's		\$2,930
2	Buri Buri Elementary School		
3	Parkway Heights Middle School		
	Discounts		
	Sales Tax on Goods	8.5%	
	Fee	5%	\$147
Grand Total			\$3,077

Qualifications

1. Permit fees by others
2. Based on DSA approved drawings dated 10/23/2014 (Buri Buri), 11/21/2014 (Parkway)
3. Design coordination by Project Frog will be billed separately if required
- 4.
- 5.
- 6.

Above pricing is based on the SOV dated 5/23/13
Based on PF and USS Cal Performance Agreement

Approved by: _____ Date: _____
Signed by: _____ Date: _____

Amendment No. 10

Date: ~~June 4, 2015~~, Revised July 8, 2015

Project Name: Project Frog
 SSFUSD Health Department Submittals
 HMC #3513002-104

AMENDMENT NO. 10 TO OWNER/ARCHITECT AGREEMENT

That certain Owner/Architect Agreement (Agreement) dated January 2, 2013, by and between Project Frog (Owner) and HMC GROUP (Architect), with respect to providing Architectural and Engineering Services is hereby amended, modified, and revised as follows:

Scope of Work:

Provide Architectural Services for the preparation of Health Department Submittals for Multi-Purpose Buildings at Buri Buri Elementary School and Parkway Middle School. The work shall include coordination of response to comments to facilitate obtaining Health Department Approval and support services through construction phase and close out.

Architect's Compensation:

Buri Buri ES

Initial Preparation and Submittal of Application \$ 1,465

~~Optional Fee to provide support for Health Dept. Comments & Backcheck \$ 1,500~~ DECLINED BY SSFUSD

Parkway Heights MS

Initial Preparation and Submittal of Application \$ 1,465

~~Optional Fee to provide support for Health Dept. Comments & Backcheck \$ 1,500~~ DECLINED BY SSFUSD

If the time expended on the project reaches the not-to-exceed limit and additional time is needed, HMC may discuss the potential for additional compensation, subject to Owner's prior written approval.

Assumptions:

1. HMC shall prepare the Environmental Health Application, the Plan Check Application and the Plan Review Check list. The total number of Health Department submittals is limited to one (1) package for each of the two schools.
2. The submittal shall be composed of a set of drawings compiled from the DSA Approved Sets for each project. These drawings represent building design, coordination and documentation as performed by Project Frog.
3. HMC shall provide the submittal package to the San Mateo County Environmental Health Services Division. The District shall provide all plan check and or permit fees.
4. Health Department Comments: Optional fee, should there be comments which the district needs assistance with HMC shall coordinate the distribution of comments to Project Frog and Project Frog consultants necessary to address the comments. HMC will collect response to comments, revised drawings if necessary

for resubmittal to the San Mateo County Environmental Health Services Division to facilitate approval and utilizing the appropriate protocols.

- 5. All Consulting Engineers shall be contracted by Project Frog. Should additional scope of work be added to the project at the request of Project Frog, Project Frog shall coordinate additional services with the engineers directly.
- 6. ~~HMC will coordinate with Project Frog and Project Frog Consultants to develop punch lists, review & distribute Health Department Final Review and Approval comments and to facilitate approval and closeout.~~

Exclusions:

- 1. Food Service, Mechanical, Plumbing, Electrical or any related consultant fees.
- 2. Detailed coordination QA/QC review of the drawings compiled for the submittal.
- 3. Bid Phase Support services are excluded
- 4. Additional construction support relating to the food service equipment or health department approvals.
- 5. Interior Design/Interior Architecture services are excluded.

Reimbursable Expenses:

Reimbursable out of pocket costs related to Owner requested printing plotting (including 3D plotting), and other expenses are in addition to hourly compensation for the services described above. These expenses shall be billed by the Architect to the Owner at cost (1.0) times the expense incurred by the Architect.

HMC GROUP
1570 The Alameda Studio 330
San Jose, CA 95120

Project Frog
501 Second Street suite 120
San Francisco, CA 94107

By  _____ 7-8-15
Lee Salin AIA, (Date)
Managing Principal

By _____ (Date)

Encls.: Attachment "A", HMC Hourly Rate Schedule

cc: L. Eloff, File-CN-AOA
Amend No 10_SSFUSD Health Department Submittal_150708.doc

ATTACHMENT "A"

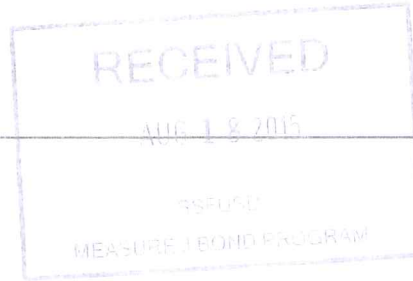
HMC Rate Schedule
 Standard Hourly Rate by Professional Category
 (Not all categories need apply to this contract)

Description	Rates
Principal in Charge	\$ 195
Project Director	\$ 190
Project Leader/Technical Leader	\$ 135
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 185
Project Manager/Project Architect/Technical Manager	\$ 160
Project Coordinator	\$ 115
Intermediate Drafter	\$ 105
Sr Construction Administrator	\$ 190
Construction Administrator	\$ 140
Construction Administration Support	\$ 80
Design Director	\$ 195
Design Leader	\$ 120
Project Designer	\$ 150
Senior Project Designer	\$ 175
Designer II	\$ 110
Designer	\$ 85
Senior Interior Project Designer	\$ 165
Senior Interior Designer	\$ 170
Interior Design Coordinator	\$ 90
Interior Design Leader	\$ 115
Interior Designer	\$ 125
Sustainable Design	\$ 135
Cost Estimating	\$ 185
Specifications	\$ 165
Agency Compliance	\$ 90
Education Facilities Planner	\$ 160
Senior Education Facilities Planner II	\$ 175
Senior Education Facilities Planner I	\$ 195

These are the current hourly rates effective June 1, 2014 through June 30, 2015 and are subject to change one time annually effective June 1st



USS CAL BUILDERS



Building Your Future

21

DATE:	7/22/2015	Job No. :	245
TO:	SSF USD		
ATTENTION:	SSF USD		
REF:	Additional Work at Buri Buri- CO 038:AOR fees for permit application preparation of Health Dept permit submittal for MPR		
South San Francisco Unified School District			
Modular Projects			

Transmittal Form

WE ARE SENDING:

ITEM	COPIES	DESCRIPTION
		Additional Work at Buri Buri- CO 038:AOR fees for permit application preparation of Health Dept permit submittal for MPR
		Buri Buri \$1,631.58
		Total Amount \$1,631.58

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

7/22/2015
 (Date)

Received by: JEFF G. BONNER
 (Print Name)

[Signature]
 (Signature)

8-18-15
 (Date)

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



CHANGE ORDER REQUEST
Buri Buri ES - 038

DATE: July 22, 2015
 REFERENCE: Project Frog
 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 work to prepare permit application of Health Dept permit submittal for MPR at Buri Buri Increment 2 as requested by the District

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%)

\$ 1,538.50

Subtotal B \$ 1,538.50

General Contractor's Cost

Material (see attached supporting documentation) \$ -

Subtotal C \$ -

Taxes at _____ % of Material \$ -

Subtotal D \$ -

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

Subtotal E \$ -

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

Subtotal F \$ -

Construction Equipment (See attached supporting documentation) \$ -

General Contractor's Overhead and Profit

Overhead & Profit 5% of Subtotals A & B \$ 76.93

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

Overhead & Profit 20% of Subtotal D \$ -

Subtotal F \$ 76.93

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

Subtotal G \$ 16.15

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

Total \$ 1,631.58

- 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 pursuing to and under section 7102 of the public contract code."

Project Frog

Date: July 8, 2015

501 Second Steel, Suite 120
 Phone 415.814.8500 Fax 415.814.8501
 sales@projectfrog.com

SOLD TO: USS CAL BUILDERS

Project: Buri Buri Elementary School & Parkway Heights Middle School
 Description of Work:
 AOR fees for permit application preparation of Health Dept permit submittal for MPR's at Buri Buri and Parkway

Item #	Description	Qty / Rate	Total
1	Phase 2B - MPR's		\$2,930
2	Buri Buri Elementary School		
3	Parkway Heights Middle School		
	Discounts		
	Sales Tax on Goods	8.5%	
	Fee	5%	\$147
Grand Total			\$3,077

Qualifications

1. Permit fees by others
2. Based on DSA approved drawings dated 10/23/2014 (Buri Buri), 11/21/2014 (Parkway)
3. Design coordination by Project Frog will be billed separately if required
- 4.
- 5.
- 6.

Above pricing is based on the SOV dated 5/23/13
 Based on PF and USS Cal Performance Agreement

Approved by: _____ Date: _____
 Signed by: _____ Date: _____

Amendment No. 10

Date: ~~June 4, 2015~~, Revised July 8, 2015

Project Name: Project Frog
 SSFUSD Health Department Submittals
 HMC #3513002-104

AMENDMENT NO. 10 TO OWNER/ARCHITECT AGREEMENT

That certain Owner/Architect Agreement (Agreement) dated January 2, 2013, by and between Project Frog (Owner) and HMC GROUP (Architect), with respect to providing Architectural and Engineering Services is hereby amended, modified, and revised as follows:

Scope of Work:

Provide Architectural Services for the preparation of Health Department Submittals for Multi-Purpose Buildings at Buri Buri Elementary School and Parkway Middle School. The work shall include coordination of response to comments to facilitate obtaining Health Department Approval and support services through construction phase and close out.

Architect's Compensation:

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Optional Fee to provide support for

~~Health Dept. Comments & Backcheck \$ 1,500~~ DECLINED BY SSFUSD

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By  _____ 7.8.15
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cc: L. Eloff, File-CN-AOA
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